



DEPARTMENT
OF THE SENATE

2014–15

Annual Report



© Commonwealth of Australia 2015

This work is licensed under the Creative Commons Attribution-NonCommercial-NoDerivs 3.0 Australia Licence.

The details of this licence are available on the Creative Commons website:
creativecommons.org/licenses/by-nc-nd/3.0/au

ISSN: 0812-1427

Web address of this report: www.aph.gov.au/senate/dept/annreps/2015

Produced by the Department of the Senate

Printed by Elect Printing

Use of the Coat of Arms

The terms under which the Coat of Arms can be used are detailed on the It's an Honour website:
www.itsanhonour.gov.au/coat-arms/index.cfm

Contact officer

For further information about the content of this report, please contact the annual report coordinator:

Deputy Clerk

Department of the Senate

Parliament House

Canberra ACT 2600

Phone: 02 6277 3360

Fax: 02 6277 3199

Email: depclerk.sen@aph.gov.au

Website: www.aph.gov.au/senate/dept

Letter of transmittal



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

D15/47681

12 October 2015

Senator the Hon Stephen Parry
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 2015.

Yours sincerely



(Rosemary Laing)

About this report

This annual report of the Department of the Senate documents the department's performance for the financial year ending 30 June 2015.

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• compliance with certain legislative requirements• 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/2015

Contents

Letter of transmittal	iii
About this report	iv

Overviews

Clerk's review	3
Departmental overview	7

Report on performance

Performance overview	15
Clerk's Office	19
Table Office	27
Procedure Office	33
Committee Office	45
Black Rod's Office	53

Management and Accountability

Corporate governance	61
----------------------	----

Financial statements

Appendices

Appendix 1—Resources	117
Appendix 2—Staffing	119
Appendix 3—Compliance with legislative requirements	123
Appendix 4—Contact details	125

References

Glossary and abbreviations list	131
Compliance index	133
Alphabetical index	137



Overviews

- ▶ Clerk's review_____3
- ▶ Departmental overview_____7

Clerk's review

This report documents the performance of the Department of the Senate for 2014–15.

The new Senate

In one sense, the work of the Department of the Senate throughout the past financial year was typical of the middle section of an electoral cycle, with all staff and systems fully engaged in supporting the work of the Senate and its committees. In many other respects, the year was far from routine.

It began with the Senate meeting on 7 July 2014, following the commencement of the new Senate term on 1 July, the Government having announced an intention to press ahead with legislation to repeal the carbon and mining taxes at the earliest opportunity. This is now the second consecutive occasion on which a new Senate has been pressed into action as soon as possible following changes in composition at the previous election that held significance for the government of the day.

The formalities of the first meeting of the new Senate included the attendance of the Governor-General, His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd), to swear in senators, the election of Senator the Hon. Stephen Parry as 24th President of the Senate and his presentation to the Governor-General, and the election of Senator Gavin Marshall as the Deputy President and Chair of Committees. By the end of the first sitting fortnight, new senators, including those occupying balance of power roles, had had to exercise their vote on matters of great importance and participate in proceedings of unusual complexity and combativeness.

In this environment, the challenges for the department included providing support for new officeholders, providing accurate procedural advice and support for all senators but, perhaps most pressingly, devising and delivering an orientation program appropriate to the needs of twelve new senators, many of whom would be under media scrutiny, without the support of a developed party structure and facing intense pressure in respect of their vote. We made the decision to split the orientation program into different components held at different times. The first component, held on 3 and 4 July 2014, concentrated on the legislative process, the routine of business and advanced procedure, in order to prepare senators as much as possible for the expected intensity of the first two sitting weeks. Later sessions addressed financial scrutiny and committee work, among other things. The programs were well-received by senators who were able to put theory into immediate practice.

A larger and more diverse cross-bench stretched the department's capacity to provide procedural and legislative drafting support. At some points in the year, we were able to keep up with demand only by negotiating deadlines with senators, particularly for the drafting of private senators' bills, and by spreading workload where practicable.

After the July sittings, as chamber operations became more settled, the focus moved to committees where new records were set in the number of matters referred concurrently by the Senate to its existing committees and to select committees established for specific purposes. Many inquiries were generated by an increasingly active and influential cross-bench and “a Senate inquiry” continued to be seen as a remedy of first resort for examining policy change and program delivery, and for scrutinising government operations. At the time of the Budget estimates hearings in May-June 2014, committees had 55 active inquiries. At the equivalent hearings a year later, the number had risen to 78, with around 70 concurrent inquiries becoming the new average.

This level of committee activity is unprecedented but, as I explained at the 2014 Budget estimates hearings, committees themselves are ultimately constrained by the capacity of senators to participate in all stages of an inquiry. While some additional resources were provided to committees, and staff continued to be deployed flexibly to areas of greatest need, committees determined their priorities and sought extensions of time for inquiries where necessary and were supported in this planning by their secretariats.

The department’s budget

Last year, I was able to report that the department had delivered its services within budget for the second year in a row after a series of deficits. Rebalancing of the budget entailed working to a strict ceiling on numbers of full time equivalent staff with each office allocated a staffing cap. Numbers were adjusted following the addition of a modest amount of new policy funding to support new committee activity, greater demand for legislative drafting services and online publishing resources.

This year, the department’s balance sheet showed a deficit of \$1.2 million, and a similar outcome has been budgeted for in 2015–16, even with a one-off injection of \$1.5 million in additional funding for committee support. These financial results tell us that the department’s budget has been eroded by years of additional efficiency dividends, which have not been ameliorated by new policy funding, and that there are now sufficient funds only for election years when activity levels are generally lower. Workload is determined by decisions of the Senate. When workload returns to fully operational levels, as it has done this year, business as usual is no longer affordable.

If the department’s budget is inadequate to support the level of activity that the Senate determines, then the Senate risks being constrained in being able to carry out its constitutional functions, an outcome that is unacceptable.

The need for a more independent funding model is not a new theme in these reviews. While some progress has been made, much remains to be done in gaining recognition for a budgeting process that respects the constitutional separation of functions and the different rights and responsibilities of the legislative and executive arms of government. Current Senate President, Senator the Hon. Stephen Parry, has been assiduous in championing the independence of the Senate and its financial independence in particular. The department will continue to work with the President and the Senate Appropriations, Staffing and Security Committee in pursuit of this goal.

Changes in the security environment

Heightened security concerns during the year and a change in the national threat level led to a greater emphasis on security-related matters and a change in the composition, terms of reference and name of the Appropriations, Staffing and Security Committee. Amendments were also made to the composition and terms of reference of the Security Management Board established under the *Parliamentary Service Act 1999*. An additional task force, to operate on a temporary basis, was convened to provide advice, particularly in relation to a program of capital works required to strengthen the building's defences.

These developments, and decisions of the Presiding Officers to move command and control of security operations in Parliament House from the Department of Parliamentary Services (DPS) to the Australian Federal Police, involved the Usher of the Black Rod and her staff in extensive consultations with both agencies, particularly during the implementation phase. The new arrangements have worked well in ensuring that the position of the Senate is effectively represented in the development of security policy and in the operational arrangements that affect senators.

ICT arrangements

After the transfer in 2013 of the department's information and communications technology (ICT) staff and resources to DPS, following the Presiding Officers' 2012 review of parliamentary ICT, the centralisation of parliamentary ICT continued to mature. Participation of Senate Department staff in ICT governance fora continued to ensure that appropriate consideration was given to the business needs of the Senate and its committees in strategic planning, as well as in the implementation of projects.

At the end of the year, preparations necessary for the transfer to DPS of responsibility for ongoing maintenance and support of the Shared Committee Information Database (SCID) were well advanced. It would be no exaggeration to claim that SCID – which was developed in-house – has revolutionised the capacity of Senate committees to support the ever-expanding number of inquiries referred to them, particularly by automating the management and publication of submissions. In test at the end of the year were systems for expedited report production and publication, and publication of answers to estimates questions-on-notice, processes which were highly labour intensive in the past.

The department's other major software redevelopment investment, the Table Office Production System (TOPS), has not been as effective in transforming the work of the Table Office as SCID has been in supporting committee work. Although the system has replaced old and unsupported databases and systems to produce and publish our formal records, the promise of being able more easily to share and repurpose procedural information has not been met. We are looking to a new app – ParlWork – being developed with DPS and the Department of the House of Representatives, to allow more of our vision to be realised.

Recruitment and professional development

Although the department has been operating under a strict staffing cap, there has been no freeze on recruitment. Positions becoming vacant have been reviewed to ensure that they best reflect the department's needs but most positions have been filled on the basis that they were essential to the department's ability to perform its functions.

The strength of the department has been enhanced by the recruitment and promotion of highly qualified employees, but aptitude is only part of the picture. The parliamentary environment is demanding and unforgiving, and it is essential that employees are given access to relevant professional development to provide them with the procedural skills and knowledge they need to provide effective support to the Senate, its committees and senators.

Across the department, employees committed to undertake thousands of hours of professional development, from on-the-job experience and practical seminars, to formal study. We continued to produce a comprehensive training calendar every six months, covering induction and parliament-specific training, skills for the workplace and exposure to conferences, lectures and seminars. Individual professional goals were discussed as part of biannual performance reviews.

As a knowledge organisation with a dynamic staffing profile, the department must continue to support staff to gain the knowledge and experience required to operate effectively and to provide appropriate models of conduct that reflects the Parliamentary Service Values. I am confident that our staff remain the Senate's single most valuable asset, with the skills, dedication and resilience to deliver high quality support to the institution.

A challenge for the forthcoming year is to recognise the contribution of our staff by negotiating a fair and reasonable enterprise agreement with them in a very challenging industrial relations context.

Conclusion

In addition to the pressures already noted, our working relationships with DPS during much of 2014–15 were difficult in some areas. Publication at different times of advice requested by a senator, a Senate committee and an overseas parliamentary colleague made for an awkward relationship with the former DPS Secretary, but other events have overtaken and resolved those difficulties.

In this environment, I thank senior officers of the department and all departmental staff for their outstanding performance. I thank my parliamentary colleagues, the Clerk of the House of Representatives, the Parliamentary Budget Officer, and the Parliamentary Librarian and Acting DPS Secretary, and their staff, for countless instances of cooperation and collegiality in working together to support the Parliament. I am also grateful to parliamentary colleagues around the world, and many other people, for expressions of support in a difficult year.

Departmental overview

Supporting the Senate and senators

The Senate department is the secretariat to the Australian Senate. Its core functions derive from this purpose and its work is substantially driven by the requirements of the Senate and senators. It provides services in four areas:

Senate support – advice and secretariat support for the Senate

Committee support – advice and secretariat support for Senate and some joint committees

Senators' services – office services and other support services to senators and Senate officeholders in Parliament House

Public education and awareness – promotion of public knowledge and awareness of the role and work of the Senate and its committees.

In undertaking its functions the department is responsible not to the government of the day but to the Senate and all senators, maintaining complete impartiality in serving equally senators from all political parties and independent senators.

Before turning to the department's performance during 2014–15, this overview sets out the department's organisational structure, program structure and objectives.

Organisational structure

The department is responsible to the Senate through the President of the Senate, Senator the Honourable Stephen Parry, who was elected to that position on 7 July 2014. The administrative head of the department is the Clerk of the Senate, Dr Rosemary Laing, who was appointed in December 2009. The department is organised into the Clerk's Office and four other offices, as shown in figure 1. Figure 1 also identifies the elements of each office.

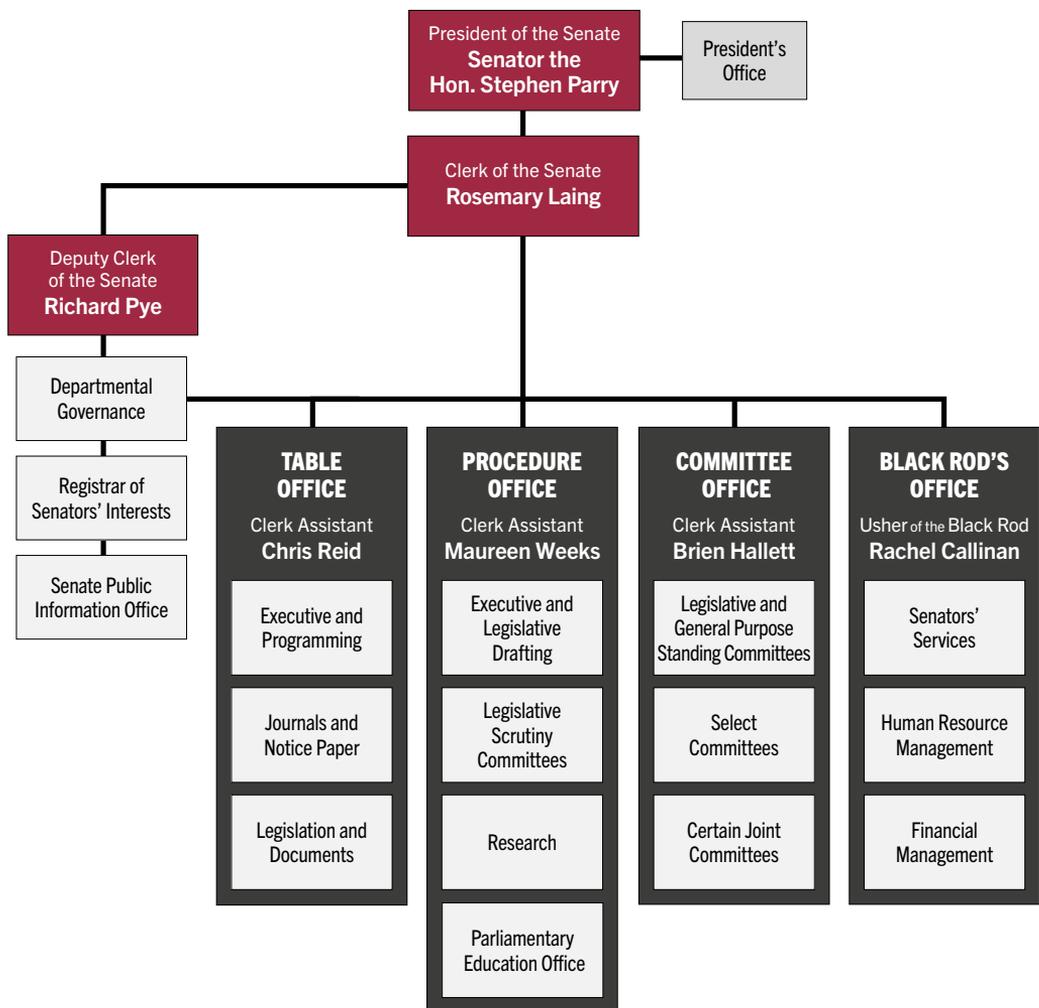
Senior staff from across the department provide direct support to the Senate on sitting days as clerks at the table. The following staff performed such duties during the year:

- Rosemary Laing
- Chris Reid
- Sue Blunden
- Tim Bryant
- Richard Pye
- Rachel Callinan
- James Warmenhoven
- Maureen Weeks
- Brien Hallett
- Jackie Morris

The Usher of the Black Rod performs certain formal and ceremonial duties on sitting days. During 2014–15, the following staff assisted with these duties:

- John Baczynski
- Anthony Szell
- Glenn Krause

Figure 1 – Organisational structure, 30 June 2015



Outcome and program structure

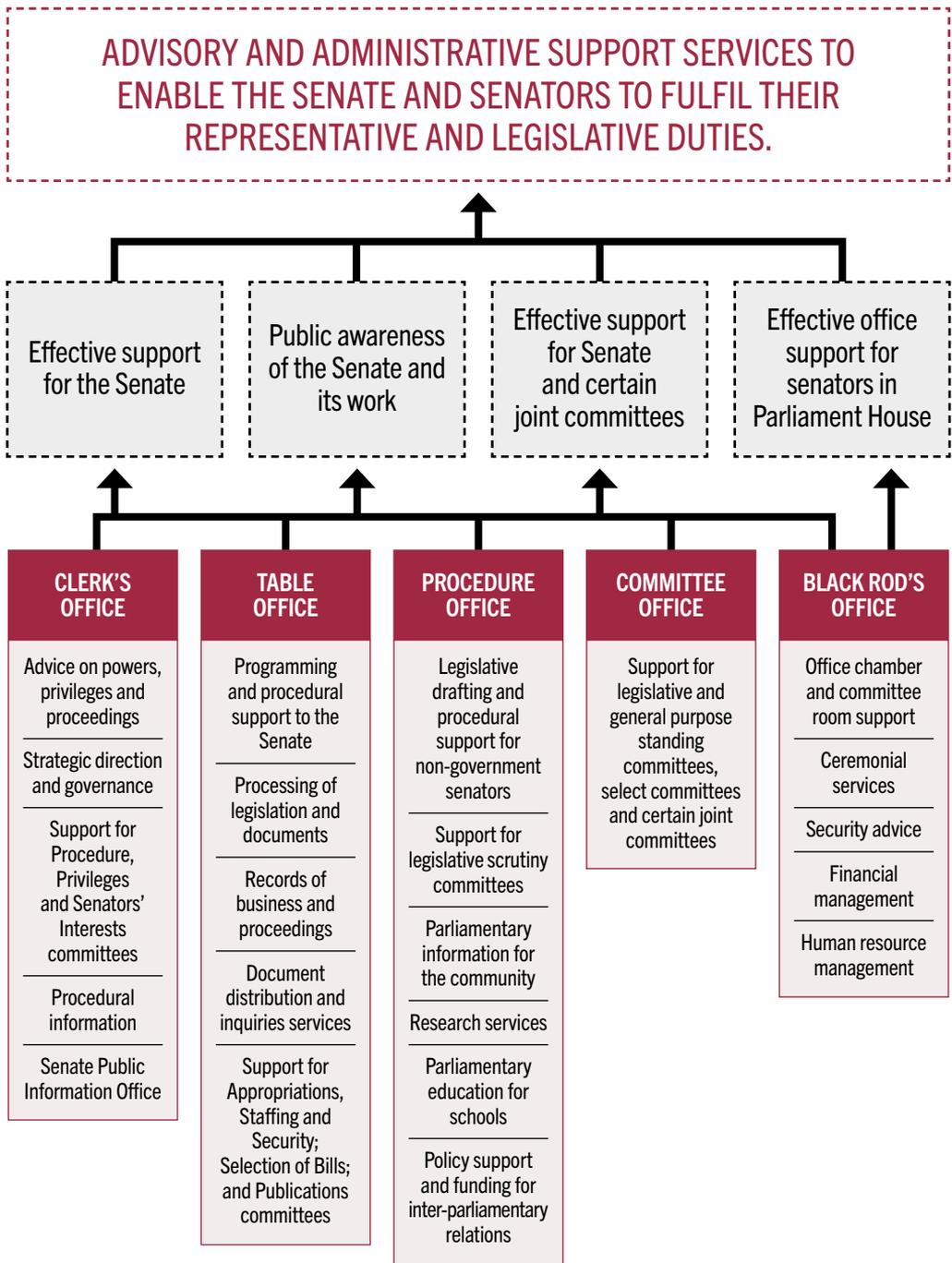
In planning terms, the department's purpose is expressed as a single outcome: Provide advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties. In providing these services staff support the operations of the Senate and its committees, and promote public awareness of their role and work. In order to achieve its outcome, the department's objectives, set out in its corporate plan 2012–2015, are to:

- continue to develop expertise in the constitutional and procedural bases of the Senate and its committees
- maintain and improve services to the Senate, its committees, senators and other users of departmental resources using efficient and up-to-date technology
- ensure the highest standard of accurate and prompt procedural advice
- publish a range of practical, procedural resources on the work of the Senate and the Parliament and maximise awareness of and access to these resources
- produce and deliver effective education and information programs
- implement effective workforce planning, recruitment and staff development practices to ensure the department has a highly skilled, knowledgeable and motivated workforce.

The department delivers its outcome through a single departmental program which comprises the services provided by its five offices.

Figure 2 illustrates the relationship between the department's organisational and program structures. It also identifies four intermediate outcomes against which the department's services may be broadly categorised and indicates the key responsibilities of each office.

Figure 2 Outcome and office structure, 30 June 2015





Report on performance

▶ Performance overview	15
▶ Clerk's Office	19
▶ Table Office	27
▶ Procedure Office	33
▶ Committee Office	45
▶ Black Rod's Office	53

Performance overview

In 2014–15, the department successfully delivered its outcome: advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative functions.

In particular, the department:

- provided comprehensive, timely, high-quality and cost-effective support to senators, the Senate and committees, as well as prompt and accurate procedural advice and legislative support
- published a range of materials on the role and work of the Senate and the Parliament, and delivered effective education and information programs
- managed its staff in accordance with its enterprise agreement and provided learning and development opportunities to maintain the department's capabilities
- delivered its services in accordance with accountability requirements.

The department's result for the financial year was a deficit of \$1.2 million, reflecting the level of parliamentary activity, including in particular the requirement to support elevated levels of committee activity. The result also reflects the decline in appropriation through compounding efficiency dividends and the final salary increase for employees in accordance with the department's enterprise agreement and collective determination, which expired on 30 June 2015.

The Senate department continued to work with the other parliamentary departments to deliver its services, to improve support for the Parliament and the work of its members and to enhance the strategic direction of the parliamentary service. A focus of interdepartmental effort remains the implementation of a whole-of-parliament approach to ICT and the integration of the disparate business systems that support the work of the Houses and their committees. Another focus involved coordination of changed security arrangements in Parliament House, including the Australian Federal Police assuming command of security operations and the commencement of major capital works upgrades.

Performance indicators

The department reports against the performance indicators contained in its portfolio budget statements tabled in the Senate in May 2014. Those indicators have two dimensions, comprising an assessment of the demand for the department's services and an evaluation of the department's performance in delivering those services.

Demand for services

A constant in the department's planning and reporting has been the recognition that much of the demand for its services shifts in line with levels of Senate legislative and committee activity. Demand is overwhelmingly driven by the requirements of senators, and the decisions and activities of the Senate and its committees. Each year, significant factors include:

- the political dynamics of the Senate
- the number of days and hours, and distribution, of its sittings
- the legislative workload of the Senate
- the number of committees on which senators serve
- the number and complexity of committee inquiries.

Each of these is in turn affected by the electoral cycle. 2014–15 was the first full year of the 44th Parliament, with the new Senate meeting for the first time on 7 July 2014. The department's year began with orientation programs for 12 new senators, and the provision of support for a new President and Deputy President. The level of demand for advice, and the character of advice and support required, was affected by the election of the Senate's largest and most diverse cross-bench of date.

The Senate sat on 65 days, which is slightly more than the average for recent non-election years. The elevated levels of committee activity seen in the previous two parliaments were exceeded during the year, with large numbers of concurrent inquiries involving thousands of submissions and witnesses, record numbers of hearings, and more than 200 substantive reports. The need to support this activity saw a small increase in staff numbers in committee secretariats, and one-off funding to maintain a larger staff complement for 2015–16 was secured during the year.

The concentration of business on sitting days and the number of committees meeting at the same time create challenges for the provision of advice and effective support to senators. 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 workload and demand for services for each office are set out in the relevant parts of this chapter.

Performance in delivering services

Evaluation of the department's performance is based upon the degree to which its services meet the requirements of the Senate and its committees, and senators, principally measured against criteria centred on:

- accuracy—frequently assessed by considering whether advice or documents were demonstrated to be inaccurate

- timeliness—particularly whether advice, documents or services were provided in time to meet the purpose for which they were sought
- satisfaction of senators (including committees of senators) with the advice, documents or other services provided—the assessment of which is considered further below.

The particular criteria which apply to the department, and to each office, are described in the department’s portfolio budget statements and in the performance summary tables contained in this chapter.

Satisfaction with services

The department monitors its performance through formal and informal channels, including letters, emails, phone calls, seminar evaluation forms and outputs from management information systems. Much of the department’s work involves contact with senators and their staff, presenting the most direct means of eliciting feedback about services and performance, and an avenue for addressing concerns as they are raised. As noted throughout this report, this direct feedback was positive across all service areas during the year, particularly in relation to core advisory and secretariat support roles. Senators’ comments about the department and its staff, placed on the public record during Senate and committee proceedings, constitute another valuable source of performance information. These comments continued to be overwhelmingly positive during 2014–15.

Senate committees also provide opportunities for senators and others to monitor the department’s performance. The Clerk and other officers appear at estimates hearings of the Finance and Public Administration Legislation Committee during each round of Senate estimates. This provides an important accountability mechanism by which senators may test advice provided by departmental officers and evaluate the department’s performance in a public forum. The Appropriations, Staffing and Security Committee also has a specific role in relation to the department’s appropriations as well as matters concerning the department’s structure, staffing and ICT and security arrangements. Quarterly reports on the department’s financial performance are provided to the President of the Senate and the Appropriations, Staffing and Security Committee.

Performance results

In this report the department’s activities are assessed using the indicators described in the portfolio budget statements. Table 1 summarises the department’s performance against these targets.

Additional performance indicators for each office are also described in the portfolio budget statements. The following sections of the report cover the activities of those offices in more detail. Each begins with a table which summarises the performance results for that office.

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.

Indicator	2014–15 results
QUALITY	
The degree of satisfaction of the President, Deputy President and senators, as expressed through formal and informal feedback mechanisms, with the accuracy, quality and timeliness of advice and support and the achievement of key tasks.	Feedback from the President, Deputy President, committee chairs, committee members and other senators continued to indicate high levels of satisfaction with the quality and timeliness of advice and the achievement of key tasks, consistent with the results of earlier years. All advices, documents and publications were of a high standard.
TIMELINESS	
Advice or material given at the request of a senator in time to be used for the purpose for which it was required. Key business documents for the Senate and its committees, including minutes, agendas, messages and schedules of amendments and reports, produced in accordance with predetermined requirements and the requirements of the Senate and its committees.	All business documents were produced and advices were given in accordance with predetermined requirements and agreed timeframes, in time to serve the purposes for which they were prepared.
QUANTITY (Workload)	
Number of sitting days on which the department would expect to support the Senate, on the basis of recent experience.	Estimated: 60 sitting days Actual: 65 sitting days
Support for committees in accordance with their requirements.	Sustained, elevated levels of committee activity – as evidenced by high numbers of committees, inquiries, submissions, hearings and reports – were supported
PRICE	
The total resourcing for the department*	Estimated: \$21.2 million Actual: \$21.9 million

* excluding departmental resources received free of charge from other Commonwealth agencies.

The *Public Governance, Performance and Accountability Act 2013* requires agencies to put in place new performance reporting arrangements from 2015–16. An internal audit exercise on performance measurement commenced during the year is expected to lead to revision of the department’s portfolio budget statements for the next reporting period, which will be reflected in future corporate plans. The exercise is expected to result in a schedule of significant services and outputs against which the department will report its performance in its next annual report.

Clerk's Office

Outputs

Advice on, and support for, proceedings of the Senate and its committees.

Leadership and strategic direction for the department.

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

Procedural information and related resources for senators and the department.

Performance information

Performance results

Advice and support are sound and timely, and provided to the satisfaction of the President, other officeholders, Senate committees and senators so that they are able to fulfil their roles.

Formal and informal feedback indicated high levels of satisfaction with advice on powers, privileges and proceedings.
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 the department's accountability and the achievement of its outcome.

Governance forums achieved all significant targets for the year, including managing budgeting and staffing targets. Contributions to interdepartmental forums advanced the strategic aims of parliamentary administration.

Co-ordination of information resources advances awareness of the role and work of the Senate.

SPIO developed and managed public information resources.
New intranet sites for senators and staff enhanced dissemination of information.
Planned progress was achieved in significant parliamentary ICT projects affecting Senate and committee information resources.

Advice, documentation, publications and draft reports for committees are accurate, of a high standard and produced to meet the required timeframes.

All advice, documents and draft reports produced in support of committees supported by the office were of a high standard and met required timeframes; none were shown to be inaccurate.

Odgers' Australian Senate Practice is updated to reflect significant changes in the Senate.

An update to the 13th edition of *Odgers'* was produced in February 2015, and consolidated into a revised online version, 13.3.

The *Procedural Information Bulletin* is produced after each sitting period and other procedural resources are updated and augmented as required.

The *Procedural Information Bulletin* was produced on time after sitting periods and estimates hearings. Procedural and administrative information for senators was published to a new intranet site, Senate Connect.

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 Senate, and other parliamentary matters. The Deputy Clerk supports the Clerk in these roles and oversees the Senate Public Information Office (SPIO). The Deputy Clerk also has particular corporate governance roles, including as chair of the department's Audit and Evaluation Committee and the Program Managers' Group.

The cost of the office for 2014–15 was \$2.1 million, including \$1.1 million for SPIO.

Advice and information

The provision of advice, particularly to the President, senators and parliamentary committees, has always been a priority of the Clerk's Office. Much advice is provided orally and instantaneously, particularly in the Senate chamber and to senators who seek advice in person. Such advice is impossible to quantify in any meaningful way but the number and kinds of written advices provide some indication of work undertaken.

Written advice

Figure 3 shows the number and kinds of written advices provided during 2014–15, and each kind as a proportion of the total. Figure 4 shows the numerical trend over recent years. What looks like an increase in demand for written advice is actually a return to historical levels, consistent with the current point in the electoral cycle. The level of demand reflects continued elevated levels of committee activity and the impact of the Senate's most numerous and politically diverse cross-bench from 1 July 2014.

Figure 3 Types of written advices provided by the Clerk, 2014–15

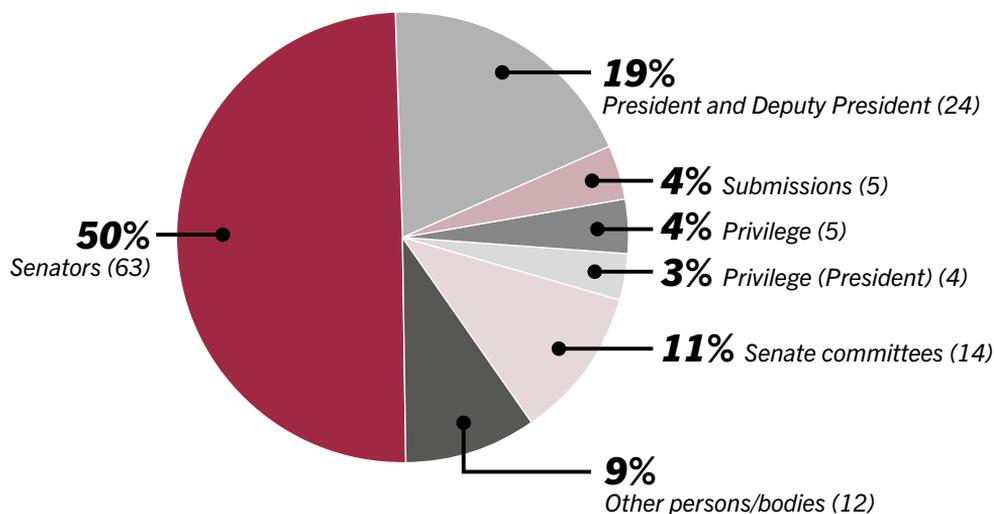
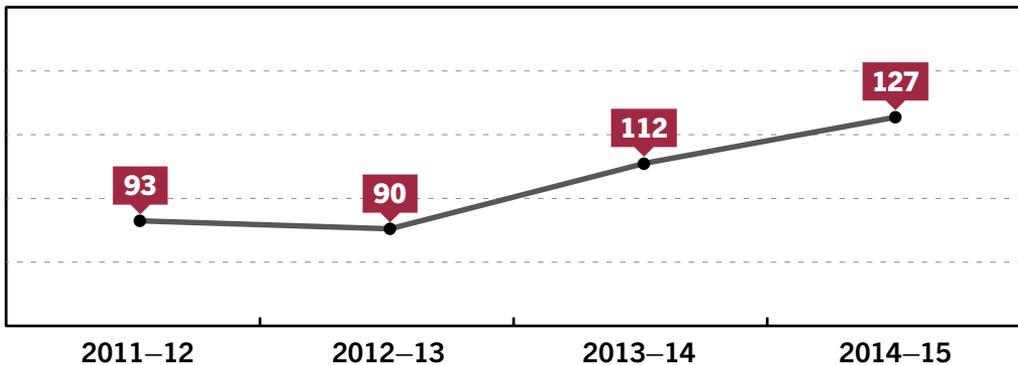


Figure 4 Number of advices provided by the Clerk's Office



Consistent with long-term trends, half of all written advice was provided to individual senators to assist them to fulfil their legislative functions and participate effectively in committee work. Advice on legislative topics during the year included the Senate's legislative powers in respect of financial legislation (including the constitutionality of proposed amendments), the deadlock provisions in section 57 of the Constitution, and the disallowance of regulations, including the procedural timeframe for determining disallowance motions, revival of pre-existing regulations, and so-called 'rescission' of disallowance resolutions to allow provisions of disallowed regulations to be remade. The Senate's inquiry powers, methods of enforcing them and probable jurisdictional limits on their exercise generated numerous advices, while advice was also given on the role of political parties under the Constitution and in relation to casual vacancies.

With 12 new senators elected in the 2013 and 2014 elections and a new President and Deputy President, elected on 7 July 2014, there was an early focus on orientation material for all of these roles.

A number of committees and individual senators sought advice on privilege matters, and the Privileges Committee commissioned two advices during the year from the Clerk, as its principle advisor. Finally, the Clerk and Deputy Clerk provided four submissions to parliamentary committees.

Performance indicators for provision of advice focus on timeliness and accuracy. The office invariably provided advice in time to meet the purposes for which it was sought. Most advice is provided on a confidential basis and any decision whether to release it, and on what basis, is for the recipient to make. On numerous occasions during the year, recipients of advice published it as a contribution to public debate, at the same time subjecting it to public scrutiny. When committees seek the Clerk's advice it is almost always for the purpose of publishing it, to show the basis on which committees may have taken particular decisions or reached particular conclusions. The likelihood of publication ensures that advice is prepared to the highest standards and on the soundest possible basis.

On two occasions during the year, advice was the subject of adverse comment. Advice on the constitutionality of certain amendments to an aspect of the carbon tax repeal package as it related to section 53 was met with a call for the Clerk's resignation, a call

that betrayed a significant misunderstanding of her role. Clerks operate independently in providing impartial advice about the Senate's powers and practices. Senators are free to accept or reject advice as they choose. Ultimately, it is the Senate which decides these matters by its actions and decisions, not clerks. On this occasion, senators publicly expressed confidence in the Clerk's expertise.

On the second occasion, the then DPS Secretary used the additional estimates hearings in February 2015 to attack the Privileges Committee and advise the committee sought from the Clerk for its inquiry into the use of CCTV material in Parliament House. Although reported in the media as the committee relying on 'dodgy' advice from the Clerk, the then Secretary's claims were neither substantiated nor accepted by either of the committees involved in the matter, or by the Senate. The Clerk's advice was subsequently sought and accepted by the working party established by the Presiding Officers to review the code of practice for use of CCTV in Parliament House.

Advice provided by the office was frequently tested during estimates hearings and in other Senate proceedings, with senators seeking and relying on such advice throughout the year. Although subject to uninformed criticism, none of that advice was shown to be inaccurate.

Procedural information

The Clerk produced issues of the *Procedural Information Bulletin* after each sitting period and each round of estimates hearings, covering all the major procedural developments and matters of procedural interest which arose. Updates on procedural and administrative matters affecting senators were also published to a new intranet site developed for senators and their staff, Senate Connect.

The Clerk also brought the 13th edition of *Odgers' Australian Senate Practice* up to date to 31 December 2014, by way of a volume of supplementary material and a consolidated online version, 13.3.

The Clerk and Deputy Clerk prepared and presented sessions on procedural matters at orientation programs for new senators in July and August 2014, as well as participating in the department's learning and development activities. Introductory briefings were also offered to three senators selected to fill vacancies in the representation of states and territories arising during 2014–15.

Committees

The office provides secretariat support to three Senate standing committees. Advice and support met the needs and timeframes of the 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.

During the year the committee met four times and presented four reports, the main focus of which was the committee's consideration of changes to the Senate's routine of business. The adoption of the committee's Second Report of 2015 saw the incorporation into standing orders of temporary orders relating to consideration of private senators' bills on Thursday mornings and the corresponding 10 am start on Mondays, streamlining of various types of business (including routine committee extensions and authorisations to meet while the Senate is sitting), and the consolidation of opportunities to present and debate documents and reports, among others.

Among the other topics considered by the committee, its first report of 2015 recommended changes to standing order 19 (subsequently adopted) to strengthen the role of the Appropriations and Staffing Committee in overseeing security measures affecting the Senate and senators; while its second report of 2015 addressed its examination of the NSW system for third party arbitration of public immunity claims. The committee concluded that the system was not particularly amenable to adaptation for the Senate and that existing approaches, which may include third party arbitration as one of a range of approaches (but not as a general purpose remedy), were preferred.

Committee of Privileges

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

The committee met 13 times in 2014–15 (five in 2013–14), presented three reports on right-of-reply matters and reported on an inquiry referred in June 2014 relating to the use of CCTV material in Parliament House. The Senate adopted the committee's finding that no contempt be found, but also adopted its recommendations addressing concerns about the use and administration of the CCTV system, including that the Parliament's CCTV Code of Practice be rewritten to emphasise the primacy of the powers and immunities of the Houses and their members. The committee made a submission to the working group undertaking that task and a new code was adopted by the Presiding Officers in May 2015.

The report of an inquiry arising from evidence given to the Rural and Regional Affairs and Transport References Committee, referred in July 2014, was pending at the end of the reporting period.

Committee of Senators' Interests

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

The secretariat publishes statements of senators' interests online and prepares volumes of statements and alterations. Because a new Senate commenced on 1 July 2014, all senators were required to furnish new statements of interests. Volumes of statements and alterations were presented in July, September (new statements) and December 2014, and in June 2015. The committee presented its annual report in May 2015.

Governance

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

During the year, the Deputy Clerk also served on the Parliamentary ICT Advisory Board (PICTAB), which oversees a strategic plan for parliamentary ICT, and on a subsidiary group which provides strategic direction and business information from across the parliamentary service.

More broadly, the Clerk liaised with her counterparts in the other parliamentary departments on matters connected to parliamentary administration, including through quarterly meetings of the four department heads.

The department continued revising its policies and processes to meet the requirements of the *Public Governance, Performance and Accountability Act 2013*, which implemented a new public sector resource management framework from 1 July 2014. The framework is intended to improve the quality of planning, performance monitoring and evaluation and the transparency and accountability of the Australian public sector. A focus in this work was the preparation of a new charter for the department's Audit Committee, to apply in the new financial year.

Managing public information resources

SPIO has a brief to coordinate the department's information resources and improve our approaches to publishing and sharing information. The office has two broad streams of work. The first involves developing and publishing information resources, which in 2014–15 has included:

- developing a new departmental intranet and a new internal site for senators and their staff, Senate Connect, and streamlining and improving content on the parliament's website
- producing online (HTML) versions of the large number of committee reports presented to the Senate
- creating an identifiable Senate department 'look and feel' for print and online publications
- producing educational video resources, including the introduction of 3D animation, and continuing production of the *Senate Discovery* video series
- maintaining a Twitter presence, responding to questions about Senate and committee business in real time, and guiding people to relevant information resources.

The second stream of work involves project management and liaison, which has again this year focused on projects, undertaken jointly with the Department of the House of Representatives and DPS, to redevelop core business systems that:

- produce the procedural documents supporting the work of both Houses
- manage submissions to parliamentary committees and other committee documents
- publish committee reports and web pages.

Elements of these projects were implemented during the year, with some reaching their conclusion and others nearing their final stages. Completion of these projects will contribute to the Parliament's ICT strategic plan. The department is also working with DPS to consolidate ICT support for core parliamentary business systems within that department's ICT branch.

By the end of the year user testing was underway for new streamlined compilation and publication of committee reports, and significant progress had been made in developing a searchable database for estimates questions on notice, to make this rich source of accountability information more widely available.

Performance outlook

The next reporting period will cover the second full year of the 44th Parliament, during which we expect a period of sustained legislative activity, along with a continuation of the very high levels of committee activity which have typified this parliament to date. This activity will no doubt drive the demand for procedural advice during 2015–16. Advice and support for the committees managed by the office will also be provided in accordance with their requirements.

We will continue to work with the other parliamentary departments, and in particular our IT provider DPS, to improve the systems which support the core work of the Senate and its committees, and implement the strategic plan for parliamentary ICT.

Previous reports have described the centralisation of Parliament's ICT functions within a unit in DPS. Although this involved transfer of staff positions, assets, and associated funding to DPS, the new arrangements continue to require significant ongoing involvement from the Deputy Clerk and officers of SPIO and the Black Rod's Office. In the next year the department hopes to consolidate ICT liaison activities within SPIO and identify any further activities that should properly be undertaken by DPS.

In the area of governance the next year will see our first corporate plan under the auspices of the *Public Governance, Performance and Accountability Act 2013* and the reconstitution of the department's Audit and Evaluation Committee under a new charter, and with increased independent membership. This is expected to lead to changes in the way the department examines and reports on its performance.

Table Office

Outputs

Programming and procedural support to the Senate and the legislative process
 Publication of formal and informal records of Senate business
 Dissemination and storage of documents
 Secretariat support to the Appropriations, Staffing and Security*; Selection of Bills; and
 Publications committees.

Performance information

Performance results

Order of Business finalised prior to sitting and progressively updated.

The *Order of Business* (the 'Red') was distributed in advance of all sittings, and continuously updated online in the *Dynamic Red*.

Procedural advice and legislative documents are timely and accurate and meet the requirements of the Senate and senators.

Advice was given proactively or as required. Legislative documents were accurate and produced within required timeframes.

Notice Paper for the current day and *Journals of the Senate* are accurately published and meet required timeframes.

All information resources were accurate and provided according to required timeframes, other than where short delays were caused by technical difficulties.

Other publications and statistics are accurate and produced to meet the required timeframes.

Tabled documents are accurately processed and stored, and available online wherever possible. Inquiries assistance is effective and supported by online information service.

Senate records were safely stored and documents were distributed in a timely manner. Inquiries were attended to within agreed timeframes.

Advice, documentation, publications and draft reports are accurate, of a high standard and produced to meet the required timeframes.

Committee meetings were held, documents provided and reports prepared within agreed timeframes.

* The Appropriations and Staffing Committee was renamed during the year.

Overview

The Table Office is led by the Clerk Assistant (Table) and has three functional areas, as shown in figure 5.

Figure 5 Elements and responsibilities of the Table Office

Executive

Chris Reid, Clerk Assistant

Procedural advice
Business programming
Production of the Senate *Order of Business*
Secretariat support to the Selection of Bills Committee

Legislation and Documents

Sue Blunden, Director

Processing of legislation and preparation of supporting documentation
Processing and custody of Senate records
Inquiries and document distribution services
Secretariat support to the Publications Committee

Journals and Notice Paper

James Warmenhoven, Director

Production of the *Notice Paper*, the *Journals of the Senate*, the *Dynamic Red* and the *Senate Daily Summary*
Collection and dissemination of statistical information
Processing of questions on notice and petitions
Secretariat support to the Appropriations, Staffing and Security Committee

The Table Office provided support for the Senate on each of its 65 sitting days and achieved performance results as outlined in the above table. During the year, a number of information management and publishing projects progressed or were completed, and new staff members joined the team.

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 and respond to feedback about the services provided by the office, and that feedback continues to be positive, although problems with new technology remained, causing concern at times.

Staff numbers remained the same at an average full-time equivalent (FTE) level of 16 for 2014–15. The cost of the office was \$2.7 million (\$2.5 million in 2013–14).

Programming and procedural support

The Table Office supported the operation of the Senate by providing procedural and programming advice to senators, preparing procedural scripts for use in the chamber (1760 in 2014–15) and providing a broadcast captioning service of Senate proceedings.

The *Order of Business* (the program for each day's sitting) was prepared in draft to assist senators (and whips, especially) and published as a final edition prior to each sitting.

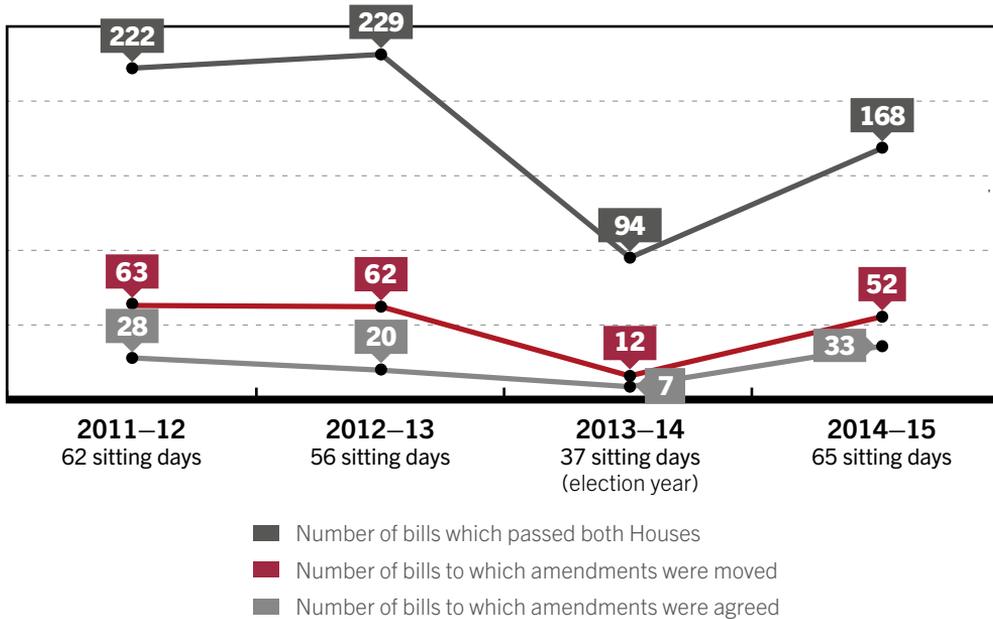
Legislation

The office facilitated the legislative work of the parliament by processing all bills considered in the Senate, preparing legislative documents, preparing third reading and assent prints of bills passed, and processing assent messages.

The office also prepared the formal messages by which the two Houses communicate on legislative and other activity. In 2014–15, 161 messages were prepared, of which 135 related to the passage of bills.

The chart in figure 6 reflects the level of legislative activity in recent years.

Figure 6 Senate legislative activity



Formal and informal records

The *Notice Paper* is the formal agenda of Senate proceedings. Two versions were published, before each sitting day: an abridged printed version, and the full, online version. The *Journals of the Senate* are the official record of decisions made by the Senate. Proof *Journals* were published online shortly after the end of each sitting day, and printed versions distributed the next morning. Official final *Journals* were produced following thorough checking of source material. In 2014–15, 65 editions of each document were produced.

The office also supported the needs of senators and others for accurate and timely information by publishing the *Dynamic Red*, which provides real-time information on the progress and outcomes of business on each sitting day. The office also publishes the *Senate Daily Summary*, *Estimates at a Glance*, the *Senate Bills List* and statistical summaries of Senate business online and in biannual editions of *Business of the Senate*. In addition, the office produced *ad hoc* statistics about Senate business, on request.

These documents and statistics were consistently produced in accordance with agreed timeframes, although technical difficulties at times caused intermittent delays in publishing real-time information on the *Dynamic Red*.

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. During the year, senators asked 1747 questions on notice. These were published to an online database, and statistical information was published in the *Questions on Notice Summary*, which also includes response times.

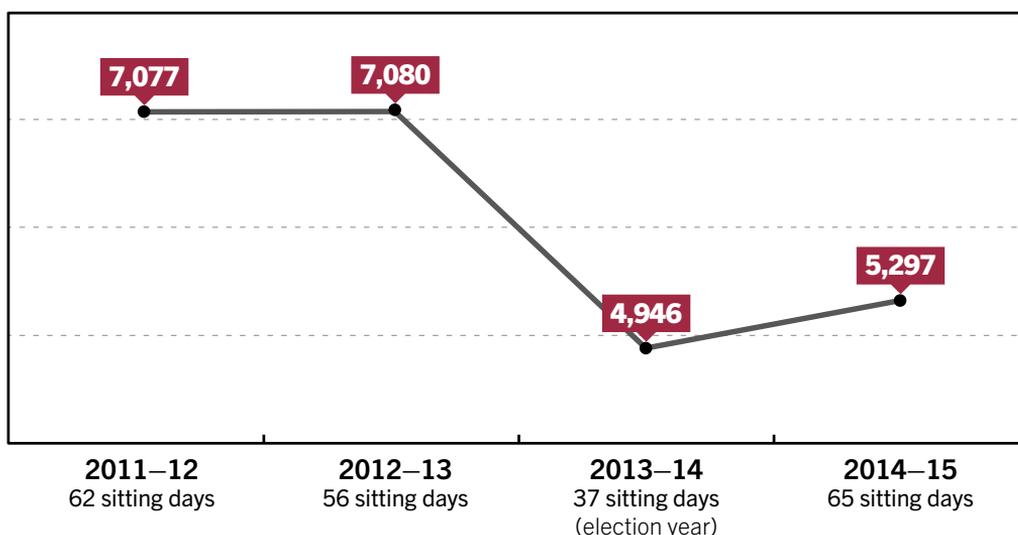
In 2014–15, the office processed and published 669 notices of motion. These signal senators' intention to move particular motions on specified days. The office also processed 31 petitions, from 134,230 signatories, which senators had lodged for presentation to the Senate.

Documents

The office received and processed 5,297 documents for presentation to the Senate during 2014–15, recorded their details in the *Journals of the Senate* and the *Index to the Papers Presented to Parliament* and archived them. Figure 7 shows the number of documents tabled in the Senate in recent years.

Documents from ministers, the Auditor-General and committees may be presented when the Senate is not sitting. The office administers this procedure, which is a useful avenue for the timely publication of material of interest to, or required by, the Parliament. In 2014–15, 552 documents (or 10 per cent of all documents tabled in the Senate) were presented using this procedure.

Figure 7 Documents tabled in the Senate



Inquiries

Copies of all documents presented to the Senate are made available through the inquiries and distribution services provided by the office. In 2014–15, 2,709 inquiries were responded to, most within five minutes of receipt and the remainder within timeframes agreed with clients.

Approximately two-thirds of all inquiries originated with senators, their staff and departmental officers, while others were received from government departments and agencies, and from media representatives and legal organisations seeking copies of documents and advice on processes and outcomes of the Senate.

Digitisation and preservation of tabled papers

Documents presented to the Senate from 1901 to 2012 are now available online through the Senate Tabled Papers database, with quality assurance processes continuing for documents that were converted from microfilm to digital format. The documents presented to the Senate during the 43rd Parliament will be the last documents loaded to the database, bringing the project to an end by June 2016. A total of 6,768,839 images have now been added to the database, including 200,753 in 2014–15.

Consistent with the department's commitment to providing more information in digital form, new systems are being developed in collaboration with DPS to facilitate the receipt and storage of tabled papers electronically, and their publication online immediately after they are tabled.

All the original documents presented to the Senate since its first meeting in 1901 are stored in Parliament House under archival conditions. Documents presented to the Senate in 2014–15 added a further 28.2 metres of shelf space to this archive.

Support for committees

During the year, the office provided secretariat support for, and prepared draft reports of, the Standing Committee on Appropriations, Staffing and Security (previously 'Appropriations and Staffing'), the Selection of Bills Committee and the Senate Publications Committee. All committee meetings were convened, and documents provided, within agreed timeframes.

Information management and publishing projects

The Table Office Production System (TOPS), used to generate essential documents such as the *Notice Paper* and the *Journals*, was first used in May 2014. Further development was undertaken, and identified defects rectified, in a second release in June 2015. The TOPS project has been one of mixed results. The new system was required to replace old, unsupported technology. It now produces the Senate's formal records and has replaced numerous databases, but has not met expectations for improved productivity nor the promise of easier compilation and better sharing of parliamentary information. Nevertheless, its future integration into parliamentary business systems under the parliament-wide ICT strategic plan is expected to advance these goals.

As foreshadowed last year, the historical *Journals of the Senate* have been converted into digital form. They were published on the Senate website in March 2015 and are now accessible and searchable as an online resource.

Performance outlook

In 2015–16, the Table Office will continue its core work of supporting the Senate before, during and after its meetings.

Technology-based projects will again feature in the year ahead. This will be a period of consolidation for TOPS and will see the arrival of a new Questions on Notice database. The office will also be involved in parliament-wide ICT projects such as ParlWork. Using data sourced from TOPS and other business systems, ParlWork will enable users to easily access parliamentary information (such as motions, bills and documents) on a range of mobile devices and computers.

Professional development will continue to be encouraged and supported, including by providing opportunities for staff to rotate into other positions within or beyond the Table Office during the year.

Procedure Office

Outputs

Advisory services and procedural support to non-government senators.

Drafting services to non-government senators.

Secretariat support to the Regulations and Ordinances Committee, Scrutiny of Bills Committee, and Parliamentary Joint Committee on Human Rights.

Research and parliamentary information for senators, staff, public servants, officials from other parliaments, and the community; and support for inter-parliamentary relations.

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, publications and draft reports are accurate, of a high standard and produced to meet the required timeframes.	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.
Research and parliamentary information is accurate, timely and comprehensive. Seminars, lectures and other parliamentary information projects are provided to the satisfaction of target audiences, increasing their awareness of the work and role of the Parliament, in particular the Senate and its committees. Inter-parliamentary functions are supported to the satisfaction of stakeholders.	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, and public information projects were delivered in accordance with the required timeframes. 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. 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 8.

Figure 8 Elements and responsibilities of the Procedure Office

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

The office provides a range of advisory, research and public information services closely aligned with the role and work of the Senate, including legislative drafting services and support for the Parliament's legislative scrutiny committees. The Parliamentary Education Office (PEO) produces educational programs and resources for schools, students, teachers and others. The office also supports the Parliament's international programs.

The demand for procedural and legislative services is substantially driven by the requirements of senators and the Senate chamber. The work of the secretariats of the legislative scrutiny committees is similarly driven by the volume of legislation coming before the Senate and the requirements of senators.

The Procedure Office 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, educators, students, 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 full-time equivalent staffing level for the Procedure Office in 2014–15 was 29 (29 in 2013–14). The cost of providing the services of the Procedure Office in 2014–15 was \$5.6 million (\$5.6 million in 2013–14).

Procedural support

In 2014–15, the office assisted non-government senators and their staff by providing 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 and provided 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 researching appropriate precedents and consulting other departmental officers—principally the Clerk and the Deputy Clerk. Advice was non-partisan, consistent, and provided to senators and their staff in a timely fashion.

In 2014–15, the office prepared an average of 10 procedural scripts per sitting day for senators' use in the chamber, typically related to matters such as orders for the production of documents, the suspension of standing orders or other procedural devices, committee references and unanswered questions on notice.

The office also checked material for procedural accuracy on request from senators and their staff. The advice provided was accurate and provided in time to enable senators to use the material in the Senate and elsewhere.

Legislative drafting

In 2014–15, the office provided legislative support to senators by drafting amendments to bills and drafting private senators' bills, primarily for non-government senators.

The office drafted and circulated 145 sets of committee of the whole amendments, and drafted numerous amendments that were not circulated, because, for example, they were drafted for use outside the chamber to inform negotiations between parties. This is an increase on the number of amendments prepared in the previous year and demonstrates a return to a full legislative program. Six bills attracted a large number of amendments, reflecting the interests of a greater number of cross bench senators and often involving different options for the Senate to consider on the same issue.

Where amendments were framed as requests to the House of Representatives, in accordance with section 53 of the Constitution, the office also produced statements required under Senate procedure explaining the applicability of section 53 and the precedents of the Senate.

The office also prepared and circulated 30 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 2014–15, the office drafted 62 private senators' bills, of which 30 were finalised for introduction. A number of other bills were drafted to different stages of development.

Notwithstanding the unpredictable levels of demand, the complexity of some proposals and finite resourcing, the office met all timeframes for the drafting of amendments and bills. These services form a substantial part of the support provided by the department to the legislative work of senators. Consistent feedback from senators and their staff confirmed the value and quality of the advice provided by the office.

Table 2 summarises senators' use of the office's legislative drafting and procedural services in recent years.

Table 2 Legislative drafting and procedural advice services provided to senators

Service	2011–12	2012–13	2013–14	2014–15
Committee of the whole amendments circulated	505	651	222	145
Second reading amendments circulated	26	21	24	30
Private senators' bills introduced	26	37	32	30
Procedural scripts prepared	559	529	484	626

Support for legislative scrutiny committees

During the year, the Legislative Scrutiny Unit provided secretariat, research and administrative support to the Regulations and Ordinances Committee, Scrutiny of Bills Committee and Parliamentary Joint Committee on Human Rights.

The committees examine all bills and instruments according to their terms of reference. In 2014–15:

- the Regulations and Ordinances Committee secretariat examined 1,653 legislative instruments (1,614 in 2013–14) and provided draft comments on 86 legislative instruments (117 in 2013–14). In addition, 236 legislative instruments were identified in relation to subsection 33(3) of the *Acts Interpretation Act 1901* (relating to the identification of that subsection where it is relied on in relation to the making of an instrument).
- the Scrutiny of Bills Committee secretariat examined 228 bills (192 in 2013–14) and provided draft comments on 86 bills (64 in 2013–14)
- the Parliamentary Joint Committee on Human Rights secretariat examined 240 bills (191 in 2013–14), providing draft comments on 69 bills and Acts (71 in 2013–14); and examined 2,000 legislative instruments (1,954 in 2013–14), providing draft comments on 28 legislative instruments (37 in 2013–14).

The secretariats also produced material arising from the work of the committees for use in the Senate and for publication. This included:

- the Scrutiny of Bills Committee Report and Alert Digest, tabled each Senate sitting week. The secretariat also prepares a 'Scrutiny News' email, which is sent to all senators and their staff each sitting week to highlight recent committee comments
- the Regulations and Ordinances Committee Delegated Legislation Monitor (each Senate sitting week)
- the Parliamentary Joint Committee on Human Rights Report (each sitting week of both the Senate and House of Representatives).

The secretariats made progress in key IT projects by continuing to streamline the legislative instruments and bills databases and by harmonising workflows and processes to support the work of the committees.

Public information and parliamentary research

The Research Section helps raise awareness of the role and work of the Senate by coordinating a range of public information activities and producing publications and exhibitions.

Seminars, training programs and lectures

During 2014–15, the section coordinated and delivered seminars and professional training programs for senators and their staff, parliamentary staff, public service officers and others, and a series of lectures for the general public.

The section prepared an orientation program for new senators whose terms commenced on 1 July 2014 and coordinated and delivered procedural support for new senators appointed to casual vacancies throughout the year. Nine seminars were offered to senators' staff to provide specialised training about the operations and procedures of the Senate and its committees. Five bespoke training sessions were also undertaken for the new staff of senators.

A new internal website to assist new senators and their staff to navigate the work of the Senate was launched on 1 July 2014. Developed in collaboration with SPIO, it is designed to complement face-to-face training by senior staff. It will continue to be developed with informative content and departmental contacts.

Fourteen seminars on aspects of Senate practice were provided for approximately 310 public service officers. This represented an increase in both seminars and attendees for the first time in three years. A further two seminars were provided to community groups. Staff from across the department contributed to the delivery of the seminar series.

The section arranged 10 public lectures during 2014–15 as part of the department's occasional lecture series on aspects of Australian governance and democracy, attended by approximately 1,100 people. Lectures are generally live-streamed and are available 'on demand' on ParView. Transcripts are also made available on the Senate website.

The Research Section also runs the Australian National Internships Program in partnership with the Australian National University, which involved placing 39 students with senators and members in their Parliament House offices in 2014–15.

Publications, exhibitions and conferences

The section continued to produce publications and exhibitions with a focus on the work and role of the Senate and its committees and the operations of the Parliament.

One edition of the department's free journal, *Papers on Parliament*, was edited and published during 2013–14. Work also continued on volume 4 of *The Biographical Dictionary of the Australian Senate* containing biographies of senators whose terms concluded by 2002.

The section continued a collaborative project with the House of Representatives to develop 360 degree virtual tours of the parliamentary chambers, a Senate committee room and the Federation Chamber. The virtual tours, to be released by the end of 2015, will give people who are unable to visit Parliament House views of and information about how the work of Parliament is done. The section also created new displays for the Making Laws exhibition on the law-making work of the Parliament.

The department contributed to the commemoration of the 800th anniversary of Magna Carta by releasing a second edition of its booklet, *Australia's Magna Carta*, hosting a lecture by the British High Commissioner on Magna Carta, and commencing preparations with the Rule of Law Institute of Australia for a Magna Carta Symposium in October 2015.

The department also commemorated a 100 years since events of World War I by hosting two public lectures and providing a dedicated search function on the online Biographical Dictionary of the Australian Senate identifying those senators who served.

Parliamentary Education Office

The PEO delivered an extensive range of educational services to schools, teachers and students and worked closely with members and senators to identify and address their requirements.

Highlights of PEO activities in 2014–15 included:

- development of additional PEO website resources for teachers and students, including videos (such as a three-part video exploring the important role of the parliament during World War I), Your Questions on Notice (a new interactive feature) and new *Closer Look* papers aimed at secondary students
- regular postings on significant parliamentary events and statistics and the introduction of a carousel of advertisements for PEO resources, including those developed to promote the 800th anniversary of the sealing of the Magna Carta
- the development and promotion of PEO teaching resources, including units of work, to support the draft national curriculum in civics and citizenship

- tailored training programs, briefings and seminars for student teachers from universities and student groups visiting Parliament House, visiting staff from Australian and international legislatures and other visiting groups
- the detailed examination of the potential of inter-active video conferencing, to assist the PEO to discharge its national responsibilities.

The PEO works with and reports to the PEO Advisory Committee, jointly chaired by the Deputy President of the Senate and the Deputy Speaker of the House of Representatives, and works closely with stakeholders in other parliaments, parliamentary and government departments and educational institutions.

The PEO continues to support the work of the National Capital Civics Education Group, a forum which brings together education and outreach managers from civic and citizenship institutions in the Parliamentary Triangle. The Group met on three occasions during the year with the PEO providing the convenor. Through this forum and independently the PEO closely monitored the development of the national curriculum in civics and citizenship.

Throughout the year the PEO continued to invest resources in support of members' and senators' educational activities with students. In addition to providing them with an annual allocation of PEO resources and promotional items, the PEO facilitated the involvement of members and senators in PEO teaching programs, both at Parliament House and during outreach programs. The PEO also maintains a range of educational resources, which members and senators can personalise for use in their electorates or States or Territories. A new resource, *Representing You*, which explains the role of members and senators in representing their constituents was developed and is proving popular.

Education Centre activities

The PEO Education Centre provides parliamentary education programs for school students and teachers from around Australia visiting Parliament House. Through its facilitated role-play program, the PEO Education Centre offers the opportunity to explore four key functions of the Parliament: legislation, representation, formation of government and scrutiny.

In 2014–15 parliamentary education role-play programs were delivered to more than 90,000 students visiting Parliament House, 3 percent more than in 2013–14. The PEO role-play program remained very popular and operated at or close to capacity for much of the school year. Program demand remained highest between the months of May through to November.

The PEO reviewed and amended procedures for visiting school groups to ensure compliance with enhanced security arrangements at Parliament House, and a new venue management system, incorporating a school booking component, was implemented.

Outreach and educational resources

The PEO outreach program ‘Parliament Alive’ provides an opportunity to deliver parliamentary role-play programs to schools around Australia. Three week-long programs were conducted involving more than 3,100 students from 62 schools. In mid-April 2015, an outreach program visited regional Victoria (the electorates of Gippsland and McMillan) with Senator Ricky Muir, Senator Janet Rice and Mr Russell Broadbent MP participating. The second outreach to suburban Adelaide (electorates of Kingston, Wakefield, Makin and Port Adelaide) was conducted in late April to early May with the participation of Mr Tony Zappia MP, the Hon Mark Butler MP, the Hon. Amanda Rishworth MP and Senators Alex Gallacher and Bob Day. A third outreach visited north central New South Wales (electorate of Parkes) in mid-May with Mr Mark Coulton, MP participating.

Several PEO programs were also successfully delivered to remote locations by interactive video conferencing.

The PEO produced and maintained a wide range of high quality online and multimedia services and other resources. Publications and resources were constantly updated to maintain their currency and reflect significant parliamentary developments, including changes in the membership of the Senate.

To further enhance accessibility of PEO resources (particularly for rural and remote schools), the PEO continues to develop new ways of providing its resources. It maintains a strong web presence through an extensive website, which in 2014–15 was expanded with new video material, an interactive parliamentary timeline and enhanced information and statistics recording the current work of the parliament. The website has a contemporary feel which is designed to broaden its audience appeal. During the year it recorded more than 900,000 visitor sessions, a 25 percent increase on the previous year.

Joint ventures and other programs

In 2014–15 the PEO assisted the National Youth Science Forum, sponsored by the Australian National University, to provide a summer study program for almost 400 outstanding senior secondary school science students from around Australia. The students examined legislative work and Senate committee processes through role-play and a related program of professional development for science teachers was also conducted.

The PEO also again collaborated closely with Rotary International to conduct the Rotary ‘Adventure in Citizenship’ program in Budget Week 2015 for Year 11 students from across Australia. The program, which has been conducted for more than twenty years, offers participating students a unique opportunity to experience the work of the Parliament, meet members of parliament and participate in an intensive parliamentary learning program.

Inter-parliamentary relations

The Australian Parliament's international program focuses on parliamentary engagement, cooperation and strengthening, with an emphasis on parliamentary relations with countries in the Asia-Pacific region.

As foreshadowed in last year's annual report, and as a result of the review of the international program commissioned by the Presiding Officers in 2013, the International and Community Relations Office was restructured and two separate offices established with responsibility for different aspects of the Australian Parliament's international program. The International and Parliamentary Relations Office (IPRO), established in July 2014, manages the incoming and outgoing delegation programs, membership of inter-parliamentary organisations, and the international interests and travel of members and senators. The Parliamentary Skills Centre (PSC), established in August 2014, has responsibility for all parliamentary strengthening and capacity building assistance programs undertaken by the Australian Parliament. In addition, and as a result of the review, a new Inter-Parliamentary Relations Advisory Group was established consisting of two parliamentarians (appointed by the Presiding Officers in consultation with the whips), the heads of the parliamentary departments and the Parliamentary Librarian. The role of the group is to provide advice to the Presiding Officers and to develop a strategic plan for the international program.

Activities and projects in 2014–15 were coordinated primarily through IPRO and the PSC, with input from all four parliamentary departments. IPRO and the PSC are funded jointly by the Department of the Senate and the Department of the House of Representatives.

Parliamentary engagement

During 2014–15, IPRO coordinated 20 official visits overseas, including bilateral visits to six countries, attendance at seven assemblies, conferences, workshops and seminars, and 10 other visits, including Presiding Officer visits and the annual committee exchange visits to New Zealand and the Pacific, Asia and China. There were 10 official visits to Australia by parliamentary delegations from other countries as guests of the Australian Parliament and 28 other visits. A significant regional focus was maintained in the visits program. Eleven of the 20 overseas visits were to countries in Asia or Oceania, with 4 of the 10 official visits to Australia being from parliaments in our immediate region, including the first official parliamentary delegation from Fiji in 12 years.

The Presiding Officers approved the introduction of a multi-country Latin American delegation visit to Australia which took place in August and September 2014.

In addition, a trial was undertaken of a new program – the 'parliamentary field visit'. The visit, to Jordan, Turkey and Lebanon, was driven by consideration of policy issues, rather than by geographic destination, and is intended to allow parliamentarians with a particular interest in an issue to deepen their understanding and report back to the Parliament. Following the success of the first visit, two further field visits were approved on the outgoing delegations program for 2015.

Parliamentary cooperation

The Australian Parliament maintained its commitment to regional and international parliamentary cooperation. In 2014–15 delegations attended the ASEAN Inter-Parliamentary Assembly, two Inter-Parliamentary Union (IPU) assemblies, the Asia Pacific Parliamentary Forum and the Australian and Pacific Presiding Officers and Clerks Conference.

In June 2015 IPRO organised a visit to the Parliament from the Secretary-General of the IPU. A focus of the visit was opportunities to strengthen parliamentary democracy in the Pacific region.

Parliamentary strengthening

Following the changes outlined above, the international parliamentary strengthening work of the Parliament was coordinated through the PSC. The major focus of the Pacific Parliamentary Partnerships program during the year was capacity building to support the re-establishment of the Fiji Parliament and the ongoing development of the Papua New Guinea Parliament.

The Parliament continued to provide support for capacity-building programs and responded to requests for assistance from other parliaments and international organisations, including through collaborative work with the PSC. A highlight of professional development activities at the international level was the Inter-Parliamentary Study Program, coordinated by the PSC. The Program took place over ten days in March 2015. Senior staff from national parliaments in Brazil, China, Germany, Kiribati, Federated States of Micronesia, Mongolia, Myanmar, Thailand and Zimbabwe participated.

Contributions were also made to study programs for Members and staff of a number of parliaments, including those of Bahrain, Indonesia, Myanmar, Nigeria, Pakistan, Japan and Papua New Guinea.

Performance outlook

In 2015–16, 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 the *Navigating the Senate* website, launch the virtual tours of Parliament House and organise Parliament House Open Day in September 2015. The section will also inaugurate an annual lecture series commemorating the work of the late Clerk of the Senate, Mr Harry Evans, and will also hold a one-day symposium to discuss Magna Carta's relevance to 21st century Australia.

The scrutiny committee secretariats will continue their work and progressively prepare and release detailed notes on the work of the committees.

Demand for the PEO's education programs is expected to remain strong, as demonstrated by forward bookings for the remainder of 2015 and 2016. The PEO will continue to develop and adapt resources to support the new national curriculum in civics and citizenship

and will further explore options to improve the accessibility and delivery of parliamentary education programs to schools and students unable to participate in PEO programs at Parliament House. The PEO will continue to evaluate the potential of interactive video conferencing and explore the possibility of acquiring an in-house capability.

In the first half of 2015–16, 20 outgoing delegations (including committee visits, parliamentary field visits and attendance at assemblies) and six official incoming parliamentary delegations are scheduled. Delegation visits over the second half of the year, in particular outgoing delegations, are expected to decrease as the 44th Parliament draws to a close.

Parliamentary strengthening programs administered through the PSC will remain a priority area for the international program, and initiatives and activities established under the Pacific Parliamentary Partnerships program and the Pacific Women’s Parliamentary Partnerships Project will continue to be supported.

It is expected that the strategic plan for the international program, developed by the Inter-Parliamentary Relations Advisory Group, will be formalised during 2015–16.

Committee Office

Output

Secretariat support and procedural advice 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 Chair of Committees, committee members and other senators with the quality and timeliness of advice and support.	Formal and informal feedback shows that senators consider the support provided by the Committee Office to be effective. Many senators acknowledged the high workload of the Committee Office during this reporting period.
Draft reports, reports and other documents are timely, accurate and of a high standard. Tabling deadlines are met.	Accurate advice, documentation, publications and draft reports were provided to committees in accordance with their requirements. Reports were drafted and presented to the Senate in accordance with the timeframes agreed by committees and deadlines set by the Senate.
Inquiry information, evidence and reports are published promptly upon authorisation.	Information was updated promptly and accurately on committee web pages. Submissions and other documents and reports were published in line with decisions of committees.

Overview

Committee Office secretariats support legislative and general purpose standing committees, select committees and certain joint committees. The office is led by the Clerk Assistant (Committees) and the Senior Clerk of Committees, and the allocation of secretaries to committees at 30 June 2015 is shown in figure 9. The cost of the office in 2014–15 was \$8.9 million (\$7.7 million in 2013–14), with staff salaries comprising approximately 77 per cent of the budget. The remaining costs were administrative (for example, transport and accommodation for secretariat staff, advertising inquiries, venue hire).

Committee secretariats managed inquiries efficiently throughout the year, by processing submissions, publishing material to committee websites and arranging hearings in Canberra and around Australia, sometimes at short notice. Secretariats also provided advice to chairs and committee members, including in relation to matters which raised complex procedural issues. Committees routinely endorsed and adopted this advice in their proceedings. Staff also provided administrative support to committees, analysed the evidence they received, drafted reports and arranged for their tabling and publication, and assisted witnesses and others to participate in inquiries.

Figure 9 Elements and responsibilities of the Committee Office

Executive

Brien Hallett, Clerk Assistant
Jackie Morris, Senior Clerk of Committees

Procedural advice and training
 Planning and coordination
 Secretariat staffing and resources
 Statistics and records

Legislative and general purpose standing committee secretariats	Joint committee secretariats	Senate select committee secretariats
<i>Community Affairs</i> Jeanette Radcliffe	JOINT STATUTORY <i>Corporations and Financial Services</i> Toni Matulick	<i>School Funding</i> ¹ Stephen Palethorpe
<i>Economics</i> Kathleen Dermody	<i>Australian Commission for Law Enforcement Integrity</i> Stephen Palethorpe	<i>National Broadband Network</i> David Sullivan
<i>Education and Employment</i> Julia Agostino	<i>Law Enforcement</i> Stephen Palethorpe	<i>Abbott Government's Budget Cuts</i> Lyn Beverley
<i>Environment and Communications</i> Christine McDonald	<i>National Disability Insurance Scheme</i> Mark Fitt	<i>Health</i> Stephen Palethorpe
<i>Finance and Public Administration</i> Lyn Beverley	JOINT SELECT <i>Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples</i> Toni Matulick	<i>Certain Aspects of Queensland Government Administration related to Commonwealth Government Affairs</i> ² Julia Agostino
<i>Foreign Affairs, Defence and Trade</i> David Sullivan	<i>Australia Fund Establishment</i> Mark Fitt	<i>Wind Turbines</i> Jeanette Radcliffe
<i>Legal and Constitutional Affairs</i> Sophie Dunstone		<i>Recent Allegations relating to Conditions and Circumstances at the Regional Processing Centre in Nauru</i> Toni Matulick
<i>Rural and Regional Affairs and Transport</i> Tim Watling		<i>Murray Darling Basin Plan</i> Mark Fitt

1 Ceased on 9 July 2014
 2 Ceased on 27 March 2015

During the year committees experienced a sustained period of very high workload, with large numbers of inquiries and hearings, and the establishment of eight new select committees supported by the office. The full-time equivalent staffing level in 2014–15 was 58 (53 in 2013–14), reflecting the need to support this high level of activity.

Comments made in the Senate when a committee report is tabled or debated is one means of evaluating the performance of the office. As was the case in previous reporting periods, senators regularly highlighted the contribution of committee staff when tabling reports. Informal feedback from senators and witnesses also continued to indicate high levels of satisfaction with the advice and support provided by secretariats.

Management and leadership

Under standing order 25(10) a Chairs' Committee, comprising the chairs of standing committees and Senate select committees, may be convened by the Deputy President to discuss any matter relating to their operations. The Clerk Assistant (Committees) is the secretary. During 2014–15, this committee met twice and considered procedural issues related to the orders of the Senate governing estimates hearings and the treatment of witnesses at public hearings.

Committee secretaries met regularly throughout the year to discuss administrative issues and procedural matters.

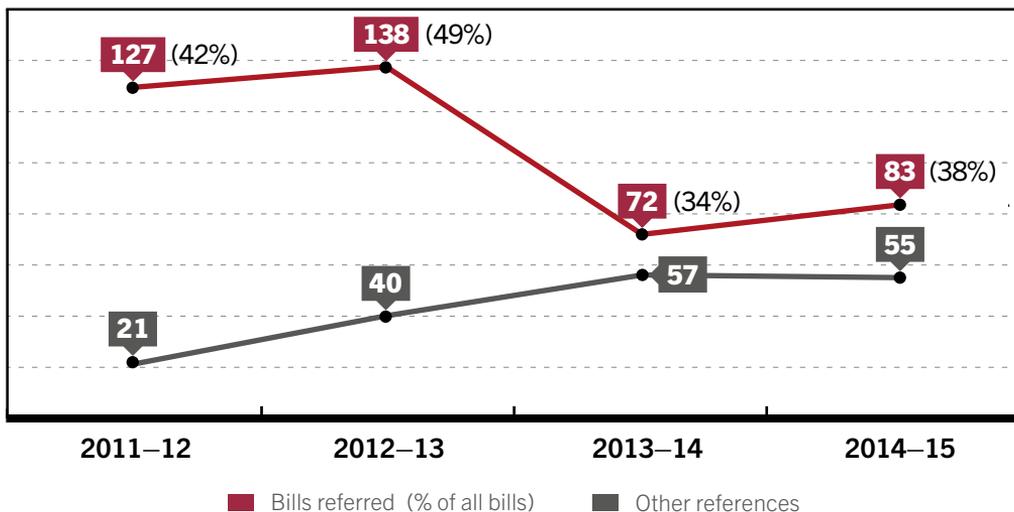
Activity levels and workload

The workload of committee staff is determined by the level of activity of the committees they support, which is in turn determined by decisions of the Senate and of the committees themselves. During this financial year, the Committee Office faced a heavy and demanding workload in terms of the number of committees and inquiries supported.

References and reports

Figure 10 indicates the number of references to committees over recent years.

Figure 10 Number of references to committees



Bill inquiries continue to account for the largest number of references, although there were fewer than in the comparable year of the 43rd Parliament. The noticeable increase reported last year in the number of other matters referred to committees supported by the Committee Office was sustained this year. The number of active inquiries during the year included many matters referred, but not reported on, during 2013–14. Secretariats managed up to 83 inquiries at once and prepared 210 reports for presentation to the Senate. Tables 3 and 4 compare the number of reports produced over the past 4 years.

Table 3 Reports presented by legislative and general purpose standing committee

Reports presented	2011–12	2012–13	2013–14	2014–15
Bills	73	94	48	95
Interim reports (bills)	2	6	5	9
References	26	32	28	38
Interim reports (references)	14	16	27	15
Reports on annual reports	16	16	16	16
Estimates	17	16	16	16
Total	148	180	140	189

Table 4 Reports presented by select and joint committees

Reports presented	2011–12	2012–13	2013–14	2014–15
Senate select	2	2	6	8
Joint select	5	6	0	4
Joint statutory	19	23	3	9
Total	26	31	9	21

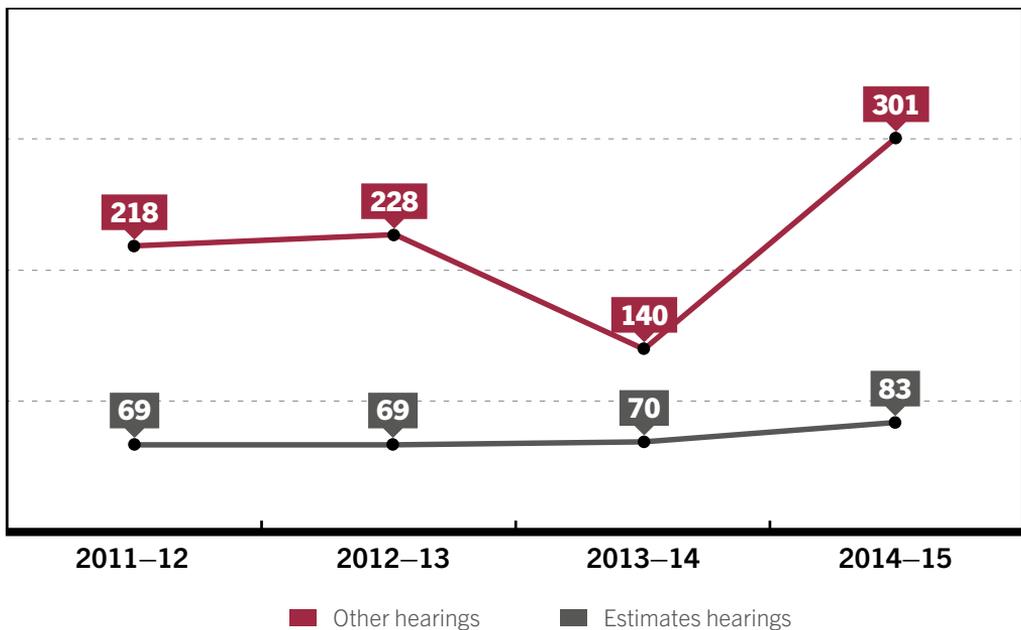
Another indicator of workload lies in the scope and complexity of some references. For example, this year Senate committees conducted inquiries into legislation regarding higher education reforms, affordable housing, residential care arrangements for young disabled people, the Commonwealth's treaty making process, the performance of Australia Post, an incident at the Manus Island Detention Centre and arrangements for the marketing of Australian sugar. Joint committees examined and reported on issues including constitutional recognition of Aboriginal and Torres Strait Islander Peoples and professional standards in the financial services industry.

The Committee Office consistently met deadlines for providing briefing material and draft reports to committees during the year, often with tight timeframes. The volume of work during this period meant that, in some cases, secretariats were unable to support the drafting of dissenting reports or additional comments which is undertaken when resources permit.

Submissions, public hearings and witnesses

Other telling indicators of workload are the numbers of submissions received, hearings organised and witnesses heard. In 2014–15, the Committee Office processed 9,305 submissions – the majority of which were also published online – and an additional 1,874 form letters. As shown in figure 11, the office also organised 384 public hearings: 83 estimates hearings, up from 69 or 70 held annually in recent years; and 301 hearings connected to other inquiries – twice the number held in the previous year and 30 percent more than in any year in the previous parliament. Figure 11 shows the number of hearings held over the past 4 financial years.

Figure 11 Number of committee hearings



Secretariats arranged for 8,494 witnesses to provide evidence, including 4,095 appearing at estimates hearings. They also arranged approximately 635 private meetings and 19 site inspections.

Legislative and general purpose standing committees

The Senate has eight pairs of legislative and general purpose standing committees established pursuant to standing order 25. Each pair of committees comprises a legislation committee and references committee, which continue for the life of a parliament. While legislation committees consider bills, budget estimates and the annual reports and performance of government agencies, matters referred to references committees typically relate to broader policy issues with longer timeframes in which to conduct inquiries.

A full cycle of estimates hearings was conducted and reported on by legislation committees during the year, commencing in October 2014 with a week of supplementary hearings for the 2014–15 Budget. A week of additional estimates hearings was held in February 2015. The main estimates hearings for the 2015–16 Budget took place between 25 May and 5 June 2015. The use of spill over days was more frequent than the previous year with several committees holding additional hearings in each estimates round to consider the estimates for particular departmental outcomes or agencies.

Senate select committees

During 2014–15, the Committee Office supported eight Senate select committees, which is an increase on previous years. Two of those, the Select Committee on School Funding and the Select Committee on Certain Aspects of Queensland Government Administration related to Commonwealth Government Affairs presented final reports. In addition, the Senate select committees on the National Broadband Network, the Abbott Government's Budget Cuts, Health and Wind Turbines all presented interim reports.

Joint committees

During 2014–15, the Committee Office continued to support three joint statutory committees: Corporations and Financial Services, the Australian Commission for Law Enforcement Integrity, and Law Enforcement.

The office also supported two joint select committees: the Joint Select Committee on the Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples and the Joint Select Committee on the Australia Fund Establishment. Both joint select committees tabled their final reports in June 2015.

Specialist advice

One request for specialist advice was made during 2014–15. This was advice from a consultant requested by the Economics References Committee in relation to some of the highly technical issues raised in its inquiry into Australia's Innovation System. This contract was not concluded during the reporting period so the final cost will be reported on in 2015–16 but it is estimated the cost will be approximately \$26,000.

Information management

The provision of information to the public about the work of Senate committees continues to be an area of focus for the Committee Office, which continued to work closely with SPIO to provide information about committee activities through the Senate website and social media. In particular, the office worked with SPIO on a project to improve systems for the receipt and publication of answers to questions taken on notice during estimates hearings. This project will improve the capacity to search evidence received through the estimates process. The first stage of the project will be delivered during 2015–16.

International engagement

In 2014–15, Committee Office staff served as secretaries to outgoing parliamentary delegations and also acted as presenters for international delegations visiting Australia. This included the Clerk Assistant (Committees) acting as the secretary to the Australian parliamentary delegation to the Inter-Parliamentary Union and the Principal Research Officer to the Economics committees supporting a delegation by that committee to Canada and Singapore.

Performance outlook

During 2014–15, the Committee Office supported committees managing a very large number of inquiries, many with tight deadlines. The office maintained the high quality of its support to committees by recruiting additional staff and through the willingness of all employees to work flexibly across different committees and to undertake significant additional hours in periods of peak demand. Additional one-off funding to the Committee Office in the 2015–16 financial year will assist the office to manage what is clearly a sustained period of elevated activity. If these levels of activity continue in the next Parliament, a permanent increase in resourcing will be necessary if support to committees is to be maintained at the same high standard.

Black Rod's Office

Outputs

Office, chamber and committee room support, ceremonial services and security advice for senators and Senate officeholders.

Corporate services, including payroll services for senators and departmental staff, and support to the Clerk in meeting public governance, performance and accountability requirements.

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

Financial management, human resource management and records management services to the Parliamentary Budget Office (PBO).*

Performance information

Performance results

Services are provided to the satisfaction of the President, officeholders, Senate committees and senators so that they are able to fulfil their roles.

Consistently positive feedback from senators, including office holders, and their staff was received throughout the reporting period.

Provision of corporate services and administration of public finances facilitate the operations of the Senate and meet accountability obligations under the law and to the Senate.

Services were delivered within timeframes and legislative requirements. Services supported the Clerk as the accountable authority to meet legislative obligations and the requirements of the Senate.

Services to the FMPA are of a high standard, are provided promptly and are accurate.

Support was provided to the FMPA as required.

Services to the PBO are of a high standard and in accordance with the memorandum of understanding and service level agreement

Services were delivered within the agreed timeframes and standards to the satisfaction of the PBO.

* This output arises from a shared service arrangement entered into during 2014–15.

Overview

The primary function of the Black Rod's Office is to provide support services to the Senate, to Senate committees, and to senators at Parliament House, and to deliver corporate services to the department. The office is led by the Usher of the Black Rod and has three operational areas, as shown in figure 12. The Usher of the Black Rod undertakes duties in the Senate chamber, including clerking and ceremonial roles, assisted by three senior staff and the Chamber Attendant team, among others.

A major focus for the Black Rod's Office early in this reporting period was supporting the arrival of new senators from 1 July 2014, including ceremonial arrangements for their swearing-in on 7 July 2014 and organising their new office accommodation.

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

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

Figure 12 Responsibilities of the Black Rod's Office

Executive		
Rachel Callinan, Usher of the Black Rod		
Procedural, protocol, ceremonial and security advice		
Advice on corporate and parliamentary administrative matters		
Membership of the Security Management Board		
Advice to the House Committee		
Senators' Services	Human Resource Management	Financial Management
John Baczynski, Director and Deputy Usher of the Black Rod	Anthony Szell, Director	Michelle Crowther, CFO
Security advice and support	Recruitment and staffing	Financial management and advice
Accommodation	Pay and conditions	Financial reporting and systems management
Assets management	Learning and development	Accounting policy development and advice
Chamber and committee room support	Work health and safety	Accounts processing, general ledger maintenance and advice
Comcar shuttle	Rehabilitation coordination	Strategic procurement advice
Delivery services	Industrial relations	Support for senior management decision making
Fleet management	Information technology	Services to the Parliamentary Budget Office
Office equipment	security advice	
Printing and desktop publishing	Performance management	
Project board membership	Records management	
	Project board membership	
	Services to the Parliamentary Budget Office	

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

The full-time equivalent staffing level for the Black Rod's Office for 2014–15 was 36 (32 in 2013–14) and the cost of running the Office was \$2.6 million (\$2.4 million in 2013–14).

Senators' services

The Usher of the Black Rod and the Senators' Services Section assist the President and Clerk on ceremonial and other occasions, and also provide chamber and message delivery services to support the work of the Senate. The section also assisted in the preparation of the swearing-in of new senators 7 July 2014.

The section provided a range of office services to support senators, their staff and departmental staff, including:

- general office support, asset management, maintenance of equipment and furniture and stationery services
- coordinating transport arrangements and accommodation within the Senate wing
- managing committee room bookings and providing support services to users.

The section provided printing and delivery services for the department and, under contract, to other parliamentary departments. Turnaround times were met consistently, ensuring that documents, including committee reports, were available when required. The section also provided a high standard of delivery services to senators, their staff and departmental staff even at peak times (for example, delivery of the May budget papers). Scheduled run times were met for all deliveries.

The section facilitated 59 suite moves for senators associated with the commencement of the new Senate from 1 July 2014, resignations, filling of casual vacancies and ministerial reshuffles.

Security advice

The Usher of the Black Rod and her office also provide security advice and support to the President, Senate committees, senators and the department. Key aspects of this role include the participation of the Usher of the Black Rod as a member of the Security Management Board (SMB); the requirement that she countersign security advice tendered by DPS affecting the Senate and senators; and her appearances with the Clerk before estimates hearings of the Finance and Public Administration Legislation Committee and meetings of the Appropriations, Staffing and Security Committee.

Security matters assumed an increased profile in Parliament House during the year, following an increase in the National Threat Level in September 2014 and a consequent review of security arrangements. A range of physical security upgrades were commenced, overseen by a Taskforce comprising the Presiding Officers, DPS and several executive security agencies; and the Australian Federal Police (AFP) assumed command of all security operations within the parliamentary precincts. The Usher of the Black Rod participated in the complex process of integrating the AFP into day-to-day security operations and implementing key projects, including establishing and exercising lockdown procedures for the precinct. The AFP has also been integrated into the Parliament's security management and advice framework, most notably becoming a member of SMB in April 2015 following an amendment to the *Parliamentary Service*

Act 1999. Noting the significance of these developments the Senate, in March 2015, renamed and expanded the remit of the Appropriations, Staffing and Security Committee to include security operations to strengthen its oversight of security matters.

The Usher of the Black Rod and Deputy Usher worked with colleagues in the Security Branch of DPS, the Serjeant-at-Arms' Office and the Australian Federal Police to implement the new arrangements.

Human resource management

The Human Resource Management Section delivers human resource management services for the department, including payroll services for senators and departmental staff. During the reporting period, the section also carried out some other employment related work for the other parliamentary departments, including the coordination of work being done to modernise the *Parliamentary Departments Staff Award*.

In consultation with the other parliamentary departments, support and information was provided in relation to legislative amendments being considered in relation to the *Parliamentary Service Act 1999* and its subordinate and related legislation.

The Parliamentary Secondment Program was developed in late 2014 and four participants from State-based parliamentary departments participated in it. The *Behind the Scenes* training program was developed and sessions run in conjunction with DPS.

Preparatory work, and the issuing of *Notice of Representation Rights*, occurred in relation to negotiation of a replacement enterprise agreement for non-Senior Executive Service employees.

The *Senators' Entitlements 2015* handbook was written and provided to all senators. The handbook was updated following certain legislative amendments.

Records management

The Human Resource Management Section, which is also responsible for records management, completed the digitisation of certain paper files. Work occurred on reviewing the department's Records Disposal Authorities (i.e. 1184 and 1185) and discussions were held with the National Archives of Australia about transferring certain records to them.

Financial management

During the year the Financial Management Section delivered the department's financial management, accounting and budgeting services. It administered the department's financial management information system, provided secretariat support to the Audit and Evaluation Committee, managed the internal audit contract and maintained the risk management framework and fraud control plan.

The section continued to provide assurance to the Clerk and other senior officers that the department had complied with external reporting responsibilities, including audited annual financial statements and procurement requirements.

The section supported the department's budget process, including the preparation of the portfolio budget statements and internal budgets and also provided advice and support for the department's transition to the *Public Governance, Performance and Accountability Act 2013*.

Corporate services for the Parliamentary Budget Office

From November–December 2014, the department provided corporate services to the Parliamentary Budget Office, including financial management, human resource management and records management services, on a fee-for-service basis, in accordance with a memorandum of understanding and service level agreement.

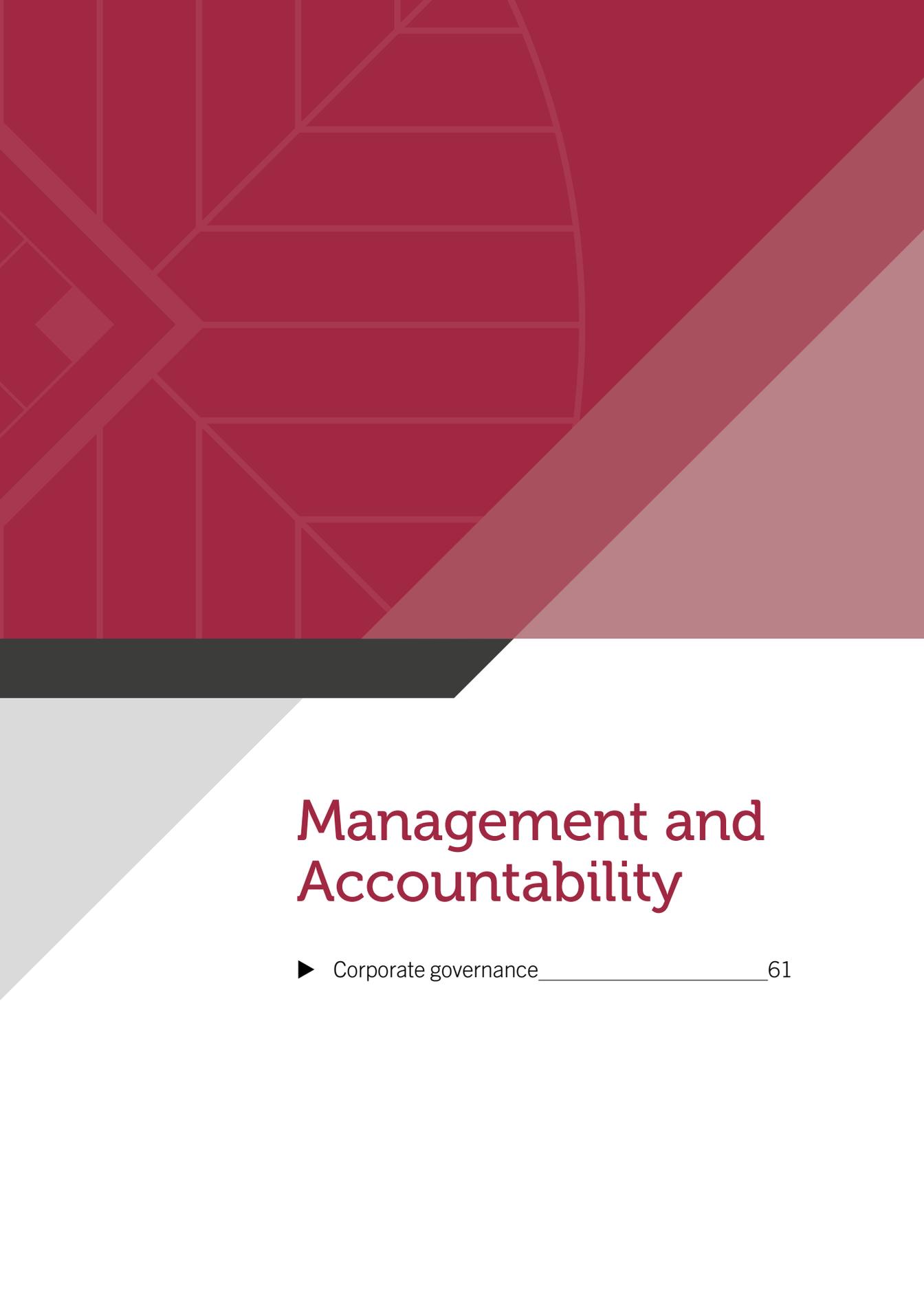
Performance outlook

In 2015–16, the Black Rod's Office will continue its core work, including providing chamber and committee room support, office support to senators, ceremonial services and security advice for senators and the President. The office will also continue to support the department through the provision of corporate services.

Key priorities for 2015–16 include: the negotiation of a new enterprise agreement with employees; security and business continuity policy work; succession planning; and contributing to the achievement of shared aims across the parliamentary departments.

The Black Rod's Office, like other areas in the department, continues to be affected by budgetary constraints and staffing pressures. In this environment, the office will focus on supporting staff and carefully prioritising competing demands to ensure that services to the Senate and its committees, Senate office holders and senators are delivered as efficiently as possible.





Management and Accountability

▶ Corporate governance _____ 61

Corporate governance

The department's operations for 2014–15 were governed by the *Parliamentary Service Act 1999* and the *Public Governance, Performance and Accountability Act 2013*, and provisions of the *Fair Work Act 2009* and other legislation.

Corporate plan

The department's Corporate Plan 2012–2015, adopted in August 2012, details the tasks and expected performance results for each office of the department. Work reports provided to the Clerk throughout the reporting period showed continued progress in key areas and work tasks. Planned outcomes are detailed in the department's portfolio budget statements and performance results are contained in this report.

The department will adopt a new corporate plan in August 2015 as required by the Public Governance, Performance and Accountability Act.

Management and advisory groups

The department's corporate governance mechanisms include two senior management committees, the Program Managers' Group and the Audit and Evaluation Committee, each chaired by the Deputy Clerk. These committees provide advice and support to the Clerk to ensure that statutory responsibilities for the management of the department are met.

The department's Senate Management Advisory Group provides advice and assistance to the Program Managers' Group. The department also has a Workplace Consultative Committee through which formal consultation on workplace relations occurs between the department and staff.

The role, membership and activities of these groups are described in figure 13.

The department also participates in a range of interdepartmental committees through which the parliamentary departments coordinate common and joint activities. Chief among these during 2014–15 were meetings of the heads of the four parliamentary departments, the Presiding Officers' ICT Advisory Board and a subsidiary steering group, the Security Management Board, the Parliamentary Administration Advisory Group; and numerous boards managing joint projects.

Figure 13 Management and advisory groups

Audit and Evaluation Committee

Role	Oversee: <ul style="list-style-type: none">• internal and external audits• administrative, operating and accounting controls• risk management. Supervise the annual internal audit program. Ensure best practice financial management and reporting, fraud control and business risk monitoring.
Activities	3 meetings Considered various matters reviewed by the department's internal audit service provider, including: <ul style="list-style-type: none">• Shared Committee Information Database (SCID) – Phase 2 post implementation review• Internal budgeting and reporting. Prepared an annual report to the Clerk and to the Senate Appropriations Staffing and Security Committee.
Membership	Program managers and an independent member. Chaired by the Deputy Clerk. Observers: Chief Finance Officer, representatives from the Australian National Audit Office and the department's internal audit service provider.

Program Managers' Group

Role	Coordinate corporate governance matters, including: <ul style="list-style-type: none">• human resource management• risk management and planning• financial planning, and• departmental service quality.
Activities	9 meetings. Examined matters including: <ul style="list-style-type: none">• budget and staffing matters• risk assessments• administrative arrangements supporting the <i>PGPA Act</i>• review and recalibration of performance measures in preparation for new performance reporting requirements.
Membership	Program managers. Chaired by the Deputy Clerk. Other staff attend as required to advise on matters within particular programs.

Senate Management Advisory Group

Role	Discuss departmental proposals, policy initiatives and changes. Advise the Program Managers' Group on leadership and managerial matters, as requested and on the initiative of the advisory group.
Activities	4 meetings. Considered matters including new procurement requirements under the <i>PGPA Act</i> and security arrangements in Parliament House.
Membership	All departmental Parliamentary Executive Level 2 staff. Convenor elected annually by the group.

Workplace Consultative Committee

Role	Serve as a forum for formal consultation between the department and staff on workplace relations. Monitor and evaluate the impact of the department's enterprise agreement. Consider employment-related initiatives and matters that affect staff in the workplace.
Activities	4 meetings Provided advice and recommendations on: <ul style="list-style-type: none">• learning and development activities• the Workplace Diversity Program• changes to sections and functions within the department.
Membership	The Usher of the Black Rod, the Clerk Assistant (Committees), up to 12 elected staff representatives and union representatives. Chaired by the Usher of the Black Rod.

Fraud control and risk management

Consistent with the Public Governance, Performance and Accountability Act, the Clerk's Instructions and associated financial management policies promote the proper use of the department's resources. The Clerk's Instructions are reviewed on an annual basis to ensure their applicability and coverage.

The department has in place appropriate fraud prevention, detection, investigation and reporting mechanisms that comply with the Commonwealth Fraud Control Framework, as certified by the Clerk in Appendix 3. During 2014–15, risk mitigation strategies and the assessment of existing risk controls were routinely considered by senior management and reported to the department's Audit and Evaluation Committee. The framework for managing risk is revised regularly and made available to staff on the department's intranet. Fraud control and risk management are standing items for meetings of the Audit and Evaluation Committee.

At the end of the reporting period the department was in the process of reviewing its *Fraud Control Plan* and *Fraud Risk Assessment*.

Ethical standards

The department upholds the Parliamentary Service Values and Parliamentary Service Employment Principles, and employees are required to comply with the Parliamentary Service Code of Conduct set out in the *Parliamentary Service Act 1999*. The values, employment principles and code are integrated into departmental policies and practices and are highlighted in its induction program, in other learning and development activities, and in staff information resources.

Social justice and equity

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

External scrutiny

The Finance and Public Administration Legislation Committee and the Standing Committee on Appropriations, Staffing and Security provide fora in which senators and others may monitor the department's performance. Matters relating to the structure and functions of the parliamentary departments may also be examined by the Appropriations, Staffing and Security Committee.

Estimates hearings are an important accountability mechanism in which senators may test advice provided by departmental officers and evaluate the department's performance. The Clerk and officers of the department appeared before the Finance and Public Administration Legislation Committee on 20 October 2014, 23 February 2015 and 25 May 2015. Matters considered included committee workload and resourcing, committee powers and procedures, the role of the Security Management Board and arrangements for security at Parliament House, among others.

The department's activities were also scrutinised by both an internal audit service provider and the Australian National Audit Office, although that office did not conduct any performance audits covering the department's activities during the reporting period.

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.

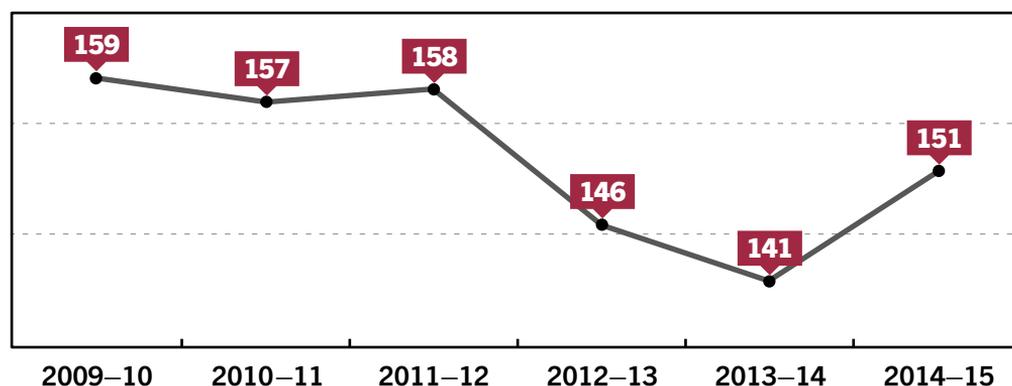
Management of human resources

Staffing

The Clerk of the Senate is appointed by the President of the Senate under subsection 58(1) of the *Parliamentary Service Act 1999* after consultation with senators. Staff are engaged under section 22 of that Act. Additional support was provided to the department through secondment arrangements with the Office of Parliamentary Counsel, through the Parliamentary Secondment Program, and by graduates participating in the Parliament of Australia Graduate Program.

Figure 14 shows that the average full-time equivalent (FTE) staffing level for 2014–15 was 151, ten more than for 2013–14, chiefly reflecting the higher level of Senate and committee activity. Further staffing statistics, including a breakdown of the FTE staffing level by office, are provided in Appendix 2.

Figure 14 Full-time equivalent staff numbers



Workforce planning

The department has reduced full-time equivalent targets over several years as a consequence of previous budget cuts due to efficiency dividends as part of its ongoing management of staffing numbers. Continued close monitoring and the use of staffing caps have supported the department’s ability to manage those targets effectively, although increased workload has meant that additional staff have recently been engaged to support the Senate and committee activity.

Staff turnover

The number of staff separations in 2014–15 was less than in the three previous years. Table 5 shows the reasons for separations.

Table 5 Reasons for separations from the department

Reason	2011–12	2012–13	2013–14	2014–15
Resignation	21	9	13	11
Retirement (age)	5	2	2	2
Retirement (other) or death	2	1	-	-
Return to home agency	2	2	2	-
End of non-ongoing employment	12	8	5	2
Transfer or promotion to another agency	13	13	3	5
Total	55	35	25	20

Senior executive remuneration

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.

The department's Senior Executive Service (SES) employees 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 2015. The salary ranges for SES staff and the Clerk are set out in Appendix 2.

Employment arrangements

Enterprise agreement

The department's enterprise agreement commenced on 10 August 2012 with a nominal expiry date of 30 June 2015. The enterprise agreement is a streamlined, simple agreement and contains many of the model clauses required to be included in Public Service enterprise agreements including a cap on pay increases.

In May 2015, the agreement delivered a three per cent salary increase to staff. All non-SES staff were covered by the enterprise agreement. One employee has an Individual Flexibility Arrangement with the Clerk in accordance with clause 9 of the agreement.

The main areas covered by the enterprise agreement are people and performance management, remuneration and allowances, hours of duty and overtime, and leave provisions. The agreement is supported by a number of human resource management policies and procedures. In addition to salary, staff are entitled to a range of benefits including leave entitlements, study assistance, a Health and Wellbeing Subsidy, guaranteed minimum superannuation payments and a range of allowances.

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

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

Learning and development

The department's learning and development framework encompasses a broad range of activities designed to ensure the department has a highly skilled, knowledgeable and motivated workforce. A focus on parliamentary skills and knowledge aligns with objectives in the department's corporate plan, so that staff across the department continue to develop expertise in the constitutional and procedural bases of the Senate and its committees and ensure the highest standard of accurate and prompt procedural advice.

In consultation with supervisors, employees set professional development goals for a 12-month performance cycle. The department has a target of 21 hours of work-related learning activities for each full-time, ongoing staff each performance cycle.

During 2014–15, six 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.

The key features of the department’s Learning and Development Framework in 2014–15 were:

- the Parliamentary Executive Professional Upgrade Program (PEP-UP) and a program of parliament-specific training activities
- an advertised program of “skills for the workplace” training and access to in-house and online training in information technology applications
- a ‘behind the scenes’ program, familiarising staff with the support services delivered by DPS
- corporate induction sessions.

Work health and safety

The department’s Health and Safety Committee met four times during 2014–15. The committee is made up of elected health and safety representatives for each designated workgroup. The committee was consulted in relation to incident reports received by the department.

Initiatives and measures undertaken in 2014–15 to create a safe and healthy working environment for staff included:

- ergonomic assessments of workstations for new employees and other employees as required
- provision of new furniture in certain areas
- a work health and safety inspection program
- revisions made to the Parliament House Incident Report form.

No claims for compensation were accepted by Comcare in respect of the department during 2014–15. One claim was rejected by Comcare.

In 2014–15, within the department, there were no incidents which required the giving of notice under section 38 of the *Work Health and Safety Act 2011* and no investigations or notices under sections 90, 191 and 195 of that Act.

Management of financial resources

Policies and procedures for conducting tenders, selecting consultants, contracting, and approving expenditure are set out in the Clerk’s Instructions, which incorporate the requirements of the *Public Governance, Performance and Accountability Act 2013* and the Commonwealth Procurement Rules.

Purchasing

The department applies the requirements of the *Public Governance, Performance and Accountability Act 2013*, the Commonwealth Procurement Rules and the Clerk's Instructions to all purchases of goods and services.

The most significant procurement activities during the financial year related to the continuation of joint projects with the Department of the House of Representatives and DPS to develop a new document production system for the two Houses and a booking system for committee rooms and other venues within Parliament House.

Asset management

The Black Rod's Office is responsible for the effective management of departmental assets in accordance with the Clerk's Instructions.

Consultants

The department engages consultants to provide specialist expertise when not available within the department, or where an independent assessment is desirable.

The department uses various selection processes to engage consultants. These may involve: open tender, selective tender, direct sourcing, a panel of recognised or pre-eminent experts, or consultants who have previously undertaken work for the department or are known to have the requisite skills.

In 2014–15, the department entered into seven new consultancy contracts involving total actual expenditure during the year of \$26,259. There were three ongoing consultancy contracts active during the 2014–15 year, involving total actual expenditure of \$101,860. This amount does not include \$142,510 for the provision of independent legal advice supporting the work of the two legislative scrutiny committees and the Joint Parliamentary Committee on Human Rights. There was no expenditure on counsel during the year.

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

In addition, information on the value of contracts and consultancies is available on the AusTender website www.tenders.gov.au.



Financial statements

▶ Audit Report_____	73
▶ Certification_____	75
▶ Statement of comprehensive income_____	76
▶ Statement of financial position_____	77
▶ Statement of changes in equity_____	78
▶ Cash flow statement_____	79
▶ Schedule of commitments_____	80
▶ Notes_____	81

Independent Audit Report



INDEPENDENT AUDITOR'S REPORT

To the President of the Senate

I have audited the accompanying annual financial statements of the Department of the Senate for the year ended 30 June 2015, which comprise:

- Statement by the Accountable Authority and Chief Finance Officer;
- Statement of comprehensive income;
- Statement of financial position;
- 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.

Accountable Authority's Responsibility for the Financial Statements

The Clerk of the Senate of the Department of the Senate is responsible under the *Public Governance, Performance and Accountability Act 2013* for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards and the rules made under that Act. The Clerk of the Senate is also responsible for such internal control as is necessary to enable the preparation and fair presentation of financial statements that 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 entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Accountable Authority of the entity, 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
Phone (02) 6203 7300 Fax (02) 6203 7777

Independent Audit Report (continued)

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) comply with Australian Accounting Standards and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Department of the Senate as at 30 June 2015 and 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
25 September 2015

Certification by the Clerk of the Senate and the Chief Finance Officer



AUSTRALIAN SENATE

STATEMENT BY THE ACCOUNTABLE AUTHORITY AND CHIEF FINANCE OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2015 comply with subsection 42(2) if the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the department will be able to pay its debts as and when they fall due.

Handwritten signature of Rosemary Laing in cursive.

(Rosemary Laing)
Clerk of the Senate

25 September 2015

Handwritten signature of Michelle Crowther in cursive.

Michelle Crowther
Chief Finance Officer

25 September 2015

Department of the Senate
Statement of comprehensive income
for the period ended 30 June 2015

	Notes	2015 \$'000	2014 \$'000
EXPENSES			
Employee benefits	4A	18,286	16,443
Suppliers	4B	5,106	5,331
Depreciation and amortisation		517	311
Write-down and impairment of assets		-	11
TOTAL EXPENSES		23,909	22,096
LESS:			
OWN-SOURCE INCOME			
Own-source revenue			
Sale of goods and rendering of services	5A	467	372
Total own-source revenue		467	372
Gains			
Resources received free of charge	5B	1,975	1,931
Total gains		1,975	1,931
Total own-source income		2,442	2,303
Net cost of services		21,467	19,793
Revenue from government		20,257	21,194
Surplus/(Deficit)		(1,210)	1,401
OTHER COMPREHENSIVE INCOME			
Items not subject to subsequent reclassification to net cost of services			
Changes in asset revaluation reserve		350	-
Total other comprehensive income		350	-
Total comprehensive income/(loss)		(860)	1,401

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

Department of the Senate

Statement of financial position

as at 30 June 2015

	Notes	2015 \$'000	2014 \$'000
ASSETS			
Financial assets			
Cash and cash equivalents		438	303
Trade and other receivables	7	10,963	12,147
Total financial assets		11,401	12,450
Non-financial assets			
Property, plant and equipment	8A,C	1,695	1,251
Intangibles	8B,C	3,030	2,766
Inventories		48	45
Prepayments		191	229
Total non-financial assets		4,964	4,291
TOTAL ASSETS		16,365	16,741
LIABILITIES			
Payables			
Suppliers	9A	185	356
Other payables	9B	753	685
Total payables		938	1,041
Provisions			
Employee provisions	9C	4,971	4,754
Total provisions		4,971	4,754
TOTAL LIABILITIES		5,909	5,795
NET ASSETS		10,456	10,946
EQUITY			
Contributed equity		1,818	1,448
Reserve		11,388	11,038
Retained surplus/(accumulated deficit)		(2,750)	(1,540)
TOTAL EQUITY		10,456	10,946

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 2015

	Retained earnings		Asset revaluation surplus		Contributed equity		Total equity	
	2015 \$'000	2014 \$'000	2015 \$'000	2014 \$'000	2015 \$'000	2014 \$'000	2015 \$'000	2014 \$'000
Opening balance								
Balance carried forward from previous period	(1,540)	(2,941)	11,038	11,038	1,448	2,282	10,946	10,379
Adjusted opening balance	(1,540)	(2,941)	11,038	11,038	1,448	2,282	10,946	10,379
Comprehensive income								
Surplus(Deficit) for the period	(1,210)	1,401					(1,210)	1,401
Other comprehensive income	-	-	350	-	-	-	350	-
Total comprehensive income	(1,210)	1,401	350	-	-	-	(860)	1,401
Transactions with owners								
Distribution to owners								
Restructuring	-	-	-	-	-	(1,492)	-	(1,492)
Contribution by owners								
Equity injections – appropriation	-	-	-	-	370	658	370	658
Total transaction with owners	-	-	-	-	370	(834)	370	(834)
Transfers between equity components								
Closing balance as at 30 June 2015	(2,750)	(1,540)	11,388	11,038	1,818	1,448	10,456	10,946
Closing balance attributable to the Commonwealth	(2,750)	(1,540)	11,388	11,038	1,818	1,448	10,456	10,946

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 2015

	Notes	2015 \$'000	2014 \$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations		22,634	22,592
Sale of goods and rendering of services		447	461
Net GST received		276	363
Total cash received		23,357	23,417
Cash used			
Employees		17,888	16,608
Suppliers		3,755	4,246
Section 74 receipts transferred to OPA		1,070	1,583
Total cash used		22,713	22,437
Net cash from/(used by) operating activities	11	644	980
INVESTING ACTIVITIES			
Cash received			
Proceeds from sale of property, plant and equipment		1	-
Total cash received		1	-
Cash used			
Purchase of property, plant and equipment		163	102
Purchase of intangibles		670	1,248
Total cash used		833	1,351
Net cash used by investing activities		(832)	(1,351)
FINANCING ACTIVITIES			
Cash received			
Contributed Equity		323	322
Total cash received		323	322
Cash used			
Total cash used		-	-
Net cash from / (used by) financing activities		323	322
Net (decrease) / increase in cash held		135	(49)
Cash and cash equivalents at the beginning of the reporting period		303	352
Cash and cash equivalents at the end of the reporting period		438	303

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

Department of the Senate

Schedule of commitments

as at 30 June 2015

	2015 \$'000	2014 \$'000
BY TYPE		
Commitments receivable		
GST recoverable on commitments	(56)	(73)
Total commitments receivable	(56)	(73)
Commitments payable		
Other commitments		
Operating leases ¹	36	17
Goods and services ²	898	1,022
Total other commitments	934	1,039
Net commitment by type	878	966
BY MATURITY		
Commitments receivable		
Other commitments receivable		
One year or less	(36)	(72)
From one to five years	(20)	(1)
Total other commitments receivable	(56)	(73)
Commitments payable		
Operating lease commitments		
One year or less	13	16
From one to five years	23	1
Total operating lease commitments	36	17
Goods and services commitments		
One year or less	674	1,008
From one to five years	224	14
Total goods and services commitments	898	1,022
Net commitments by maturity	878	966

Commitments are GST inclusive where relevant.

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

- 1 The operating lease included is a non-cancellable motor vehicle lease. There is no renewal or purchase option available.
- 2 The goods and services included relate to contracts (including purchase orders) lodged with suppliers.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

- Note 1: Summary of significant account policies
- Note 2: Events after the reporting period
- Note 3: Net cash appropriation arrangements
- Note 4: Expenses
- Note 5: Income
- Note 6: Fair value measurements
- Note 7: Financial assets
- Note 8: Non-financial assets
- Note 9: Payables and provisions
- Note 10: Restructuring
- Note 11: Cash flow reconciliation
- Note 12: Senior management personnel remuneration
- Note 13: Financial instruments
- Note 14: Financial assets reconciliation
- Note 15: Appropriations
- Note 16: Reporting on outcome
- Note 17: Budgetary reporting

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

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 7.

1.2 Basis of preparation of the financial report

The financial statements are general purpose financial statements and required by section 42 of the *Public Governance Performance and Accountability Act 2013*.

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

- (a) the Finance Reporting Rule (FRR) for reporting periods ending on or after 1 July 2014, 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 the FRR, assets and liabilities are recognised in the statement of financial position 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. There are no unrecognised liabilities and assets.

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.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

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 adjustment to the carrying amounts recorded in the financial statements.

1.4 New Australian accounting standards

Adoption of new Australian Accounting Standard requirements

The department has adopted the AASB 2015-7 *Amendments to the Australian Accounting Standards – Fair Value Disclosures of Not-for-Profit Public Sector Entities*. This amending standard applies to annual reporting periods beginning on or after 1 July 2016. Early adoption impacts on disclosure in the Note 6 (*Fair value measurements*) with no effect on the face statements. No other accounting standard have been adopted earlier than the application date as specified in the standard.

The following new standards, revised standards, interpretations and/or amending standards that were issued prior to the signing of the statement by the Clerk and Chief Finance Officer, and are applicable to the current reporting period, did not have a material effect, and are not expected to have a future material effect, on the department's financial statements:

Standard/ Interpretation	Nature of change in accounting policy, transitional provisions, and adjustment to financial statements
AASB 1055 Budgetary Reporting	Major variance explanation disclosures within the department's control have been included in the notes to the accounts where a budgeted statement of financial position, comprehensive income, changes in equity or cash flows, has been presented to Parliament.

All other new standards, revised standards, amending standards and interpretations that were issued prior to the sign-off date and are applicable to the current reporting period did not have a material effect, and are not expected to have a future material effect, on the department's financial statements.

Future Australian Accounting Standard requirements

The following new standards, revised standards, amending standards and/or interpretations that were issued prior to the signing of the statement by the Clerk and Chief Finance Officer, and are applicable to future reporting periods, are not expected to have a future material effect on the department's financial statements:

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

Standard/ Interpretation	Nature of change in accounting policy, transitional provisions, and adjustment to financial statements
AASB 9 Financial Instruments	Reduced disclosure for financial instruments has decreased the disclosure from four notes to two.
AASB 2015-6 Related Party Disclosures	Related party disclosures will need to be disclosed in the financial statements for the reporting period beginning on 1 July 2016.

All other new standards, revised standards, amending standards and interpretations that were issued prior to the sign-off date and are applicable to future reporting periods do not have a material effect, and are not expected to have a future material effect, on the department's financial statements.

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.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

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 FRR requires that distributions to owners be debited to contributed equity unless in the nature of a dividend.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

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 expected within twelve months of the end of the reporting period 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.

Other long-term employee benefits are measured as the present value of the defined benefit obligation at the end of the reporting period.

Leave

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

The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will be applied at the time the leave is taken, 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 2015. 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 2014–15, 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 as an administered item.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

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 2015 represents outstanding contributions for the final pay fortnight of the year.

1.9 Leases

A distinction is made between finance leases and operating leases. Finance leases effectively transfer from the lessor to the lessee substantially all the risks and rewards incidental to ownership of leased assets. An operating lease is a lease that is not a finance lease. In operating leases, the lessor effectively retains substantially all such risks and benefits.

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

1.10 Fair value measurement

The department deems transfers between levels of the fair value hierarchy to have occurred at the end of the reporting period.

1.11 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.

1.12 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.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

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 reporting 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.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

1.13 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.

1.14 Contingent liabilities and contingent assets

Contingent liabilities and assets are not recognised in the statement of financial position 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.

1.15 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.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

1.16 Property, plant and equipment

Asset recognition threshold

Property, plant and equipment assets are represented by two separate asset classes: infrastructure, plant and equipment; and intangibles. All purchases are initially recognised at cost in the statement of financial position, 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.

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

Revaluations

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. Heritage and cultural assets are not depreciated.

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.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

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

Asset class	2015	2014
Plant and 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 2015. 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.

Heritage and cultural assets

The department has recognised one heritage and cultural asset, the Black Rod, with a fair value of \$8,000. This is the first year that this asset has been recognised on the department's asset register.

This item has been classified as a heritage and cultural asset as it is used for purposes which relate to its heritage value and cultural significance.

1.17 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 (2014: 3 to 7 years).

All software assets were assessed for impairment as at 30 June 2015.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

1.18 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.

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

The department pays FBT on benefits provided:

- (a) to employees of the department, and
- (b) to office-holders of the Senate.

The FBT for senators is paid by the Department of Finance.

1.20 Constitutional and other legal requirements

The Australian Government continues to have regard to developments in case law, including the High Court's most recent decision on Commonwealth expenditure in *Williams v Commonwealth [2014] HCA 23*, as they contribute to the larger body of law relevant to the development of Commonwealth programs. In accordance with its general practice, the department and government will continue to monitor and assess risk and decide on any appropriate actions to respond to risks of expenditure not being consistent with constitutional or other legal requirements.

Note 2: Events occurring after the reporting period

There have been no significant events that have occurred after the reporting 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 2015

	2015	2014
	\$'000	\$'000

Note 3: Net cash appropriation arrangements

Total comprehensive income less depreciation/amortisation expenses previously funded through revenue appropriations¹	(343)	1,712
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	<u>(517)</u>	<u>(311)</u>
Total comprehensive income (loss) – as per the statement of comprehensive income	(860)	1,401

- 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.

	2015	2014
	\$'000	\$'000

Note 4: Expenses

Note 4A: Employee benefits

Wages and salaries	13,313	11,983
Superannuation		
Defined benefit plans	1,481	1,580
Defined contribution plans	1,012	807
Leave and other entitlements	<u>2,480</u>	<u>2,073</u>
Total employee benefits	18,286	16,443

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

	2015 \$'000	2014 \$'000
Note 4B: Suppliers		
Goods and services		
Professional and financial fees	532	489
Facilities and infrastructure	371	1,038
Recruitment and staff development	72	106
Hire charges and hospitality	168	132
Travel	699	582
Media and communications	271	189
General office	438	431
Printing	311	236
Resources received free of charge	1,974	1,931
Total goods and services	4,836	5,134
Goods and services are made up of:		
Provision of goods from		
Related parties	2	24
External parties	585	832
Rendering of services from		
Related parties *	2,461	3,060
External parties	1,788	1,218
Total goods and services	4,836	5,134
* Services for related entities included \$1.974m of resources received free of charge from other Commonwealth entities (2014: \$1.931m)		
Other supplier expenses		
Workers compensation	270	197
Total other supplier expenses	270	197
Total supplier expenses	5,106	5,331

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

	2015	2014
	\$'000	\$'000

Note 5: Income

Note 5A: Sale of goods and rendering of services

Provision of goods – related entities	104	10
Provision of goods – external parties	38	47
Rendering of services – related entities	295	292
Rendering of services – external parties	30	23
Total sale of goods and rendering of services	467	372

Note 5B: Other gains

Resources received free of charge		
Remuneration of auditors	85	83
Accommodation	1,889	1,848
Other		
Gain from sale of assets	1	-
Total other gains	1,975	1,931

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

Note 6: Fair value measurements

Note 6A: Fair value measurements

The following tables provide an analysis of assets that are measured at fair value. The different levels of the fair value hierarchy are defined below:

Level 1: Quoted prices (unadjusted) in active markets for identical assets that the entity can access at measurement dated

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly.

Level 3: Unobservable inputs for the asset.

The department's policy for determining when transfers between levels are deemed to have occurred can be found in Note 1. During the period no asset transferred between the above levels. Fair value measurements at the end of the reporting period by hierarchy for assets in 2015.

	2015 \$'000	2014 \$'000	Level
Non-financial assets			
Property, plant and equipment	470	276	Level 2
Property, plant and equipment	1,225	975	Level 3
Total non-financial assets	1,695	975	
Total fair value measurements of assets in the statement of financial position	1,695	975	

Recurring and non-recurring Level 3 fair value measurements – valuation processes

The Department procured the services of Australian Valuation Services (AVS) to undertake a comprehensive valuation of all non-financial assets at 30 June 2015. AVS provided the valuation in accordance with accounting standard AASB 13.

Note 6B: Reconciliation for recurring Level 3 fair value measurements

Recurring Level 3 fair value measurements – reconciliation for assets

	Property, Plant and Equipment	
	2015 \$'000	2014 \$'000
Opening balance	975	1,113
Total gains/(losses) recognised in net cost of services and other comprehensive income ¹	353	-
Total gains/(losses) in net cost of services (depreciation)	(44)	(138)
Purchases	-	10
Disposals	-	(10)
Transfers into Level 3	78	-
Transfers out of Level 3	(137)	-
Closing balance	1,225	975

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

	2015 \$'000	2014 \$'000
--	----------------	----------------

Note 7: Financial assets

Trade and other receivables

Goods and services – related entities	41	10
Goods and services – external entities	6	1
Total receivables for goods and services	47	11

Appropriations receivable

Departmental appropriation	10,853	12,113
----------------------------	--------	--------

Other receivables

GST receivable from the Australian Taxation Office	63	22
Other	-	1
Total other receivables	63	23
Total trade and other receivables (net)	10,963	12,147

Receivables are aged as follows:

Not overdue	10,963	12,144
Overdue by:		
0 to 30 days	-	1
31 to 60 days	-	1
61 to 90 days	-	1
More than 90 days	-	-
Total trade and other receivables (gross)	10,963	12,147

Other receivables have terms of 30 days (2014: 30 days).
No indicators of impairment were noted for receivables.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

	2015 \$'000	2014 \$'000
--	----------------	----------------

Note 8: Non-financial assets

Note 8A: Property, plant and equipment

Property, plant and equipment

Fair value	1,695	1,664
Accumulated depreciation	-	(413)
Total property, plant and equipment	1,695	1,251

At 30 June 2015, no indicators of impairment were found for property, plant and equipment.

Property, plant and equipment with a fair value of \$0.007m is expected to be sold or disposed of within the next 12 months.

Revaluations of non-financial assets

All asset revaluations were conducted in accordance with the revaluation policy outlined in Note 1. On 30 June 2015, an independent valuer conducted the revaluation.

A revaluation increment of \$0.350m for plant and equipment (2014: nil) was credited to the asset revaluation surplus by asset class and included in the equity section of the statement of financial position.

	2015 \$'000	2014 \$'000
--	----------------	----------------

Note 8B: Intangibles

Computer software

Internally developed – in use	4,227	3,533
Accumulated amortisation	(1,197)	(767)
Total intangibles	3,030	2,766

At 30 June 2015, no indicators of impairment were found for the intangible assets. The intangibles are not 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 2015

Note 8C: Reconciliation of the opening and closing balances of property, plant and equipment and intangibles

Reconciliation of the opening and closing balances of property, plant and equipment and intangibles (2014–15)

	PP&E \$'000	Intangibles \$'000	Total \$'000
As at 1 July 2014			
Gross book value	1,665	3,533	5,198
Accumulated depreciation/amortisation	(414)	(767)	(1,181)
Net book value at 1 July 2014	1,251	2,766	4,017
Additions by purchase	181	694	875
Revaluation and impairments through equity	350	-	350
Reclassifications	-	-	-
Depreciation/amortisation expense	(87)	(430)	(517)
Impairments recognised in the operating result	-	-	-
Other movements – derecognition of assets	-	-	-
Disposals	-	-	-
Net book value at 30 June 2015	1,695	3,030	4,725
Net book value at 30 June 2015 represented by:			
Gross book value	1,695	4,227	5,922
Accumulated depreciation/amortisation	-	(1,197)	(1,197)
Net book value at 30 June 2015 represented by:	1,695	3,030	4,725

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

Reconciliation of the opening and closing balances of property, plant and equipment and intangibles (2013–14)

	PP&E \$'000	Intangibles \$'000	Total \$'000
As at 1 July 2013			
Gross book value	2,278	2,209	4,487
Accumulated depreciation and impairment	(607)	(691)	(1,298)
Net book value at 1 July 2013	1,671	1,518	3,189
Additions by purchase	102	1,419	1,521
Revaluation and impairments through equity	-	-	-
Reclassifications	-	-	-
Depreciation/amortisation expense	(174)	(137)	(311)
Impairments recognised in the operating result	(11)	-	(11)
Other movements – ICT transfer to DPS	(326)	(31)	(357)
Other movements – derecognition of assets	(11)	(3)	(14)
Disposals	-	-	-
Net book value at 30 June 2014	1,251	2,766	4,017
Net book value at 30 June 2014 represented by:			
Gross book value	1,665	3,533	5,198
Accumulated depreciation and impairment	(414)	(767)	(1,181)
Net book value at 30 June 2014 represented by:	1,251	2,766	4,017

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

	2015 \$'000	2014 \$'000
--	----------------	----------------

Note 9: Payables and provisions

Note 9A: Suppliers

Trade creditors and accruals	185	356
Total supplier payables	185	356

Suppliers in connection with:

Related entities	23	189
External entities	162	167
Total supplier payables	185	356

All supplier payables are expected to be settled within 12 months

Note 9B: Other payables

Wages and salaries	662	608
Superannuation	91	77
Total other payables	753	685

All other payables are expected to be settled within 12 months

Note 9C: Employee provisions

Leave	4,971	4,754
Total employee provisions	4,971	4,754

Employee provisions are expected to be settled

No more than 12 months	1,231	1,443
More than 12 months	3,740	3,311
Total employee provisions	4,971	4,754

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

Note 10: Restructuring

There has been no restructuring in 2014–15.

On 1 July 2013, responsibility for the provision of information and communications technology (ICT) services was transferred to the Department of Parliamentary Services. The restructuring followed agreement to recommendations of an independent review of ICT services to the Parliamentary departments (undertaken by Mr Michael Roche). The net book value of this restructuring was \$0.238m in 2013–14.

	2015 \$'000	2014 \$'000
--	----------------	----------------

Note 11: Cash flow reconciliation

Reconciliation of cash and cash equivalents as per statement of financial position to cash flow statement

Cash and cash equivalents as per

Cash flow statement	438	303
Statement of financial position	438	303
Discrepancy	-	-

Reconciliation of net cost of services to net cash from operating activities

Net cost of services	(21,467)	(19,793)
Add revenue from government	20,257	21,194

Adjustments for non-cash items

Depreciation/amortisation	517	311
Net write down of non-financial assets	-	11
Loss/(gain) on disposal of non-current assets	-	-

Changes in assets/liabilities

(Increase) / decrease in net receivables	1,228	(84)
(Increase) / decrease in inventories	-	(10)
(Increase) / decrease in other non financial assets	38	(92)
Increase / (decrease) in supplier payables	(214)	(345)
Increase / (decrease) in other payables	68	(391)
Increase / (decrease) in employee provisions	217	179
Net cash from operating activities	644	980

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

	2015	2014
	\$	\$
Note 12: Senior management personnel remuneration		
Short-term employee benefits		
Salary	1,444,488	1,399,388
Total short-term employee benefits	1,444,488	1,399,388
Post-employment benefits		
Superannuation	214,443	230,997
Total post-employment benefits	214,443	230,997
Other long-term employee benefits		
Annual leave	99,034	94,872
Long-service leave	32,186	30,833
Total other long-term benefits	131,220	125,705
Total senior executive remuneration expenses	1,790,151	1,756,090

The above table relates to six employees (2014: seven).

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

	2015 \$'000	2014 \$'000
--	----------------	----------------

Note 13: Financial instruments

Note 13A Categories of financial instruments

Financial assets

Loans and receivables

Cash and cash equivalents 438 303

Other receivables 47 11

Total financial assets **485** **314**

Financial liabilities

Financial liabilities measured at amortised cost

Trade creditors and accruals 185 356

Total financial liabilities **185** **356**

The net fair value of each class of assets and liabilities are at their carrying amounts. The department derived no interest income from financial assets in either the current or prior year.

Note 13B Credit Risk

The department has no significant exposure to credit risk. At the reporting date, the department's maximum credit risk exposure is in relation to the carrying amount of each class of financial assets as indicated in the statement of financial position \$11,401 (2014: \$12,450).

Note 13C Liquidity Risk

The department has sufficient available financial assets to meet all financial liabilities at 30 June 2015.

	2015 \$'000	2014 \$'000
--	----------------	----------------

Note 14: Financial assets reconciliation

Total financial assets per statement of financial position

11,401 12,450

less non-financial instrument components

Appropriation receivable 10,853 12,113

Other receivable – GST receivable 63 22

Other receivable – accrued revenue - 1

Total non-financial instrument components **10,916** **12,136**

Total financial assets as per financial instruments note

13A 485 314

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

Note 15: Appropriations

Note 15A: Annual appropriations ('recoverable GST exclusive')

	2015	2014
	\$'000	\$'000
Ordinary annual services		
Annual appropriation	20,627	21,620
PGPA Act – section 74	1,070	1,583
Total appropriation	21,697	23,203
Appropriation applied (current and prior years)	22,957	22,913
Variance¹	(1,260)	290

- 1 The variance for 2014–15 is attributed to the requirement for department to fund the increase in employee expenses from prior year appropriation. The variance for 2013–14 is attributed to the total appropriation net of the prior years appropriation.

Note 15B: Departmental capital budgets ('recoverable GST exclusive')

	2015	2014
	\$'000	\$'000
Departmental capital budget (DCB)		
Ordinary annual services – DCB ¹	370	373
Payments for non-financial assets ²	323	322
Variance	47	51

- 1 The DCB is appropriated through the *Appropriation (Parliamentary Departments) Act (No. 1)*. It is not separately identified in the Appropriation Act. See Note 15A: Annual appropriations.
- 2 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.

Note 15C: Unspent annual appropriations ('recoverable GST exclusive')

	2015	2014
	\$'000	\$'000
Authority		
Departmental		
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2012–13</i>	-	7,582
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2013–14</i>	-	4,834
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2014–15</i>	11,290	-
Total	11,290	12,416

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

Note 15: Appropriations (continued)

Note 15D: Disclosure by agent in relation to annual and special appropriations (recoverable GST exclusive)

	Department of Finance – <i>Parliamentary Entitlements Act 1990</i> (s. 11) \$'000	Department of Finance – <i>Parliamentary Superannuation Act 2004</i> (s. 18) \$'000	Department of Finance – Commonwealth of Australia Constitution (s. 66) \$'000	Australian Public Service Commission – <i>Remuneration Tribunal Act 1973</i> (s. 7) \$'000
2015				
Total receipts	-	-	-	-
Total payments	172	1,997	1,495	19,485
2014				
Total receipts	-	-	-	-
Total payments	140	1,760	1,515	18,780

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

Note 16: Reporting on outcome

Note 16A: Net cost of outcome delivery

	Outcome 1		Total	
	2015 \$'000	2014 \$'000	2015 \$'000	2014 \$'000
Departmental				
Expenses	23,909	22,096	23,909	22,096
Own-source income	2,442	2,303	2,442	2,303
Net cost of outcome delivery	26,350	24,399	26,350	24,399

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 16B Major classes of departmental expense, income, assets and liabilities by outcome

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

Note 17: Budgetary reporting

Statement of comprehensive income

for the period ended 30 June 2015

	Actual	Budget Estimate	
		Original ¹	Variance ²
	2015	2015	
	\$'000	\$'000	\$'000
EXPENSES			
Employee benefits	18,286	17,514	(772)
Suppliers	5,106	3,343	(1,763)
Depreciation and amortisation	517	538	21
Write-down and impairment of assets	-	-	-
Total expenses	23,909	21,395	(2,514)
OWN-SOURCE INCOME			
Own-source revenue			
Sale of goods and rendering of services	467	600	133
Total own-source revenue	467	600	133
Gains			
Other	1,975	-	(1,975)
Total gains	1,975	-	(1,975)
Total own-source income	2,442	600	(1,842)
NET COST OF SERVICES			
	21,467	20,795	(672)
Revenue from government	20,257	20,257	-
Surplus/(Deficit)	(1,210)	(538)	672
OTHER COMPREHENSIVE INCOME			
Items not subject to subsequent reclassification to net cost of services			
Changes in asset revaluation reserves	350	-	(350)
Total other comprehensive income/(loss)	350	-	(350)
Total comprehensive income/(loss)	(860)	(538)	322

1 The department's original budgeted financial statement presented to the Parliament in the 2014–15 Portfolio Budget Statements.

2 The variance is the difference between actual expenditure and original budget for 2015. Explanations of major variances (greater than 2% of total expenses) within the control of the department are:

Employees: Additional employees were required to support the sustained elevated levels of committee and Senate activity.

Suppliers: The variance relates to the higher support required for committees and the Senate in 2014–15.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

Note 17: Budgetary reporting (cont.)

Statement of financial position

for the period ended 30 June 2015

	Actual	Budget Estimate	
		Original ¹	Variance ²
	2015	2015	
	\$'000	\$'000	\$'000
ASSETS			
Financial assets			
Cash and cash equivalents	438	352	(86)
Other receivables	10,963	10,982	19
Total financial assets	11,401	11,334	(67)
Non-financial assets			
Property, plant and equipment	1,695	948	(747)
Intangibles	3,030	3,398	368
Inventories	48	35	(13)
Other non-financial assets	191	134	(57)
Total non-financial assets	4,964	4,515	(449)
Total assets	16,365	15,849	(516)
LIABILITIES			
Payables			
Suppliers	185	136	(49)
Other payables	753	453	(300)
Total payables	938	589	(349)
Provisions			
Employee provisions	4,971	5,605	634
Total provisions	4,971	5,605	634
Total liabilities	5,909	6,194	285
Net assets	10,456	9,655	(801)
EQUITY			
Contributed equity	1,818	2,636	818
Reserve	11,388	11,038	(350)
Retained surplus/(accumulated deficit)	(2,750)	(4,019)	(1,269)
Total Equity	10,456	9,655	(801)

1 The department's original budgeted financial statement presented to the Parliament in the 2014–15 Portfolio Budget Statements.

2 The variance is the difference between actual expenditure and original budget for 2015. Explanations of major variances (greater than 2% of total expenses) within the control of the department are:

Property, plant and equipment: Assets were revalued resulting in an increase to asset values.

There was no adjustment for accumulated depreciation in 2014–15.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2015

Note 17: Budgetary reporting (cont.)

Statement of changes in equity
for the period ended 30 June 2015

	Retained Earnings		Asset revaluation surplus		Contributed equity		Total Equity	
	Actual	Budget estimate	Actual	Budget estimate	Actual	Budget estimate	Actual	Budget estimate
	2015	2015	2015	2015	2015	2015	2015	2015
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
		Original ¹ Variance ²		Original ¹ Variance ²		Original ¹ Variance ²		Original ¹ Variance ²
Opening balance								
Balance carried forward from previous period	(1,540)	(3,481)	(1,941)	-	1,448	2,266	818	10,946
Adjusted Opening Balance	(1,540)	(3,481)	(1,941)	-	1,448	2,266	818	10,946
Comprehensive income								
Surplus/(Deficit) for the period	(1,210)	(538)	672	-	(1,210)	-	672	(538)
Other comprehensive income	-	-	-	(350)	-	-	-	(350)
Total comprehensive income	(1,210)	(538)	672	(350)	-	-	-	(860)
Transactions with owners								
Distribution to owners								
Restructuring	-	-	-	-	-	-	-	-
Contribution by owners								
Equity injections – appropriation	-	-	-	-	370	370	-	370
Total transaction with owners	-	-	-	-	370	370	-	370
Transfers between equity components								
Closing balance as at 30 June 2015	(2,750)	(4,019)	(1,269)	(350)	1,818	2,636	818	10,456
Closing balance attributable to the Commonwealth	(2,750)	(4,019)	(1,269)	(350)	1,818	2,636	818	10,456

1. The department's original budgeted financial statement presented to the Parliament in the 2014–15 Portfolio Budget Statements.
2. The variance is the difference between actual expenditure and original budget for 2015. No variances are within the control of the department.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2015

Note 17: Budgetary reporting (cont.)

Cash flow statement

for the period ended 30 June 2015

	Actual	Budget Estimate	
		Original ¹	Variance ²
	2015	2015	
	\$'000	\$'000	\$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations	22,634	20,627	(2,007)
Sale of goods and rendering of services	447	600	153
Net GST received	276	-	(276)
Total cash received	23,357	21,227	(2,130)
Cash used			
Employees	17,888	17,514	(374)
Suppliers	3,755	3,343	(412)
Section 74 receipts transferred to OPA	1,070	-	(1,070)
Total cash used	22,713	20,857	(1,856)
Net cash from/(used by) operating activities	644	370	(274)
INVESTING ACTIVITIES			
Cash received			
Proceeds from sale of property, plant and equipment	1	-	(1)
Total cash received	1	-	(1)
Cash used			
Purchase of property, plant and equipment	163	(740)	(903)
Purchase of intangibles	670	-	(670)
Other cash used	-	-	-
Total cash used	833	(740)	(1,573)
Net cash used by investing activities	(832)	(740)	(1,574)
FINANCING ACTIVITIES			
Cash received			
Contributed Equity	323	370	47
Total cash received	323	370	47

Notes to and forming part of the Financial Statements

for the year ended 30 June 2015

Cash flow statement

for the period ended 30 June 2015 (cont.)

	Actual	Budget Estimate	
		Original ¹	Variance ²
	2015	2015	
	\$'000	\$'000	\$'000
Cash used			
<i>Total cash used</i>	-	-	-
Net cash from / (used by) financing activities	323	370	47
Net (decrease) / increase in cash held	135	-	(1,801)
Cash and cash equivalents at the beginning of the reporting period	303	352	352
Cash and cash equivalents at the end of the reporting period	438	352	(1,449)

1 The department's original budgeted financial statement presented to the Parliament in the 2014–15 Portfolio Budget Statements.

2 The variance is the difference between actual expenditure and original budget for 2015. Explanations of major variances (greater than 2% of total expenses) within the control of the department are:

3 *Appropriations*: The department funded additional employee expenses from prior year appropriation.

Property, plant and equipment: The variance relates to a reclassification between budgeted property, plant and equipment, and intangibles.

Intangibles: Relates to software development that has not yet been capitalised.



Appendices

- ▶ 1—Resources_____117
- ▶ 2—Staffing_____119
- ▶ 3—Compliance with
legislative requirements_____123
- ▶ 4—Contact details_____125

Appendix 1—Resources

This section details the department's resources and expenses in 2014–15, as required by the Department of Prime Minister and Cabinet *Requirements for annual reports for departments, executive agencies and other non-corporate entities, 30 June 2015*.

The following tables in this appendix correspond to tables in the department's portfolio budget statements for 2014–15:

- 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, 2014–15

	Actual available appropriations for 2014–15 \$'000 (a)	Payments made in 2014–15 \$'000 (b)	Balance remaining \$'000 (a – b)
Ordinary annual services¹			
Departmental appropriation			
Prior year departmental appropriation	12,416		
Annual appropriation	20,627		
Section 74 relevant agency receipts	447		
Total	33,490	22,200	11,290
Total ordinary annual services	33,490	22,200	
Total resourcing and payments	33,490	22,200	

1 *Appropriation (Parliamentary Departments) Act (No.1) 2014–15.*

Expenses and resources for outcome 1

Outcome 1: Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties.	Budget1 2014–15 \$'000 (a)	Actual expenses 2014–15 \$'000 (b)	Variation 2014–15 \$'000 (a – b)
Program: Department of the Senate			
Clerk's Office	2,140	2,145	-5
Table Office	2,567	2,693	-126
Procedure Office	5,349	5,559	-210
Committee Office	8,772	8,961	-189
Black Rod's Office	2,567	2,576	-9
Total expenses for Outcome 1	21,395	21,934	-539
	2013–14	2014–15	
Average staffing level (number)	141	151	

1 Full-year budget, including any subsequent adjustment made to the 2014–15 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 2015.

Also excluded are those non-ongoing staff employed on an irregular or intermittent basis who did not work on 30 June 2015.

Staff numbers, by classification, salary range and gender, 30 June 2015

Classification	Salary (\$)	Gender		Total
		Male	Female	
Clerk of the Senate	409,600	–	1	1
Deputy Clerk of the Senate (SES Band 2)	212,868–224,071	1	–	1
Clerks Assistant and Usher of the Black Rod (SES Band 1)	175,642–184,468	2	2	4
Parliamentary Executive Level 2 (PE 2)	132,963–142,170	11	13	24
Parliamentary Executive Level 1 (PE 1)	106,886–119,727	16	14	30
Parliamentary Service Level 6 (APS 6)	88,440–97,014	14	21	35
Parliamentary Service Level 5 (APS 5)	78,516–83,381	3	3	6
Parliamentary Service Level 4 (APS 4)	70,280–75,490	6	24	30
Parliamentary Service Level 3 (APS 3)	62,665–67,696	7	13	20
Parliamentary Service Level 1/2 (APS 1/2)	49,053–61,401	3	5	8
Total		63	96	159

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

**Staff numbers, by classification, participation and employment category,
30 June 2015**

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	21	9	27	3	30
APS 6	28	7	29	6	35
APS 5	6	-	6	-	6
APS 4	24	6	23	7	30
APS 3	19	1	18	2	20
APS 1/2	7	1	5	3	8
Total	133	26	138	21	159

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

Full-time equivalent staffing levels (staff years)

Program	2013–14	2014–15
Clerk's Office	11	12
Table Office	16	16
Procedure Office	29	29
Committee Office	53	58
Black Rod's Office	32	36
Total	141	151

Diversity profile

	2013–14 ^a	2014–15 ^a
Gender		
Female	96	96
Male	64	63
Self-identified equal employment opportunity (EEO) group		
Aboriginal and Torres Strait Islander	-	1
EEO details not provided	1	1
English not first language spoken	3	4
With disability	-	1

a As at 30 June in each year.

Appendix 3—Compliance with legislative requirements

This appendix provides the department's 2014–2015 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.

**Schedule 2, Part 4,
*Work Health and Safety
Act 2011***

Refer to 'Work health and safety' in the 'Management and accountability' chapter at page 67.

**Section 311A,
*Commonwealth
Electoral Act 1918***

In 2014–15, the department paid a total of \$78,719 for advertising. Of the total, \$66,263 was in relation to Senate and joint committee activities, delivered through Dentsu Mitchell Advertising (formerly Adcorp Australia), the Commonwealth Government's central advertising system. The balance was for other minor advertising services, including public notices and recruitment.

No market research, polling, direct mail or creative advertising organisations were engaged during the year. No advertising campaigns were conducted during the year.

**Section 8, *Freedom of
Information Act 1982***

The department is not subject to the provisions of the *Freedom of Information Act 1982*. However, the department's policy is to comply with the intent of the Act in relation to its administrative records to the extent practicable, having regard to the legal issues which may arise in the absence of the protections afforded by the Act.

In this reporting period the department did not receive any requests in relation to its administrative records.

Fraud Control Certification



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 2014-15

FRAUD CONTROL CERTIFICATION

In accordance with Rule 10 of the *Public Governance, Performance and Accountability Rule 2014*, I, Rosemary Laing, Clerk of the Senate, hereby certify that the Department of the Senate has:

- prepared fraud risk assessments and a fraud control plan;
- appropriate fraud prevention, detection, investigation and reporting mechanisms in place; and
- taken all reasonable measures to appropriately deal with fraud relating to the department.

(Rosemary Laing)

1 September 2015

Appendix 4—Contact details

This appendix lists contact details for all areas of the department.

Department of the Senate

Parliament House, Canberra ACT 2600

Phone: 02 6277 7111

Fax: 02 6277 3000

Website: www.aph.gov.au/senate/dept

Office-holders and senior officers of the Senate

President's Office

President of the Senate

Senator Stephen Parry

Email: senator.parry@aph.gov.au

Parliament House

Phone: 02 6277 3300

Fax: 02 6277 3108

Electorate Office—Launceston, Tasmania

Phone: 03 6334 1755

Fax: 03 6334 1624

Deputy President of the Senate

Senator Gavin Marshall

Email: senator.marshall@aph.gov.au

Parliament House

Phone: 02 6277 3658

Fax: 02 6277 5822

Electorate Office—North Melbourne, Victoria

Phone: 03 9348 9699

Fax: 03 9348 9837

Clerk's Office

Clerk of the Senate

Rosemary Laing

Email: clerk.sen@aph.gov.au

Phone: 02 6277 3350

Fax: 02 6277 3199

Deputy Clerk of the Senate

Richard Pye

Email: depclerk.sen@aph.gov.au

Phone: 02 6277 3360

Fax: 02 6277 3199

Table Office

Clerk Assistant (Table)

Email: ca.table.sen@aph.gov.au

Phone: 02 6277 3020

Fax: 02 6277 3098

Procedure Office

Clerk Assistant (Procedure)

Email: ca.procedure.sen@aph.gov.au

Phone: 02 6277 3380

Fax: 02 6277 3289

Committee Office

Clerk Assistant (Committees)

Email: ca.committees.sen@aph.gov.au

Phone: 02 6277 3371

Fax: 02 6277 3199

Black Rod's Office

Usher of the Black Rod

Email: blackrod.sen@aph.gov.au

Phone: 02 6277 3398

Fax: 02 6277 3199

Other contacts

Accounts

Email: finance.sen@aph.gov.au
Phone: 02 6277 3897
Fax: 02 6277 3085

Annual report

Email: depclerk.sen@aph.gov.au
Phone: 02 6277 3360
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

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 (general inquiries): 02 6277 3147
Phone (school visits): 02 6277 3508
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
Fax: 02 6277 5941

Senators' services

Email: senate.hotline@aph.gov.au
Phone: 02 6277 3500
Fax: 02 6277 3000



References

- ▶ Glossary and abbreviations list_____131
- ▶ Compliance index_____133
- ▶ Alphabetical index_____137

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.
ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
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.
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 Senate and provide procedural advice while taking the minutes of Senate proceedings.
Comcare	Agency responsible for workplace safety, rehabilitation and compensation for Australian Government employees
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
DPS	Department of Parliamentary Services
estimates committees	The term commonly used to describe the consideration of the annual and additional estimates of expenditure of government departments and agencies.
FMA Act	<i>Financial Management and Accountability Act 1997</i> (Cth)
ICT	information and communications technology
IPRO	International and Parliamentary Relations Office
IPU	Inter-Parliamentary Union
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.

PEO	Parliamentary Education Office
PEP-UP	Parliamentary Executive Professional Upgrade Program
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
PICTAB	Parliamentary ICT Advisory Board
PPS	Parliamentary Papers Series
PSC	Parliamentary Skills Centre
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 House department and together they are responsible for the Department of Parliamentary Services and the Parliamentary Budget Office.
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.
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.
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 Shared Committees Information Database which is used to manage information and documents to support committee inquiries.
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.
SES	Senior Executive Service
SPIO	Senate Public Information Office
Standing Orders	Procedural rules that govern the conduct of proceedings in the Senate and its committees.
TOPS	Table Office Production System

Compliance index

Requirement	Location
General	
Letter of transmittal	iii
Table of contents	v
Alphabetical index	137–144
Glossary and abbreviations list	131–132
Contact officer(s)	ii, 125–126
Internet home page address and internet address for report	ii, iv
Clerk's review	
Review by the Clerk	3–6
Departmental overview	
Role and functions	7
Organisational structure	7–8
Outcome and program structure	9–10
Where outcome and program structures differ from portfolio budget statements or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change	N/A
Portfolio structure	N/A
Report on performance	
Review of performance during the year in relation to programs and contribution to outcomes	15–18
Actual performance in relation to deliverables and performance indicators set out in portfolio budget statements or other portfolio statements	18, 19, 27, 33, 45, 53
Where performance targets differ from the portfolio budget statements, details of both former and new targets, and reasons for the change	N/A
Narrative discussion and analysis of performance	15–57
Trend information	15–57
Significant changes in nature of principal functions/services	None
Performance of purchaser/provider arrangements	None
Factors, events or trends influencing departmental performance	16, 25, 32, 42–43, 51, 57

Requirement	Location
Contribution of risk management in achieving objectives	63
Performance against service charter customer service standards, complaints data, and the department's response to complaints	17
Discussion and analysis of the department's financial performance	4, 6, 67–68
Discussion of any significant changes in financial results from the prior year, from budget or anticipated to have a significant impact on future operations	3–6, 15–18
Agency resource statement and summary resource tables by outcome	117–118
Management and accountability	
Corporate governance	
Agency head's certification of their agency's actions in dealing with fraud.	63, 124
Statement of the main corporate governance practices in place	61–63
Names of the senior executive and their responsibilities	8
Senior management committees and their roles	61–63
Corporate and operational plans and associated performance reporting and review	61
Internal audit arrangements including approach adopted to identifying areas of significant financial or operational risk and arrangements to manage those risks	56–57, 62, 63
Policy and practices on the establishment and maintenance of appropriate ethical standards	64
How nature and amount of remuneration for SES officers is determined	66
External scrutiny	
Significant developments in external scrutiny	64
Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner	64
Reports by the Auditor-General, a parliamentary committee, the Commonwealth Ombudsman or an agency capability review	64
Management of human resources	
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	64–67
Workforce planning, staff turnover and retention	65
Impact and features of enterprise or collective agreements, individual flexibility arrangements, determinations, common law contracts and Australian Workplace Agreements	66
Training and development undertaken and its impact	66–67
Work health and safety performance	67

Requirement	Location
Productivity gains	3–6
Statistics on staffing	119–121
Statistics on employees who identify as Indigenous	121
Enterprise or collective agreements, IFAs, determinations, common law contracts and AWAs	66, 119
Performance pay	66
Assessment of effectiveness of assets management	68
Assessment of purchasing against core policies and principles	68
Consultants	
Summary statement	68
Statement that information on contracts and consultancies is available through AusTender website	68
Absence of provisions in contracts allowing access by the Auditor-General	None
Contracts exempted from publication in AusTender	None
Procurement initiatives to support small business	68
Financial statements	73–112
Other information	
Work health and safety (schedule 2, part 4 of the <i>Work Health and Safety Act 2011</i>)	67, 123
Advertising and market research (section 311A of the <i>Commonwealth Electoral Act 1918</i>) and statement on advertising campaigns	123
Ecologically sustainable development and environmental performance (section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	N/A
Legal services expenditure (paragraph 11.1(ba)) of the <i>Legal Services Directions 2005</i>	68
Compliance with the agency's obligations under the <i>Carer Recognition Act 2010</i>	N/A
Grant programs	None
Disability reporting – explicit and transparent reference to agency-level information available through other reporting mechanisms	N/A
Information Publication Scheme statement	123
Correction of material errors in previous annual report	None
Agency resource statements and resources for outcomes	117–118
Compliance index (list of requirements)	133–135

Alphabetical index

A

abbreviations and acronyms – 131–132
accommodation services – 53–55
accountability and management – 61–68
administrative tribunal decisions – 64
advertising – 45, 123
amendments to legislation – 29, 35–36
asset management – 53, 68
Audit and Evaluation Committee – 20, 24, 25, 56, 61, 62, 63
AusTender – 68
Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) – 131
Australian Federal Police – 5, 15, 55, 56
Australian National Audit Office – 64
Australian National Internships Program – 38
Australian National University – 38, 40
Australian public sector – 24
 training programs for – 37

B

bills – 29, 35–36, 48
See also legislation
 inquiries – 48
 private senators' – 33, 35–36
Biographical Dictionary of the Australian Senate, The – 34, 38
Black Rod's Office – 53–57
 contact details – 125
broadcast
 captioning – 28

budget – 4
Business of the Senate – 29

C

ceremonial support services – 53–55
certificate of compliance process – 123
Chairs' Committee – 47
chamber support – 28, 53–56
classification of staff – 119
Clerk Assistant (Committees) – 45, 47, 51
 contact details – 125
Clerk Assistant (Procedure) – 34
 contact details – 125
Clerk Assistant (Table) – 28
 contact details – 125
Clerk of the Senate – 7, 20, 22, 35, 55, 61, 64, 66, 75, 119, 120, 125
 contact details – 125
clerks at the table – 7, 131
Clerk's Instructions – 63, 67, 68
Clerk's Office – 19–25
 contact details – 125
code of conduct
 Parliamentary Service – 64
collective agreement
See enterprise agreement
Comcare – 67, 131
Committee Office – 45–51
 contact details – 125
 Senior Clerk of Committees – 46
committee of the whole amendments – 35, 36, 131

committee room support – 54

committees

See also Committees

committee activity – 4, 47

information database – 5, 62

joint statutory committees – 50

legislative and general purpose standing committees – 50

legislative scrutiny – 34

meetings – 27, 31

public hearings – 49

references to – 47–48

secretariat costs – 45

Senate select committees – 50

specialist advice – 50

submissions – 49

support for – 48, 50

timeframes – 45, 50

witnesses – 49

Committees

Abbott Government's Budget Cuts, Select Committee on the – 50

Appropriations, Staffing and Security – 4, 5, 17, 27, 28, 31, 54, 55, 56, 64

Australia Fund Establishment, Joint Select Committee on the – 50

Certain Aspects of Queensland Government Administration related to Commonwealth Government Affairs, Select Committee on – 50

Chairs' – 47

Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples, Joint Select Committee on the – 50

Economics References Committee – 50

Finance and Public Administration Legislation – 17, 54, 55, 64

Health and Wind Turbines, Select Committee on – 50

Human Rights, Parliamentary Joint Committee of – 33, 34, 36, 37

National Broadband Network, Select Committee on – 50

Privileges, Committee of – 19, 21, 23

Procedure – 19, 22

Publications – 27, 28, 31

Regulations and Ordinances – 33, 34, 36, 37

School Funding, Select Committee on – 50

Scrutiny of Bills – 33, 34, 36, 37

Selection of Bills – 27, 28, 31

Senators' Interests – 19, 23

Commonwealth Electoral Act 1918 – 123

Commonwealth Fraud Control Guidelines – 63, 123

Commonwealth Procurement Rules – 67

competitive tendering – 67–68

compliance index – 133–135

compliance with legislative requirements – 123

Constitution

section 53 – 35

consultants – 68

contracts and contracting – 67–68

See also tenders

corporate governance – 20, 61–68

corporate induction – 67

corporate plan – 9, 61, 66

corporate support services – 53–57

costs of operations – 20, 28, 34, 45, 54

D

delegations

outgoing parliamentary – 51

delivery services – 54

departmental committees

See also Security Management Board

Audit and Evaluation Committee – 20, 24, 25, 56, 61, 62, 63

Health and Safety Committee – 67

Joint Management Committee – 54

Workplace Consultative Committee – 61, 63

departmental information

contact details – 125–126

departmental overview – 7–10

Department of Parliamentary Services (DPS) – 5, 6, 22, 25, 31, 55, 56, 67, 68, 100, 131, 132

Department of the House of Representatives – 5, 25, 38, 41, 53, 68

Deputy Clerk of the Senate – ii, 20, 21, 22, 23, 24, 25, 35, 61, 62, 119, 125, 131
contact details – 125

Deputy President of the Senate – 39, 47
contact details – 125

digitisation of documents – 31, 56

diversity of staff – 121

document processing and management – 30
digitisation and preservation of tabled papers – 31
information management and publishing projects – 31
records management – 56

documents tabled or presented – 30, 47

Dynamic Red – 27, 28, 29, 30

E

Education Centre activities – 39

education (public awareness)
See Parliamentary Education Office (PEO)

education (staff)
See training and development

employees
See staff

employment arrangements – 66
See also human resource management

enterprise agreement – 6, 15, 56, 57, 63, 66

equality of opportunity – 64

equipment
office – 54

equity – 64

estimates hearings – 16, 17, 19, 22, 47, 49, 50, 51, 54, 55, 64

ethical standards – 64

exhibitions – 34, 38

external scrutiny – 64

F

Fair Work Act 2009 – 61

financial management information system – 56

financial statements – 73

Former Members of Parliament Association – 53

fraud control – 62, 63
certification – 124

Freedom of Information Act 1982 – 123

functions of the department – 7, 15

G

glossary – 131–132

Governor-General – 3, 131

graduate program – 64

H

Health and Safety Committee – 67

Health and Wellbeing Subsidy – 66

House of Representatives – 35

human resource management – 56
employment arrangements – 66
enterprise agreement – 6, 15, 56, 57, 63, 66
performance management – 54, 66
policies and procedures – 64, 66
recruitment – 9, 123
staffing budget cap – 6

I

Index to the Papers Presented to Parliament – 30

information and communications technology (ICT) – 5, 102

See also Presiding Officers' ICT Advisory Board

information technology

assets management – 54, 68

interests

of senators – 23–24

online publication of – 24

internal audits – 56, 62

International and Parliamentary Relations Office (IPRO) – 41, 42, 131

inter-parliamentary relations – 33, 41

Inter-Parliamentary Relations Advisory Group – 41, 43

Inter-Parliamentary Union (IPU) – 42, 51, 131

J

Journals of the Senate – 27, 28, 29, 30, 32

judicial decisions – 64

L

learning and development framework – 19, 66

lectures – 33, 34, 37

legislation – 29, 50

See also bills

amendments – 35

contact details – 126

reports against particular legislated requirements – 123

legislative activity – 29

legislative and general purpose standing committees – 45, 48, 50

legislative drafting services – 35–36

legislative instruments – 36–37

legislative scrutiny committees – 34, 36, 42, 68

M

Magna Carta – 38, 42

management and accountability – 61–68

management committees – 61–63

market research – 123

messages – 18, 29

N

National Capital Civics Education Group – 39

national curriculum

civics and citizenship – 38, 39, 42

National Youth Science Forum – 40

new Senate – 3–4

Notice Paper – 27, 28, 29, 31

notices of motion – 30

O

Odgers' Australian Senate Practice – 19, 22

office equipment and services – 54–55

Office of Parliamentary Counsel – 64

oral advice – 20

Order of Business – 27, 28

See also *Dynamic Red*

orders for the production of documents – 35

ordinary annual services of the government – 131

organisational structure – 7

orientation programs for new senators – 3, 37

outcome

- office structure, and – 10
- performance summary – 18
- program structure, and – 9

outreach programs – 40

overviews

- Black Rod’s Office – 53–54
- Clerk’s Office – 20
- Committee Office – 45–46
- departmental – 7–10
- performance – 15–18
- Procedure Office – 34
- Table Office – 28

P

Papers on Parliament – 38

Parliamentary Administration Advisory Group – 54, 61

Parliamentary Budget Office (PBO) – 53, 54, 57, 132

parliamentary delegations
See delegations

Parliamentary Education Office (PEO) – 33, 34, 38–40, 42

- contact details – 126

Parliamentary Executive Professional Upgrade Program (PEP-UP) – 67

Parliamentary ICT Advisory Board (PICTAB) – 24, 132

parliamentary privilege – 20, 131
See also Committees, Privileges

parliamentary research – 33

- contact details – 126

Parliamentary Secondment Program – 56

Parliamentary Service Act 1999 – iv, 5, 20, 55, 56, 61, 64, 66

Parliamentary Service Code of Conduct – 64

Parliamentary Service Values – 6, 64

Parliamentary Skills Centre (PSC) – 41, 42, 43, 132

Parliament of Australia Graduate Program – 64

Parliament of Australia website – 24
See also websites

ParlWork – 5, 32

pay
See remuneration

payroll services – 56

pecuniary interests
See interests

PEO
See Parliamentary Education Office (PEO)

performance

- information – 17
- management – 54
- outlook

 - Black Rod’s Office – 57
 - Clerk’s Office – 25
 - Committee Office – 51
 - Procedure Office – 42–43
 - Table Office – 32

- overview – 15–18
- pay – 66

petitions – 28, 30

planning

- corporate plan – 9, 61, 66
- workforce planning – 65

policies

- financial management – 67
- human resource management – 64, 66

portfolio budget statements – 15, 17, 18, 57, 61, 117

presentation of documents – 30, 47

President of the Senate – 7, 17, 20, 64, 66, 125, 132

- contact details – 125

Presiding Officers – 5, 22, 23, 41, 42, 54, 55, 132

Presiding Officers' ICT Advisory Board – 61

printing services – 54, 55

private senators' bills
See also bills; legislation
 drafting – 3, 34, 35–36

procedural advice – 3, 9, 15, 25, 28, 33, 36, 45, 66, 131
See also oral advice; procedural support

Procedural Information Bulletin – 19, 22

procedural scripts – 28, 35

procedural support – 27, 28, 33, 37
See also procedural advice

Procedure Office – 33–43
 contact details – 125

procurement – 54, 67–68

productivity
See workloads

professional development
See training and development

Program Managers' Group – 20, 24, 61, 62, 63

programming and procedural support
See procedural support

publications – 19, 33, 34, 37, 38

Publications Committee (Senate) – 28

public awareness activities – 7, 9
See also visits; Parliamentary Education Office (PEO); Senate Public Information Office (SPIO)

Public Governance, Performance and Accountability Act 2013 – 18, 24, 25, 57, 61, 63, 67, 68, 132

public hearings – 45, 49

purchasing – 68
See also tenders

Q

questions on notice – 25, 28, 30, 35, 132

Questions on Notice Summary – 30

R

records management (administrative records) – 56

records of Senate business – 29–30

See also document processing and management

Registrar of Senators' Interests – 23–24

 contact details – 126

remuneration

 performance pay – 66

 salary increase – 66

 salary range – 119

 senior executives – 66

reporting timeframes (committees) – 45, 50

reports tabled

See documents tabled or presented

research services

See parliamentary research

resources for outcome – 118

resource statement – 117

right-of-reply mechanism – 23

risk management – 56, 62, 63

role and function of the department – 7

Rotary 'Adventure in Citizenship' program – 40

running sheet – 132

S

salary

See remuneration

schedules of amendments – 18, 132

schools, programs for
See Parliamentary Education Office (PEO)

scripts
See procedural scripts

scrutiny, external – 64

second reading amendments – 35, 36, 132

security advice – 5, 53, 55–56

Security Management Board – 54, 61

seminars – 33, 34, 37

Senate Daily Summary – 28, 29

Senate Discovery – 24

Senate Management Advisory Group – 61, 63

Senate Occasional Lecture series – 37

Senate order on departmental and agency contracts – 68

Senate Public Information Office (SPIO) – 19, 20, 24, 25, 37, 51, 126, 132
 contact details – 126

senators
 biographical dictionary – 34, 38
 orientation for – 3, 37
 support for – 29
 swearing-in – 53, 55

senators' services – 55–57
 contact details – 126

senior executive
 collective determination – 66
 remuneration – 66

Shared Committees Information Database (SCID) – 5, 62

sitting days – 7, 16, 18, 28

social justice – 64

social media – 51

SPIO
See Senate Public Information Office (SPIO)

staff
See also human resource management; training and development
 diversity profile – 121
 employment category – 120
 full-time equivalent staffing levels – 120
 gender – 119
 induction – 67
 numbers and classification – 119
 salary range – 119
 separations and turnover – 65
 values and code of conduct – 64

staffing levels – 65, 120
 Black Rod's Office – 54
 Committee Office – 46
 Procedure Office – 34
 Table Office – 28

standing orders – 23, 35, 132
 19 – 23
 25 – 50
 25(10) – 47

statistics on Senate business – 29

structure
See organisational structure

Studybank scheme – 67

T

tabled papers – 30, 31

Table Office – 27–32
 contact details – 125

Table Office Production System (TOPS) – 5, 31, 32

tenders – 67–68
 AusTender – 68

time constraints (committee inquiries) – 16, 50

training and development

See also learning and development framework

for senators and their staff – 37

for staff – 6

 Behind the Scenes training program – 56

 induction – 67

 Parliamentary Executive Professional Upgrade Program (PEP-UP) – 67

for visiting parliamentary officers – 39

graduate program – 64

seminars – 37, 42

Twitter – 24

U

Usher of the Black Rod – 7, 53, 54, 55, 56, 63, 125

 contact details – 125

V

values – 64

Venue Management System – 39

video conferencing – 39, 43

virtual tours – 38, 42

visits

See also public awareness activities

 by international delegations – 51

 to the Parliamentary Education Office Education Centre – 39

W

web publishing – 24

websites

 departmental intranet – 24

 Navigating the Senate – 37, 42

 Parliamentary Education Office – 33, 38, 40

 To Our Last Shilling – 38

 Your Questions on Notice – 38

 Senate – 32, 37, 51

 Senate Connect – 19, 22, 24

 The Biographical Dictionary of the Australian Senate – 38

witnesses – 49

 feedback from – 47

workforce planning – 65

work health and safety – 54, 67

Work Health and Safety Act 2011 – 67, 123

workloads – 4

See also productivity

 Clerk's Office – 20

 Committee Office – 16, 47–49

 of the Senate – 16

workplace agreements

See enterprise agreement

Workplace Consultative Committee – 61, 63

workstations – 67

written advice – 20

