# Alphabetical index

#### A

A New Parliament, 58 abbreviations and acronyms, 169 - 170About Parliament, 58 accommodation services, 79-81 see also office equipment and services accountability and management, 89-103 accounting policies, 119-129 'Acting Wisely' exhibition, 54, 63 Adams, Sen. Judith, 8 adjournment debates, 41 administrative tribunal decisions, 93 adverse comment see right-of-reply mechanisms advertising, 6, 67, 74, 95, 155 aims and objectives of the department, 9 Alert Digest, 51, 52 amendments to legislation, 3, 35-37, 40, 44, 47-48, 50-51 Appropriations and Staffing Committee, 3, 4, 31–32, 43, 90, 92 assets management, 79-80 Attorney-General, 58 Attorney-General's Department, 53 audio broadcasts (hearings), 75, 103 Audit and Evaluation Committee, 22, 26, 81, 89-91, 92 audit report, 108-109 AusTender, 100 Australasian Parliamentary Educators' Conference 2011, 61 Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT), 63, 65 Australian Broadcasting Corporation, 54, 103 Australian Commission for Law Enforcement Integrity Joint Committee, 67, 73

Australian Council of Social Service, 52 Australian Defence Force Parliamentary Program, 8 Australian Government Solicitor, 58 Australian Information Commissioner, 5, 101 Australian National Audit Office, 85, 91, 93, 137 Australian National Internships Program, ii, 52, 55 Australian National University, 55, 60 Parliamentary Studies Centre, 157 Australian Public Service adequacy and appropriateness of guidance and advice to officers, inquiry into, 24 Australian Public Service Commission, 101 training programs for, 52-53, 63, 76, 93–94, 157 Australian Secondary Principals' Association, 61 Australian Senate Practice see Odgers' Australian Senate Practice Australia's Constitution (pocket edition), 58 Australia's Food Processing Sector Select Committee, 67, 73 Australia's Immigration Detention Network Joint Select Committee, 67.73 Australia's Public Affairs Channel (A-PAC), 54, 103

#### В

bills, 35–38, 40, 41, 43–44, 45, 50–52, 62 *see also* legislation; private senators' bills

bills inquiries, 69-71, 77 bills system (bills management and publishing), 37-38, 45 Bills System Advisory Group, 37 Biographical Dictionary of the Australian Senate, 48, 54, 63 online version, 54, 83 **Biographical Dictionary Unit** contact details, 163 Black Rod's Office, 5, 10, 11, 13, 79-86, 154, 163, 165 Bowen, Phil, 7 Brief Guides to Senate Procedure, 26,40 broadcast captioning, 34, 103 broadcasting, 54, 68, 103 budget outcome, 3–4, 20 business continuity plans, 82, 90 Business of the Senate, 31, 40

# C

176

ceremonial support services, 79-81 certificate of compliance processes, 85 Chairs' Committee, 65, 69, 75, 76 chamber support, 79-80 changeover of the Senate see Senate changeover civics education curriculum, 55, 57, 59 classifications of staff, 153 Clerk of the Senate, 10, 11, 24, 26, 28-29, 49, 53, 68, 79, 89, 90, 91, 93, 153, 157 Clerk's review, 3–8 contact details, 165 remuneration, 95, 153 role, 10, 22, 24 clerks at the table, 12, 32, 48, 65, 79 Clerk's Instructions, 85, 91, 99 Clerk's Office, 10, 13, 21–29, 89, 154, 165 closure of debate, 41 code of conduct Parliamentary Service, 92

for senators, inquiry into draft code, 26 collective agreement see enterprise agreement Comcare, 98 CommDocs, 75, 83 committee exchange program, 76, 77 Committee of Privileges, 21, 24, 25 Committee of Senators' Interests, 21, 25-26 draft code of conduct for senators, inquiry into, 26 Committee Office, 10, 11, 13, 65-78, 102, 154, 163, 165 Senior Clerk of Committees, 67, 68 committee room support, 79-80, 166 committees administrative officers, 66 audio broadcasts, 75, 103 CommDocs, 75, 83 committee activity, 3, 7 contact details, 165-166 HTML conversion of submissions, 76, 102–103 joint committees, 33, 34, 37, 65-67, 73, 77, 78, 155 legislation and references committee (pairs), 69 legislative and general purpose, 65-67, 69-72 legislative scrutiny, 47, 48, 51-52, 62, 63, 155 management committees, 26–27, 89-91 meetings (number and location), 70-74 publications on, 159-160 references to, 24, 25, 26, 43-44, 49, 69-71 reporting timeframes, 18, 65, 70, 77, 82 resourcing, 66-67, 93, 154 see also Committee Office

secretariat costs, 67 select committees, 7, 34, 65-67, 72-73,77 Senate Centralised Information Database, 75, 83, 90 specialist advice, 51, 67 standing committees, 24-26, 33 support for, 7, 20, 28, 43, 51–52, 65-67, 83 see also Committee Office teleconferencing, 75 time constraints, 18, 77 unauthorised disclosure of committee proceedings, 23, 68 video conferencing, 69, 74 workloads, 7, 18, 66, 69-74, 77-78,93 Commonwealth Budget Management System, 85 Commonwealth Disability Strategy, 101 Commonwealth Electoral Act 1918, 155 **Commonwealth Financial** Accountability Review, 24 Commonwealth Fraud Control Guidelines, 91, 155 see also fraud control Commonwealth Procurement Guidelines, 99 Community Affairs Legislation Committee, ii, 72 **Community Affairs Standing** Committee, 67 community engagement, 74 see also public awareness activities competitive tendering, 99-100 compliance index, 171-173 compliance with requirements for government agencies, 155–156 computers see information technology conferences attended, 61 presentations to, 61, 157 Constitution, 58

section 53, 23, 49, 50 constitutional and historical publications, 160–161 consultancies, 99-100 consultative arrangements, departmental, 89-91 contact details, 163, 165-166 contempt of the Senate, 25 contracts and contracting, 99-100 corporate governance, 22, 26-27, 32, 48, 65, 79, 85, 89-93 corporate induction, 97 corporate plan, 89, 91, 92 corporate support services, 79-86 **Corporations and Financial Services** Joint Committee, 67, 73 costs of operations, 20, 22, 32, 49, 66-67,81 Council of Australian Governments, 82

## D

Delegated Legislation Monitor, 52 delegations see international delegations; financial delegations delivery services, 82 Department of Defence, 53 Department of Education, **Employment and Workplace** Relations, 52, 53 Department of Finance and Deregulation, 53, 68 Department of Foreign Affairs and Trade, 53 Department of Health and Ageing, 53 Department of Parliamentary Services, 7, 18, 68, 82, 100, 155 Department of Sustainability, Environment, Water, Population and Communities, 53 Department of the House of Representatives, 7, 45, 49, 62, 75, 79, 82, 83, 99, 101 Department of the Treasury, 53

departmental committees, 26-27, 89-91 see also Audit and Evaluation Committee; Program Managers' Group; Senate Management Advisory Group; Workplace Consultative Committee departmental information (publications), contact details, 163 departmental overview, 9-13 departmental policies, 84, 85, 90, 91 Deputy Clerk of the Senate, 11, 22, 25, 26-27, 49, 53, 68, 89, 90, 153, 165 Deputy President of the Senate, 20, 22, 65, 69, 165 Deputy Speaker of the House of Representatives, 55 desktop publishing, 79-80 Dewan Perwakilan Daerah (Indonesian upper house), 61 digital repositories, 43 digitisation projects, 33, 46, 99 disability action plan, 101-103 assistance to members of the public who have disability, 76, 93, 102-103 disallowable instruments, 51 Disallowance Alert, 52 disallowance process, 49, 51 disqualification of senators and candidates, 23 diversity of staff, 154 document processing and management, 31-33, 41-43, 103 bills system, 37-38, 45 digitisation projects, 33, 46, 99 document storage, 43, 75 electronic distribution, 33, 37-38, 39, 42-43, 45, 75, 83 records management, 85 documents tabled or presented, 25, 31, 34, 39, 42–43, 45, 69, 72, 76 domestic committees see standing committees Dynamic Red, 6, 31-33, 36, 39-40

## E

Economics Standing Committee, 67 **Economics Standing Committee** (House of Representatives), 60 Education, Employment and Workplace Relations Standing Committee, 67, 77 education services (public awareness) see Parliamentary Education Office; public awareness activities education (staff) see training and development efficiency dividend, 3, 22, 26–27, 29,67 election 2010, 22, 86 electronic distribution of documents see under document processing and management employees see staff employment arrangements, 96 see also human resource management enterprise agreement, 7, 21, 85, 86, 90, 95, 96 **Environment and Communications** References Committee, 76 **Environment and Communications** Standing Committee, 67 Environment Protection and **Biodiversity Conservation Act** 1999, 155 environmental performance, 155 e-PPS see Parliamentary Papers Series equality of opportunity, 92 equal employment opportunity staff categories, 154 equipment see office equipment and services equity, 92 Estimates at a Glance, 31, 39-40 estimates hearings, ii, 18, 21, 26, 29, 31, 40, 68, 71-72, 74, 76, 81, 83,92

178

ethical standards, 92 evaluation, 19, 29, 44, 45, 59, 62–63, 78, 86, *see also* performance; survey of senators' satisfaction Evans, Harry, 6, 26 exhibitions, 48, 52, 54, 63 expenses for outcome 1, 152 external scrutiny, 92–93 F

#### Facebook, 84 Fair Work Act 2009, 89 feedback see evaluation; survey of senators' satisfaction female staff, 153–154 'field trips' (Table Office), 44 Finance and Public Administration Legislation Committee, 92 Finance and Public Administration Standing Committee, 67, 100 financial constraints, 7, 8, 29, 32, 45,86 financial delegations, 85, 97 financial management, 80-81, 85, 90, 99–100 guidelines, 91 Financial Management and Accountability Act 1997, 89, 91, 99.111 financial management information system, 81, 83, 85 financial powers of the Senate, 23 financial statements, 105-148 Foreign Affairs, Defence and Trade Standing Committee, 67 Former Members of Parliament Association, 79 fraud control, 81, 90, 91-92, 155

certification, 156

fringe benefits tax, 128

5, 100-101

numbers

freedom of information, 5, 100–101

Freedom of Information Act 1982,

FTE see staff, full-time equivalent

functions of the department, 9, 13

furniture refurbishment, 81, 99

### G

Gambling Reform Joint Select Committee, 67, 73 *Get Parliament*, 58 gifts, 25 glossary, 169–170 goods and services tax, 128 Governor-General, 5 graduate training programs, 53, 77, 93–94 guillotine, 34, 41 *see also* time management motions

# Η

Hallett, Brien, 11, 12, 80, 165 Hansard, 68 Hansard Production System, 38 Health and Safety Committee, 98 Health and Safety Management Arrangements, 97 health promotion program, 98 historical publications, 160-161 Hogg, Sen. the Hon. John, iii, 10, 11, 165 House of Representatives Standing Committee on Economics, 60 human resource management, 80-81, 84-85, 90, 93-98 employee benefits statement, 84 employment arrangements, 96 enterprise agreement, 7, 21, 85, 86, 90, 95, 96 performance management, 80, 84, 90, 96 policies and procedures, 84, 92 probation, 84 recruitment, 6, 9, 80, 84, 90, 102, 155 staff see staff; staffing levels workforce planning, 9, 80, 84, 90,94

human resource management information system, 83 Human Rights Parliamentary Joint Committee, 3, 7, 47–48, 51–52, 61, 63, 77, 84 *Human Rights (Parliamentary Scrutiny) Act 2011*, 51

#### Ι

Index to the Papers Presented to Parliament, 42 Indigenous matters estimates hearings, 71 Information Commissioner, 5, 101 information management, 22, 27 information services see public awareness activities information technology, 18, 27, 29, 79-80,90 assets management, 99 assisting committee secretariats, 63, 75-76, 78, 83 contact details, 166 financial constraints, 8 financial management information system, 81, 83, 85 human resource management information system, 83 Presiding Officers' review of, 6-7, 27, 29, 86 standard operating system, 37, 85 support services, 82-83 inquiries and distribution services (Table Office), 41-42 inquiry powers of the Senate, 23 integrity of Senate, protection of see Committee of Privileges interests online publication of, 25 of senators, 21, 25-26 of senior executives, 26 internal audits, 81, 84, 90-91, 93 see also Audit and Evaluation Committee

International and Community Relations Office, 62 international delegations departmental support for, 61, 76 visits by, 52, 60, 61, 76, 157 internet *see* websites internships program, ii, 52, 55 inter-parliamentary relations, 47, 61 Inter-Parliamentary Study Program, 62 Inter-Parliamentary Union, 61

#### J

Joint Committee on Corporations and Financial Services, 67, 73 Joint Committee on Human Rights, 3, 7, 47–48, 51–52, 61, 63, 77, 84 Joint Committee on Law Enforcement, 67, 73 Joint Committee on Publications, 33 Joint Committee on the Australian Commission for Law Enforcement Integrity, 67, 73 joint committees, 33, 34, 37, 65-67, 73, 77, 78, 155 Joint Select Committee on Australia's Immigration Detention Network, 67, 73 Joint Select Committee on Gambling Reform, 67, 73 Journals of the Senate, 31–33, 39-40, 42, 46 judicial decisions, 93 judicial misbehaviour and incapacity, inquiry into, 24 July 2011 sittings, 3

### L

Laing, Rosemary, iii, 8, 10, 11, 12, 111, 156, 157, 165 Law Enforcement Joint Committee, 67, 73 Leader of the Government in the Senate, 34 learning and development framework, 4, 21, 28, 44, 76, 78, 84, 90, 91, 96, 97 see also training and development lectures, 47-48, 52, 53-54, 102-103 see also seminars Legal and Constitutional Affairs Legislation Committee, 24, 71 Legal and Constitutional Affairs Standing Committee, 67, 77 legal advisers, 51, 155 legal services, 155 Legal Services Directions 2005, 155 legislation amendments to, 3, 35–37, 40, 44, 47-48, 50-51 contact details, 166 disagreements between the Houses, 3, 23 governing departmental operations, 89 reports against particular legislation, 155 see also bills legislation and references committees (pairs), 69 see also standing committees legislative activity, 3, 7, 35–37 legislative and general purpose standing committees, 65–67, 69 - 72legislative drafting services, 47–51 legislative instruments, 49, 51, 52 legislative scrutiny committees, 47, 48, 51–52, 62, 63, 155 see also Standing Committee on Regulations and Ordinances; Standing Committee for the Scrutiny of Bills; Parliamentary Joint Committee on Human Rights letter of transmittal, iii

#### Μ

'Magna Carta' online exhibition, 54, 83

mail services, 82 male staff, 153–154 management and accountability, 89-103 management committees, 26-27, 89-91 see also Audit and **Evaluation Committee**; Program Managers' Group; Senate Management Advisory Group; Workplace Consultative Committee Manager of Government Business, 34 market research, 155 media 'lock-ups', 81 'Meet Your Senator' exhibition, 54 messages, 35, 37 messenger services, 79 microfilm of tabled papers, digital images of, 43, 45 Mills, Carol, 7

#### N

National Capital Civics Education Group, 61 National Youth Science Forum, 60 New South Wales Legislative Council, 61–62 non-ongoing staff, 18, 95 non-salary benefits, 96 *Notice Paper*, 31–33, 39–40, 45 notices of motion, 38–39, 45 Notzon, Bronwyn, 11, 12, 48, 165

# 0

occasional lecture series, 53–54, 102–103 *see also* seminars occupational health and safety *see* work health and safety *Occupational Health and Safety Act* 1991, 97–98, 155 *Odgers' Australian Senate Practice*, 6, 21, 26, 40, 83 office equipment and services, 81-82 see also information technology; accommodation services office-holders, 165 ongoing staff, 18, 153 Open Day see Parliament House Open Day 2013 oral advice, 22-23 Order of Business, 31-34 see also Dvnamic Red orders for the production of documents, 34, 49 'ordinary annual services of the government', 23 organisational structure, 4-5, 10-11 structural review, 17, 27, 76, 78, 84, 91 orientation seminars for senators see training and development outcome, 119 performance information, 20, 21, 31, 47, 65, 79 performance overview, 17-20 and program structure, 12-13 reporting of outcomes, 147 resources for, 20, 151-152 outreach programs, 7, 55, 57–58, 60.64 overviews Black Rod's Office, 79-81 Clerk's Office, 22 Clerk's review, 3-8 Committee Office, 65–68 departmental, 9-13 performance, 17-20 Procedure Office, 48-49 Table Office, 32–33

#### Р

Papers on Parliament, 54, 157 papers produced by departmental officers, 157 see also publications; presentations by staff Parliament Alive, 57–58 Parliament House Heritage Advisory Board, 93 Parliament House Open Day 2013, 63 Parliament in Pictures, 58 Parliament of Australia Graduate Program, 77 Parliament of Australia website, 5-6, 27, 76 Freedom of Information request register, 101 redevelopment, 33, 37-38, 53, 76, 83, 90 see also Senate website Parliamentary Budget Office, 7, 27, 100 parliamentary delegations see international delegations Parliamentary Education Office, 18, 47-49, 55-61, 62, 63-64 Advisory Committee, 55 civics education curriculum, 55, 57, 59 contact details, 163, 166 demand, 7, 18, 56-57, 62 despatch boxes (replica), 59, 62 Education Centre, ii, 56-57, 63 feedback on, 59, 63 joint ventures, 60 outreach programs, 7, 55, 57–58, 60,64 professional associations, 61 publications, 55, 58-60, 64, 161-163 role-plays, 56, 57-58, 59, 60, 63-64, 102 services for persons with disability, 102, 103 website and resources, 47, 49, 55, 58-60, 62, 64, 157, 161-163 Parliamentary Executive Professional Upgrade Program (PEP UP), 97

Parliamentary Joint Committee on Human Rights, 7, 61, 63, 77, 84 activities, 52 establishment, 51 funding for, 3 Procedure Office support for, 47-48, 51-52 parliamentary joint committees see joint committees Parliamentary Papers Series, 42 electronic repository for, 33, 45 parliamentary privilege, 23, 25, 29, 53, 68 see also Committee of Privileges parliamentary research, 18, 47-48, 52-53, 166 Parliamentary Service Act 1999, viii, 7, 22, 89, 92, 93, 100 subsection 24(1) determination, 95 Parliamentary Service Code of Conduct, 92 Parliamentary Service Values, 49, 92 Parliamentary Studies Centre (Australian National University), 157 parliamentary website redevelopment, 33, 37-38, 53, 76, 83.90 ParlInfo Search database, 38, 39, 42 Parry, Sen. Stephen, 165 pay see remuneration payroll services, 80-81, 84 pecuniary interests see interests PEO see Parliamentary Education Office performance Black Rod's Office, 79–86 Clerk's Office, 21-29 Committee Office, 65–78 factors influencing, 17–18, 27-29, 44-45, 62, 77-78 overview, 17-20 Procedure Office, 47–64 recommendations, 92

satisfaction with services, 19 see also survey of senators' satisfaction summary, 19-20 Table Office, 31–46 performance communication scheme, 90 performance information, 20, 21, 31, 47, 65, 79 performance management, 80, 84, 96 audit, 90 performance outlook Black Rod's Office, 86 Clerk's Office, 29 Committee Office, 78 Procedure Office, 63-64 Table Office, 45-46 performance overview, 17-20 performance pay, 96 petitions, 32, 38-39 plans and planning, 82, 89-92 policies accounting, 119-129 financial management, 85 human resource management, 84, 92 portfolio budget statements, 9, 12, 19,85 presentations by staff, 61, 157 presentation of documents see documents tabled or presented President of the Senate, ii, iii, 10, 11, 20, 22, 23, 24, 65, 77, 79, 81, 93, 95, 108 contact details, 165 Presiding Officers' Information Technology Advisory Group, 80 printing services, 79-80, 82 Privacy Act 1988, 155 private senators' bills consideration of, 23, 25 drafting, 48, 50-51 see also bills; legislation Privileges Committee, 21, 24, 25 probation, 84

procedural advice, 9, 20-24, 28-29, 31-34, 39, 44-45, 47-51, 66-68 publications on procedures, 26.158-159 see also procedural support; oral advice; written advices Procedural Information Bulletin, 21, 26, 68 procedural scripts, 34, 35, 49, 51 procedural support, 31, 34, 47-49 see also procedural advice Procedure Committee, 21, 24–25 consideration of private senators' bills, 25 Procedure Office, 10, 11, 13, 39, 44, 47-64, 84, 154, 163, 165 procurement see purchasing productivity, 95, 96 see also workload professional development (PEP UP), 97 see also training and development Program Managers' Group, 26, 89-91, 92 program structure, 12-13 see also outcome programming and procedural support see procedural support public awareness activities, 21, 27, 47-48, 52-55, 74, 157-163 see also Parliamentary Education Office; Senate Public Information Office public hearings, broadcasting of, 68, 103 public interest immunity claims and procedures, 23 publications, 55, 58-60, 157-163 business documents, 20, 31–33, 39-41, 158-159 by departmental officers, 157 by subject area, 158–163 Publications Committee (Joint), 33 Publications Committee (Senate), 31-32, 43

purchasing, 99 see also competitive tendering; contracts and contracting Pye, Richard, 11, 12, 165

# Q

questions on notice, 32, 38–39, 40, 49 at estimates, 40 *Questions on Notice Summary*, 31, 38

## R

records management (administrative records), 81, 85 records of Senate business, 20, 31-33, 39-41, 158-159 see also document processing and management recruitment, 9, 80, 84, 90, 102, 155 advertising of vacancies, 6 refurbishments, 81, 99 Regional Representative Council of the Republic of Indonesia, 61 Register of Senators' Interests online publication of, 25-26 Registrar of Senators' Interests contact details, 166 **Regulations and Ordinances** Standing Committee, 47–48, 51-52, 63 Reid, Chris, 11, 12, 67, 165 remuneration pay increases, 95, 96 performance pay, 96 salary ranges, 153 secretariat staff, additional, 78 senior executives, 95, 137–139 reporting of outcomes, 147 reporting timeframes (committees), 18, 65, 70, 77, 82 reports tabled see documents tabled or presented

research services see parliamentary research resource allocation, 18, 28, 66, 78, 93 resource statement, 151 resources for outcome 1, 20, 152 see also financial management; outcome; staff right-of-reply mechanisms, 25 risk management, 81, 90, 91-92 role and functions of the department, 9, 13 Role-play the Parliament, 59 role-plays (Parliamentary Education Office), 56, 57–58, 59, 60, 63–64, 102 Rotary Adventure in Citizenship program, ii, 60 routine of business, 25 running sheets, 31, 35, 36-37, 40 Rural Affairs and Transport Standing Committee, 77 Rural and Regional Affairs and Transport Standing Committee, 67 Rural Leadership Program, 53 Rural Women's Leadership Program, 60

# S

salary see remuneration satisfaction with services, 19 see also evaluation; performance; survey of senators' satisfaction schools, programs for see Parliamentary Education Office SCID see Senate Centralised Information Database scrutiny committees see legislative scrutiny committees Scrutiny of Bills Standing Committee, 47–48, 51–52, 63 future direction and role, inquiry into, 52 Scrutiny of Disallowable Instruments, 52

Scrutiny of New Taxes Select Committee, 67, 73 section 53 of the Constitution, 23, 49.50 security advice, 79-80, 82 Security Management Board, 80 security management plans, 82 Select Committee on Australia's Food Processing Sector, 67, 73 Select Committee on the Scrutiny of New Taxes, 67, 73 select committees, 7, 34, 65-67, 72-73,77 Selection of Bills Committee, 31-32, 43-44 seminars, 44, 47-48, 52-53, 55, 63, 76, 97, 103 feedback from attendees, 19, 63 see also lectures Senate Briefs, 54 Senate Centralised Information Database (SCID), 75, 83 audit, 90 Senate changeover, 17, 27–28, 79, 86,90 Senate Daily Summary, 31–33, 39 - 40Senate Disallowable Instruments List. 52 Senate Management Advisory Group, 26, 27, 89-91 review of learning and development framework, 28 Senate of the Kingdom of Thailand, 61 Senate order relating to departmental and agency contracts, 100 Senate Public Information Office, 5, 6, 10, 21, 22, 27, 78, 84, 90 contact details, 166 transfer of staff to, 29 Senate website, 5-6, 31, 39-40, 42, 43, 54, 75, 95, 157-161 see also Parliament of Australia website

Senate work and procedures (publications on), 158–159 senators biographical dictionary, 48, 54, 63.83 conduct in debate. 26 draft code of conduct for senators, inquiry into, 26 legal costs, 23 new, ii, 3, 7, 21, 27–28, 29, 52, 53, 81, 82, 86 newsletter for, 21, 28–29 non-government, 47, 49-51 orientation and training, 3, 7, 28, 52-53, 63 register of interests, 25-26 support for, 4, 28, 76 time constraints, 77 Senators' Interests Committee, 21, 25 - 26draft code of conduct for senators, inquiry into, 26 senators' services, 79-82, 166 senators' survey see survey of senators' satisfaction senior executives, 153, 165 collective determination, 95 register of interests, 21, 26 remuneration, 95, 137-139 rotation, 4 training programs for agency, 53, 157 Senior Management Coordination Group, 82 Senior Officers' Group, 26 separations, 95 Serjeant-at-Arms, 82 sitting days, 18, 20, 28, 33 Skype, 75 social inclusion see disability action plan social justice, 92 social media, 59 see also Twitter; Facebook SPIO see Senate Public Information Office

staff age profile, 94 benefits and entitlements, 96 diversity and EEO categories, 154 employment category, 153 full-time equivalent numbers, 94, 154 see also staffing levels gender, 94, 153-154 induction, 97 location, 93 mobility, 94 numbers and classifications, 153 part-time, 153 salary scales, 153 separations and turnover, 95 see also human resource management; workforce planning Staff Bulletin, 98 staff productivity, 95, 96 see also workload staff training see training and development staffing levels, 4, 26-27, 84, 93, 94 Black Rod's Office, 81, 86, 154 Clerk's Office, 22, 154 Committee Office, 66, 78, 93, 154 Procedure Office, 49, 154 Table Office, 32, 154 Standing Committee for the Scrutiny of Bills, 47-48, 51-52, 63 Standing Committee of Privileges, 21, 24, 25 Standing Committee of Senators' Interests, 21, 25–26 draft code of conduct for senators, inquiry into, 26 Standing Committee on Appropriations and Staffing, 3, 4, 31-32, 43, 90, 92

186

Standing Committee on Community Affairs, 67 Standing Committee on Economics, 67 Standing Committee on Economics (House of Representatives), 60 Standing Committee on Education, Employment and Workplace Relations, 67, 77 Standing Committee on Environment and Communications, 67 Standing Committee on Finance and Public Administration, 67, 100 Standing Committee on Foreign Affairs, Defence and Trade, 67 Standing Committee on Legal and Constitutional Affairs, 67, 77 Standing Committee on Procedure, 21, 24-25 consideration of private senators' bills, 25 Standing Committee on Regulations and Ordinances, 47-48, 51-52, 63 Standing Committee on Rural Affairs and Transport, 77 Standing Committee on Rural and Regional Affairs and Transport, 67 standing committees, 24-26, 33 standing orders, 41, 44, 51, 68 changes to, 25 petitions conforming with, 39 SO 25, 69, 99 SO 74(5), 40 SO 142, 34 suspension of, 34, 41 statistics on Senate business, 31–33, 38-41, 44, 67 statutory committees see joint committees Steering Committee for the Review of Information and Communications Technology, 27 stocktake, 99

structural review, 17, 27, 76, 78, 84, 91 structure *see* organisational structure Studybank scheme, 96 *see also* training and development sub judice convention, 68 survey of senators' satisfaction, 19, 20, 21, 29, 45, 62–63, 65, 78, 79, 86 swearing-in of new Senate, 81

# Т

Table Office, 10, 11, 13, 31-46, 154, 163, 165 'field trips', 44 Table Office Production System (TOPS), 27, 33, 45, 83, 99 Tabled Papers Register, 42 teleconferencing, 75 telelift, 41 tenders, 99-100 Thailand Senate of the Kingdom of, 61 Thompson, Alan, 7 time constraints (committee inquiries), 18, 77 time critical bills, 43-44 time management motions, 35 see also guillotine Tongan Legislative Assembly, 61 training and development agency public servants, 52-53, 63, 76, 93-94 departmental staff, 4, 33, 44, 52, 76, 78, 80, 84, 91, 94, 96, 97, 157 'field trips' (Table Office), 44 graduate training programs, 53, 77, 93-94 induction, 97 PEP UP professional development, 97 performance communication scheme, 90

seminars, 19, 44, 47–48, 52–53, 55, 63, 76, 97, 103 senators and their staff, 3, 7, 28, 52–53, 63 staff induction, 97 for teachers, 55 training calendar, 28, 44, 84 for visiting parliamentary officers, 61 *see also* learning and development framework TRIM *see* records management (administrative records) Twitter, 6, 27, 59, 84

## U

Update Online, 83 Usher of the Black Rod, 12, 27, 79–80, 82, 86, 90–91 contact details, ii, 165 *see also* Black Rod's Office

#### V

values, 49, 92 video conferencing, 69, 74 video-on-demand, 6 visits by international delegations, 52, 60, 61, 76, 157 to the Parliamentary Education Office Education Centre, 7, 18, 56–57 *see also* public awareness activities

#### W

188

web publishing, 82–83, 166 websites committee material, 69, 75–76 digital repositories, 43 page views, 60

Parliament of Australia website, 5-6, 27, 33, 37-38, 53, 76, 83, 90, 101 Parliamentary Education Office, 47, 49, 55, 58–60, 62, 64, 157, 161–163 Senate, 5-6, 31, 39-40, 42, 43, 54, 75, 95, 157-161 Weeks, Maureen, 11, 12, 32, 165 whole-of-parliament activities, 82, 89 witnesses, 65, 66, 68, 70, 72-75 feedback from, 19 interpreter services for, 103 misleading evidence from, 68 treatment of, 23, 68 'Women in the Federal Parliament' exhibition, 54, 63 work health and safety, 97–98, 155 see also health promotion program Work Health and Safety Act 2011, 97-98, 155 Work Health and Safety (Transitional and Consequential Provisions) Act 2011, 98 work plans, 91 workforce planning, 9, 80, 84, 90, 94 Working in the Senate Development Program, 77, 93 workload, 18, 44 Black Rod's Office, 81-85 Clerk's Office, 22-27 Committee Office, 7, 18, 66, 69-74, 77-78, 93 Procedure Office, 49-62 Table Office, 32-44 see also productivity workplace agreements see enterprise agreement Workplace Consultative Committee, 89-91 workstations, 98 written advices, 22-24, 28-29