



DEPARTMENT
OF THE SENATE

2017–18

Annual Report



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Letter of transmittal



DEPARTMENT
OF THE SENATE

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D18/102177

15 October 2018

Senator the Hon Scott Ryan
President of the Senate
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 2018.

The report includes the department's audited financial statements, prepared under section 42 of the *Public Governance, Performance and Accountability Act 2013*, and an annual performance statement as required by section 39 of that Act.

In addition, and as required by the Commonwealth Fraud Control Framework, I certify that I am satisfied that the department has in place appropriate fraud control mechanisms that meet its needs and comply with the guidance applying in 2017-18.

A handwritten signature in black ink, appearing to read 'RDPye'.

(Richard Pye)

About this report

This annual report of the Department of the Senate documents the department's performance for the financial year ending 30 June 2018.

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, the department's annual performance statement, 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	<ol style="list-style-type: none">1. Resources2. Staffing3. Contact details
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/2018

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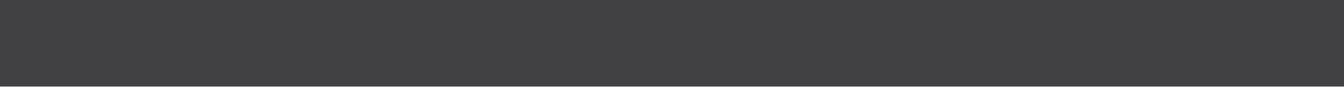
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Clerk's review

The Department of the Senate provides the secretariat to the Senate – enabling its legislative and accountability activities – and to dozens of parliamentary committees, whose work encompasses the Senate's scrutiny functions and its exercise of Parliament's broad inquiry powers. In doing so, we provide the Senate, its committees, the President and other senators with expert, impartial advice about Senate and committee operations.

We publish the Senate's records, and produce an array of information resources so that people may understand and engage in its work. We also promote an understanding of the purposes and operations of Parliament through seminars, lectures and other information projects; and through our world-class Parliamentary Education Office, which provides experiential learning on-site for 90,000 students each year, and for many more through its outreach programs and presence online.

2017–18 was the middle year of the 45th Parliament, and a textbook middle year in some ways, with the department supporting 57 sitting days – around the average for non-election years – and four dedicated weeks of estimates hearings. The level of demand for formal, written advice was consistent with recent years, as were other metrics, such as bills passed and documents tabled. But of course, it has been anything but an ordinary year in the Australian Senate, with 'section 44' and the dual citizenship saga cutting a swathe through its membership, leading to significant, mid-term changes in the Senate's composition.

In all, 12 new senators commenced their terms during the year; eight by way of recounts ordered by the High Court after senators were disqualified, and four filling the casual vacancies of retiring senators. The previous year's historically largest crossbench – 21 of 76 senators – contracted slightly to 19, as two independents joined the government. As well as this unprecedented turnover, six senators no longer represented the parties on whose tickets they were elected. By year's end, the Senate comprised the Coalition in government, the Labor opposition, the Australian Greens, nine other senators representing seven different parties, and one independent. Almost one-fifth of the senators elected only two years before were no longer in the Senate.

As has been observed before, the composition of the Senate affects the demand for the department's services. This is the backdrop against which the Senate department provided advice and support to senators during 2017–18.

Advice and support

Our workload is principally determined by senators themselves; by the decisions they make, individually and collectively, in the course of their work. Trends noted in recent years – substantial demand for procedural and legislative support, and intense levels of committee activity – were again evident, as they have been since the advent of a larger, more diverse crossbench in the 44th Parliament.

For opposition and crossbench senators, as well as backbench government senators, procedural and legislative advice and support is principally provided through the Senate Procedure Office. During 2017–18 that office continued to assist senators by drafting bills and legislative amendments. Thirty-one private senators' bills were prepared and introduced (compared with 21 last year), while more than 1,000 legislative amendments were prepared and circulated in the Senate (667 last year), with many more drafted for senators' use elsewhere. The office also provides procedural advice and documentation, preparing more than 700 procedural scripts for senators' use, consistent with levels last year. Similar procedural support is provided by the Table Office for the President and Deputy President, and for ministers and committee chairs, with around 1,550 procedural scripts provided.

The committee activity supported during the year remains well above the long-term average, although slightly below the extreme peaks of the past few years. Our Committee Office managed 125 new references; arranged around 350 hearings and twice as many private meetings; analysed the evidence from around 7,000 submissions and a similar number of witnesses; and prepared more than 200 reports for tabling. In addition, we supported the three legislative scrutiny committees in producing reports each sitting week, analysing bills and instruments, and the Senate's other domestic committees in producing ad hoc reports as required. This is an impressive body of work by any standard, and senators routinely (and rightly) praise the efforts of secretariat staff in meeting this demand.

The Senate elected a new President, Senator the Hon. Scott Ryan, in November 2017, and the department provided advice and support to him as he commenced in that role. Because of the changing composition of the Senate we provided induction programs for new senators throughout the year, as well as ongoing training for senators' staff. Similarly, on top of our usual office and entitlements support for senators, we also provided additional support to incoming and departing senators alike.

In simple terms, we succeed in our core business when the Senate and its committees are able to meet in accordance with their own decisions; and when senators (and others) have the advice and support they need to participate in those meetings. In the context of continued elevated demand for advice and support, formal and informal feedback suggests that our key performance indicator – senators' satisfaction with the advice and support we provide – was met well throughout the year.

Our annual performance statement, beginning on page 13, expands on that story.

Administration and organisational change

Last year's report noted that the underlying appropriation for the department was increased by \$3.7m per annum from 1 July 2017. After recent 'one-off' supplementation, the ongoing funding is valuable for planning purposes. The funding has in particular enabled us to maintain staffing for committees at a level commensurate with the committee activity observed in recent years, and we have committed to maintaining those staffing levels so long as the elevated demand for secretariat support persists.

A new enterprise agreement between the department and its staff commenced in November 2017, with a notional duration of three years and salary increases in line with those permitted under the government bargaining framework. A challenge noted at the time is the need for the department to streamline its work to provide the productivity offsets necessary to fund the agreement while bringing more resources to bear in direct support of senators' legislative and committee work. In that regard we have this year improved the systems used to prepare and publish committee reports and other materials, which will be rolled out to all of our secretariats next year. We have also realigned the duties of a number of staff – particularly in the Procedure Office – to increase their involvement in procedural and legislative support during sitting weeks, responding to the continued high demand from senators for these services and providing sound training in our core procedural work.

Another aspect of our approach to training involves the periodic rotation of staff at different levels. As part of this, the promotion and rotation of senior executive staff in the first half of 2017 meant we had a new leadership team in place during the year. Although the learning curve can be steep, this approach has demonstrated its value in helping us maintain our institutional knowledge and the capacity of the department to support the Senate and senators. My thanks to those staff for their efforts, which have placed the department on a sure footing after a period of transition.

We also made some minor changes to our organisational structure during the year. Since its inception, the Senate Public Information Office has been included within the Clerk's Office. This year, SPIO became a stand-alone office, led by the Clerk Assistant (Table), who assumed prime responsibility for engaging with the other parliamentary departments on ICT matters (a role previously spread across several staff). In a similar vein, the Parliamentary Education Office has long been a component of the Procedure Office but, from 1 July 2018, has also been established as a stand-alone office, to emphasise the distinct character of its work. It continues to be led by the Clerk Assistant (Procedure).

With our colleagues across the Parliamentary Service we provide specialised advice and logistical support to senators so they may undertake their duties. Cooperation across the service is integral to providing more seamless support for the Parliament, and there are numerous examples of staff at all levels working toward that goal, whether in ICT projects, managing remote committee hearings or consolidating aspects of parliamentary administration. I'd like to again thank my colleagues, David Elder, Rob Stefanic and Jenny Wilkinson, for their collegiality throughout the year.

It would be remiss of me not to thank the staff of the Senate department, on whose skills, knowledge and dedication the department's capabilities rely. In a statement on the last sitting day in 2017, the President thanked 'the extraordinary staff of the Department of the Senate,' describing them as 'custodians of the traditions and customs of this place ...' dealing with 'unprecedented challenges ... and difficult circumstances with professionalism and aplomb.' I could do no better than to echo those sentiments.

Looking ahead

In 2018–19, we will work with DPS to examine whether a centralised model for processing corporate transactions for the parliamentary departments is feasible, cost-effective and appropriate to the needs of the department, the Senate and senators. The process will involve engagement with our corporate staff, as well as with senators through the Appropriations, Staffing and Security Committee, which examines proposed changes to the structure and responsibilities of the parliamentary departments.

Projects to revamp our online statistical collection, and to deliver live, updatable programs for estimates and other committee hearings will be finalised early in the next reporting period. We also expect traction on a number of useful IT projects, including further enhancements to systems used by our committee staff and a system to receive and publish digital copies of government documents. We will also participate in the development of a new digital strategy for the Australian Parliament, led by DPS, and redevelop the PEO website.

In the main, though, we will support the Senate and its committees through the last stages of the 45th Parliament. Demands on our funding are expected to be slightly lower next year, with a likely reduction in legislative and committee activity during the election period, when that comes. The great unknown, of course, is the likely composition of the Senate in the next parliament, including whether the crossbench will continue to comprise a quarter or more of the Senate, and how any changes will affect levels of legislative and committee activity. We will monitor that activity as the next parliament gets underway to determine whether current funding levels continue to suffice.

Finally, we will have an Opening of Parliament to plan and, depending on election timing, execute, as well as induction arrangements for a new intake of senators after 1 July 2019.

Richard Pye
Clerk of the Senate

Departmental overview

The Senate secretariat

The Senate department provides secretariat support for the Senate and its committees, and advice and support to enable senators and others to participate in their meetings. Its work is substantially driven by the requirements of the Senate and senators.

The department provides services and undertakes activities in the following areas:

- Advice about Senate and committee proceedings
- Secretariat support for the Senate
- Secretariat support for committees
- Administrative advice and support for senators
- Public information and parliamentary education
- Capability, governance and accountability.

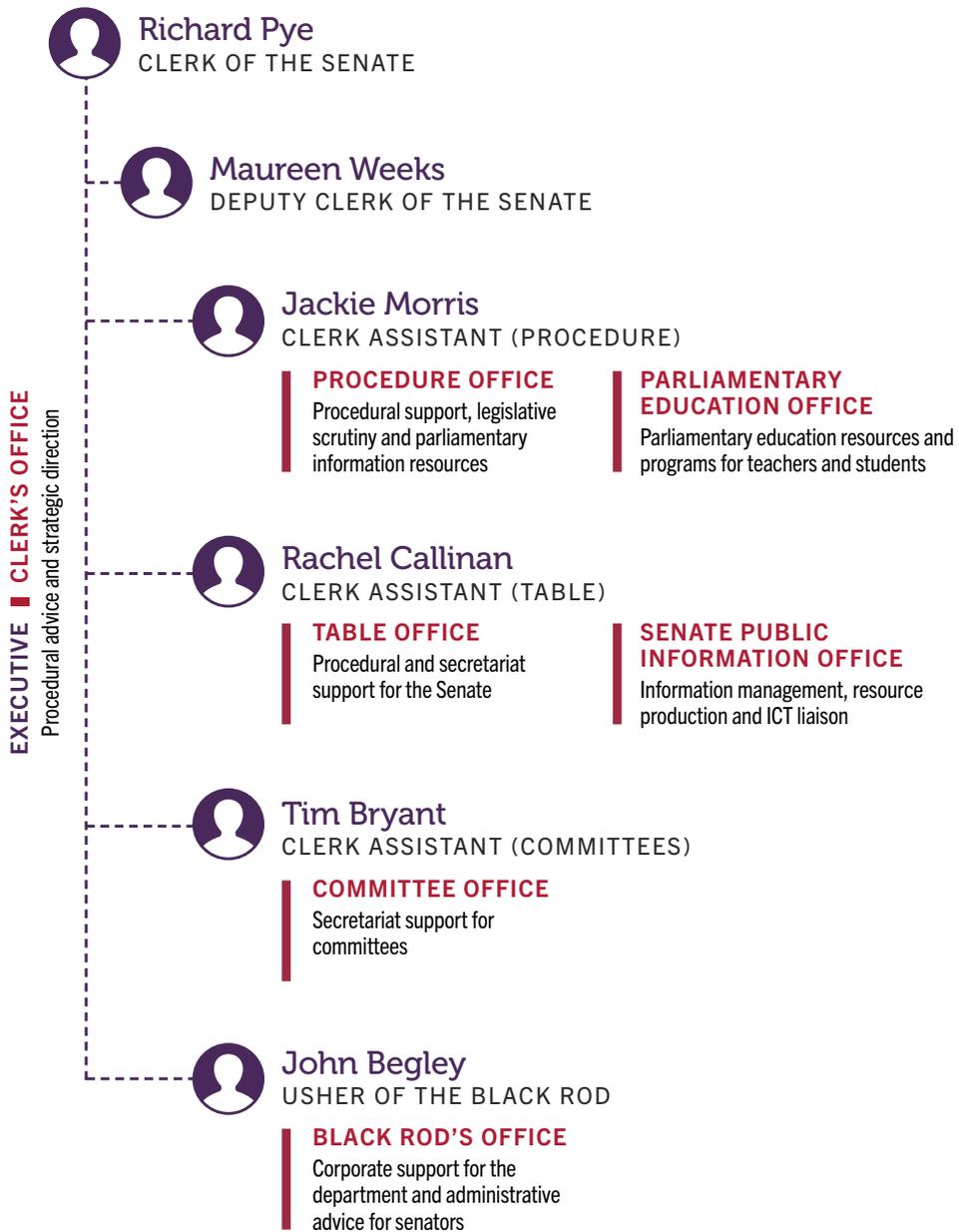
In undertaking its functions the department is responsible not to the government of the day but to the Senate and all senators, maintaining complete impartiality in serving equally senators from all political parties and independent senators.

Before turning to the department's performance during 2017–18, 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 Scott Ryan, who was elected to that position on 13 November 2017. The accountable authority for the department is the Clerk of the Senate, Mr Richard Pye, who was appointed on 9 March 2017. Figure 1 shows the structure, roles and responsibilities of each office, and the department's senior managers at the time of publication.

Figure 1 – Organisational structure



Outcome and program structure

In order to achieve its outcome, the department's objectives, set out in its corporate plan, are to:

- continue to develop expertise in the constitutional and procedural bases of the Senate and its committees
- ensure the highest standard of accurate and prompt procedural advice
- maintain and improve services to the Senate, its committees, senators and other users of departmental resources using efficient and up-to-date technology
- publish a greater range of information about the Senate's role and work, faster and in a variety of formats, and
- ensure our workforce planning, recruitment and staff development practices deliver a highly skilled, knowledgeable and motivated workforce.

The department delivers its outcome through a single departmental program, which is described in the next chapter.

The department also participates on a range of interdepartmental committees through which the parliamentary departments coordinate common and joint activities. Chief among these are regular meetings of the heads of the four parliamentary departments; the Parliamentary Administration Advisory Group; the Security Management Board; the Parliamentary ICT Advisory Board and its subsidiaries; and numerous boards managing joint projects and endeavours such as the implementation of the Parliament's Reconciliation Action Plan.

Reporting on performance

The next chapter contains the annual performance statement for 2017–18. It also contains a performance report for each of the department's offices, each of which commences with a table reporting results against the criteria contained in the department's portfolio budget statement and in office work plans.



Report on performance

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Annual performance statements



AUSTRALIAN SENATE

ANNUAL PERFORMANCE STATEMENTS

As the accountable authority of the Department of the Senate, I present the department's annual performance statements for 2017–18, as required under paragraph 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013*.

In my view, these statements are based on properly maintained records, accurately reflect the department's performance and comply with subsection 39(2) of the Act.

A handwritten signature in black ink, appearing to read 'R Pye'.

(Richard Pye)

Clerk of the Senate

15 October 2018

Figure 2 – Planned performance

PURPOSE

The Senate department is the secretariat to the Australian Senate. All of our functions derive from this purpose and our work is substantially driven by the requirements of the Senate and senators.

We facilitate meetings of the Senate and its committees. We succeed when the Senate and its committees meet in accordance with their decisions, and when senators and others receive the advice and support they need to participate in those meetings.

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 duties and exercise the legislative power of the Commonwealth.

These services are delivered through a single program.

PROGRAM 1

Advice and support – Secretariat support for the Senate and its committees, and advice and support to enable senators and others to participate in their meetings.

DELIVERY

The department's outcome is delivered under a single program, comprising services and activities in the following areas:

- Advice about Senate and committee proceedings
- Secretariat support for the Senate
- Secretariat support for committees
- Administrative advice and support for senators
- Public information and parliamentary education
- Capability, governance and accountability.

ASSESSMENT

The department's activities enable the Senate and its committees to meet in accordance with their decisions.

Senators (and others) have the advice and support they require to participate in meetings of the Senate and its committees.

Senators are satisfied with the administrative advice and support they receive from the department.

Public information and parliamentary education programs are current and accessible to target audiences.

All known governance and accountability obligations to the Senate and under statute are met.

Performance reporting framework

Overview

In 2017–18, the department successfully achieved its purpose of facilitating all meetings required under decisions of the Senate and its committees. In doing so, the department provided comprehensive, timely and high-quality support to senators, the Senate and committees, as well as prompt and accurate procedural advice and legislative support.

The department also:

- provided induction programs for the 12 new senators who took their seats during the year, so that they could perform their constitutional roles
- supported the incoming President, elected on 13 November 2017
- 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, and
- delivered its services in a cost-effective manner and in accordance with accountability requirements.

The 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. The four parliamentary departments continued to cooperate across various fronts to advance a seamless model of support for the Parliament and parliamentarians, particularly in the areas of security, information communication technology, and the integration of the business systems that support the work of the Houses and their committees.

The department's financial result for the year was a deficit of \$0.7m. This nearly break-even result reflects the ongoing increase in departmental appropriation of \$3.7m per annum, which supports continuing elevated levels of committee and legislative activity. The department's financial statements commence at page 73.

These annual performance statements record the department's results against the planned performance table in figure 2 (above), which is derived from its *Corporate Plan 2017–18* and its PBS for 2017–18. The subsequent parts of this chapter report on the activities and performance of each office against the criteria contained in the departmental workplans.

These annual performance statements are based on records of services provided by the department, feedback kept by departmental staff, surveys conducted by particular work areas and comments made by relevant groups and committees. As the department's performance framework has matured, the department's internal auditors were once again engaged to provide a health check of the department's performance reporting. This audit assessed the evidence to support the department's performance results and found that the stated objectives and outcomes had been achieved.

In summary, this data shows both a high level of demand for the department's services and advice, and satisfaction with what is provided. The Senate's requirements in the middle year of the electoral cycle are traditionally high and the election of a new President and the appointment of an unprecedented number of new senators influenced this demand.

Results

Advice about the operations of the Senate and its committees

ASSESSMENT

Senators (and others) have the advice and support they require to participate in meetings of the Senate and its committees



One of the key outputs of the department is advice about the operations of the Senate and its committees. Much of this advice is given orally and instantaneously by the Clerk and other senior officers in the Senate, and by committee secretaries and their staff during committee meetings. These officers also provide procedural advice to senators and their staff at other times, both orally and in writing. Committee secretaries are supported in providing advice by the Clerk Assistant (Committees) and Senior Clerk of Committees, ensuring advice to committees is consistent and accurate.

Senators and other recipients of written advice continued to acknowledge its value, and it was invariably provided in time to meet the purposes for which it was sought. 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. No committee expressed dissatisfaction with advice received.

Advice about the programming of business in the Senate is the responsibility of the Clerk Assistant (Table). Procedural advice and support for non-government senators is a particular responsibility of the Deputy Clerk and the Clerk Assistant (Procedure). Senators continued to acknowledge the value of their advice. The Clerk Assistant (Procedure) and her office also drafted large numbers of legislative amendments and private senators' bills, helping senators participate in legislative proceedings. Amendments and bills accurately reflected the drafting instructions and were prepared within required timeframes and to the satisfaction of senators.

Advice provided by the department was also tested during estimates hearings and in other Senate proceedings and senators relied on such advice throughout the year. In addition to comments made by senators recorded in *Hansard*, surveys of senators seeking advice and of other key stakeholders such as Whips, indicated high levels of satisfaction with both advice and the levels of administrative support provided.

Procedural briefings among senior officers and the contemporaneous publication and dissemination of procedural resources assisted in maintaining the capacity of officers to provide advice and support.

Secretariat support for the Senate and its committees

ASSESSMENT

The department's activities enable the Senate and its committees to meet in accordance with their decisions



This outcome has been met during 2017–18 through two program components.

1. Secretariat support for the Senate

The department provided secretariat support for the Senate on each of its 57 sitting days.

During the sittings the Clerk, the Deputy Clerk and senior officers provided advice in the Senate to the President, Deputy President and other occupants of the chair, as well as to other senators and their staff. The Table Office and the Procedure Office provided procedural scripts and advice to assist senators participating in proceedings. Feedback from senators acknowledged the value and accuracy of this advice and support.

Formal and ceremonial support for sittings, including the swearing in of 12 new senators, was provided by the Black Rod's Office.

The Table Office and Senate Public Information Office (SPIO) published the Senate's formal records and informal guides to its work. These resources were accurate and timely, and produced to meet the needs of senators and Senate deadlines. Documents supporting the Senate's legislative work were also uniformly accurate and timely. Documents received for tabling were processed, recorded in procedural documents and archived. Increasingly, documents and business information are published online, enhancing the ability of senators and others to follow and participate in Senate proceedings, and improvements to digital publishing processes and online measures were implemented during the reporting period.

2. Secretariat support for committees

The department provided secretariat support for all committee meetings required under decisions of the Senate and of committees themselves, including those joint committees to which the department provides such support. This support was primarily provided by the Committee Office, although the Clerk's Office, Table Office and Procedure Office also supported a number of standing committees.

Secretariat support for committees encompasses:

- procedural advice for the chair and other members, including advice and support to new senators
- logistical support for meetings (including interstate hearings)
- preparation of meeting documents, including minutes and agenda
- managing and publishing submissions, and organising witnesses
- research, analysis of evidence and briefings to members, and
- preparation of draft reports, and their finalisation for tabling.

The Committee Office experienced another sustained period of very high workload, supporting 16 legislation and references committees, 12 select committees and six joint committees, undertaking between them, at one point, 73 separate inquiries. Secretariat

staff in the Committee Office processed more than 7,380 submissions, arranged 356 public hearings (which heard from more than 6,970 witnesses) and 696 private meetings. The Senate made 125 references during the year and the office assisted in drafting 206 reports.

Advice, documentation and draft reports were consistently provided to committees in accordance with their requirements. Reports were drafted and presented to the Senate in accordance with the timeframes set by committees and by the Senate.

Secretariat staff work closely with senators in supporting committees and, in particular, work closely with the chair in preparing draft reports. This provides an ongoing opportunity for direct feedback about senators' satisfaction. Despite the high workload, this direct feedback continued to indicate high levels of satisfaction. Where workloads have permitted, the department has provided assistance with the preparation of dissenting reporting and additional comments. However, on occasion such assistance has not been possible due to resourcing challenges.

The workload and performance of committee secretariats was also considered by the Chairs' Committee during the reporting period and assessed as meeting the needs of senators. The members of this group were formally surveyed in February 2018. The survey gauged the advice, reporting standards and professionalism of the department's secretariat services provided to Senate committees. All responses were positive.

Senators referring to committee reports during debates in the Senate indicated their high levels of satisfaction with the support provided by secretariat staff.

Administrative advice and support for senators

ASSESSMENT

Senators are satisfied with the administrative advice and support that fall within the department's responsibilities



The department, principally through the Black Rod's Office, provides support services to the Senate, to Senate committees and to senators at Parliament House. These services include preparing and supporting the Senate chamber for each sitting day, general office support, asset management, maintenance of equipment and furniture, and stationery services. The office also paid senators' salaries and allowances as required, organised office accommodation within the Senate wing and provided other services such as arranging transport and delivery services.

Security matters continued to be a focus during the period as a range of physical security upgrades continued to be implemented at Parliament House. The Usher of the Black Rod provided security advice and support to the President, committees, senators and the department. The Usher of the Black Rod and Deputy Usher of the Black Rod also worked with colleagues in the DPS Security Branch and the Serjeant-at-Arms' Office, and with the Australian Federal Police, providing the Senate's perspective on security matters.

Services were delivered within established timeframes and met relevant legislative requirements. This aspect of the department's work involves regular and direct contact with Senate office holders, senators and their staff, and other stakeholders, all of whom

provided regular informal feedback which was generally positive. Positive comments were also recorded in *Hansard* about the quality of the administrative advice and support for senators provided by the department.

Public information and parliamentary education

ASSESSMENT

Public information programs are conducted regularly and public information is current



The department continued its program of providing public information programs, including 27 seminars, 11 training programs for senators and their staff and seven public lectures this year; as well as publishing material on the role of the Senate and its committees. The formal evaluation of these services indicated that the programs effectively met their objectives.

The department also delivered a comprehensive education program to students visiting Parliament House from more than 1,600 Australian schools, as well as an outreach program to students in Queensland. Attendance levels, requests for training and educational programs and feedback collected from these sessions indicated high levels of satisfaction among those accessing this information. Continued demand for Parliamentary Education Office (PEO) services was complemented by formal and informal feedback which demonstrated high levels of satisfaction with these services.

SPIO develops and publishes a range of public information resources to support the operation of the Senate, including on sitting days the *Dynamic Red* and *Senate Daily Summary*, and manages the department's web presence and twitter account @AuSenate. The office also collates statistics on Senate activity and in this reporting period undertook a significant project to redesign the statistical database, *StatsNet*. These resources were provided on all sitting days, and accurate, reader friendly public information resources were delivered within established timeframes.

Governance and accountability

ASSESSMENT

Accountability obligations to the Senate are met



Senate committees provide opportunities for senators and others to monitor the department's performance. The department met its accountability obligations to the Senate during the year, particularly through its appearance before estimates hearings. The Clerk and other officers appeared at estimates hearings of the Finance and Public Administration Legislation Committee during each round of Senate estimates and also provided responses to 20 estimates questions, which were published on that committee's web pages. These activities provide 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 were provided to the President of the Senate and the Appropriations, Staffing and Security Committee, as was the annual report of the department's Audit Committee.

ASSESSMENT

All known governance obligations are met



As the accountable authority, the Clerk complied with all known public governance and accountability obligations, including in relation to the matters certified in this report.

The department's services are enabled by its governance and accountability arrangements. These facilitate the department's work and provide assurance to the Clerk, as its accountable authority, in fulfilling accountability obligations to the Senate, under the *Parliamentary Service Act 1999* and under the PGPA Act.

The department's Audit Committee provides independent advice to the Clerk. The Clerk used this advice in meeting his responsibilities under the PGPA Act. In line with its charter, the committee reviewed and provided advice on the appropriateness of the department's financial reporting, performance reporting, risk management and system of internal controls; and provided advice that appropriate systems and practices were in place to support the department's compliance and reporting obligations.

The department's activities are also scrutinised by both an internal audit service provider and the Australian National Audit Office. These activities inform the work of the department's Audit Committee. Further details are set out in the *Management and Accountability* chapter.

The department also works within a strong ethical framework guided by the Parliamentary Service Values, Parliamentary Service Employment Principles and the Parliamentary Service Code of Conduct set out in the *Parliamentary Service Act 1999*.

Analysis

The department reports against the performance indicators contained in its portfolio budget statements, tabled in the Senate in May 2017, and those in its Corporate Plan for 2017–18. 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.

Factors influencing demand

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, and
- the number and complexity of committee inquiries.

Each of these is in turn affected by the electoral cycle. 2017–18 was the second year of the 45th Parliament, and the Senate’s large and diverse cross-bench continued to affect the level of demand for advice, and the character of advice and support required.

The Senate sat on 57 days and committee activity maintained the levels seen in the previous Parliament. The need to support this activity saw continued high levels of staff numbers in committee secretariats, which was funded by the increase in the department’s appropriation.

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 are described in the department’s portfolio budget statements and in the performance summary tables for each office contained in this chapter.

Monitoring and assessing satisfaction

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, drafting 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 2017–18. The department also monitors its performance through formal and informal channels, including letters, emails, phone calls, seminar evaluation forms and outputs from management information systems. Again these sources were generally positive. The direct accountability of the department to the Senate through its committees was noted, above, at page 19.

The department's program managers have adopted a formal process for recording and providing feedback to the Clerk to provide assurance for his certification of this statement. As noted above, this was the subject of a recent internal audit, which provided assurance of this process. The measures have also been provided to the department's Audit Committee, which has provided advice that the measures and these annual performance statements are appropriate.

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 and Privileges Committees.
 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.

Senators and other recipients of advice on powers, privileges and proceedings continued to acknowledge its accuracy and value.
 Advice and support were invariably 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.

Activities 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.

Advice, documentation, publications and draft reports 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.
 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 promptly after sitting periods and estimates hearings.
 Procedural and administrative information for senators was published to the 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. The Deputy Clerk supports the Clerk in these roles and, with the Clerk Assistant (Procedure), provides procedural and legislative advice and support to non-executive senators. The Deputy Clerk also has particular corporate governance roles, including as the department's senior representative on the Audit Committee and as chair of the Program Managers' Group.

Until January 2018 the Clerk also led the Senate Public Information Office (SPIO). SPIO has now been established as a separate office under the responsibility of the Clerk Assistant (Table), and its work is described at pages 35–37.

The cost of the office for 2017–18 was \$1.1m (\$1.1m in 2016–17).

Advice and information

The provision of advice, particularly to the President, senators and parliamentary committees, is a core function of the department and a priority for 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

There was an increase in the number of requests for written advice this year following a reduction in the previous period, as might be expected in an election year. Some of the matters on which senators sought advice flowed from those in the previous year, including the reference to the High Court of questions about the qualification of senators; the allocation of three-year and six-year terms to senators in the new Senate, particularly in light of the disqualification of senators; and the establishment of a citizenship register for senators. Perennial topics, such as the powers of committees and the protection of witnesses, continued to feature, while advice was also sought on a number of aspects of parliamentary privilege. The Clerk made submissions to a number of parliamentary committees, notably the Parliamentary Joint Committee on Intelligence and Security inquiry into the proposed Foreign Influence Transparency Scheme. Figure 3 shows the number and kinds of written advices provided, and each kind as a proportion of the total, while figure 4 shows demand over recent years. Anecdotally, there has been a trend to shorter, less formal advice in many circumstances.

Figure 3 – Types of written advices provided by the Clerk, 2017–18

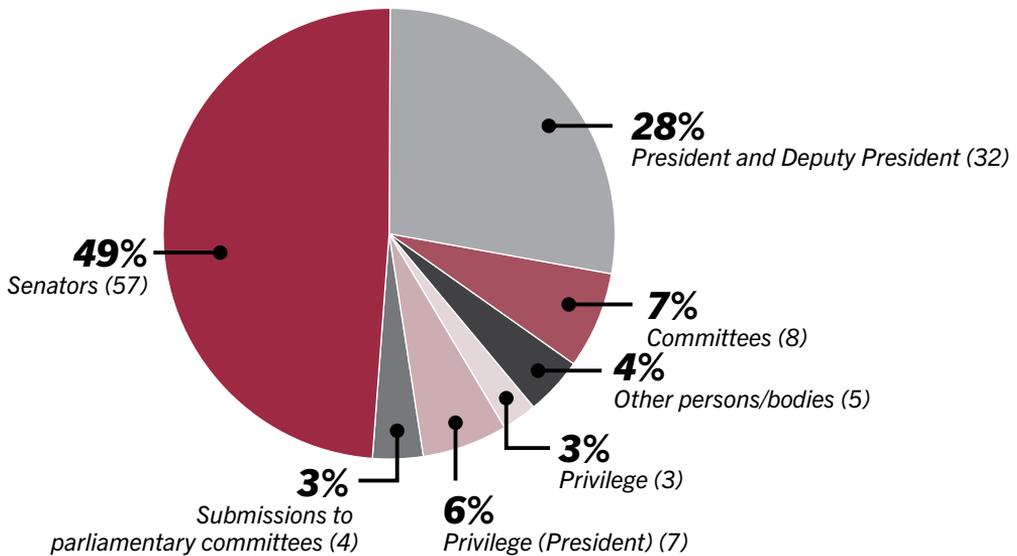
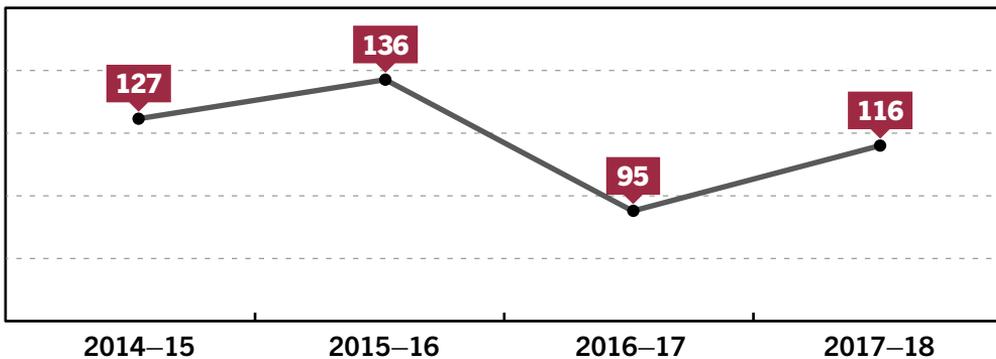


Figure 4 – Number of advices provided by the Clerk’s Office, 2014–15 to 2017–18



Performance indicators for provision of advice focus on timeliness and accuracy. Senators and other recipients of advice continued to acknowledge its accuracy and value, and it was invariably provided 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 several occasions during the year, recipients of advice published it as a contribution to public debate, at the same time subjecting it to public scrutiny. As this advice can inform the actions of senators, the Senate and its committees, as well as public debate, all advice is prepared to the highest standards and on the soundest possible basis.

Advice provided by the office was tested during estimates hearings and in other Senate and committee proceedings, with senators seeking and relying on such advice throughout the year.

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 an intranet site developed for senators and their staff, *Senate Connect*.

The Clerk and Deputy Clerk prepared and presented sessions in the department's learning and development activities, and in other forums for parliamentary staff. They also provided introductory briefings to twelve senators whose terms commenced during the year.

Committees

The office provided secretariat support to two Senate standing committees. Advice and support was acknowledged as meeting the needs and timeframes of the committees and their members.

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 two reports; one in December 2017 and the second in June 2018. Both reports considered the routine of business and hours of meeting resulting in amendments to the standing orders following the Senate's agreement on 26 June 2018 to the 2018 report's recommendations. The 2017 report also considered how to track public interest immunity claims, among other matters.

Committee of Privileges

The Deputy Clerk served as secretary to the Committee of Privileges, which met 13 times in 2017–18 (11 in 2016–17) and presented five reports. The committee 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's 168th report addressed the use of intrusive powers and questions of parliamentary privilege. It recommended that the Presiding Officers and the executive develop protocols to ensure that questions of privilege can be raised when law enforcement and intelligence agencies exercise intrusive powers. The recommendation was adopted by the Senate on 21 June 2018.

A possible contempt relating to the improper influence of a witness to a Senate committee inquiry was investigated and reported in the 166th report. The committee did not consider that a contempt had occurred, but noted that any decision to give evidence to a Senate committee or the nature of that evidence should not be part of commercial negotiations.

The committee also administers the right-of-reply mechanism for people seeking to respond to adverse comment made about them in the Senate. Four requests, two relating to the same matter, were received and reported on during the year in the 167th, 169th and 170th reports. The Senate adopted the recommendation of each report that the replies be incorporated in *Hansard*. The redress considered in the 167th report related to references made in a document tabled in the Senate. The committee considered whether the procedure extended to tabled documents and concluded that, in this case, the preparation of the document constituted part of parliamentary proceedings.

Governance

The Deputy Clerk chaired the Program Managers' Group and was the department's senior representative on its Audit Committee. More information on these forums is in the chapter 'Management and accountability'.

During the year, the Clerk attended five meetings of the Heads of the Parliamentary Departments. This group generally meets quarterly and provides a forum across the parliamentary departments on administrative matters and strategic direction across the parliamentary service. At the commencement of the calendar year, the department assumed the secretariat duties of the group which is rotated on a yearly basis.

More broadly, the Clerk and other senior officers liaised with their counterparts in the other parliamentary departments on matters connected to parliamentary administration.

Performance outlook

In the next reporting period a federal election will be called. During an election year it is usual for legislative activity and committee workloads to decrease. The number of requests for advice is also likely to fall. This period provides the department and the Clerk's Office with the opportunity to focus on strategic developments, including reviewing the body of work produced in the 45th Parliament and setting priorities for the department to meet the demands of the new Parliament. The opening of a new Parliament will require attention, and programs will be established for incoming senators.

A supplement to the 14th edition of *Odgers' Australian Senate Practice* will be produced, taking account of recent procedural developments, as well as the succession of High Court judgments relating to disqualification of senators.

In the area of governance the next year will see a new Usher of the Black Rod added to the management team. A revised Audit Committee charter will be finalised following the release of updated guidance from the government on the role of audit committees, and the department will continue to examine the maturity of its performance framework under the *Public Governance, Performance and Accountability Act 2013*.

Table Office

Outputs

Programming and procedural support to the Senate and the legislative process.
 Publication of formal and informal records of Senate business.
 Receipt, dissemination and storage of documents.
 Inquiries service.
 Secretariat support to the Appropriations, Staffing and Security, Selection of Bills, and Publications committees.

Performance information	Performance results
<i>Order of Business</i> ('the Red') produced for each sitting day.	The draft and final <i>Order of Business</i> was published in advance of each sitting day.
Procedural advice and legislative documents are accurate and timely.	Advice was given proactively or as required. Legislative documents were accurate and produced within required timeframes.
<i>Notice Paper</i> and <i>Journals of the Senate</i> are accurate and published within required timeframes. Other publications are accurate and timely.	All information resources were accurate and published according to required timeframes, including the <i>Notice Paper</i> published in advance of each sitting day and proof <i>Journals of the Senate</i> published at the end of each sitting day (followed by final journals).
Tabled documents are processed and stored, and available online wherever possible.	Senate records were accurately recorded and safely stored and documents were distributed in a timely manner.
Inquiries assistance is effective and supported by online information services.	Inquiries were responded to immediately, or within reasonable or agreed timeframes for more complex queries.
Committees are supported; advice, documentation, publications and draft reports are accurate and timely.	Committee meetings were held, documents provided and reports prepared within agreed timeframes.

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

Rachel Callinan, Clerk Assistant

Procedural advice, programming support and production of the *Order of Business*.
Secretariat to the Selection of Bills Committee.

Legislation and Documents

Ivan Powell, Director

Processing legislation
Processing and custody of documents
Inquiries services
Secretariat to the Publications Committee

Journals and Notice Paper

James Warmenhoven, Director

Production of the *Notice Paper*, and the
Journals of the Senate
Processing questions on notice, orders for the
production of documents and petitions
Secretariat to the Appropriations, Staffing and
Security Committee

The Table Office provided support for the Senate on each of its 57 sitting days in this reporting period. All performance results, as outlined in the above table, were achieved within relevant timeframes. Project work was completed or has continued as forecast.

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 ad hoc feedback about the services provided by the office. In addition, a formal survey of senators' satisfaction with services was conducted in this reporting period. The results indicated a high level of satisfaction (similar to the results of the March 2017 survey), with 96 per cent of responses indicating that services provided were either 'excellent' or 'good' (the other options being 'poor' or N/A) with the clear majority being 'excellent'. The survey assisted the office to identify areas for improvement and a number of changes to processes were implemented as a result.

Staff numbers remained steady during the reporting period, with an average full-time equivalent (FTE) level of 13.3. The cost of the office was \$2.3m (\$2.5m in 2016–17).

Programming and procedural support

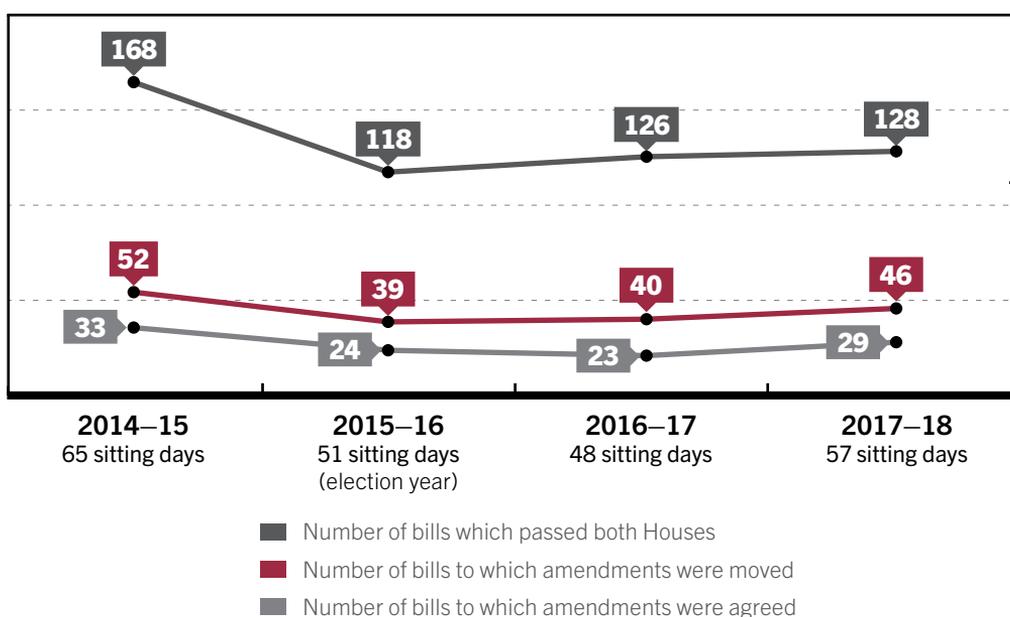
The Table Office supported the operation of the Senate by providing procedural and programming advice to senators, preparing procedural scripts for use in the chamber (1,557 in 2017–18, 27 per sitting day) and providing a broadcast captioning service of Senate proceedings. The *Order of Business* (the program for each day's sitting) was prepared in draft form to assist senators (especially the Whips) 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 including 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 2017–18, 180 messages were prepared, of which 138 related to the passage of bills (the remaining related to matters such as committee memberships). These figures compare to 190 messages, of which 136 related to the passage of bills, in 2016–17. Figure 6 reflects the level of legislative activity in recent years.

Figure 6 – Senate legislative activity, 2014–15 to 2017–18



Formal and informal records

The *Notice Paper* is the formal agenda of Senate proceedings. The *Notice Paper* was produced and published by the Table Office in advance of each sitting day. 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. Final Journals were produced following thorough checking of source material. In 2017–18, 57 Journals and Notice Papers were produced.

Questions on notice, notices of motion and petitions

Senators continued to use the questions on notice process – written questions to ministers on the administration of public policy – as an important accountability mechanism. Throughout the year, 366 questions were asked on notice. These were processed and published to a searchable online database.

In 2017–18, the office processed and published all notices of motions received – 630 for this reporting period compared to 586 in the previous period. These notices of motion signal senators' intentions to move particular motions on specified days. The office also processed 15 petitions (with 112,233 signatories) which senators had lodged for presentation to the Senate (compared to 13 petitions with 24,071 signatures in 2016–17).

Documents

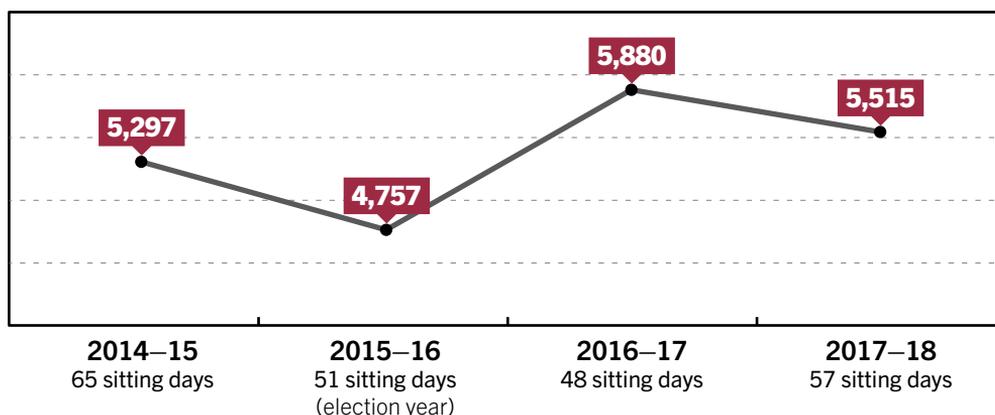
The office received and processed all of the 5,515 documents provided for tabling in the Senate during 2017–18, recorded their details in the *Journals of the Senate* and the *Index to the Papers Presented to Parliament*, and archived them. This figure is comparable to the number of documents tabled in the previous year (5,880). Documents presented to the Senate in 2017–18 added approximately 27 metres of boxed documents to the archive. 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 facilitates the timely publication of material of interest to, or required by, the Parliament. In 2017–18, a total of 627 documents (or approximately 11 per cent of all documents tabled in the Senate) were presented using this procedure. The lower number of documents presented using this procedure in the previous reporting period (398) was because there were no out-of-sitting presentations during the double dissolution period in July and August 2016.

All documents presented to the Senate in the reporting period were digitised and made publicly available in the ParlInfo database on or as soon as possible after receipt, or otherwise published on the Parliament's website (in the case of certain committee documents) or the Federal Register of Legislation (in the case of legislative instruments).

Significant work was also undertaken in the reporting period to organise and rationalise the office's holdings of hardcopy materials. This work will continue in the next reporting period to ensure the preservation of historically important material and the efficient use of the office's document storage areas.

Figure 7 – Documents tabled in the Senate, 2014–15 to 2017–18



Inquiries

Copies of all documents presented to the Senate are made available through the inquiries and distribution services provided by the office. The inquiries service also fields a range of queries about Senate proceedings from senators and their staff, government agencies and others. In 2017–18, 3,063 inquiries were received (approximately 39 per cent coming from senators or their staff). This compares to 3,416 inquiries in the previous reporting year. The majority of inquiries – which are communicated by telephone or email – were responded to immediately, with the remainder responded to within timeframes agreed with the requestor.

Support for committees

During the year, the office provided secretariat support, including the preparation of draft reports, for the Standing Committee on Appropriations, Staffing and Security, the Selection of Bills Committee and the Senate Publications Committee. All committee meetings were convened, and documents provided, within the timeframes required by the committees.

Performance outlook

In 2018–19 the Table Office will continue to serve as the secretariat to the Senate, and to certain committees.

The existing timeframes set for the provision of various services continue to remain appropriate with a few minor adjustments, as will be reflected in the 2018–19 office work plan, and reporting of non-compliance on an exception basis will be undertaken to monitor performance (and various statistics will continue to be collected).

The office will also continue to support various ICT related activities, including contributing to the ongoing maintenance, enhancements and testing of existing systems, as well involvement in projects such as the development of a new system to facilitate the electronic receipt and publication of tabled documents which will commence in August 2018.

The key staffing focus for the next reporting period will continue to be the sharing of skills and knowledge among staff in the office, as well as bringing in staff from other areas of the department from time-to-time, to ensure that expertise in relation to specific tasks is not unduly concentrated.

Senate Public Information Office

Outputs

Produce, publish and manage information resources about the activities of the Senate and its committees.

Liaison with the Department of Parliamentary Services and others in relation to the ICT systems and resources that underpin the support provided to the Senate, including system enhancement and development.

Performance information

Performance results

Coordination of public information resources advances awareness of the Senate.

Accurate information resources were developed and published including sitting day resources such as the *Dynamic Red*, *Senate Daily Summary*, statistics and the video series *Senate Discovery*. Other website information and social media presence was maintained and enhanced.

In-house design and production of information supports the work of the department.

A range of material, including procedural resources and the department's corporate reporting and planning documents were produced to agreed timeframes. Intranet sites for senators and staff enhanced dissemination of information.

Development and enhancement of information systems support the Senate.

Planned progress was achieved in ICT projects affecting Senate and committee information resources. The requirements of the Senate and the department were effectively represented in the ICT priorities of the Parliament.

Overview

The Senate Public Information Office (SPIO) produces and publishes an array of information resources so that people may understand and engage in the work of the Senate. This work is undertaken against the strategic goal of improving the department's approach to publishing and sharing information and being responsive to the evolving ways in which senators and the public expect to find and digest information.

SPIO also coordinates the department's involvement in forums and projects affecting the production and dissemination of Senate and departmental information resources.

During 2017–18, the oversight of SPIO moved from the Clerk's Office to the Clerk Assistant (Table) and it was established as a stand-alone element of the department's organisational structure.

The cost of the office for 2017–18 was \$1.2m (\$1.2m in 2016–17).

In this reporting period, the office's work to develop and publish information resources included:

- publication of the *Dynamic Red* (with enhanced information available), the sitting week summary resources *Week Ahead* and *Senate Daily Summary*
- management of the *ParlWork* application, including identifying further enhancements to be implemented in the next reporting period
- further development of the *Senate Connect* intranet, which provides practical and procedural resources for senators and their staff, and the Senate department's intranet, *SENNET*, which provides procedural, administrative and policy materials required by our staff
- commencing work on redeveloping the PEO website, and
- producing video, print and web resources for the PEO, and continuing to develop the *Senate Discovery* series.

During the reporting period SPIO continued its collaborative work with the Departments of Parliamentary Services and the House of Representatives on a number of ICT projects to enhance the systems that underpin our work and to create new resources, including:

- the redevelopment of the department's statistical collection *StatsNet*
- the creation of 'Live Estimates', a resource to enable senators and the public to follow in real time, the progress of estimates hearings, akin to the *Dynamic Red* which tracks proceedings in the Senate each sitting day
- the creation of the online searchable database for estimates questions on notice
- enhancements to committee office systems and continued rollout of the committee report builder, a new application to improve the production and publishing of committee reports
- enhancements to the Table Office Production System (TOPS), and
- participation in foundation projects that improve information and data management capabilities of the Parliament, including the Common Data Access Platform.

The new *StatsNet* and Live Estimates programs will be implemented early in the next reporting period. Other projects including the estimates questions on notice database and enhancements to TOPS were delivered in this reporting period.

Performance outlook

In 2018–19, SPIO will continue to publish and make accessible the Senate’s information.

The office will also continue to work with DPS to progress various ICT related projects designed to strengthen and streamline the systems and resources that enable our work, including:

- enhancements to the *ParlWork* application and other web based resources
- redesigning the *Notice Paper* and *Journals of the Senate*
- the Online Tabled Documents Project (in collaboration with the Senate Table Office, DPS, the Department of the House of Representatives and the Department of Prime Minister and Cabinet) which will develop a system to receive and publish digital copies of tabled documents to significantly streamline the receipt, tabling and publication of thousands of documents each year, and
- a project to integrate the estimates questions on notice database and the whole of government Parliamentary Document Management System (in collaboration with the Department of Finance), to streamline information exchange between the department and executive government agencies.

Procedure Office

Outputs

Legislative drafting and procedural support to non-executive senators.
 Support for legislative scrutiny committees.
 Procedural research services.
 Parliamentary information for public servants and the community.
 Parliamentary education for schools.
 Policy support and funding for inter-parliamentary relations.

Performance information	Performance results
Procedural documentation and advice is sound and timely, enabling the instructing senator to fulfil their role.	Senators and their staff continued to acknowledge the accuracy and value of procedural advice including through responses to an evaluation survey.
Legislative amendments and private senators' bills are prepared in accordance with the constitutional authority of the Senate, are legally sound and meet the requirements of instructing senators.	Legislative amendments and bills were accurate, and were prepared within required timeframes and to the satisfaction of senators.
Administrative, procedural, research and report drafting assistance to the Regulations and Ordinances Committee, the Scrutiny of Bills Committee and the Parliamentary Joint Committee on Human Rights is accurate, of a high standard and timely.	Advice and documentation provided to, and publications prepared for, the legislative scrutiny committees were accurate, of a high standard and provided within the timeframes set by the Senate and the committees.
Parliamentary research information is accurate, timely and comprehensive. Seminars, lectures and other parliamentary information projects are provided to increase the 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. Seminars and lectures were held 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 stakeholders, demonstrated by consistently favourable feedback from evaluation processes. Inter-parliamentary functions were carried out to the satisfaction of stakeholders.
Parliamentary education teaching programs delivered to students and teachers visiting Parliament House which improve their understanding of Parliament. Outreach programs and services increase teacher and student knowledge of Parliament. Other PEO projects provide relevant, accessible and accurate print and digital resources to improve understanding of Parliament.	Feedback from teachers using Parliamentary Education Office (PEO) services continued to indicate very high levels of satisfaction with the education program. Teaching programs were consistently conducted in accordance with the booking schedule. PEO role-play programs, website and publications were promptly updated to ensure accuracy and to accommodate electoral and parliamentary events. PEO projects 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		
Jackie Morris, Clerk Assistant		
Procedural advice, support and training. Drafting of legislative amendments and private senators' bills.		
Procedural support and public information	Parliamentary education	Legislative scrutiny
Toni Matulick, Director, Procedure and Research Section Legislative drafting and procedural advice Publications, seminars, public lectures and exhibitions Parliamentary liaison and research on parliamentary matters	Tim Grainger (July 2017 to April 2018), Angela Casey (April 2018 to June 2018) Director, Parliamentary Education Office Parliamentary education services and resources for schools, teachers and students	Anita Coles, Secretary, Scrutiny of Bills Committee and the Regulations and Ordinances Committee Toni Dawes, 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 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 advice and support is substantially driven by the requirements of senators and the Senate. The work of the secretariats of the legislative scrutiny committees is similarly driven by the volume of legislation coming before the Senate and any additional inquiries undertaken by the committees.

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 was supplemented during the reporting period by a survey of senators and their staff to gauge satisfaction with legislative drafting and procedural advice.

The full-time equivalent staffing level for the Procedure Office in 2017–18 was 29.5 (28 in 2016–17). The cost of providing the services of the Procedure Office in 2017–18 was \$5.7m, including \$1.6m for PEO (\$5.5m in 2016–17).

Procedural support

In 2017–18, the office assisted non-executive 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 provided on many procedural issues, including the constitutional powers of the Senate, the legislative process, the process for disallowance of delegated legislation, reference of matters to committees and opportunities for debate. The office also provided research support to the Clerk and Deputy Clerk on matters of practice and procedure.

Staff ensured the accuracy of advice by researching appropriate precedents and consulting other departmental officers, particularly the Clerk and the Deputy Clerk. Advice was non-partisan, consistent, and provided to senators and their staff in a timely fashion often within extremely short time frames.

In 2017–18, the office prepared an average of 13 procedural scripts per sitting day for use by senators in the chamber, and a total of 727 scripts for the year. This represented a slight decrease in scripts per day on the previous year when an average of 15 scripts per sitting day were drafted. These scripts assist senators to pursue matters of concern to them through, for example, orders for the production of documents, committee references and the introduction of bills.

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 this material in the Senate and elsewhere.

Legislative drafting

In 2017–18, the office provided legislative support to senators by drafting amendments to bills and drafting private senators' bills, primarily for non-government senators.

The office prepared and circulated 30 second reading amendments (a decrease on the previous year, when 43 second reading amendments were circulated). The office also drafted and circulated 177 sets of committee of the whole amendments, comprising 1,011 individual amendments to 61 bills debated in 2017–18. This represented a significant increase on the 667 amendments circulated on 142 sheets in the previous year which included an election period.

A further 129 sets of amendments to 65 different bills were requested and drafted, but not circulated. Reasons that amendment sheets may not be circulated in the chamber include the bill not being listed for debate, the sponsoring senator deciding not to proceed with the amendments, or amendments being drafted to inform negotiations between parties or as an alternative position to circulated amendments.

In accordance with section 53 of the Constitution, three sets of amendments were framed as requests to the House of Representatives. For these requests, the office also produced statements of reasons for their being framed as requests (as required under the Senate's procedures).

Senators continued to use private senators' bills as a means of furthering policy debate and, in some cases, influencing the government to pursue legislative action. In 2017–18, the office received requests for 50 private senators' bills, and 31 private senators' bills were introduced. Five private senators' bills were passed by the Senate during 2017–18 and one, the Marriage Amendment (Definitions and Religious Freedoms) Bill 2017, was subsequently agreed to by the House of Representatives.

Table 1 summarises legislative drafting and procedural services provided to senators over the last four years.

Table 1 – Legislative drafting and procedural advice services provided to senators, 2014–15 to 2017–18

Service	2014–15	2015–16	2016–17	2017–18
Committee of the whole amendments circulated	825	1158	667	1011
Second reading amendments circulated	30	22	43	30
Private senators' bills introduced	30	17	21	31
Procedural scripts prepared	626	593	701	727

Feedback from senators and their staff confirmed the quality of the advice provided by the office. In particular, 20 responses were received to an electronic survey seeking feedback regarding the legislative drafting and procedural advice services provided by the office. Survey responses continued to reveal very high levels of overall satisfaction with the timeliness and quality of those services (all respondents considered those services to be either excellent or good). As was the case in 2016–17, a few respondents considered that it would be desirable for additional resources to be available to support the drafting of private senators' bills. In response to this feedback, the duties of several staff have been realigned to increase their focus on procedural and legislative support.

During 2017–18, the Office of Parliamentary Counsel provided legislative drafting training to Procedure Office staff in order to enhance the drafting skills of the office. This training will help the office to respond to the increased demand for these services, particularly as staff consolidate the training through practical application of these skills.

Support for legislative scrutiny committees

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

The committees examine all bills and instruments according to each committee's terms of reference. The committees report each sitting week on the scrutiny review undertaken and also report annually, outlining their work for each year and highlighting the significant matters they have pursued.

The Regulations and Ordinances Committee secretariat examined 1,838 legislative instruments (1,483 in 2016–17) and drafted 16 *Delegated legislation monitors*, containing comments on 255 legislative instruments, raising matters related to the committee’s scrutiny terms of reference (under Senate standing order 23).

The Scrutiny of Bills Committee secretariat examined 260 bills (254 in 2016–17) and drafted 15 reports, containing comments on 117 bills (115 in 2016–17), raising matters relating to the committee’s scrutiny terms of reference (under Senate standing order 24).

The Parliamentary Joint Committee on Human Rights secretariat examined 266 bills (255 in 2016–17) and drafted 13 reports containing comments on 71 bills (64 in 2016–17), raising matters relating to the committee’s scrutiny terms of reference (contained in the *Human Rights (Parliamentary Scrutiny) Act 2011*). The secretariat also examined 1,697 disallowable and exempt legislative instruments (1,720 in 2016–17) and drafted comments on 62 instruments (44 in 2016–17).

The work of the committees in scrutinising bills and instruments supports parliamentary consideration of legislation in a number of important ways, including:

- influencing the drafting of bills and legislative instruments so that they conform with human rights obligations and good legislative practice
- improving explanatory material
- informing consideration of issues in legislation committee reports
- informing debate in the Senate and the House of Representatives, and
- resulting in amendments to bills and the disallowance of legislative instruments.

Public information and parliamentary research

The Procedure and 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 2017–18, the section coordinated and delivered seminars and professional training programs for senators’ staff, parliamentary staff, public service officers and others, and a series of lectures for the general public.

Eleven seminars were offered to senators’ staff to provide specialised training about the operations and procedures of the Senate and its committees. Staff training seminars were well attended and anecdotal evidence indicates that the subject matter is appropriate and well received.

Twenty-seven seminars on aspects of Senate practice were provided for 575 public service officers. This was the fourth consecutive increase in both seminars and attendees since 2013–14. Staff from across the department contributed to the delivery of the seminar series which successfully met the learning objectives of those participating. Evaluation surveys of participants indicated that 92 per cent considered that their learning objectives had been fully met.

The section arranged seven public lectures during 2017–18 as part of the department’s occasional lecture series on aspects of Australian governance and democracy, attended by approximately 631 people. Lectures are generally live-streamed and are available ‘on demand’ on ParView. There were 379 online views of the lectures in the reporting period. Transcripts of the lectures are made available on the Senate website. The department also convened the annual Harry Evans Lecture, commemorating the service of the longest serving Clerk of the Senate. The lecture was presented by Mr Bret Walker SC on 1 December 2017 with 86 people in attendance, and 110 people viewing online.

The Procedure and Research Section runs the Australian National Internships Program in partnership with the Department of the House of Representatives and the Australian National University. Twenty-six students were placed with senators and members in semester two 2017 and 41 in semester one 2018.

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. In particular, two editions of the department’s journal, *Papers on Parliament*, were edited and published during 2017–18.

Parliamentary Education Office

The PEO delivers parliamentary education services to teachers, students and others across Australia through:

- experiential learning programs that enable students and teachers to understand and engage with the work of the Parliament, and
- teaching resources aligned to the Australian civics and citizenship curriculum, including seven websites covering fundamental concepts such as representation, law-making, the separation of powers and responsible government.

Over two million students have expanded their knowledge of the role, function and value of the Australian Parliament through participating in a PEO program.

The PEO is jointly-funded by the Department of the Senate and the Department of the House of Representatives and guided by the PEO Advisory Committee. Co-chaired by the Deputy President of the Senate and the Deputy Speaker of the House, the committee offers advice on the strategic direction of the PEO, and forms an additional conduit between the PEO and parliamentarians. The committee reports to the Presiding Officers and meets twice a year.

Education programs: on site, digital and outreach

The PEO delivers education programs on-site at Parliament House, in classrooms across Australia through an outreach program, and through video conferencing.

The PEO's immersive learning program at Parliament House is regarded as a highly effective method of parliamentary education. The program continued to run at capacity, with 89,259 students from 1,646 schools across Australia participating in 2017–18. These figures represent a small increase on the 2016–17 student participation rate (88,169 students and 1,621 schools).

The PEO also delivered a number of tailored education programs, including:

- 'Rotary Adventure in Citizenship', a week-long program for 36 Year 11 students from around Australia
- committee and chamber debate role-play sessions for 400 Year 12 students participating in the 2018 National Youth Science Forum, and
- professional development to assist 80 science teachers to incorporate civics and citizenship in their work as part of the Australian Science Teachers Association's STEM X Academy.

In 2017–18, the PEO delivered outreach to 1,037 students in two electorates in Queensland. The PEO also commenced delivering programs to Australian classrooms via video conferencing in 2018. This new platform for program delivery allows the PEO to engage with schools across Australia, particularly those in regional and remote areas. In the first six months of operation, 598 students participated in a video conference program, paving the way for a substantial increase in the reach of the PEO.

Content: online and print

The PEO's primary website, www.peo.gov.au, continued to perform strongly. A total of 1,001,776 users (representing 2.47 million unique page views) were recorded over the past year, representing an increase of 4 per cent on 2016–17 traffic. The website and six associated sub-sites provide information about Parliament and curriculum aligned teaching resources for Australian teachers and students.

To better support civics and citizenship teachers, the PEO introduced *Session Notes*, an e-newsletter for teachers. Distributed four times per year, the newsletter provides teachers with information about programs and content available to support their classroom practice. The first edition was sent to 370 subscribers in September 2017 and the number of subscribers has subsequently more than doubled.

The PEO produced and distributed a range of publications during the reporting period, including the *Australian Constitution pocket edition*, produced in partnership with the Australian Government Solicitor; *Get Parliament*, an easy-to-understand booklet that explores Australia's system of governance; and *Role-play the Parliament: a teacher's guide*, a step-by-step guide to conducting immersive parliamentary education in the classroom.

Services for members and senators

The PEO provides dedicated support to encourage and assist members and senators to engage with schools and students. In 2017 an e-newsletter – *Click* – was introduced to better support member and senator engagement. The newsletter was opened by 73 per cent of recipients, suggesting that it is a valuable resource for members and senators.

Members and senators are offered a complimentary annual allocation of education and information materials for students, teachers and others in their communities. In 2017–18, 123 members and 42 senators requested their allocation, an increase of 27 per cent from 2016–17.

The PEO's customised materials for members and senators continue to be popular. In 2017–18, personalised versions of *Representing you* – a tailored brochure outlining the role of a parliamentarian and the issues in their electorate or state or territory – were created for 20 members and eight senators.

Inter-parliamentary relations and capacity building

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

The program's activities and projects in 2017–18 were coordinated by the International and Parliamentary Relations Office (IPRO) and the Parliamentary Skills Centre (PSC), with input from all four parliamentary departments. IPRO manages incoming and outgoing delegation programs, membership of inter-parliamentary organisations, and the international interests and travel of senators and members. The PSC is responsible for all parliamentary strengthening and capacity building programs of the Australian Parliament, including study programs for visiting parliamentarians and staff of other parliaments.

IPRO and PSC are offices administered by the Department of the House of Representatives, and IPRO is funded jointly by the Department of the Senate and the Department of the House of Representatives.

Parliamentary engagement

During 2017–18, IPRO coordinated 24 official overseas delegation programs, which involved visits to 35 countries; attendance at seven assemblies, conferences, workshops and seminars; and other visits, including Presiding Officer visits. There were three official visits to Australia by parliamentary delegations from other countries as guests of the Australian Parliament, and 32 other visits, including for a range of capacity building activities.

A regional focus was maintained in the visits programs. Of the 35 visits to Australia, 13 were from parliaments in the Asia–Pacific region, including the annual visit by a combined delegation from Association of Southeast Asian Nations (ASEAN) countries. Of the 24 overseas visits, eight were to countries in Asia or Oceania.

The Australian Parliament's participation in MIKTA (Mexico, Indonesia, the Republic of Korea, Turkey and Australia) continued, with the President of the Senate attending the third annual Speakers' Consultation in Istanbul, Turkey, in October 2017.

Parliamentary cooperation

The Australian Parliament maintained its strong commitment to regional and international parliamentary cooperation in 2017–18. Delegations attended Inter-Parliamentary Union assemblies; the United Nations General Assembly; the ASEAN Inter-Parliamentary Assembly; the North Atlantic Treaty Organization (NATO) Parliamentary Assembly; and the Asia Pacific Parliamentary Forum.

In June 2017 the Presiding Officers convened a meeting of all interested senators and members which agreed that the Parliament should apply to reconstitute the Commonwealth of Australia branch of the Commonwealth Parliamentary Association (CPA). The Parliament's branch had withdrawn from the CPA in 2012, owing to concerns over the governance arrangements and financial accountability of the CPA. Noting that progress had been made to address the Parliament's concerns, senators and members in attendance unanimously agreed to apply to reconstitute the branch. The decision to readmit the branch was ratified by the CPA General Assembly, which met in Dhaka, Bangladesh, on 7 November 2017. The branch formally rejoined the CPA with effect from 1 January 2018. Since rejoining the CPA, the branch has met, adopted rules to govern its operations and elected an executive committee.

Parliamentary strengthening

The PSC continued to coordinate activities under the Pacific Parliamentary Partnerships program and the Pacific Women's Parliamentary Partnerships Project (PWPP), which was funded under the Australian Government's Pacific Women Shaping Pacific Development initiative. The major focus of the Pacific Parliamentary Partnerships program during the year was work with the parliaments of Fiji and Samoa.

Support for the Parliament of Fiji was arranged in conjunction with the United Nations Development Programme. It included placements of parliamentary researchers from the Department of Parliamentary Services and the Victorian Parliament to assist with the Fiji Parliament's budget analysis and provide mentoring support for Fiji's parliamentary sittings.

A seminar was held in Apia, Samoa, for members and staff of the Samoan Legislative Assembly on the topics of parliamentary privilege, procedure and ethics. This was conducted with the help of a former Speaker of the House of Representatives, Ms Anna Burke.

The Samoa project concluded in 2017, whereas the Fiji program was extended until January 2020.

During the year, the major activities of the PWPP involved organising the fifth PWPP forum in Honiara, Solomon Islands, and facilitating research scholarships for parliamentary officers from the Autonomous Region of Bougainville (Papua New Guinea), Fiji and Samoa. Feedback on the project and the forum in Honiara was positive. The PWPP concluded at the end of 2017.

Departmental staff and colleagues from all parliamentary departments, with coordination by the PSC, contributed to study programs for visiting members and staff of numerous overseas parliaments including India, Kenya, Myanmar and the Philippines.

Feedback from participants on the study visit programs was consistently positive. In addition, the annual Inter-Parliamentary Study Program was conducted for senior parliamentary staff, with 15 participants from overseas parliaments including Brazil, China, India, Morocco, Nepal and Vietnam. There were also two participants from the Victorian and Northern Territory parliaments, which are in twinning arrangements with two of the Pacific participants: Fiji and Niue.

Performance outlook

The historically large number of senators on the cross-bench continues to drive increased demand for procedural and legislative drafting support and advice for non-executive senators. In 2017–18, the duties of staff in the Procedure and Research Section were revised to increase focus on providing procedural and legislative drafting support to senators, and staff received specialist training to enhance their capability to provide this support. In 2018–19, these arrangements will be consolidated and additional focus will be put on deepening the procedural knowledge and legislative drafting skills of staff in the section as well as broadening the pool of staff with those skills across the department.

The numbers of bills and legislative instruments examined by the legislative scrutiny committees will remain consistent with previous years. The Legislative Scrutiny Unit also faces challenges in ensuring staff develop the specialist skills required to effectively support the legislative scrutiny committees, which will be met through targeted recruitment processes and the maintenance of structured induction training.

With advance bookings for learning programs at Parliament House likely to remain high, the PEO will continue to operate at capacity and will explore strategies to effectively meet demand while ensuring program quality in 2018–19. In 2019 the renewed PEO website will be launched, along with a redeveloped print resource for teachers. Support for students and teachers who are unable to visit Canberra will be delivered through the expansion of video conferencing and through continued delivery of professional learning programs, and associated content, directed at teachers.

The PEO has been embedded within the Procedure Office since its inception. In 2018–19, a small change to the structure of the department will see the PEO sit alongside – rather than within – the Procedure Office. This change will sharpen focus on the distinct role of the PEO – providing parliamentary education programs and resources to schools, teachers and students. Moreover, it will better reflect that the PEO provides services on behalf of both Houses, not just the Senate. Both offices will continue to be led by the Clerk Assistant (Procedure).

Demand for training and seminar programs, including requests for bespoke programs, continues to increase and this is expected to continue in 2018–19. The office will continue to give priority to providing tailored training to new senators and their staff, but will endeavour to meet requests for tailored programs, particularly from Commonwealth departments and agencies.

Committee Office

Outputs

Secretariat support and procedural advice to the legislative and general purpose standing committees, select committees, and certain joint committees.

Performance information

The degree of satisfaction of the Chair of Committees, committee members and other senators with the quality and timeliness of advice and support.

Draft reports, reports and other documents are timely, accurate and of a high standard. Tabling deadlines are met.

Inquiry information, evidence and reports are published promptly upon authorisation.

Inquiries from the public regarding committees are handled promptly and professionally.

Performance results

Formal and informal feedback, including reference to committee reports during debates in the Senate, shows that senators consider the support provided by the Committee Office to be effective.

Accurate advice, documentation, 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.

Information was updated promptly and accurately on committee web pages. Submissions, other documents and reports were published consistent with the decisions of committees.

Telephone and email queries from the public were responded to promptly and accurately. Members of the public had ready access to the material they requested regarding committee activities or procedures.

Overview

Committee Office secretariats supported the eight pairs of legislative and general purpose standing committees, 11 select committees, five joint committees and one joint select committee (see figure 9). During the year, committees continued to experience a significant workload, with high numbers of inquiries and hearings. The cost of the office in 2017–18 was \$11.1m (\$10.6m in 2016–17), with staff salaries comprising approximately 95 per cent of the office’s total expenses.

The remaining costs continued to be administrative (for example, transport and accommodation for secretariat staff attending hearings, printing and venue hire). These administrative costs continue to be high due to the high numbers of interstate committee hearings.

Committee secretariats provided administrative support to committees, including processing submissions, publishing material to committee websites and arranging hearings around Australia. Staff also analysed the evidence committees received, drafted briefing material and reports, arranged for the tabling and publication of reports, and assisted witnesses and others to participate in inquiries. Finally, secretariats provided advice to chairs and committee members, including in relation to matters which raised complex procedural issues.

The significant workload of committees had a number of consequences for the support provided to them, including that they were at times required to prioritise inquiries and secretariats were not always able to provide assistance with the drafting of dissenting reports and additional comments. The pressure this workload placed upon senators resulted in the rescheduling of hearings at short notice, because of competing demands to attend multiple hearings, and the number of requested extensions to reporting timeframes.

Again, comments made in the Senate when committee reports are tabled or debated provide one means of evaluating the performance of the office. Several senators highlighted the contribution of committee staff when tabling such reports. Survey feedback from senators and unsolicited feedback from witnesses also continued to indicate high levels of satisfaction with the quality of the advice and support provided by secretariats.

Figure 9 – Elements and responsibilities of the Committee Office

Executive

Tim Bryant, Clerk Assistant

David Sullivan, 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

Community Affairs

Jeanette Radcliffe

Economics

Mark Fitt

Education and Employment

Stephen Palethorpe

Environment and Communications

Christine McDonald

Finance and Public

Administration

Ann Palmer

Foreign Affairs, Defence and Trade

Lyn Beverley

Legal and Constitutional Affairs

Tim Watling

Rural and Regional Affairs and Transport

Jane Thomson

Additional Support Unit

Sean Turner until

20 December 2017

Bonnie Allan from

8 January 2018

Joint committee secretariats

Australian Commission for Law Enforcement Integrity

Sophie Dunstone

Corporations and Financial Services

Patrick Hodder

Law Enforcement

Sophie Dunstone

National Broadband Network

Ann Palmer

National Disability Insurance Scheme

Gerry McNally

Oversight of the implementation of redress related recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse

Tim Watling

Senate select committee secretariats

Charity Fundraising in the 21st Century

Bonnie Allan

Electric Vehicles

Ann Palmer

Funding for Research into Cancers with Low Survival Rates

Sophie Dunstone

Future of Public Interest Journalism

Tim Watling

Future of Work and Workers

Stephen Palethorpe

Lending to Primary Production Customers

Stephen Palethorpe

National Integrity Commission

Sophie Dunstone

Obesity Epidemic in Australia

Gerry McNally

Political Influence of Donations

Gerry McNally

Red Tape

Gerry McNally

Strengthening Multiculturalism

Gerry McNally

Stillbirth Research and Education

Sophie Dunstone

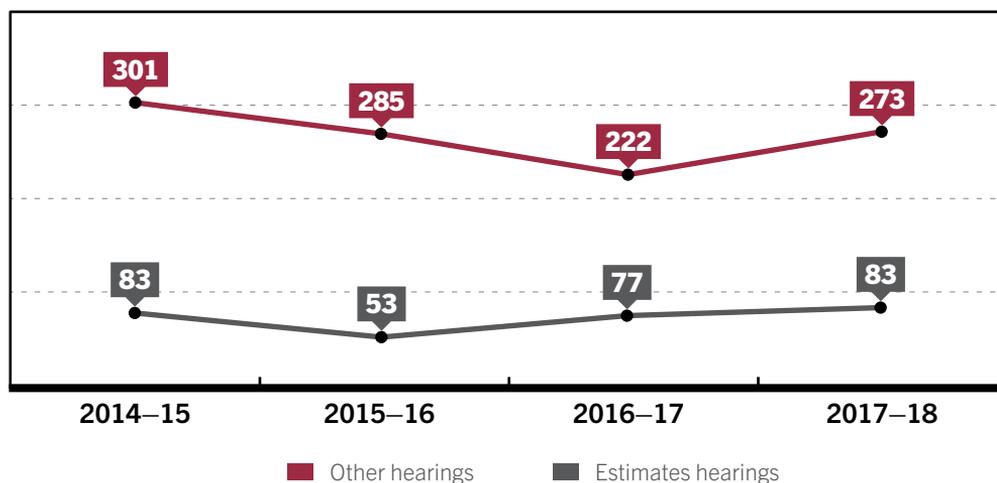
Activity levels and workload

The workload of the committees supported by the Committee Office is determined by decisions of the Senate and of the committees themselves. During this financial year, the Committee Office again faced a significant workload in terms of the number of committees and inquiries supported, although the level of committee activity stabilised a little below the extreme peaks of recent years. The highest number of inquiries managed at one time was 73 in August 2017.

Submissions, public hearings and witnesses

The continuing significant workload of committee secretariats during 2017–18 is evident in the administrative support provided to committees in relation to the processes committees use to collect evidence. This included processing 7,388 submissions (compared to 9,208 in 2016–17). This figure does not include the more than 30,000 emails and form letters linked to various campaigns, such as those directed against the proposed radioactive waste facility that was the subject of an inquiry by the Economics References Committee. In addition, secretariats arranged 356 public hearings (including 83 estimates hearings) at which 6,972 witnesses appeared (including 3,283 witnesses at estimates hearings). Secretariats also supported committees by arranging 696 private meetings and 16 site inspections.

Figure 10 – Number of committee hearings, 2014–15 to 2017–18



Again, to manage this volume of work the office continued to operate in a highly flexible manner with staff regularly working across committees in order to deal with peaks in workload.

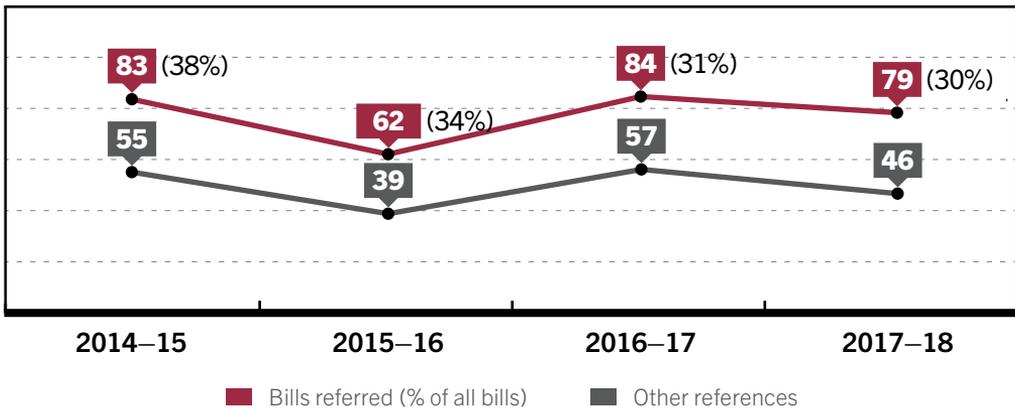
Estimates hearings

Estimates hearings proceeded generally as scheduled in 2017–18 although a new public holiday during the Budget estimates rounds required minor rearrangements. The 83 hearings that were held in 2017–18 match the peak in 2014–15 after changes to standing orders were introduced to require additional hearings in specified circumstances.

References and reports

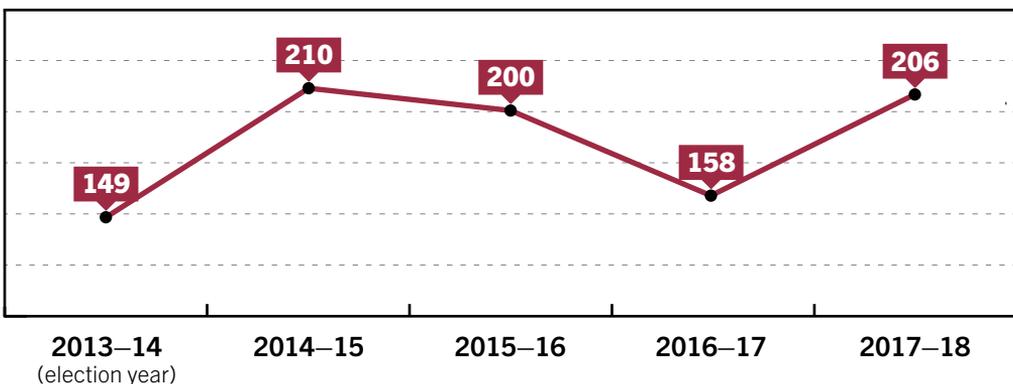
In addition to a considerable number of legislation inquiries, committees inquired into and reported on a diverse array of topics including cancers with a low survival rate, a commitment made by the Business Council of Australia to the Senate, trade and investment relationships with Africa, funding for the protection of the Great Barrier Reef and the science of mitochondrial donation.

Figure 11 – Number of references to committees, 2014–15 to 2017–18¹



The office supported committees in preparing and tabling a total of 206 reports. Figure 12 indicates clearly how the election cycle influences the workload of Senate committees. The two low points in the graph coincide with the beginning of a new Parliament.

Figure 12 – Reports presented by all committees supported by the Senate Committee Office 2013–14 to 2017–18



¹ These figures refer to packages of bills referred to committees not to the number of individual bills referred.

The quality of reports remains inherently difficult to measure as each report, while initially drafted by Committee Office staff is, in the end, a committee document which reflects the views of senators undertaking the inquiry. Nevertheless, feedback from senators and some participants in inquiries suggests that, despite the pressure created by the volume of reports, the high quality of committee reports continues to be maintained. This was achieved through the dedication and expertise of secretariat staff, on occasion supplemented by staff from other areas of the department providing research and drafting assistance.

Public information

The provision of information to the public about the work of Senate committees is an area of ongoing focus for the Committee Office.

The office continued to work with SPIO on projects to improve systems for writing reports and managing the high volume of answers to questions on notice provided to committees during estimates. Progress was also made on providing live updates about Senate estimates hearings. This will be fully implemented in 2018–19.

Committee Office staff also supported the department’s seminar program by delivering training sessions to public servants and other members of the public about the operation of Senate committees.

International engagement

Committee Office staff acted as presenters for international delegations visiting Australia, and four secretaries and the Senior Clerk of Committees supported three parliamentary delegations, one parliamentary field visit and one committee visit to Portugal, Sweden, Canada, the Netherlands, the UK, Turkey, Greece, Brazil and Chile.

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 2017–18, this committee met to consider issues related to the procedural implications of video conferencing, levels of committee activity and satisfaction of senators with committee operations.

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

Performance outlook

The 2017–18 financial year again saw the Committee Office support a large number of inquiries. This level of activity is expected to decline slightly in 2018–19 because of a forthcoming federal election.

Black Rod's Office

Outputs

Chamber, committee room, office and printing support, ceremonial services, and security advice. Corporate services, including payroll services for senators and departmental staff, and support to the Clerk in meeting public governance, performance and accountability and certain record keeping requirements.

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

Financial management and human resource corporate services to the Parliamentary Budget Office (PBO).

Performance information	Performance results
Services are provided to the satisfaction of the President, office holders, Senate committees and senators so that they are able to fulfil their roles.	Services were delivered within timeframes and legislative requirements. Consistently positive feedback from senators, including office holders, and their staff was received throughout the reporting period.
Provision of corporate services facilitates the operations of the Senate and meets accountability obligations under the law and to the Senate.	Services were delivered within timeframes. Services supported the Clerk as the accountable authority to meet legislative obligations and the requirements of the Senate.
Services to the AFMPA are of a high standard, are provided promptly and are accurate.	Support was provided to the AFMPA as required and to a high standard.
Provisions of services to the PBO is of a high standard and is in accordance with the memorandum of understanding which includes a service level agreement.	Services were delivered to the satisfaction of the PBO.

Overview

The primary function of the Black Rod's Office is to provide support services to the Senate, including to Senate committees and to senators at Parliament House, and to deliver certain 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 13. The Usher of the Black Rod is supported by an Executive Officer.

The Usher of the Black Rod undertakes duties in the Senate chamber, including clerking and ceremonial roles, assisted by four senior staff and the chamber attendant team, among others. A major focus for the Black Rod's Office during this reporting period was assisting with various accommodation moves in the Senate wing of Parliament House due to the high number of vacancies that occurred as a result of decisions of the High Court in relation to section 44 of the Constitution.

The Usher of the Black Rod represented the department at cross-parliamentary forums including the Parliamentary Administration Advisory Group and the Security Management Board. 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, the President, senators and committees during this reporting period.

Figure 13 – Responsibilities of the Black Rod’s Office

Executive

Brien Hallett, Usher of the Black Rod²

Fiona O’Loughlin, Executive Officer to the Usher of the Black Rod

Procedural, protocol, ceremonial and security advice.

Advice on corporate and certain parliamentary administrative matters.

Membership of the Security Management Board.

Support to the House Committee.

Secretariat support to various committees including the Senate Standing Committee of Senators’ Interests and the Audit Committee.

Senators’ Services	Human Resource Management	Financial Management
<p>John Baczynski, Deputy Usher of the Black Rod and Director, Senators’ Services</p> <p>Agency security advice and support</p> <p>Information technology security advice</p> <p>Accommodation</p> <p>Equipment management</p> <p>Chamber and committee room support</p> <p>Comcar shuttle liaison and coordination</p> <p>Delivery services</p> <p>Fleet management</p> <p>Office equipment</p> <p>Printing</p> <p>Project board membership</p> <p>Furniture replacement project</p>	<p>Anthony Szell, Director, Human Resource Management</p> <p>Recruitment and staffing</p> <p>Pay and conditions</p> <p>Learning and development</p> <p>Work health and safety</p> <p>Rehabilitation coordination</p> <p>Industrial relations</p> <p>Performance management</p> <p>Records management</p> <p>Services to the PBO</p>	<p>Michelle Crowther, Chief Finance Officer</p> <p>Financial management and advice</p> <p>Financial reporting and systems management</p> <p>Asset management</p> <p>Accounts processing</p> <p>Strategic procurement advice</p> <p>Support for senior management decision-making</p> <p>Services to the PBO</p>

The regular work of the office involves frequent and direct contact with Senate office holders, senators and their staff, and other stakeholders, all of whom provide regular informal feedback which is generally positive. The work of the Black Rod’s Office was also subject to scrutiny by the Appropriations, Staffing and Security Committee and the Finance and Public Administration Legislation Committee in estimates hearings.

The full-time equivalent staffing level for the Black Rod’s Office for 2017–18 was 36.2 (34.3 in 2016–17) and the cost of running the Office was \$3.3m (\$2.9m in 2016–17).

² At 30 June 2018

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, committee room and message delivery services. Three officers from other sections of the department shadowed the chamber attendants to learn the job and provide additional support if required.

During the reporting period the section also provided certain office support services to senators, their staff and departmental staff.

The printing and delivery services section commenced printing the Notice Papers and *Journals of the Senate*. Over the period, service 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. Scheduled run times were met for all deliveries.

The section facilitated 40 suite moves for senators in the Senate wing of Parliament House as a result of vacancies, and ministry and shadow ministry changes.

The furniture replacement project continued and approximately 75 per cent of suites have had their furniture replaced.

The section also represented the interests of senators and the department in relation to building projects that continued throughout the reporting period. One such project was the modification of a senator's suite to improve accessibility and related adjustments to a senator's place in the Senate chamber.

Security advice

The Usher of the Black Rod and the Deputy Usher of the Black Rod provided security advice and support to the President, Senate committees, other senators and the department. Security matters continued to have an increased profile in Parliament House during the reporting period as a range of physical security upgrades continued to be rolled out.

The Usher of the Black Rod and Deputy Usher of the Black Rod worked with colleagues in the Department of Parliamentary Services' Security Branch, the Serjeant-at-Arms' Office and the Australian Federal Police, providing input into security matters from a Senate perspective.

Human resource management

The Human Resource Management Section deliver human resource management services for the department, including the administration of certain allowances paid to senators and payroll services to departmental staff.

During the period a new enterprise agreement was approved by the Fair Work Commission covering non-SES staff and new determinations covering SES staff were also made.

Records management

The Human Resource Management Section, which is also responsible for the administration of certain records, commenced work on digitisation of Class A in camera records.

Financial management

The Financial Management Section deliver financial management, accounting and budgeting services, and supports the Clerk in meeting his governance and accountability obligations. The section administers the department's financial management information system and oversees the fraud control framework.

During the reporting period, the section continued to provide assurance to the Clerk and other senior officers that the department had complied with financial reporting responsibilities, including audited annual financial statements and procurement. It also supported the department's budget process, including the preparation of the portfolio budget statements and internal budgets.

The section also implemented a new expense management system during the reporting period.

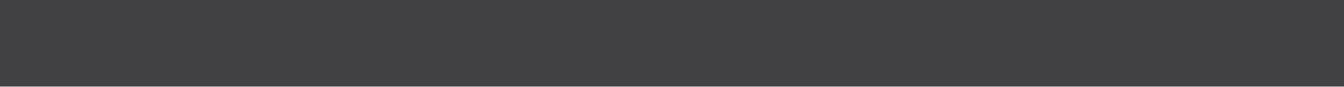
Corporate services for the Parliamentary Budget Office

The department provides certain financial management and human resource corporate services to the PBO on a fee-for-service basis. This is done in accordance with a memorandum of understanding which includes a service level agreement.

During the reporting period, the memorandum of understanding for the delivery of these services was reviewed and updated. The PBO expressed satisfaction with the department's delivery of certain corporate services functions during the period. Services provided by the department included transactional human resource and financial management services.

Performance outlook

Key priorities for 2018–19 are planning for the opening of the 46th Parliament and working with the Department of Parliamentary Services on the scoping of a transactional business centre. The next reporting period will also see the retirement of incumbent Usher of the Black Rod, Brien Hallett, and the appointment of his replacement, John Begley.



Management and Accountability

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Corporate governance

The department's operations for 2017–18 were governed by the *Parliamentary Service Act 1999*, the *Public Governance, Performance and Accountability Act 2013*, provisions of the *Fair Work Act 2009* and other legislation.

Corporate plan

The department's *Corporate Plan 2017–18* outlines our objectives, role and structure, the environment in which we operate, and our approach to maintaining the capabilities of our key resource – our staff. Work reports provided to the Clerk throughout the reporting period showed continued progress in key areas and work tasks. Planned outcomes are explained in the department's portfolio budget statements and performance results, including our annual performance statements, and are included in this report.

Management and assurance

The department's corporate governance mechanisms include two senior committees, the Program Managers' Group, chaired by the Deputy Clerk, and the Audit Committee, chaired by an independent member. These committees provide advice, support and assurance to the Clerk to ensure that effective governance and statutory responsibilities for the management of the department are met. The role, membership and activities of these groups are described in figure 14.

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

Figure 14 – Management and assurance, 2017–18

Audit Committee

Role Provide independent advice to the Clerk on the department’s financial and performance reporting responsibilities, risk oversight and management, and systems of internal controls

Activities Four meetings
Based on the committee’s charter, the committee undertook a progressive annual work plan against its four main areas of focus:

- financial reporting
- performance reporting
- risk oversight and management, and
- systems of internal control

An annual report of the committee’s activities is provided to the Clerk in October each year

Membership Three independent members (of whom one is the Chair), the Deputy Clerk and one program manager
Observers: Usher of the Black Rod (Secretary), 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:

- human resource management
- risk management and planning
- performance reporting
- financial planning, and
- departmental service quality

Activities Nine meetings.
Examined a range of issues in the following areas:

- budget
- staffing (including learning and development)
- health and wellbeing strategy (including work, health and safety)
- ICT and associated risk strategies
- compliance, auditing and reporting requirements
- risk management
- administrative arrangements, and
- administration in common with other parliamentary departments

Membership Deputy Clerk and program managers
Chaired by the Deputy Clerk

Fraud control and risk management

Consistent with the *Public Governance, Performance and Accountability Act 2013*, 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.

During 2017–18, risk areas and associated controls and mitigation strategies were routinely considered by senior management and reported to the department's Audit Committee. The framework for managing risk is revised regularly and made available to staff on the department's intranet. The department completed a review of its risk management framework and risk assessment. These changes were considered by the Audit Committee to be robust and appropriate. Risk oversight and management is a standing agenda item for meetings of the program managers.

External scrutiny

The Senate Finance and Public Administration Legislation Committee and the Senate Standing Committee on Appropriations, Staffing and Security provide means by 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 Senate Finance and Public Administration Legislation Committee on 23 October 2017, 26 February 2018 and 21 May 2018. Matters considered included committee workload and resourcing, office support to senators, and arrangements for security at Parliament House. The department also provided responses to 20 estimates questions on notice. These are published on the committee's web pages. 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.

While not subject to the *Freedom of Information Act 1982*, 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 formal requests for information in relation to its administrative records.

Management of human resources

Staffing

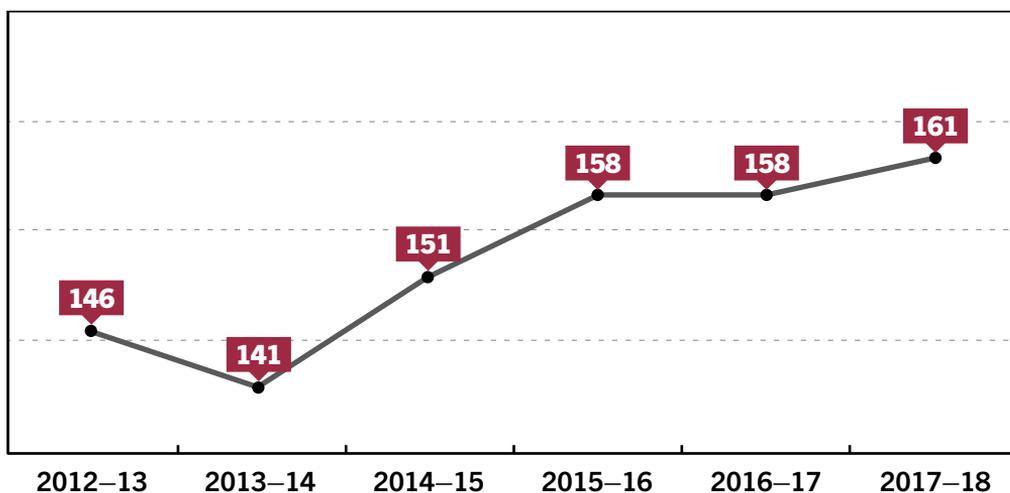
The Clerk of the Senate is appointed by the President of the Senate under subsection 58(1) of the *Parliamentary Service Act 1999* after consulting senators. Staff are engaged under section 22 of that Act.

Additional support was provided to the department through secondment arrangements with the Office of Parliamentary Counsel, and by graduates participating in the Parliament of Australia Graduate Program.

Figure 15 shows that the average full-time equivalent (FTE) staffing level for 2017–18 was 161, an increase from 158 as reported in 2016–17, chiefly reflecting the continued high levels of committee and legislative activity described in this report.

Further staffing statistics are provided in Appendix 2.

Figure 15 – Full-time equivalent staff numbers, 2012–13 to 2017–18



The department’s learning and development framework supports staff to develop and maintain relevant skills and knowledge. A focus on parliamentary skills and knowledge aligns with the objectives in the department’s corporate plan to ensure that staff continue to develop expertise in parliamentary practice and are capable of the highest standard of accurate and timely procedural advice. Financial assistance or paid leave (or both) is also available under the department’s Studybank scheme, to assist ongoing staff to undertake tertiary studies relevant to the department’s objectives.

Employment arrangements

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

The department's five Senior Executive Service (SES) employees are covered by a determinations made under subsection 24(1) of the Parliamentary Service Act.

The department's one hundred and fifty nine non-SES employees are covered by the *Department of the Senate Enterprise Agreement 2017 – 2020*. One employee had an Individual Flexibility Arrangement with the Clerk in accordance with clause 7 of the enterprise agreement.

Employees work at Parliament House, Canberra. One employee identified as Indigenous, compared with two in the previous period.

In addition to salary, certain staff are entitled to a range of entitlements including leave, study assistance, a Health and Wellbeing Subsidy, salary packaging, guaranteed minimum superannuation payments and other allowances. Employees can also use other services offered at Parliament House including the sporting facilities and the Parliamentary Library. The department's employment arrangements do not provide for performance pay.

Work health and safety

In accordance with Schedule 2, Part 4 of the *Work Health and Safety Act 2011*, the department reports on certain work health and safety matters.

In 2017–18 there were no incidents which required the giving of notice under section 38 of the Work Health and Safety Act and no investigations or notices under sections 90, 191 and 195 of that Act.

Management of financial resources

Procurement

The department applies the requirements of the *Public Governance, Performance and Accountability Act 2013* and the Commonwealth Procurement Rules. No issues were identified with the department's procurement practices during the reporting period. The department also supports small business participation in the procurement market. The department has adopted the Commonwealth Contracting Suite for low-risk procurements valued under \$200,000 and electronic systems and processes are used to facilitate on-time payment performance.

Consultants

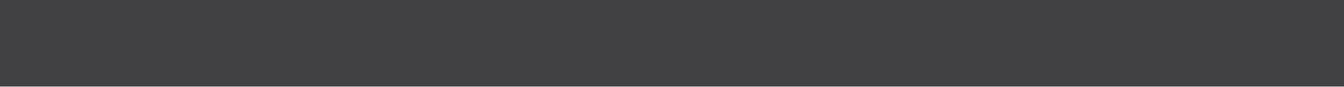
The department engages consultants to provide specialist expertise when not available within the department, or where an independent assessment is desirable. The department uses various selection processes to engage consultants, including open tender, selective tender, direct sourcing, a panel of recognised or pre-eminent experts, or consultants who have previously undertaken work for the department or are known to have the requisite skills.

During 2017–18, nine new consultancy contracts were entered into involving total actual expenditure of \$54,200. In addition, three ongoing consultancy contracts were active during the period, involving total actual expenditure of \$44,496. This amount does not include \$175,171 for the provision of independent legal advice supporting the work of the two legislative scrutiny committees and the Joint Parliamentary Committee on Human Rights. This report contains information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.

Advertising and market research

In accordance with section 311A of the *Commonwealth Electoral Act 1918*, the department reports expenditure on advertising and market research.

In 2017–18, the department paid a total of \$13,221 for advertising. Of the total, \$5,185 was in relation to Senate and joint committee activities, delivered through dentsu X, 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.



Financial statements

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Independent Auditor's Report



INDEPENDENT AUDITOR'S REPORT

To the President of the Senate

Opinion

In my opinion, the financial statements of the Department of the Senate for the year ended 30 June 2018:

- (a) comply with Australian Accounting Standards – Reduced Disclosure Requirements 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 2018 and its financial performance and cash flows for the year then ended.

The financial statements of the Department of the Senate, which I have audited, comprise the following statements as at 30 June 2018 and for the year then ended:

- 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; and
- Notes to the financial statements, comprising a Summary of significant accounting policies and other explanatory information.

Basis for Opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Department of the Senate in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) to the extent that they are not in conflict with the *Auditor-General Act 1997*. I have also fulfilled my other responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Accountable Authority's Responsibility for the Financial Statements

As the Accountable Authority of the Department of the Senate the Clerk 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 – Reduced Disclosure Requirements and the rules made under that Act. The Clerk of the Senate is also responsible for such internal control as the Clerk of the Senate determines is necessary to enable the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Clerk of the Senate is responsible for assessing the Department of the Senate's ability to continue as a going concern, taking into account whether the entity's operations will cease as a result of an administrative restructure or for any other reason. The Clerk of the Senate is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the assessment indicates that it is not appropriate.

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Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Financial Statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian National Audit Office Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit 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;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Authority;
- conclude on the appropriateness of the Accountable Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Australian National Audit Office



Mark Vial
Senior Director
Delegate of the Auditor-General
Canberra
27 September 2018

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 2018 comply with subsection 42(2) of 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 Richard Pye in black ink.

(Richard Pye)
Clerk of the Senate

27 September 2018

Handwritten signature of Michelle Crowther in black ink.

(Michelle Crowther)
Chief Finance Officer

27 September 2018

Statement of comprehensive income

for the period ended 30 June 2018

	Notes	2018 \$'000	2017 \$'000	Original Budget ¹ \$'000
EXPENSES				
Employee benefits	2A	20,692	20,065	19,671
Suppliers	2B	5,348	5,102	4,166
Depreciation and amortisation	4	624	705	389
Loss on disposal of assets		17	16	-
Total expenses		26,681	25,888	24,226
LESS:				
REVENUE				
Other revenue				
Sale of goods and rendering of services		489	483	450
Resources received free of charge ²		2,069	2,043	-
Total other revenue		2,558	2,526	450
NET COST OF SERVICES		24,123	23,362	23,776
Revenue from government		23,387	22,864	23,387
Surplus / (deficit)		(736)	(498)	(389)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation reserve		(29)	(12)	-
Total other comprehensive income / (loss)		(29)	(12)	-
Total comprehensive income / (loss)		(765)	(510)	(389)

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

- 1 The department's original budgeted financial statement presented to the Parliament in the 2017–18 Portfolio Budget Statements. Refer to Note 7 for budget variance explanations.
- 2 Resources received free of charge are not included in the Portfolio Budget Statements.

Statement of financial position

as at 30 June 2018

	Notes	2018 \$'000	2017 \$'000	Original Budget ¹ \$'000
ASSETS				
Financial assets				
Cash and cash equivalents		210	157	160
Trade and other receivables	3	11,118	10,131	8,859
Total financial assets		11,328	10,288	9,019
Non-financial assets				
Property, plant and equipment	4	1,877	2,064	3,475
Intangibles	4	59	2,190	2,937
Inventories		86	67	57
Prepayments		237	237	183
Total non-financial assets		2,259	4,558	6,652
Total assets		13,587	14,846	15,671
LIABILITIES				
Payables				
Suppliers		227	78	258
Other payables		210	202	-
Total payables		437	280	258
Provisions				
Employee provisions		6,326	5,638	5,987
Total provisions		6,326	5,638	5,987
Total liabilities		6,763	5,918	6,245
Net assets		6,824	8,929	9,426
EQUITY				
Contributed equity		1,739	3,079	3,993
Reserve		11,347	11,376	11,388
Retained surplus / (accumulated deficit)		(6,262)	(5,526)	(5,955)
Total equity		6,824	8,929	9,426

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

¹ The department's original budgeted financial statement presented to the Parliament in the 2017–18 Portfolio Budget Statements. Refer to Note 7 for budget variance explanations.

Statement of changes in equity

as at 30 June 2018

	2018 \$'000	2017 \$'000	Original Budget ¹ \$'000
CONTRIBUTED EQUITY			
Opening balance			
Balance carried forward from previous period	3,079	2,185	3,079
Transactions with owners			
Equity injections – appropriation	914	894	914
Non-reciprocal transfer – assets	(2,254)	-	-
Total transaction with owners	(1,340)	894	914
Closing balance as at 30 June	1,739	3,079	3,993
RETAINED EARNINGS			
Opening balance			
Balance carried forward from previous period	(5,526)	(5,028)	(5,566)
Comprehensive income			
Surplus / (deficit) for the period	(736)	(498)	(389)
Closing balance as at 30 June	(6,262)	(5,526)	(5,955)
ASSET REVALUATION RESERVE			
Opening balance			
Balance carried forward from previous period	11,376	11,388	11,388
Comprehensive income			
Surplus / (deficit) for the period	-	-	-
Other comprehensive income (loss)	(29)	(12)	-
Total comprehensive income	(29)	-	-
Closing balance as at 30 June	11,347	11,376	11,388
TOTAL EQUITY			
Opening balance			
Balance carried forward from previous period	8,929	8,545	8,901
Comprehensive income			
Surplus / (deficit) for the period	(736)	(498)	(389)
Other comprehensive income (loss)	(29)	(12)	-
Transactions with owners			
Equity injections – appropriation	914	894	914
Non-reciprocal transfer – assets	(2,254)	-	-
Closing balance as at 30 June	6,824	8,929	9,426

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

¹ The department's original budgeted financial statement presented to the Parliament in the 2017–18 Portfolio Budget Statements. Refer to Note 7 for budget variance explanations.

Cash flow statement

for the period ended 30 June 2018

	2018	2017	Original Budget ¹
	\$'000	\$'000	\$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations	23,015	23,942	24,387
Sale of goods and rendering of services	520	527	450
Net GST received ²	305	230	-
Total cash received	23,840	24,699	24,837
Cash used			
Employees	19,962	20,205	19,671
Suppliers	3,463	3,572	4,166
Section 74 receipts transferred to OPA ³	663	708	-
Total cash used	24,088	24,485	23,837
Net cash from / (used by) operating activities	(248)	214	1,000
INVESTING ACTIVITIES			
Cash received			
Proceeds from sale of property, plant and equipment	5	2	-
Total cash received	5	2	-
Cash used			
Purchase of property, plant and equipment	610	573	1,914
Purchase of intangibles	-	31	-
Total cash used	610	604	1,914
Net cash (used by) investing activities	(605)	(602)	(1,914)
FINANCING ACTIVITIES			
Cash received			
Contributed equity	906	385	914
Total cash received	906	385	914
Net cash from financing activities	906	385	914
Net increase / (decrease) in cash held	53	(3)	-
Cash and cash equivalents at the beginning of the reporting period	157	160	160
Cash and cash equivalents at the end of the reporting period	210	157	160

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

1 The department's original budgeted financial statement presented to the Parliament in the 2017–18 Portfolio Budget Statements. Refer to Note 7 for budget variance explanations.

2,3 Net GST received and section 74 receipts are not separately identified in the Portfolio Budget Statements.

Notes to and forming part of the financial statements

for the year ended 30 June 2018

Note 1: Summary of significant accounting policies

Note 2: Expenses

Note 3: Financial assets

Note 4: Non-financial assets

Note 5: Key management personnel compensation and related parties

Note 6: Appropriations

Note 7: Budget variances

Notes to and forming part of the financial statements

for the year ended 30 June 2018

Note 1: Summary of significant accounting policies

The Department of the Senate is a not-for-profit entity. Its activities 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 within its one outcome. Further details are contained in the statement of comprehensive income and the statement of financial position, and in the resource statement on page 95.

1.1 Basis of preparation of the financial report

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

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

- the *Public Governance, Performance and Accountability (Financial Reporting Rule) 2015* (FRR) for reporting periods ending on or after 1 July 2015, and
- Australian Accounting Standards and Interpretations – Reduced Disclosure Requirements issued by the Australian Accounting Standards Board (AASB) 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.

1.2 Significant accounting judgements and estimates

In the process of applying the accounting policies listed in this note, the department has made the following judgements that have the most significant impact on the amounts recorded in the financial statements:

- leave provisions involve assumptions based on the expected tenure of existing staff, patterns of leave claims and payouts, future salary movements and future discount rates.

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next accounting period.

Notes to and forming part of the financial statements

for the year ended 30 June 2018

1.3 New Australian accounting standards

Adoption of new Australian Accounting Standard requirements

All new or revised standards and interpretations issued prior to the signing of the Statement by the Clerk and Chief Finance Officer that were applicable to the current reporting period had no material financial impact on the department, and are not expected to have a future financial impact.

Future Australian Accounting Standard requirements

No new or revised pronouncements were issued by the Australian Accounting Standards Board prior to the finalisation of the financial statements which are expected to have a material financial impact on the department in future reporting periods.

1.4 Revenue

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

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

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

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. Appropriations receivable are recognised at their nominal amounts.

Resources received free of charge

Resources received free of charge are recognised in the statement of comprehensive income as revenue where the amounts can be reliably measured and the services would have been purchased if they had not been provided free of charge. Use of those resources is recognised as an expense.

The department's resources received free of charge relate to audit services from the Australian National Audit Office and accommodation at Parliament House from the Department of Parliamentary Services.

Notes to and forming part of the financial statements

for the year ended 30 June 2018

1.5 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.

1.6 Employee benefits

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

Leave

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

The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will apply at the time the leave is taken, plus the department's employer superannuation contribution rates, and applicable on-costs, 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 has been determined by reference to FRR 24.1(a) using the shorthand method. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Superannuation

Employees of the department are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS), Public Sector Superannuation accumulation plan (PSSap) or other elected defined contribution schemes.

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.

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

The liability for superannuation recognised as at 30 June 2018 represents outstanding contributions for the final pay fortnight of the year.

Notes to and forming part of the financial statements

for the year ended 30 June 2018

1.7 Leases

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 has two operating leases; non-cancellable three year motor vehicle leases of \$31,023 (2017: \$38,749). There is no renewal or purchase option available.

1.8 Financial assets

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

- cash on hand, and
- demand deposits in bank accounts.

Receivables

Trade receivables are classified as 'loans and receivables' and recorded at face value less any impairment. Trade receivables are recognised where the department becomes party to a contract and has a legal right to receive cash. Loans and receivables are assessed for impairment at the end of each reporting period. Allowances are made when collectability of the debt is no longer probable. Trade receivables are derecognised on payment.

1.9 Financial liabilities

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced). Supplier and other payables are derecognised on payment. Supplier payables are settled within 30 days.

1.10 Contingent liabilities and contingent assets

The department had no quantifiable or unquantifiable contingent assets or liabilities as at 30 June 2018 (2017: nil).

1.11 Acquisition of assets

Purchases of non-financial assets are initially recognised at cost in the statement of financial position, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

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.

Notes to and forming part of the financial statements

for the year ended 30 June 2018

1.12 Property, plant and equipment

Revaluations

Following initial recognition at cost, plant and equipment are carried at fair value. Carrying amounts are reviewed every year to determine if an independent valuation is required. 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. Upon revaluation, any accumulated depreciation is eliminated against the gross carrying amount of the asset. A revaluation of the department's assets was undertaken as at 30 June 2018.

Depreciation

Depreciable plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the department, using in all cases the straight-line method of depreciation. Heritage and cultural assets are not depreciated.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date.

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

Asset class	2018	2017
Plant and equipment	5 to 15 years	5 to 15 years
Furniture and fittings	5 to 100 years	5 to 100 years

Impairment

All assets, including software, were assessed for indications of impairment at 30 June 2018. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment loss recognised if the asset's recoverable amount is less than its carrying amount.

Notes to and forming part of the financial statements

for the year ended 30 June 2018

Derecognition

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Gains or losses from disposal of plant and equipment are recognised when control of the asset has passed to the buyer.

As a result of the transfer of furniture to the Department of Parliamentary Services the department's assets have been reduced by \$616,178 through an equity transfer.

1.13 Fair value measurement

All property, plant and equipment is measured at fair value in the statement of financial position. When estimating fair value, market prices (with adjustments) were used where available. Where market prices were not available, depreciated replacement cost was used. A reconciliation of movements in property, plant and equipment has been included in Note 4.

1.14 Intangibles

The department's intangibles comprise of internally developed software and purchased 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 (2017: 3 to 7 years).

As a result of the transfer of software to the Department of Parliamentary Services the department's intangibles have been reduced by \$1.638m through an equity transfer.

1.15 Taxation

The department is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

1.16 Events occurring after the reporting period

No events have occurred after balance date that should be brought to account or noted in the 2017–18 financial statements.

Notes to and forming part of the financial statements

for the year ended 30 June 2018

	2018	2017
	\$'000	\$'000

Note 2: Expenses

Note 2A: Employee benefits

Wages and salaries	14,664	13,799
Superannuation		
Defined benefit plans	1,354	1,472
Defined contribution plans	1,413	1,278
Leave and other entitlements	3,261	3,516
Total employee benefits	20,692	20,065

Note 2B: Suppliers

Goods and services

Professional and financial fees	318	391
Facilities and infrastructure	990	666
Recruitment and staff development	103	89
Hire charges and hospitality	223	191
Travel	805	667
Media and communications	157	166
General office	442	446
Printing	146	260
Resources received free of charge	2,069	2,043
Total goods and services	5,253	4,919
Other supplier expenses		
Workers compensation	95	183
Total other supplier expenses	95	183
Total supplier expenses	5,348	5,102

Notes to and forming part of the financial statements

for the year ended 30 June 2018

	2018 \$'000	2017 \$'000
Note 3: Financial assets		
Appropriation receivable	11,105	10,062
Trade and other receivables	1	16
GST receivable (from ATO)	12	53
Total trade and other receivables	11,118	10,131

Receivables have terms of 30 days (2017: 30 days) and are not overdue.

	2018 \$'000	2018 \$'000	2018 \$'000
--	----------------	----------------	----------------

Note 4: Non-financial assets

Reconciliation of opening and closing balances of property, plant and equipment and intangibles

	PP&E	Intangibles	Total
As at 1 July 2017			
Gross book value	2,224	4,495	6,719
Accumulated depreciation, amortisation and impairment	(160)	(2,305)	(2,465)
Total as at 1 July 2017	2,064	2,190	4,254
Additions by purchase	610	-	610
Depreciation/amortisation expense	(132)	(492)	(624)
Revaluations and impairments through equity	(29)	-	(29)
Other movements – non reciprocal transfers	(616)	(1,638)	(2,254)
Disposals	(20)	(1)	(21)
Total as at 30 June 2018	1,877	59	1,936
Total as at 30 June 2018 represented by:			
Gross book value	1,877	841	2,718
Accumulated depreciation, amortisation and impairment	-	(782)	(782)
Total as at 30 June 2018	1,877	59	1,936

Notes to and forming part of the financial statements

for the year ended 30 June 2018

Note 5: Key management personnel compensation and related parties

Note 5A: Key management personnel compensation

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the department, directly or indirectly, including any director (whether executive or otherwise) of the department.

The department has determined the key management personnel to be the Clerk, Deputy Clerk, Clerk Assistants and the Usher of the Black Rod. Key management personnel compensation is reported in the table below.

	2018	2017
	\$'000	\$'000
Key management personnel compensation		
Short-term employee benefits	1,479	1,420
Post-employment benefits	214	688
Other long-term employee benefits	138	88
Total key management personnel compensation	1,831	2,196

Note 5B: Related party transactions

Related parties to this department are defined as key management personnel and close family members of key management personnel. A related party transaction is a transfer of resources, services or obligations between the department and a related party, regardless of whether a price is charged.

During 2017–18, there were no related party transactions.

Notes to and forming part of the financial statements

for the year ended 30 June 2018

	2018 \$'000	2017 \$'000
--	----------------	----------------

Note 6: Appropriations

Note 6A: Annual appropriations (recoverable GST exclusive)

Annual appropriation	23,387	22,864
PGPA Act – section 74 receipts	663	708
Departmental capital budget (DCB) ¹	914	894
Total appropriation	24,964	24,466
Appropriation applied (current and prior years)	23,921	25,265
Variance	1,043	(799)

1 The DCB is appropriated through the *Appropriation (Parliamentary Departments) Act (No. 1)*. It is not separately identified in the Appropriation Act.

Note 6B: Unspent annual appropriations (recoverable GST exclusive)

Departmental

<i>Appropriation (Parliamentary Departments) Act (No. 1) 2015–16</i>	-	276
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2016–17</i>	110	9,944
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2017–18</i>	11,206	-
Total	11,316	10,220

Note 6C: Special appropriations managed through third party arrangements (recoverable GST exclusive)

Authority ²

Department of Finance – <i>Parliamentary Entitlements Act 1990</i> (s. 11)	72	112
Department of Finance – <i>Parliamentary Superannuation Act 2004</i> (s. 18)	2,398	2,371
Department of Finance – Commonwealth of Australia Constitution (s. 66)	1,604	1,858
Australian Public Service Commission – <i>Remuneration Tribunal Act 1973</i> (s. 7) ³	9,605	19,672
Department of Finance – <i>Parliamentary Business Resources Act 2017</i> (s. 59)	9,829	-
Total	23,508	24,013

2 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.

3 From 1 January 2018, following the commencement of the *Parliamentary Business Resources Act 2017*, the department ceased making payments on behalf of the Australian Public Service Commission.

Notes to and forming part of the financial statements

for the year ended 30 June 2018

Note 7: Budget variances

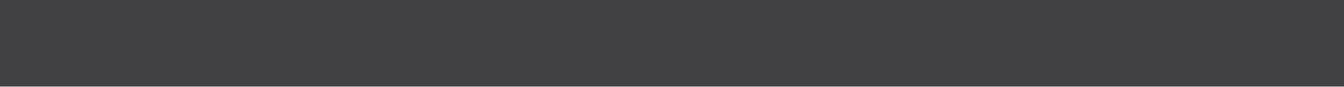
The comparison of the unaudited original budget as presented in the 2017–18 Portfolio Budget Statements to the 2017–18 final outcome as presented in accordance with Australian Accounting Standards and Interpretations – Reduced Disclosure Requirements is included in the statement of comprehensive income, the statement of financial position, the statement of changes in equity and the cash flow statement. Explanations of major variances are those within the control of the department.

Major variances

During 2017–18, the Clerk of the Senate agreed to the transfer of ownership of:

- (a) intangible software assets, and
- (b) a portion of the department’s heritage furniture to the Department of Parliamentary Services, by way of equity transfer.

This transfer is reflected in the lower balances of intangibles and property, plant and equipment, and equity.



Appendices

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- ▶ 2—Staffing_____ 97
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Appendix 1—Resources

The section details the department's resources and expenses in 2017–18, as required by section 17AF(1)(b) of the *Public Governance, Performance and Accountability Rule 2014*.

The following tables in this appendix correspond to tables in the department's portfolio budget statements for 2017–18:

- the resource statement, which provides information about the various funding sources that the department was able to draw on 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, 2017–18

	Actual available appropriations for 2017–18 \$'000 (a)	Payments made in 2017–18 \$'000 (b)	Balance remaining \$'000 (a – b)
Appropriations ¹			
Departmental appropriation			
Prior year departmental appropriation	10,220		
Annual appropriation ²	24,301		
Section 74 receipts (net)	525		
Total	35,046	23,730	11,316
Total available annual appropriations and payments	35,046	23,730	11,316
Total net resourcing and payments	35,046	23,730	11,316

1 *Appropriation (Parliamentary Departments) Act (No.1) 2017–18*

2 Includes an amount of \$0.914m in 2017–18 for the departmental capital budget

Appendix 2—Staffing

The figures in these tables 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 2018, as well as non-ongoing staff employed on an irregular or intermittent basis who did not work on 30 June 2018.

Staff numbers, by classification, salary range and gender, 30 June 2018

Classification	Salary (\$)	Gender		Total
		Male	Female	
Clerk of the Senate	417,800*	1	-	1
Deputy Clerk of the Senate (SES Band 2)	219,254–230,793	-	1	1
Clerks Assistant and Usher of the Black Rod (SES Band 1)	180,911–190,002	2	2	4
Parliamentary Executive Level 2 (PE 2)	136,952–146,435	9	12	21
Parliamentary Executive Level 1 (PE 1)	110,093–123,319	13	16	29
Parliamentary Service Level 6 (APS 6)	91,093–99,924	13	31	44
Parliamentary Service Level 5 (APS 5)	80,871–85,882	3	3	6
Parliamentary Service Level 4 (APS 4)	72,388–77,755	9	19	28
Parliamentary Service Level 3 (APS 3)	64,545–69,727	5	19	24
Parliamentary Service Level 2 (APS 2)	56,798–63,243	3	2	5
Parliamentary Service Level 1 (APS 1)	50,525–56,113	1	1	2
Total		59	106	165

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

* Indicates total remuneration package

Employees by classification

Classification	2017–2018		2016–2017	
	Ongoing	Non-ongoing	Ongoing	Non-ongoing
Clerk of the Senate	-	1	-	1
SES2	1	-	1	-
SES1	4	-	3	-
PEL2	21	-	26	-
PEL1	27	2	25	2
APS6	38	6	36	10
APS5	6	-	5	-
APS4	25	3	23	2
APS3	19	5	14	9
APS2	5	-	5	1
APS1	2	-	1	-
Total	148	17	139	25

Full-time and part-time employees

Full-time or part-time	2017–2018		2016–2017	
	Ongoing	Non-ongoing	Ongoing	Non-ongoing
Full-time	125	15	116	18
Part-time	23	2	23	7
Total	148	17	139	25

Employees by gender

Gender	2017–2018		2016–2017	
	Ongoing	Non-ongoing	Ongoing	Non-ongoing
Female	94	12	83	18
Male	54	5	56	7
Total	148	17	139	25

Appendix 3—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

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

Office holders and senior officers of the Senate

President's Office

President of the Senate

Senator the Hon. Scott Ryan

Email: senator.ryan@aph.gov.au

Parliament House

Phone: 02 6277 3300

Electorate Office— Moonee Ponds, Victoria

Phone: 03 9370 9120

Deputy President of the Senate

Senator Sue Lines

Email: senator.lines@aph.gov.au

Parliament House

Phone: 02 6277 3804

Electorate Office—West Perth, Western Australia

Phone: 08 9481 4844

Clerk's Office

Clerk of the Senate

Richard Pye

Email: clerk.sen@aph.gov.au

Phone: 02 6277 3350

Deputy Clerk of the Senate

Maureen Weeks

Email: depclerk.sen@aph.gov.au

Phone: 02 6277 3360

Table Office, SPIO

Clerk Assistant (Table)

Rachel Callinan

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

Phone: 02 6277 3020

Procedure Office, PEO

Clerk Assistant (Procedure)

Jackie Morris

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

Phone: 02 6277 3380

Committee Office

Clerk Assistant (Committees)

Tim Bryant

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

Phone: 02 6277 3371

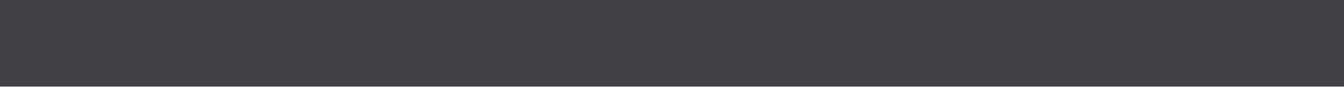
Black Rod's Office

Usher of the Black Rod

John Begley

Email: blackrod.sen@aph.gov.au

Phone: 02 6277 3398



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Glossary and abbreviations list

amendments and requests for amendments	Proposals to alter a bill, which may be moved by any senator or member. Any amendments made by one House must be agreed to by the other House before a bill can become law. The Senate may not amend bills imposing taxation or appropriating money for the Commonwealth's ordinary annual services; nor may it amend an appropriation bill so as to increase a charge or burden on the people. The Senate may 'request' the House of Representatives to make such amendments.
AusTender	Australian Government tender information 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.
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 hearings	The term commonly used to describe the consideration of the annual and additional estimates of expenditure of government departments and agencies.
IPRO	International and Parliamentary Relations Office
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.
PBS	Portfolio Budget Statements
PEO	Parliamentary Education Office
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
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.
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

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