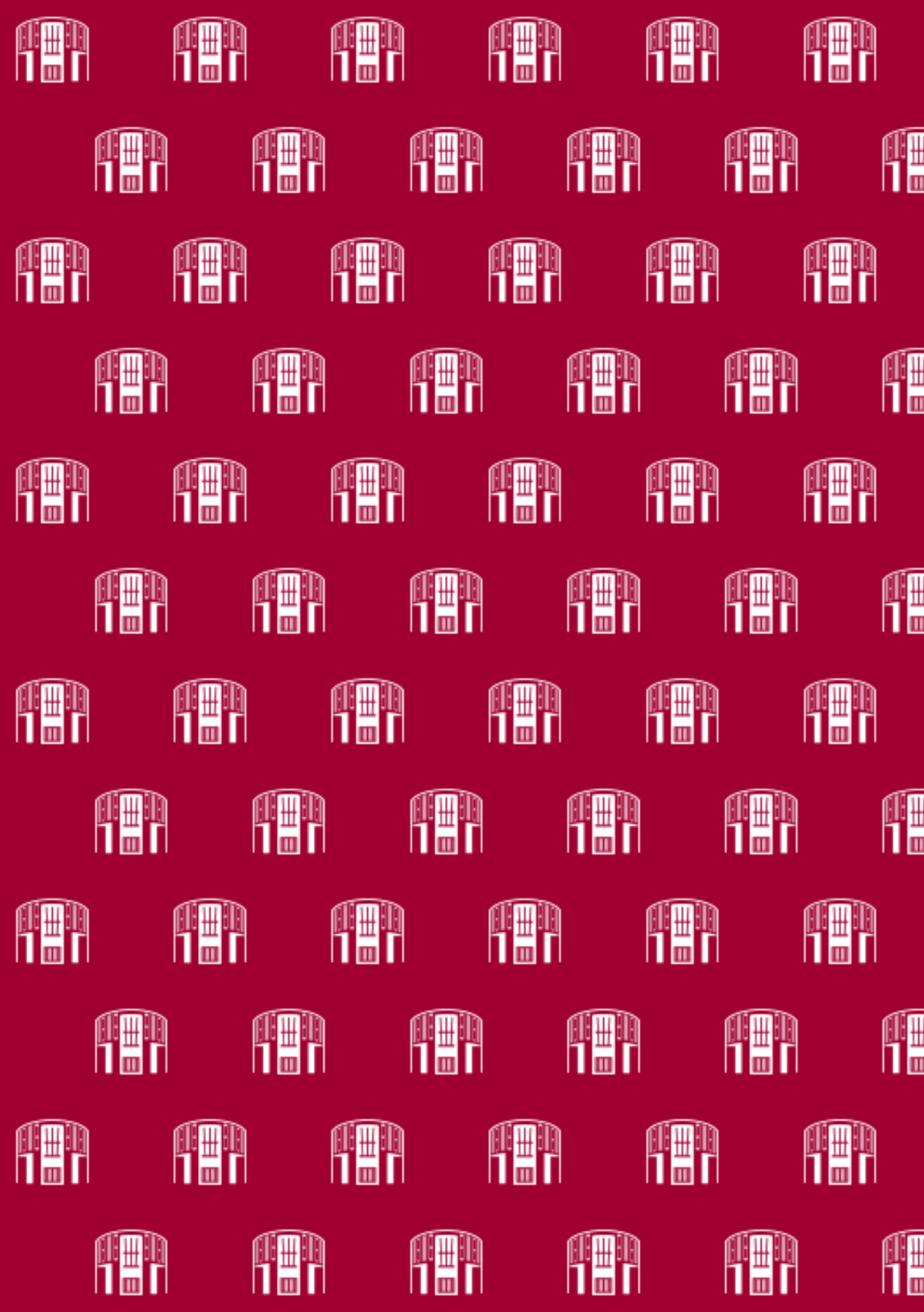




Department  
of the Senate

# ANNUAL REPORT 2006–07





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of the Senate

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15 October 2007

Senator the Hon Alan Ferguson  
President of the Senate  
Parliament House  
CANBERRA ACT 2600

Dear Mr President

Pursuant to section 65 of the *Parliamentary Service Act 1999*, I give you a report, for presentation to the Senate, on the activities of the Department of the Senate for the year ended 30 June 2007.

Yours sincerely

(Harry Evans)



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## About this report

This annual report of the Department of the Senate documents the department's performance for the financial year ending 30 June 2007. It is presented in five main parts.

<b>Overviews</b>	Clerk's review: a summary of significant matters affecting the department during the year.  Departmental overview: a description of the structure and functions of the department.
<b>Report on performance</b>	An assessment of departmental performance, including the contribution of each output group to the department's planned outcome.
<b>Management and accountability</b>	A report on corporate governance, external scrutiny, human resources management, purchasing and assets.
<b>Financial statements</b>	Audited statements and certificates required by legislation.
<b>Appendices</b>	Information required by legislation, together with details of staffing, publications and public information activities.

A glossary of terms, a compliance index and a general index complete the report.

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

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

This report is available on the Senate website: [www.aph.gov.au/senate](http://www.aph.gov.au/senate).



# Overviews





## Clerk's review

The primary output of the Senate Department is advice on the proceedings and processes of the Senate. The number of written advices issued by the Clerk's Office is used as a rough measure of that output; it is a very rough measure because it is impossible to record and measure advices given orally, and a change in the figure for written advices may indicate only a shift to unwritten advices. The impression of Senate officers of 2006–07 is that as much if not more oral advice was given as in the past. There was a small reduction in the number of written advices, but the figure is still at a higher level than for all but two of the past six years, so the volume of the output probably did not change significantly.

The natural thought is to relate any change to the effect of the government majority in the Senate, which is the focus of much attention by those who look at the work of the Senate and its department. The government majority may have reduced the demand for advice, because non-government and individual senators have fewer options for parliamentary action, given that nearly all actions taken in the chamber are expected to be determined by the government. In the past senators could always be advised of various options to pursue issues and to seek solutions to problems. Now the feasible options are usually variations on ways of simply raising matters in debate; what we call the 'make a noise' option.

The restructuring of the committee system which occurred in September 2006, and which gave the government parties the majority and chairs of all committees, may have reinforced this trend by reducing the options of senators for action in committees. The committee system, however, is still a more effective accountability forum than the Senate chamber, especially in the estimates hearings. Committees have been the first accountability forum since the establishment of the committee system 37 years ago, but are now the focus of accountability efforts more than ever before.

In the work of the committees there was a shift from inquiries into matters referred by the Senate to examination of bills, with more bills referred, and in examining bills the committees, as in 2005–06, were placed under tighter deadlines than in previous years. This trend away from inquiries into matters of public interest further emphasised the estimates hearings as the most important accountability forum. Thus, estimates hearings have generated many requests for advices. In reflection of this, the department has created a database of past advices on estimates proceedings for the use of officers engaged in estimates hearings.

A major subject of advice was what to do about refusals by ministers and officers to answer questions and provide information to committees. There was a trend to more such refusals, often without the properly raised public interest immunity grounds that are required by past resolutions of the Senate.

Confidence on the part of ministers and officials that the committees and the Senate will not take remedial action is undoubtedly a factor. Again, the ‘make a noise’ option is usually all that is available to senators, with variations. But the advice has also pointed out the past precedents and resolutions of the Senate in support of accountability, and this has had some effect in particular instances. There are also practical and political limitations on refusal to answer questions and provide information. The estimates hearings are still a highly effective accountability mechanism and a source of much accountability-related information as well as requests for advice.

The committee hearings on bills are also not without their effect, and there were several instances of government amendments to bills, some moved in the House of Representatives, arising out of Senate committee scrutiny. This provides an incentive to senators on committees to be diligent in their examination of legislation.

Certainly committee staff treat every committee inquiry as a serious exercise of the legislative function, regardless of the likelihood of it changing policy or legislation. They therefore strive to provide committees with the highest level of service and advice. Some committee staff were put under intense pressure by the tight deadlines imposed on bills inquiries, but this does not lessen their commitment.

The reduced importance of the chamber is also reflected in the long-term decline in the number of sitting days and the time taken to consider legislation. There are also fewer and less complex amendments made to bills in the chamber, a trend somewhat disguised by government amendments to fix problems in legislation and in some cases to take note of committee evidence. Non-government senators still look closely at the details of bills and move many amendments to bills, and it is to be hoped that they will not give up this essential legislative activity. There was, indeed, an increase in non-government amendments drafted. Senators also continued to introduce private senators’ bills, in increased numbers, and one, relating to human embryo research, passed into law. This activity put the officers responsible for drafting amendments and private senators’ bills under considerable pressure. Senators sometimes suggest that more resources should be devoted to this activity, but the widespread farming out and subdivision of the task would lead to inefficiencies and mistakes; it has to be performed by a few people who know what they are doing.

Following the success of in-house technology applications, such as the Dynamic Red, significant projects for technology applications to the processing of legislation and other documents were pursued. These projects require the cooperation of other agencies and are taking a long time to come to fruition, but considering the mistakes which are often made in new technology projects this may not be a disadvantage.

As in previous years there was an increase in the demand for public information on the Senate, its committees and parliamentary matters generally, and the department is striving to meet this demand. The same applies to the demand for information from specialist audiences, such as public servants who are catered for by training seminars. The department maintained a high output

of presentations and publications accordingly. The Parliamentary Education Office continued to respond to the increase in the number of students using its services, through its classes in Parliament House and its outreach programs and publications, adding a revised and greatly expanded new web page to the means by which it reaches students throughout Australia.

There was a notable expansion of the assistance provided to foreign parliaments. The department follows the philosophy that, in order to increase their effectiveness, legislatures must draw upon elements of their own countries' cultures, and the department's assistance to foreign legislatures is designed to facilitate that building on existing cultural attributes. Committee operations, particularly public hearings, are the major means by which legislatures can achieve a higher level of effectiveness and are therefore the focus of most of those efforts.

The volume and complexity of administrative support for senators and their offices continue to grow. The transfer of the provision and administration of senators' private printing entitlements to the Department of Finance and Administration has not reduced the services provided by the Senate Department; on the contrary, the department has enhanced the services it provides in Parliament House.

The biennial survey of senators' satisfaction with departmental services indicated a high level of appreciation by senators of the department's efforts. Senators also show an awareness, particularly in debates in the Senate on committee reports, that staff work hard to produce results of which they can be proud. While the appreciation is welcome, our people expect to be stretched to their limits at frequent intervals during their service.

The total staff level of the department remained approximately the same, with a slight decrease in the full-time equivalent staff-years figure. Given the preoccupation with 'gender balance' in many organisations, it is noted in passing that a majority of the department's staff, a majority of the parliamentary executive levels 1 and 2 staff, and a majority of the SES-level staff, are women.

The department therefore produced a larger output, especially in committees, with virtually the same level of resources, because of capable staff working both smarter and harder. Continuous adaptation of improvements in technology to particular functions undoubtedly plays a large role, but technology can be productively applied only by people who understand the function and the application, so productivity increase is ultimately dependent on people and their minds.

This being my twentieth year as Clerk, it is appropriate for me to note that Senate department staff are of great quality, highly dedicated and producing a larger and higher quality output than ever before, and for that I am grateful.

Harry Evans  
**Clerk of the Senate**







# Departmental overview

## **Role**

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

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

## **Aim and objectives**

As stated in the department's corporate plan, our aim is:

*To provide effective services to support the functioning of the Senate, and its committees, as a House of the Commonwealth Parliament.*

Within that broad aim, our objectives are to:

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

## **Organisational structure**

The department is responsible to the Senate through the President of the Senate. During 2006-07 the President was Senator the Honourable Paul Calvert. After 5 years in the position, Senator Calvert resigned as President on 14 August 2007. Senator the Honourable Alan Ferguson was elected in his place.

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

The department is organised into five offices:

- **Clerk's Office**—provides procedural and constitutional advice in relation to the proceedings of the Senate and its committees, strategic direction for the department and secretariat support for the Procedure Committee, the Committee of Privileges and the Committee of Senators' Interests, and maintains the Register of Senators' Interests
- **Table Office**—provides procedural advice and programming services; processes legislation and documents, and archives records of the Senate; produces formal and informal records

of Senate business; provides an inquiries service; and provides secretariat support to a collection of domestic committees

- **Procedure Office**—provides advisory and drafting services to non-government senators, secretariat support for the legislative scrutiny committees and policy support for interparliamentary relations; conducts parliamentary research; and promotes community awareness and knowledge of the Senate and the Parliament
- **Committee Office**—provides secretariat support for most Senate and certain joint committees and strives to increase the public's awareness of the work of committees
- **Black Rod's Office**—provides office, information technology, printing and ceremonial support services, and human resource, financial and records management services, for senators and departmental staff; and provides security advice.

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

Figure 1 **Organisational structure, 30 June 2007**

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

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

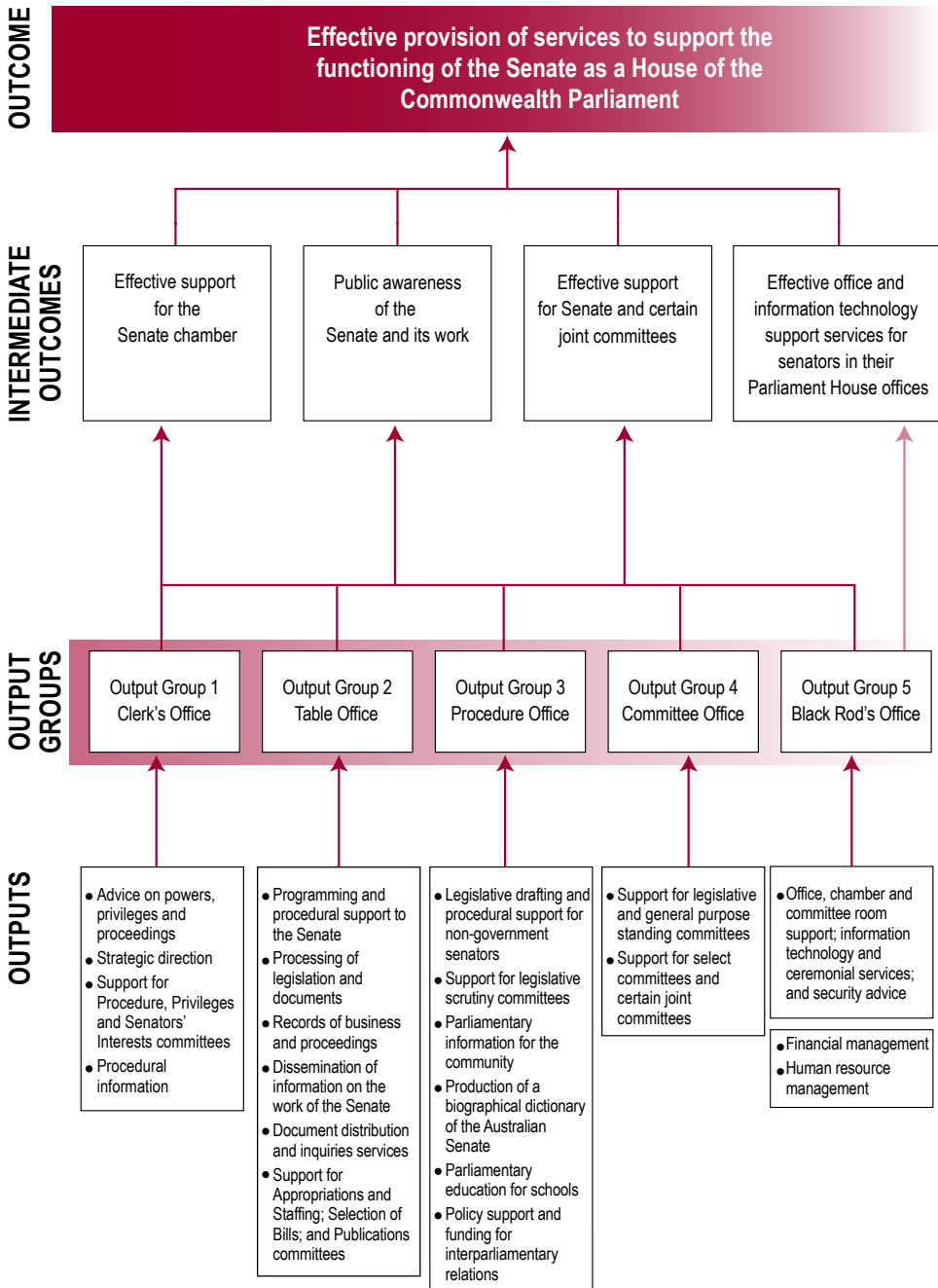
*b* Jointly funded by the department and the Department of the House of Representatives and administered by the Department of the House of Representatives.

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

## Outcome and output structure

Figure 2 illustrates the relationship between the department's organisational and output structures, and summarises the outputs delivered by each output group. The report on performance for each output group begins with a detailed statement of each set of outputs.

Figure 2 Output structure, 30 June 2007





# Report on Performance





## **Outcome 1— Effective provision of services**

### ***Outcome***

The Department of the Senate has a single overarching outcome.

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

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

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

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

### ***Overall performance***

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

## REPORT ON PERFORMANCE – OUTCOME 1

### Outcome 1

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

	Performance indicators	Performance results
Quality	The degree of satisfaction of the President, Deputy President and senators, as expressed through formal and informal feedback mechanisms, with the accuracy, quality and timeliness of advice and support and the achievement of key tasks.	<p>Feedback from the President, Deputy President, committee members and senators about the quality and timeliness of advice and the achievement of key tasks indicated ongoing high levels of satisfaction.</p> <p>The department's regular senators' survey—the main formal feedback mechanism—was conducted in early 2007, and confirmed senators' high levels of satisfaction with the quality and timeliness of support.</p> <p>All advices, documents, publications and draft reports remained of a high standard and none was shown to be inaccurate.</p>
Timeliness	<p>Advice or material given on request of a senator in time to be used for the purpose for which it was required.</p> <p>Key business documents for the Senate and its committees, including minutes, agendas, messages and schedules of amendments and reports, produced in accordance with predetermined requirements and the requirements of the Senate and its committees.</p>	All business documents were produced, and advice was given, in accordance with predetermined requirements and agreed timeframes, in time to serve the purposes for which they were prepared.
Quantity	On the basis of recent experience, in 2006–07 the department would expect to support the Senate on approximately 70 sitting days and committees in accordance with their requirements.	Recent reports have noted a trend to fewer than 70 sitting days each year. In 2006–07 the department supported the Senate on 62 sitting days. The department supported estimates committees on 17 days, with four committees meeting each day, and other committees in accordance with their requirements.
Price	The total price of the department's outputs in 2006–07 is estimated to be \$39.3 million (\$25.3 million departmental).	The actual cost of the department's outputs in 2006–07 was \$34.9 million.



## Analysis

### Operational performance

The department provided comprehensive, timely, high-quality and cost-effective support for the operations of the Senate and its committees during 2006–07.

Many of the performance indicators for quantity are based on the expected number of sitting days. Previous reports have noted a reduction in the number of sitting days. While the long-term average for a normal, non-election year has been around 70 days, the average in recent years has been around 60, and the figure for 2006–07 was 62.

The number of days set aside for estimates hearings and the requirements of individual committees relating to their other inquiries determine much of the demand for departmental services. Procedural and advisory support services provided by the department are highly concentrated on estimates hearing days. The number of estimates days was 17, with four committees meeting each day. The department maintained its high levels of efficiency in delivering a range of services throughout the year, including on the many days when committees met.

The department assists senators in performing their roles by providing advice on a broad range of subjects, in response to and in anticipation of senators' requirements. The quantum of advice sought and given, and the level of satisfaction with that advice, remained high. Further details are provided in the report on Output Group 1.

The department's support for the conduct of Senate business met all indicators for accuracy and timeliness. Staff produced documentation for meetings of the Senate before each sitting and published minutes and other records of proceedings promptly in accordance with requirements. Staff also produced documents to expedite the Senate's consideration of legislation, and processed that legislation to exacting standards. Amendments and private senators' bills were drafted for non-government senators, and some government backbench senators, in accordance with their requirements, as were other procedural documents.

The department also provided research services, produced information documents on the work and role of the Senate and its committees and published comprehensive statistics on the business of the Senate. In providing training and outreach programs, the department presented seminars and development programs for a wide range of internal and external audiences, developed and presented parliamentary education services and hosted delegations of officers and staff of other parliaments. A particular focus in these programs is raising public awareness of the work and the role of the Senate and its committees within the framework of Australia's parliament and system of government. These matters are reported under Output Group 2 and Output Group 3.

Much of the work of the Senate is undertaken through its extensive committee system. The department continued to support Senate and certain joint committees as they conducted and reported on inquiries, with a strong focus on legislative matters, through bills inquiries, and accountability, through the usual comprehensive program of estimates hearings. The tight deadlines and uneven workload reported in 2005–06 persisted, again requiring increased flexibility in the deployment of secretariat staff. These matters are principally set out in the report on Output Group 4.

The department continued to provide office services and information technology support to senators. Staff undertook numerous accommodation moves for senators and were involved in planning and managing refurbishments across the department. The department

## REPORT ON PERFORMANCE – OUTCOME 1

undertook a review of equipment and work arrangements in the printing and desktop publishing area, while the area continued to meet tight deadlines and produce quality work. The department also undertook asset management and replacement programs, while IT innovations included improvements to senators' home pages. Further details are provided in the report of Output Group 5.

### Financial performance

The income statement discloses total operating revenue of \$24.4 million, total operating expenses of \$22.5 million and a net operating surplus of \$1.9 million. This compares to a surplus of \$3.4 million reported in the previous year. The department estimates that a fuller staffing complement and the commencement of various projects that are currently in the planning stages, will mean a much tighter financial outcome in 2007–08.

Table 1 **Total resources for Outcome 1, 2006–07**

	(1) Budget 2006–07 <sup>a</sup> \$'000	(2) Actual expenses 2006–07 \$'000	Variation (column 2 minus column 1) \$'000	Budget 2007–08 <sup>b</sup> \$'000
<b>Administered expenses</b>				
<i>Parliamentary Entitlements Act 1990</i>	1,592	343	(1,249)	1,472
<i>Parliamentary Superannuation Act 2004</i>	291	290	(1)	400
<i>Remuneration and Allowances Act 1990</i>	12,251	11,701	(550)	12,591
<b>Total administered expenses</b>	<b>14,134</b>	<b>12,334</b>	<b>(1,800)</b>	<b>14,463</b>
<b>Price of departmental outputs</b>				
Output Group 1—Clerk's Office	1,213	1,085	(128)	1,223
Output Group 2—Table Office	3,349	2,966	(383)	3,376
Output Group 3—Procedure Office	7,016	6,215	(801)	7,073
Output Group 4—Committee Office	9,362	8,294	(1,068)	9,438
Output Group 5—Black Rod's Office	4,404	3,962	(442)	4,440
<b>Total price of outputs</b>	<b>25,344</b>	<b>22,522</b>	<b>(2,822)</b>	<b>25,550</b>
<b>TOTAL FOR OUTCOME 1</b>				
(Total price of outputs and administered expenses)	<b>39,478</b>	<b>34,856</b>	<b>(4,622)</b>	<b>40,013</b>
			<b>2006–07</b>	<b>2007–08</b>
<b>Average staffing level</b>			150	157

<sup>a</sup> Full-year budget, including additional estimates.

<sup>b</sup> Budget before additional estimates.

### Evaluation

#### Satisfaction with services

The principal medium for formal evaluation of the services provided by the department is the survey of senators' satisfaction (the *senators' survey*), conducted every two years—most recently in early 2007. The survey enables structured feedback from the Senate department's key client

group: senators themselves. The survey was substantially revised in 2005 to align with the department's outcomes, and was conducted in 2005 and 2007 by Eureka Strategic Research. The report of the 2007 survey was tabled in the Senate on 13 June 2007.

The survey consistently reports high levels of satisfaction with the advice and services provided by the department, and very few negative comments are received. This year's survey very much followed that pattern, with the headline result stating '100 per cent of senators surveyed indicated that they were satisfied overall with the services provided to them by the Department'. In the 2005 survey this figure was already high at 94 per cent. The survey results are discussed in more detail in the reports on the performance of individual output groups.

Another important mechanism for evaluation is the appearance of senior departmental officers at estimates hearings, which are scheduled three times a year. These hearings are used by senators both to scrutinise, and to provide comment on, the activities of the department. Further details are provided under 'Scrutiny of activities', below.

There are also significant formal and informal feedback opportunities involving the President, Deputy President and other senators in their daily dealings with the Clerk and Deputy Clerk, program managers, committee secretariats and departmental staff at all levels. This feedback also continued to indicate high levels of satisfaction.

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

### Scrutiny of activities

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

Departmental officers were questioned on the department's activities by members of the Finance and Public Administration Legislation Committee at the supplementary budget estimates hearings on 30 October 2006, the additional budget estimates hearings on 12 February 2007 and the 2006–07 budget estimates hearings on 21 May 2007. Major issues considered included the cessation of the Citizenship Visits Program and the administration by the Department of Education, Science and Training of the replacement program; outcome budgeting and the ordinary annual services of the government, and the adequacy of portfolio budget statements in distinguishing between ordinary annual services and newly established programs; the workload of Senate committees and trends in the referral of bills for inquiry; advice on parliamentary privilege given by the Clerk of the Senate to the Tasmanian Legislative Council; and the transfer of senators' printing entitlements to the Department of Finance and Administration.

The department's activities also continued to be scrutinised by our internal auditors and the Australian National Audit Office. Much of the department's Audit and Evaluation Committee's work revolved around reviewing some of the department's major control mechanisms. For further details, see 'Audit and Evaluation Committee' and 'External scrutiny' in the 'Management and accountability' section.



## Output Group 1—Clerk’s Office

### Outputs

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

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

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

	Performance indicators	Performance results
Quality	<p>The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.</p> <p>Advice, documentation, publications and draft reports are accurate and of a high standard.</p>	<p>The 2007 senators’ survey recorded very high levels of satisfaction with advice on powers, privileges and proceedings. This result was also reflected in informal feedback from the President, Deputy President, committee members and senators.</p> <p>All advices, documents, publications and draft reports remained of a high standard and none was shown to be inaccurate.</p>
Timeliness	<p>Meetings held, documentation provided and reports produced within timeframes set by the Senate or the committee, as relevant.</p> <p><i>Odgers’ Australian Senate Practice</i> updated each six months; new printed edition produced regularly.</p> <p><i>Procedural Information Bulletin</i> produced two days after end of sitting fortnights.</p> <p>Other procedural resources updated and augmented as required.</p>	<p>All the indicators relating to timeliness were met to the satisfaction of senators.</p> <p>Supplements to the eleventh edition of <i>Odgers’ Australian Senate Practice</i> were produced at six-monthly intervals, and tabled in the Senate on 4 September 2006 and 6 February 2007.</p> <p>The <i>Procedural Information Bulletin</i> was produced within the specified timeframe.</p> <p>A manual for clerks at the table was augmented to include new duties for some clerks. All other procedural resources were kept up to date.</p>
Quantity	<p>As required, on request, or proactively, to facilitate proceedings.</p>	<p>Advices were produced in accordance with demand and proactively to facilitate proceedings.</p> <p>Sufficient copies of all publications for which the office was responsible were produced to enable access immediately after they were published or tabled, and relevant reports were published on the internet within minutes of being tabled in the Senate.</p>

## REPORT ON PERFORMANCE – OUTPUT GROUP 1

### Analysis

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

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

The full-time equivalent staffing level for the Clerk's office in 2006–07 was 3.8, close to the long-term average of 4.0. The minor variation was due to turnover in one position following the retirement of a long-serving staff member.

The cost of the office for 2006–07 was \$1.1 million.

### Procedural advice

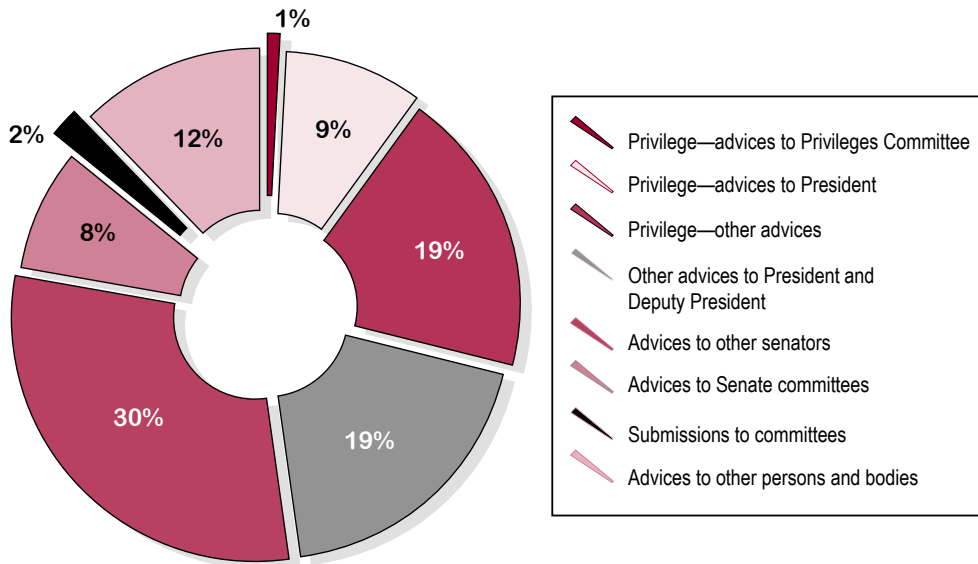
Providing procedural and constitutional advice is the primary function of the Clerk's Office. The office gives oral and written advice but records only written advice because of the difficulty of quantifying oral advice. The office may provide the advice proactively or on request.

Table 2 shows the number and kinds of written advices provided during 2006–07. Figure 3 shows each kind as a percentage of the total. The total number represents a small decline in demand but remains on a par with the above-average totals for the past two years (see Figure 4).

Table 2 **Written advices provided by the Clerk, 2006–07**

Category	No. provided
Privilege—advices to Privileges Committee	1
Privilege—advices to President	11
Privilege—other advices	24
Other advices to President or Deputy President	24
Advices to other senators	39
Advices to Senate committees	10
Submissions to committees	3
Advices to other persons and bodies	15
<b>Total</b>	<b>127</b>

Figure 3 Written advices provided by the Clerk, 2006–07, by type



Subjects of advice included appropriations for ordinary annual services of the government; proceedings of committees examining estimates, parliamentary privilege, including production of documents to a state parliamentary committee, and attempts to silence senators; financial accountability; status of committee documents; refusals by government to produce information; swearing in of senators appointed to fill casual vacancies; and rules of debate.

As in recent years, advice requested by senators was often emailed to them while they were attending estimates hearings and using networked laptops in the committee rooms. The quick turnaround time for the provision of advice was the subject of favourable comment in the 2007 senators' survey.

### Committees

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

#### Procedure Committee

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

The committee met twice in 2006–07 in relation to its reference on proposals to alter the structure of the Senate committee system. This included one meeting in Sydney by special authorisation of the Senate because the committee does not otherwise have power to meet away from Canberra. It presented one report, on restructuring the committee system, in August 2006.

#### Committee of Privileges

The Deputy Clerk served as secretary to the Committee of Privileges. The committee protects the integrity of Senate and committee proceedings by considering matters possibly amounting

## REPORT ON PERFORMANCE – OUTPUT GROUP 1

to contempt of the Senate that are referred to the committee by the Senate as a result of concerns raised by other committees or individual senators. The Committee of Privileges also administers the right-of-reply mechanism for people seeking to respond to adverse comment made about them in the Senate.

In continuation of the reduced workload experienced in 2005–06, the committee met only six times during the year (a reduction from nine in 2005–06 and 14 in 2004–05) and held no public hearings. It received a new reference from the Senate in February 2007, and this matter remained unresolved at the end of the reporting period.

The committee presented two reports (down from five in 2005–06), both of which were right-of-reply matters referred to it by the President. A further such matter remained outstanding at the end of the year.

### Committee of Senators' Interests

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

The committee's increased workload in 2005–06 continued in 2006–07. The committee met five times (the same number of meetings as in 2005–06) and, as required by its terms of reference, presented its annual report. The Chair, on the committee's behalf, made two oral reports to the Senate and tabled two revisions of the committee's explanatory notes. The committee also dealt with one matter involving the declaration of a gift to the Senate.

Inspections of the Register of Senators' Interests reached a record level in the early months of 2007, with one senator resigning as a minister and then as a senator as a consequence of anomalies in his statement of registrable interests.

As required by resolution of the Senate, senators continued to register alterations to their statements of interests. Volumes of alterations and new statements were prepared by the secretariat and tabled on 6 December 2006 and 20 June 2007. Updates of departmental Senior Executive Service (SES) officers' interests were tabled on the same dates.

### Procedural information

The main vehicle for procedural information is *Odgers' Australian Senate Practice*. In accordance with performance targets, the Clerk produced two six-monthly supplements during 2006–07. Issuing supplements ensures that this essential reference work is always up to date.

Issues of the *Procedural Information Bulletin* continued to be produced after each sitting fortnight or period of estimates hearings. The bulletin continued to include occasional notes on aspects of parliamentary law, procedure and practice, reported as a new feature in last year's report.

In addition to these documents, the Clerk continued to produce publications on procedures in various forms.

The Deputy Clerk augmented the in-house training manual for clerks at the table to provide for expanded table duties undertaken by SES-level clerks.

Work also began on a project to produce an annotated edition of the Senate's Standing Orders, as resources permit, and on a project to catalogue and preserve items of historical significance in the development of Senate practice and procedure.



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

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

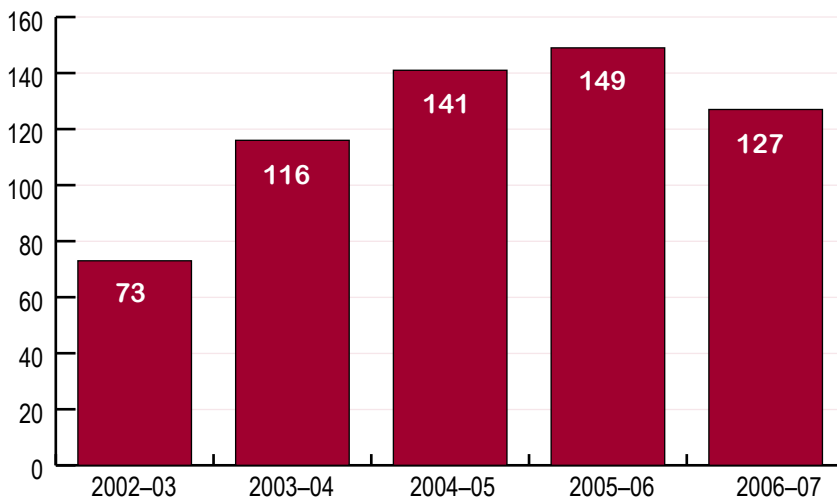
***Factors, events and trends influencing performance***

In 2006–07, the second year in which the government parties held a majority in the Senate, the first major procedural changes attributable to the government majority occurred when the Senate committee system was restructured. References and legislation committee functions were combined into a single legislative and general purpose standing committee, chaired by a government senator.

Although broadly comparable with totals for the previous two years, the 2006–07 total for the number of advices provided by the Clerk was lower. The drop in demand may be associated with the government majority and the consequent negligible success rate of non-government initiatives, ranging from committee references and orders for production of documents to legislative amendments.

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

**Figure 4**      **Number of advices provided by the Clerk's Office, 2002–03 to 2006–07**



***Evaluation***

The principal medium for formal evaluation of services provided by the Clerk's Office is the biennial senators' survey, most recently conducted in early 2007.

The survey reported high levels of satisfaction with services provided by the Clerk's Office, including just over half (55 per cent) of respondents who reported having received advice indicating they were highly satisfied with the service, 41 per cent indicating they were satisfied and 3 per cent being neutral. No dissatisfaction was recorded.

## REPORT ON PERFORMANCE – OUTPUT GROUP 1

Advice provided by the Clerk's Office may also attract scrutiny during the estimates process, either when the Department of the Senate appears before the Finance and Public Administration Committee or when advice provided by the Clerk's Office to senators or committees is immediately tested in public. On all occasions when this occurred during 2006–07, no advice was found to be inaccurate or wanting in quality.

The continuing demand for advice, albeit at a slightly reduced level, is itself a measure of senators' continuing satisfaction with the advice they receive.

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

### ***Performance outlook***

Over the next 12 months, the Clerk's Office will continue to respond to the needs of the Senate and senators, providing advice as required through the upcoming election period and beyond. Support will be provided for the opening of a new Parliament. Work will be done to keep procedural publications up to date and to develop new publications and procedural resources.

## Output Group 2—Table Office

### Outputs

Provision of programming and procedural support to the Senate.

Processing of legislation.

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

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

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

	Performance indicators	Performance results
Quality	<p>The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.</p> <p>Key business documents are accurate and of a high standard.</p>	<p>The 2007 senators' survey reported high levels of satisfaction among senators who had used the services of the Table Office with the advice and support provided, consistent with the findings of earlier surveys.</p> <p>Informal feedback and direct contact between senators and staff also indicated continued high levels of satisfaction.</p> <p>Business documents remained of a high standard, with none shown to contain significant inaccuracies.</p>
Timeliness	<p><i>Order of Business</i> finalised and distributed prior to sittings and advice prepared proactively or as required.</p> <p>Running sheets available as soon as practicable; proposed amendments distributed in accordance with requirements; schedules of amendments and prints of bills available in accordance with predetermined requirements.</p> <p><i>Journals of the Senate</i> for the previous day and <i>Notice Paper</i> for the current day available prior to sittings; statistical and other documentation available as required or in accordance with predetermined requirements.</p> <p>All inquiries answered and documents stored or distributed on a timely basis.</p> <p>Meetings held, documentation provided and reports produced within timeframes set by the Senate or the committee, as relevant.</p>	<p>The <i>Order of Business</i> was distributed in advance of all sittings. Advice was given proactively or as required.</p> <p>Running sheets were available for use in the chamber as required.</p> <p>Government amendments were distributed as required.</p> <p>Schedules of amendments, prints of Senate bills and legislative support documents were available as required.</p> <p>The <i>Journals of the Senate</i> and the <i>Notice Paper</i> were available as required.</p> <p>The <i>Dynamic Red</i> was updated in a timely manner during each sitting day, and the <i>Senate Daily Summary</i> was published promptly after each sitting day.</p> <p>Statistical summaries were published after each sitting week, and comprehensive statistics were published on the website after each sitting fortnight.</p> <p><i>Business of the Senate</i> was tabled twice, in accordance with agreed timeframes. Requests for statistics were responded to promptly.</p> <p>All documents were distributed in a timely manner. All inquiries were responded to, and 96% were completed within five minutes.</p> <p>Committee meetings were held, and documents and reports provided, within agreed timeframes.</p> <p>The senators' survey confirmed high levels of satisfaction with the provision of these services.</p>
Quantity	<p>As required to facilitate proceedings; quantities meet predetermined distribution requirements or are accessible electronically or both.</p>	<p>Feedback indicated senators' continued high levels of satisfaction with the provision of documents by the Table Office.</p> <p>All distribution and electronic publishing targets were met.</p>

## REPORT ON PERFORMANCE – OUTPUT GROUP 2

### Analysis

The Table Office is divided into three sections, as outlined in Figure 5. It is led by the Clerk Assistant (Table), who also performs duties as a clerk at the table in the Senate chamber, as do the two directors. Each of the sections contributed to the department’s outcome by working towards the following intermediate outcomes:

- effective support for the Senate chamber
- public awareness of the Senate and its work
- effective support for Senate committees.

Figure 5 Elements and responsibilities of the Table Office

<p><b>Executive and Programming</b>  <i>Richard Pye, Clerk Assistant</i>                      Procedural advice                      Business programming                      Production of the Senate <i>Order of Business</i>                      Secretariat services to the Selection of Bills Committee</p>	
<p><b>Legislation and Documents</b>  <i>Rosa Ferranda, Director</i></p>	<p><b>Journals and Notice Paper</b>  <i>Neil Bessell, Director</i></p>
<p>Processing of legislation and preparation of supporting documentation                      Processing and custody of Senate records                      Inquiries and document distribution services                      Secretariat services to the Publications and Joint Publications Committees</p>	<p>The <i>Notice Paper</i>, the <i>Journals of the Senate</i>, the <i>Dynamic Red</i> and the <i>Senate Daily Summary</i>                      Collection and dissemination of statistical information                      Processing of questions on notice and petitions                      Secretariat services to the Appropriations and Staffing Committee</p>

During 2006–07, the office provided effective support for the Senate chamber by:

- providing procedural and programming advice and documentation to facilitate and expedite chamber proceedings
- preparing and publishing formal and informal records of Senate business
- processing legislation and producing documents to assist in the legislative process
- processing and archiving tabled papers and other Senate records
- providing inquiries and document distribution services.

Staff worked towards increasing public awareness of the Senate and its work by:

- providing key information resources, including the *Dynamic Red*, the *Senate Daily Summary* and a range of statistical resources
- progressing the work of the digital imaging project, which aims to provide online access to all documents tabled in the Senate since 1901
- contributing to the seminar program administered by the Procedure Office (see Output Group 3) and other training and development programs.

Several of the staff in the office also contributed to project work to redevelop key information systems—ParlInfo and the Bills System—used to disseminate information about the work of the Senate.

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

The cost of the Table Office in providing procedural and administrative support for the conduct of Senate business was \$3.0 million (\$2.4 million in 2005–06). The increase comprises in equal parts additional expenditure (by way of salary costs and costs related to the digital imaging project) and the attribution of higher corporate overhead costs.

### **Workload and staffing**

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

- the days and hours of meeting and the nature of proceedings
- the legislative workload and the number of documents tabled
- the number and complexity of questions and notices from senators
- the number and complexity of inquiries and information requests from clients.

Previous reports have commented on the reduction in the number of sitting days below a long-term average of around 70 in a non-election year. This year, the Table Office supported the Senate on 62 sitting days, up from 58 last year, possibly confirming that the new average is about 60 days.

The full-time equivalent staffing level for the office was 17 (15.8 in 2005–06). In recent years, to help tighten staff numbers, the office has carried vacancies through long adjournments, but there were no such vacancies this year. The office remained staffed to meet peak work periods.

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

### **Programming and procedural support**

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

- providing procedural advice to ministers, government and other senators, party whips and committee chairs, in response to requests and proactively as required
- preparing 969 procedural scripts for use in the chamber, an average of 16 each sitting day (18 in 2005–06)
- providing advice in the chamber as required
- preparing a draft *Order of Business* (or daily program) for briefing whips' meetings in advance of each sitting and publishing the final *Order of Business* before sittings commenced
- maintaining the roster of temporary chairs of committees
- providing a broadcasting captioning service for Senate proceedings
- liaising with committee chairs and secretariats to facilitate interaction between the Senate and its committees.

Staff also arranged for the presentation of documents by ministers, the Auditor-General and committees when the Senate was not sitting. This once exceptional procedure has developed into an increasingly useful avenue for the timely publication of material of interest to the

## REPORT ON PERFORMANCE – OUTPUT GROUP 2

Parliament. A total of 205 documents were presented in this manner during 2006–07. A variation on the procedure enabled the presentation during a non-sitting period of a private senator's bill, and its timely consideration by a Senate committee.

In September 2006 the office produced a new edition of the *Standing orders and other orders of the Senate*, to coincide with the restructure of the Senate committee system. This was published in hard copy and online, with annotations explaining the changes. The Senate Programming Officer also began assisting the Deputy Clerk in a project to produce an annotated edition of the standing orders by tracking historical changes to them.

An important role of the Table Office is the provision of advice to the Manager of Government Business and other senators to assist in the efficient conduct of the business of the Senate. During the year, the office advised on a range of matters, including:

- the operations of the Selection of Bills Committee
- the swearing-in of senators to fill casual vacancies
- legislative amendments empowering ministers to increase expenditure
- the recall of the Senate during a scheduled adjournment.

Staff provided advice both in response to requests and proactively, and produced accurate, high-quality documents on or ahead of time. The 2007 senators' survey revealed that 56 per cent of respondents were satisfied, and another 40 per cent highly satisfied, with programming services, including provision of procedural scripts, broadcast captions and the *Order of Business* (the 'Red'), while 4 per cent were neutral. Similar results were recorded in relation to the provision of advice (see Output Group 1).

### Legislation

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

- processing all bills considered in the chamber, meeting accuracy and timeliness standards in all cases
- preparing legislative documents, including procedural scripts, running sheets, messages, schedules of amendments and third reading prints
- recording the progress of legislation
- preparing assent and Act prints, and processing assent messages and proclamations
- maintaining information systems to assist in processing legislation and providing online access to legislative documents.

The charts in Figures 6 to 9 indicate the level of legislative activity in recent years and the effect this has had on the work of the office. The figures for this year are comparable to the averages in recent non-election years, although there was a noticeable increase in the number of bills that passed both Houses.

Figure 6 Senate legislative activity, 2002–03 to 2006–07

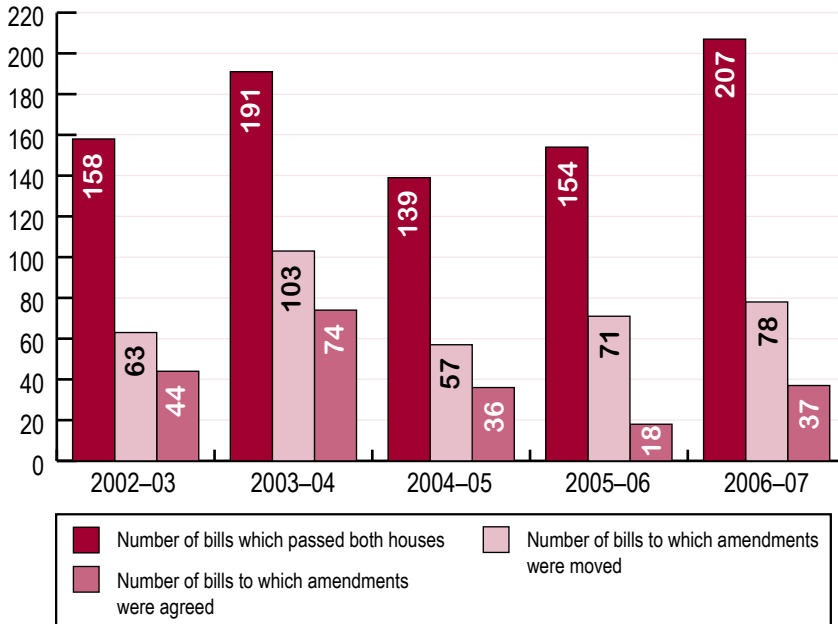
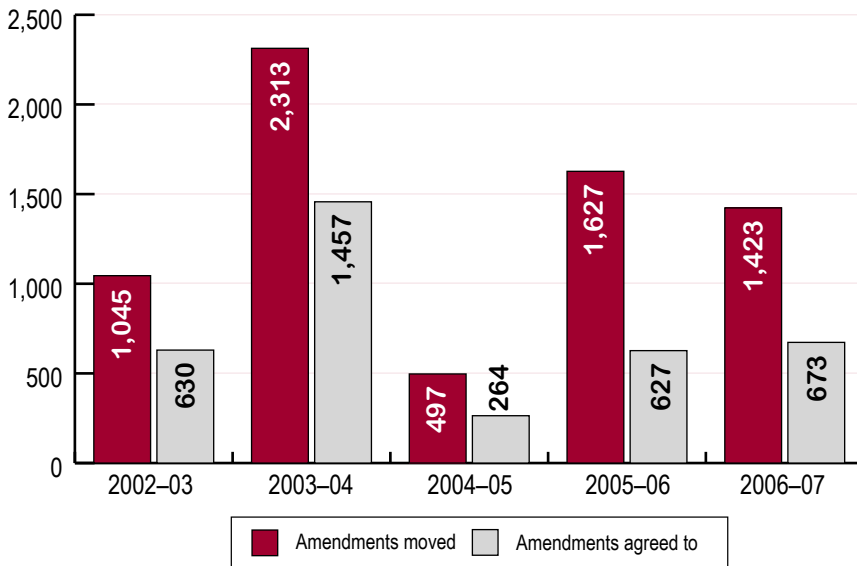


Figure 7 Amendments moved and agreed to by the Senate 2002–03 to 2006–07



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

## REPORT ON PERFORMANCE – OUTPUT GROUP 2

Figure 8 **Running sheets, 2002–03 to 2006–07**

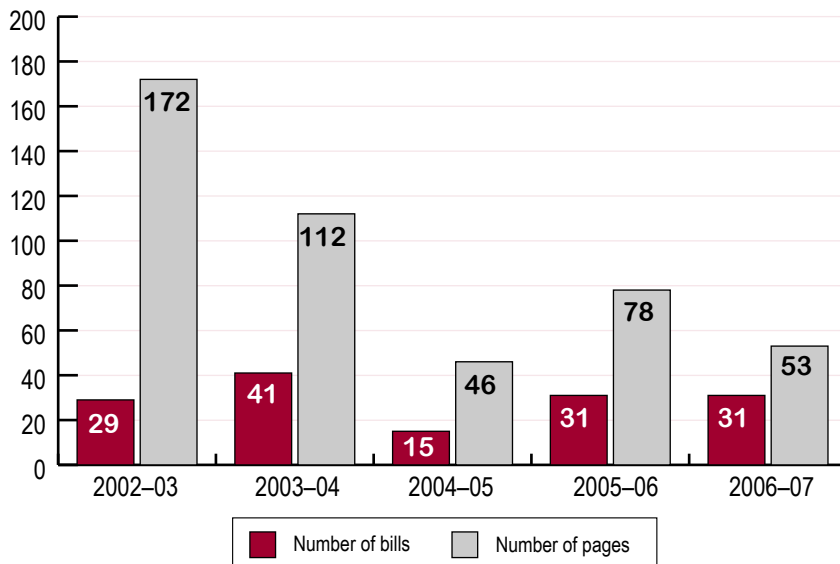
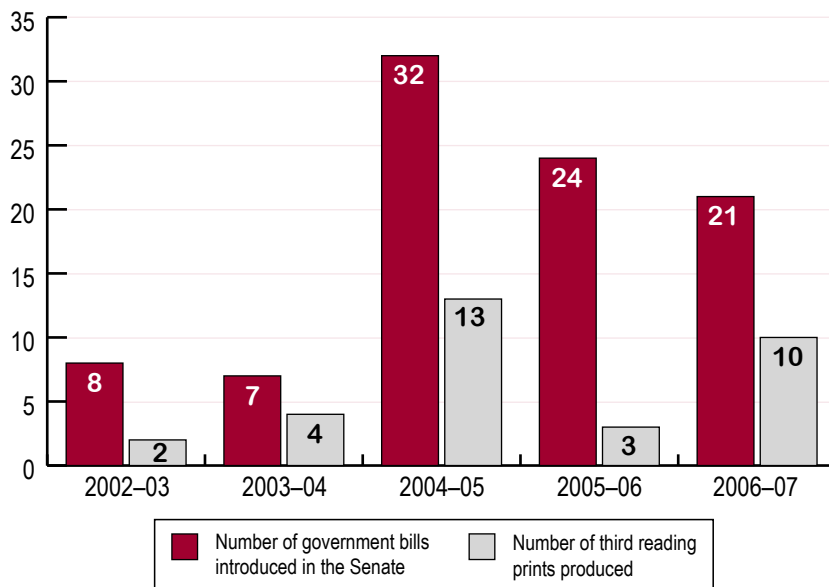


Figure 9 **Government legislation introduced in the Senate, 2002–03 to 2006–07**



The government party majority, described in the 2005–06 report, continued to affect the legislative decisions of the chamber and influence the work of the office. Only seven non-government amendments were agreed to during the year, and there was only one legislative



disagreement between the Senate and the House of Representatives. This again reduced the number and complexity of schedules and messages prepared.

Other business requirements remained at usual levels. Messages, third reading prints, schedules of amendments and assent prints of bills accurately reflected the decisions of the Senate, and the office met all deadlines for the preparation and use of those documents.

*Bills Lists* and *Daily Bills Updates* detailing the progress of legislation were produced in response to chamber sittings and distributed in accordance with agreed timeframes. A survey undertaken by the Table Office indicated that clients were satisfied with the provision of those documents in their current form in hard copy and online.

All bills and related documents were made available online through the Bills System, BillsNet and ParlInfo. Staff participated in two ongoing projects to redevelop these systems. It is expected that the projects will be completed in 2007–08.

According to the 2007 senators' survey, 50 per cent of respondents were satisfied, and 31 per cent highly satisfied, with support for the legislative process, including the provision of running sheets, while 15 per cent were neutral and 4 per cent (one respondent) indicated dissatisfaction. Although there were no related comments lodged with the initial questionnaire, interviews suggested '[i]t is generally accepted by senators that often the provision of running sheets is affected by the senators themselves and departmental staff act as best they can within these constraints'. The timely distribution of accurate running sheets remains a key goal for the office.

### Formal and informal records of business

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

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

#### Formal records

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

The *Notice Paper*—the formal agenda of Senate proceedings—provides essential information on current and future business of the Senate and on committee matters. A full *Notice Paper*, comprising on average 210 pages, was published online for each sitting day and was also printed on the first day of the autumn and spring sittings. A printed *Notice Paper*—an abridged version averaging 58 pages—was published before each sitting day. The *Notice Paper* expands during the course of each Parliament as unfinished business accumulates and the number of unanswered questions on notice increases. During the previous reporting period, the full online version averaged 156 pages.

The *Journals of the Senate* are the 'minutes of the meeting' and record decisions made by the Senate. During 2006–07, proof *Journals* were made available online shortly after the end of each sitting day, and printed versions were distributed the next morning. Staff produced and

## REPORT ON PERFORMANCE – OUTPUT GROUP 2

published 62 proof *Journals* with an average of 27 pages, compared with 58 *Journals* averaging 26 pages in 2005–06.

After a prompt but thorough check of proof *Journals* and relevant source documents, final *Journals* were published and compiled into bound volumes.

All respondents to the 2007 senators' survey indicated satisfaction with the preparation of the *Journals* and *Notice Paper* (68 per cent satisfied; 32 per cent highly satisfied).

### Informal records and statistics

The office has produced the *Dynamic Red* as an in-house publication for three years and, in May 2006, completed a project to publish it on the Senate website for external users. The *Dynamic Red* provides real-time information on the progress and outcomes of business on each sitting day. This assists senators, parliamentary staff, government departments and agencies, and the general public to monitor Senate proceedings. Web usage statistics show that the application has established a solid external audience.

From July 2006, the office assumed responsibility for producing the *Senate Daily Summary*, a more considered summary of the previous day's proceedings in the Senate and in estimates hearings. The summary contains links to primary sources such as the *Journals*, bills before the parliament and committee reports.

The department made broad productivity gains by having the *Journals* and *Notice Paper* team produce both the *Dynamic Red* and *Senate Daily Summary*. The development of tools to transfer material directly from the *Dynamic Red* also improved the timeliness of publishing the summary. It continued to be an indispensable tool for those who work in, or observe, the Senate.

Statistical summaries of business conducted by the Senate were produced after each sitting week. A more comprehensive set of statistics was also maintained online, providing timely access to the most commonly sought statistics on the work of the Senate. Staff also produced two volumes of *Business of the Senate*, a publication which has for more than 30 years recorded statistics on the work of the Senate.

The office promptly met requests for statistics from senators, parliamentary staff and other clients. There continued to be significant interest in statistics comparing Senate business patterns and outcomes before and after the government assumed its current majority position in the Senate. In 2006–07, the Table Office produced comparative statistics on matters such as:

- rejection of non-government amendments to legislation
- numbers of bills and other matters referred to committees, the length and timing of committee references and the operation of the Selection of Bills Committee
- the outcome of motions seeking the production of documents and information
- the use of 'guillotine' motions in relation to urgent bills.

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

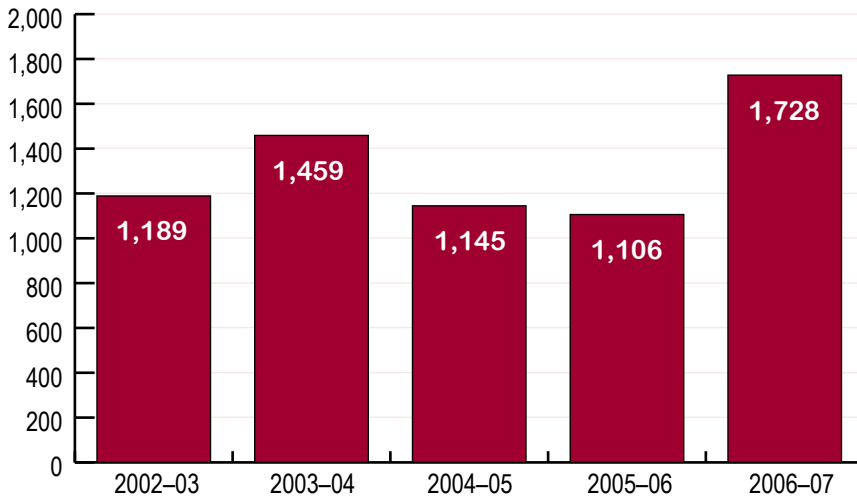
The 2007 senators' survey revealed that 55 per cent of respondents were highly satisfied with the provision of resources such as the *Dynamic Red*, *Senate Daily Summary* and statistical information, while 41 per cent were satisfied and 3 per cent neutral. No dissatisfaction was recorded.

## Questions on notice

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

During 2006–07, staff processed 1,728 questions on notice—a record number for any year, eclipsing the 1,459 questions lodged by senators in 2003–04. Figure 10 shows the trend in the number of questions on notice in recent years.

Figure 10 Questions on notice, 2002–03 to 2006–07



The Table Office ensured that questions on notice lodged by senators conformed to standing orders and were consistent in format and style. On sitting days, questions were published in both hard-copy and online versions of the *Notice Paper*. When the Senate was not sitting, questions were forwarded to relevant ministers and departments, and the online *Notice Paper* was updated each week to ensure timely publication. These questions were also printed in the *Notice Paper* for the first sitting day in the next period of sittings.

Ministers provided 1,142 answers to questions on notice. Staff processed the answers, circulated them to senators and arranged for their publication in Hansard.

Questions and answers were processed accurately, within agreed timeframes and to the satisfaction of senators. Statistics on questions on notice were collated and published in the *Questions on Notice Summary* in August 2006 and February 2007.

## Petitions

During 2006–07, senators presented 136 petitions from 251,646 signatories. All petitions that conformed to the standing orders were processed promptly and presented in the Senate on the first sitting day after their receipt.

All respondents to the 2007 senators' survey indicated their satisfaction with the processing of petitions, notice of motion and questions on notice, with 52 per cent satisfied, and 48 per cent highly satisfied, with these services.

## REPORT ON PERFORMANCE – OUTPUT GROUP 2

### Documents and inquiries

The Table Office processed all documents presented to the Senate during 2006–07 and recorded them in the *Journals of the Senate* and the *Index of Papers Presented to the Parliament*. Copies of documents were made available throughout Parliament House and publicly through our inquiries and documents distribution services.

The original documents were added to the records of the Senate. The record archives include all documents presented to the Senate since its first meeting in 1901.

The documents and inquiries workload depends largely on the number of documents presented to the Senate. One class of documents in particular—legislative instruments—continues to grow at a significant rate, a consequence of the enactment of the *Legislative Instruments Act 2003*. There is no sign of the rate of increase abating. In 2006–07, more than 8,200 documents were presented. Almost 6,700 of these were instruments, approximately 30 per cent more than in 2005–06.

All processing, inquiries and distribution requirements were appropriately met, as reflected in the responses in the senators' survey. Staff respond to and record about 7,000 inquiries each year; in 2006–07 the figure was 6,756. Statistics maintained by the office record that 96 per cent of inquiries were dealt with within five minutes, further improving on the already high standards achieved in recent years. More complex inquiries are dealt with by staff in timeframes negotiated with clients.

The 2007 senators' survey revealed that 61 per cent of respondents were satisfied and 30 per cent highly satisfied with the inquiries service and document distribution, with 4 per cent (one respondent) neutral and 4 per cent (one respondent) indicating dissatisfaction. No comment explaining the reason for dissatisfaction was made.

### Digital imaging project

A major initiative in the Office, now in its 13th year, is a project to copy, preserve and ensure access to the collection of all documents presented to the Senate. The project now encompasses two elements: first, to make digital images directly from the documents presented to the Senate since 2002; second, to create digital images from the microfilm record of the documents from the Senate's first century.

During 2006–07, staff scanned almost 8,000 documents and undertook associated preservation and indexing work.

While preliminary work has been undertaken on the conversion of the microfilm record, technical problems have continued to delay the conversion process, which is now expected to commence in 2007–08.

### Secretariat support for various committees

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

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

The office began working towards implementing the recommendations of the Joint Publications Committee report on the Parliamentary Papers Series, involving the investigation of options for creating a permanent online repository of all documents in the series.

## **Factors, events and trends influencing performance**

Factors influencing workload and staffing levels are set out above.

Information technology issues continued to be of considerable importance in the Table Office, and staff have been involved in projects to improve the infrastructure and applications used to facilitate its work. A project to provide appropriate backup and restart options for the main server supporting Table Office applications was all but finished in 2006–07. Projects to redevelop the Parliamentary information database and to update the online management of, and access to, legislative documents continued during the year. The fruition of these projects will improve productivity in the office and reduce the need for workarounds in many document management and publishing activities.

## **Evaluation**

The 2007 senators' survey again revealed high levels of satisfaction among senators with the advice, documents and services of the office, comparable with levels reached in earlier surveys, and did not suggest any areas of major concern.

Particularly high levels of satisfaction—above 95 per cent—were recorded in relation to the preparation of records of business; the processing of procedural material, such as notices and questions; and the provision of procedural documentation and advice. More than 90 per cent of respondents were satisfied with the inquiries service and document distribution, while 81 per cent were satisfied and 15 per cent neutral in respect of support for the legislative process. Low levels of dissatisfaction with these last two areas were recorded (one respondent, in each case), but the associated commentary did not reveal any underlying difficulties.

The survey results for particular services and documents have been noted elsewhere in this section of the report.

The office also monitors its own performance—for example, by keeping track of response times for inquiries and surveying users of its bills information documents. This monitoring also indicated a high level of client satisfaction during 2006–07.

Finally, much of the work of the office involves direct contact with senators, their staff and other clients. This presents an ongoing opportunity for feedback about the office's services. Informal feedback continued to be very positive.

## **Performance outlook**

In 2007–08, the Table Office will continue its core work relating to the sittings of the Senate. In particular, staff will provide advice and produce documents to facilitate chamber proceedings and the legislative process; prepare formal and informal records of Senate business; process and archive table documents; provide inquiries and document distribution services; and support the work of committees.

A reduced number of sitting days is expected because of the election period, and staff will undertake a range of practical and administrative tasks associated with the end of one parliament and the opening of another.

The office will produce a revised edition of the *Pocket Guide to Senate Procedures* and the accompanying *Brief Guides to Senate Procedure*, as well as a new edition of the standing orders. More staff will become involved in the project being overseen by the Deputy Clerk to produce an annotated version of the standing orders.

## REPORT ON PERFORMANCE – OUTPUT GROUP 2

Staff will contribute further to projects to redevelop ParlInfo and the Bills System, and the projects' implementation should yield tangible productivity benefits. The office will also audit and, as appropriate, update its other information technology applications to develop more intuitive database applications, improved document management and more direct online publication.

Further progress will be made on the digital imaging project, and a sample of the tabled papers archive will appear online as part of a pilot program to seek feedback.

## Output Group 3—Procedure Office

### Outputs

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

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

Provision of parliamentary information services to the community.

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

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

	Performance indicators	Performance results
Quality	<p>The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.</p> <p>Procedural advice is accurate and covers all foreseeable eventualities.</p> <p>Amendments and bills are accurate and legally sound.</p> <p>Public information and parliamentary research is accurate, comprehensive and targeted for particular needs.</p> <p>Education Centre teaching and other Parliamentary Education Office (PEO) projects accurately reflect the Parliament and its work.</p>	<p>The 2007 senators' survey revealed high levels of satisfaction with the group's outputs. Advice was evaluated as 'excellent', with survey interviews revealing a generally high level of satisfaction with the accuracy of advice. Survey responses labelled performance as professional, non-partisan, efficient and willing.</p> <p>Procedural advice was assessed as accurate and comprehensive, and as anticipating senators' requirements. A survey response noted, 'Chamber and procedural support is excellent on the whole'.</p> <p>The survey showed that the level of satisfaction with drafting services was 83% but commentary indicated that, while drafting was of a high standard, more resources were needed. Backbench government senators who used the services also expressed a high level of satisfaction.</p> <p>The group's comprehensive continuing survey program revealed consistently high levels of satisfaction with this output, with many users of the training program seeking additional training modules.</p> <p>The senators' survey indicated that senators were highly satisfied with the work of the PEO (89%). In other assessments conducted by the PEO, its clients indicated high levels of satisfaction.</p>
Timeliness	<p>Procedural advice is timely. During sitting periods, amendments drafted as soon as possible after receipt of instructions.</p> <p>Scrutiny committee meetings held, documentation provided and reports produced within timeframes set by the Senate or the committees, as relevant.</p> <p>Seminars and lectures held on time and in accordance with advertised schedule; public information projects delivered according to programmed schedule.</p> <p>PEO teaching programs held on time and in accordance with booking schedule.</p> <p>PEO projects delivered according to programmed schedule.</p> <p>Information available on the internet and in publications is up to date and available as soon as practicable.</p>	<p>Procedural advice was assessed in the survey as prompt.</p> <p>All meetings of the scrutiny committees were held as scheduled and documentation was provided within the timeframes set by the committees.</p> <p>All seminars and lectures were held on time and in accordance with advertised schedules. Additional seminars were held in response to increasing demand.</p> <p>All programs were held in accordance with schedules. 58 additional classes were held in response to popular demand.</p> <p>Projects were delivered on schedule.</p> <p>Internet timetables for the provision of information were met. A new website was launched for the PEO (see 'Parliamentary education services').</p>

## REPORT ON PERFORMANCE – OUTPUT GROUP 3

### Analysis

As shown in Figure 11, the Procedure Office is divided into six functional areas to assist with the efficient management of the services it provides to senators. The office is headed by the Clerk Assistant (Procedure), who manages the office, provides procedural, advisory and drafting services, makes a large number of presentations on Senate procedure, and performs duties as a clerk at the table in the Senate chamber.

Figure 11 Elements and responsibilities of the Procedure Office

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

### Legislative drafting and procedural advice

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

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

The office also prepared an average of six procedural scripts per sitting day, one more than last year's average. These scripts included notices of motion, terms of reference for committee



inquiries and related documents for senators’ use in the chamber and in committees. The tendency of senators and their staff to seek this advice at very short notice continued during the year.

The Procedure Office drafted and processed all non-government amendments and private senators’ bills required by senators for use in the Senate, to assist with Senate committee work and for the purpose of discussions and negotiations with interested constituents. In 2005–06, there was a small increase in the number of requests from government senators for drafting assistance; a similar number of requests were made in 2006–07.

There was a further increase in the number of requests for drafting private senators’ bills during 2006–07, with 41 bills prepared and 20 introduced, compared to 34 prepared and six introduced in 2005–06. The most notable drafting tasks during the year under review were for the Somatic Cell Nuclear Transfer (SCNT) and Related Research Amendment Bill 2006 and Prohibition of Human Cloning for Reproduction and the Regulation of Human Embryo Research Amendment Bill 2006. After initial drafting, work on the latter bill was greatly assisted by the Office of Parliamentary Counsel and a seconded departmental officer with expertise in this area. The briefings required for both bills involved considerable work for the office.

The numbers of amendments arising from the four most demanding bills, shown in Table 3, are indicative of the general levels of legislative drafting activity during 2006–07. A summary of the legislative drafting and procedural advice services provided by the office in recent years is shown in Table 4.

**Table 3 Bills generating significant workload, 2006–07**

<b>Bill</b>	<b>No. of circulated amendments</b>	<b>No. of sets of circulated amendments</b>
Inspector of Transport Security Bill 2006	68	1
Medibank Private Sale Bill 2006	53	2
Native Title Amendment Bill 2006	88	3
Workplace Relations Amendment (A Stronger Safety Net) Bill 2007	64	6

A core function of the office is the provision of procedural advice to meet a wide range of senators’ requirements. As in previous years, senators and senators’ staff frequently sought advice about the operation of various standing orders and the practices of the Senate, as well as advice on how to satisfy their requirements through the procedures of the Senate and its committees. The demand for training new staff of senators and providing refresher training sessions in procedural matters to existing staff remained strong. This continuing high volume of work was a major part of the Clerk Assistant’s responsibilities.

The reduced number of sitting days in 2006–07—continuing a trend noted in recent reports—affected the work of the office, with senators concentrating their legislative work into the available time.

The 2007 senators’ survey revealed an 83 per cent level of satisfaction with the legislative drafting service. Survey commentary indicated that drafting services provided to

## REPORT ON PERFORMANCE – OUTPUT GROUP 3

non-government senators were of an impressively high standard. Government senators who had used these services were also either highly satisfied (four senators), or satisfied (one senator).

Responses in the survey also reflected a familiar concern about over-strained resources in the area. This has been a continuing area of attention, which can most effectively be addressed by a wider acknowledgment of the root cause, as one Senator commented in the survey: ‘The [problems with drafting] are only usually caused because of last minute decisions by individual senators, by members of parties and advisers. Sometimes there is a rush of legislation, a rush of last minute legislation’.

Additional staff resources were provided to the legislative drafting task with the Director, Research increasing the proportion of legislative drafting undertaken by the Research Section for the Procedure Office. The Research Section continued with its research support for the Clerk Assistant’s legislative drafting workload, particularly for private senators’ bills where policy development is required.

Table 4 **Legislative drafting and procedural advice services provided to non-government senators, 2002–03 to 2006–07**

Service	2002–03	2003–04	2004–05	2005–06	2006–07
Committee of the whole amendments	2,078	1,715	607	736	1,524
Second reading amendments	76	99	56	56	111
Private senator’s bills prepared	23	20	14	34	41
Private senators’ bills introduced	17	11	8	6	20
Procedural scripts prepared	372	568	287	274	353

### Legislative scrutiny committees

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

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

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

The two committees are responsible for examining all bills and disallowable instruments within their jurisdiction. The secretariats, assisted by their legal advisers, completed the necessary administrative work to assist the committees to undertake these tasks. The Regulations and Ordinances Committee staff processed 2,349 instruments during 2006–07 (2,449 in 2005–06). The Scrutiny of Bills Committee secretariat processed 241 bills during 2006–07 (185 in 2005–06) and the committee commented on 112 bills (91 in 2005–06).

The secretaries of the scrutiny committees briefed an international delegation from the Interparliamentary Study Group on the role and work of the committees.

## Public information and parliamentary research

The Research Section of the Procedure Office continued to coordinate and deliver parliamentary information services for the community during the year through lectures, exhibitions, seminars, publications, programs for other parliaments in Australia and overseas, and internships and fellowships. Highlights included the provision of an additional 18 seminars in response to high levels of demand and the provision of assistance to the legislatures of Indonesia, the People's Republic of China, Vietnam and the Cook Islands.

### Biographical Dictionary

The Biographical Dictionary Unit of the output group continued its work on *The Biographical Dictionary of the Australian Senate*.

Work on the manuscript of the third volume, covering 1962 to 1983, was completed at the end of the reporting period, meeting the timeframe established with the Clerk of the Senate. The work was undertaken in accordance with the accepted standards and procedures for multi-author works of reference, as outlined in last year's annual report.

The extensive research and writing required in the unit included the verification of 33 entries, the editing of 54 entries, and the compilation of extensive endnotes.

The crucial task continued to be genealogical research about senators and clerks and their families, and acquisition of documents to confirm the facts. One hundred birth, marriage and death certificates were ordered from Australian states and from other countries and overseas cities (ranging from Scotland and Ireland to Shanghai and Hong Kong), as was one shipping record for a birth at sea. Twenty-eight burial records were accessed through online cemetery databases. The search for several divorce decrees began.

Work continued on the 108 entries for Volume 4, which will cover 1983 to 2003. A further 20 authors were allocated, to make a total of 37, and some editorial work commenced. A date has not yet been set for publication of Volume 4.

### Lectures

During 2006–07, the Department of the Senate continued to host lunchtime lectures as part of the popular occasional lecture series, a drawcard both for repeat attendees and for visitors to Parliament House. Topics ranged from the relationship between the media gallery and Parliament, presented by prominent SBS television reporter Karen Middleton, to the importance of an independent electoral administrator, presented by renowned Australian political scientist (and the first Australian Electoral Commissioner) Professor Colin Hughes.

The Research Section publishes lecture transcripts in its free *Papers on Parliament* series and, since the start of 2007, has made audio recordings available on the departmental website, increasing the audience for, and accessibility to, the lectures.

### Exhibitions

The department completed a new exhibition in the lobby to the public galleries of the Senate chamber. The exhibition provides orientation for visitors to the galleries and gives them an introduction to the role of the Senate and the work of senators. The Research Section also developed material for a new audiovisual display, enabling the public to select short sequences depicting the work of Senate committees, women in the parliament, Prime Ministers, and cartoons illustrating the Senate.

## REPORT ON PERFORMANCE – OUTPUT GROUP 3

### Seminar series

The department's seminar series, administered by the Research Section, continues to expand, giving a greater number of executive branch public servants an opportunity to understand parliamentary operations and the accountability relationship between the Parliament and their own departments. A total of 1,558 people attended 43 seminars this year, almost 400 more than last year.

The seminar series remains an integral part of most graduate training programs within the Australian Public Service. As graduate recruitment programs continue to expand, so has the demand for Senate seminars.

The range of tailored seminars available to the public service and other groups has also expanded. In 2006–07, this included a seminar for a group of Indigenous graduates and tailored programs for a lobbying/consulting firm, for the Journalists Fellowship Program and for the Defence Industry Study Course.

The seminars are effective because they are conducted by senior departmental staff actively involved in supporting the operations of the Senate and its committees. It may be that the limit of the department's capacity to produce these seminars has almost been reached, as expert staff can only be drawn on to a certain extent.

A series of procedural training seminars continued to be offered for the staff of senators, with continuing good attendance. These seminars, delivered by senior officers, provide detailed applied explanations of the operations of the Senate and its committees.

### Publications

The Research Section edited and published two editions of the department's journal, *Papers on Parliament*, during 2006–07. The first, *A Light of Reason*, focused on the Senate Select Committee on Superannuation and a seminar on its work held in August 2005. The second, *Images, Colours and Reflections*, contained papers from the occasional lecture series of 2005–06.

The section issues a range of free publications raising awareness of the Senate and the parliamentary process. In 2006–07, the *Senate Briefs* series was revised and reissued in hard copy and in an improved online version.

Two new brochures were also produced this year. The first provides a simple explanation of the Senate, its function and its operations for people who want a basic understanding without the detail offered by the *Senate Briefs*. The second, *Your Senate Online*, provides step-by-step instructions to enable people to access the range of information available on the Senate through the Parliament House website.

### Information inquiries, internships and fellowships

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

The Australian National Internships Program was again run successfully in partnership with the Australian National University. Interns continued to see Parliament House as an outstanding venue in which to be placed. More than a thousand students have participated in the program since its inception in 1993, and 77 students were placed in Parliament House in 2006–07. The Research Section coordinated an induction seminar for each group of interns and organised some of the functions associated with the program.

The section also manages the Senate Fellowship program, which gives scholars access to the department and Parliament House to conduct their research. The program costs the department nothing, as it provides no fees or allowances.

During the year, Professor John Halligan of the University of Canberra concluded his fellowship when, with his co-authors, he completed *Parliament in the 21st Century: Institutional Reform and Emerging Roles*, a book published by Melbourne University Press.

**Parliamentary education services**

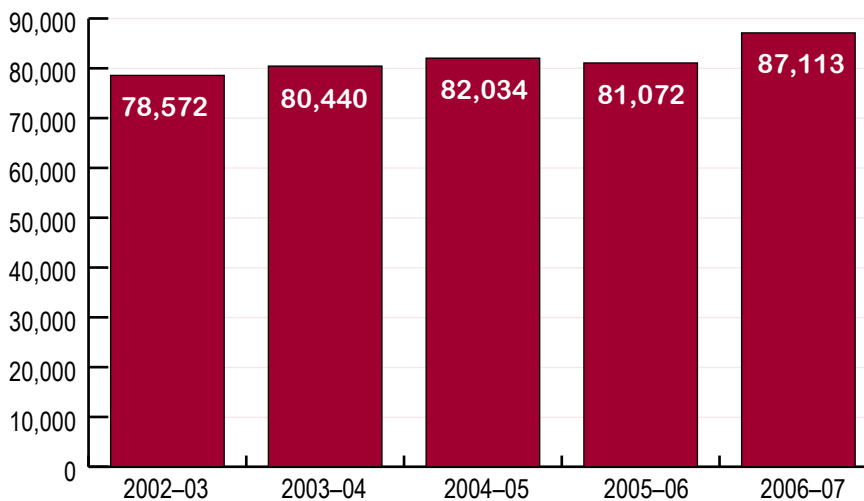
The Parliamentary Education Office (PEO), through its programs, publications and resources, educates Australians about the work of the Parliament of Australia. The PEO provides services both at Parliament House and through outreach activities. During 2006–07, the office continued to deliver a high level of parliamentary educational services to schools, teachers and students.

**Parliament House activities**

Through its Education Centre (a modified committee room representing a parliamentary chamber), the PEO delivered its pre-booked one-hour role-play program to more than 87,000 students in about 2,500 groups during the year. This continues a steady increase in the number of students attending, as shown in Figure 12. The role-play involves simulations of chamber and committee proceedings of the Senate and the House of Representatives. This popular and successful educational experience has been replicated in classrooms Australia-wide and in state, territory and overseas parliaments.

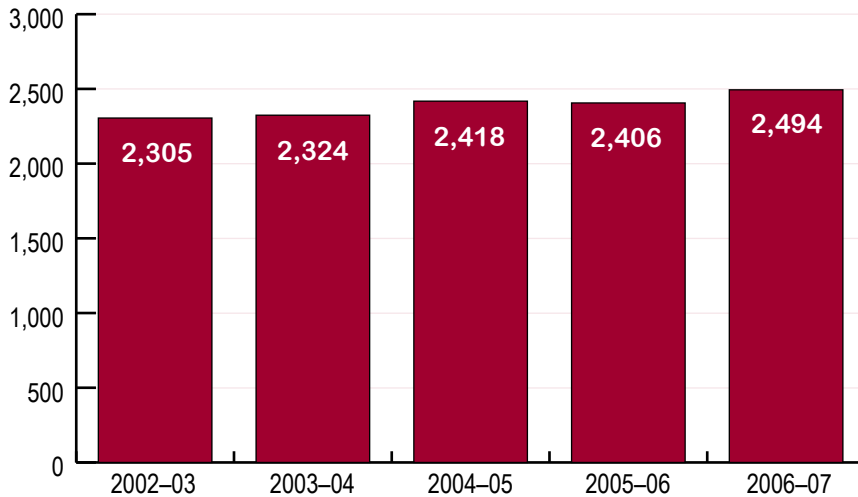
As foreshadowed in last year’s report, hours of operation for the program were extended to meet demand, resulting in more than 2,000 additional students participating in the program. In June 2007, the Education Centre installed chamber benches with reversible red and green cushions, to match the colours of the two chambers. This provides an even more authentic chamber experience for students, and potential to expand PEO services from the Education Centre using a range of multimedia visual technologies. The office also conducted market research surveys of classroom teachers visiting the Education Centre.

Figure 12 **Students who visited the PEO Education Centre, 2002–03 to 2006–07**



## REPORT ON PERFORMANCE – OUTPUT GROUP 3

Figure 13 School groups that visited the PEO Education Centre, 2002–03 to 2006–07



The Little Lunch Sitings for Senior Citizens program was again delivered during available periods at Parliament House.

The PEO also contributed to the annual National Schools' Constitutional Convention by taking participants through a simulated parliamentary sitting that considered a constitution alteration bill tailor-made for the purpose.

### Outreach activities

The PEO continued to develop systems and programs for teachers in schools, universities and the TAFE sector. As part of a national 'teaching teachers' program, the PEO focused on South Australia, Victoria and New South Wales. The PEO also conducted its long-running and successful Fellowship program, which in 2006–07 brought in experienced teachers and officials from the schools sector in South Australia. A follow-up strategy, assisted by a new 'Friends and Colleagues' communication initiative using the PEO website, is ensuring that PEO Fellows are supported and encouraged to maintain PEO programs in South Australian classrooms. More generally, this communication system is designed to keep PEO in touch with all its friends and colleagues in the education sector.

In 2006–07, the PEO participated in activities in:

- New South Wales—Bega, Cooma, Eden, Newcastle
- Victoria—Melbourne (several different programs)
- Western Australia—Perth
- South Australia—Berri, Gawler, Gilles Plains, Noarlunga, Port Adelaide, Port Augusta, Regency Park, Salisbury
- Tasmania—Launceston
- Australian Capital Territory—Canberra and surrounding region
- Northern Territory—Alice Springs, Darwin.

No major activities were undertaken in Queensland during 2006–07, as extensive work was done in that state in 2005–06. However, Queensland students continued to be a major presence, making up 15 per cent of participants in the role-play.

An important feature of PEO outreach activities is the involvement and assistance of senators and members from the relevant state or electorate.

The PEO continued to work with the National Museum of Australia to produce *Talk Back Classroom*, a program in which senior secondary school students interview distinguished guests in front of a live audience in a recording studio. In 2006–07, interviewees included Dr Peter Shergold, Ms Julia Gillard MP, the Honourable Mal Brough MP, the Honourable Julie Bishop MP and the Honourable Malcolm Turnbull MP.

The Rotary-sponsored ‘Adventure in Citizenship’ program brought 50 Year 11 students to Canberra to take part in a week-long program run by the PEO and other partners. Delegates experienced the operation of Parliament through various role-plays within the structured format of parliamentary and committee processes, through involvement with parliamentarians and through debates on some of the key current issues being considered by the Parliament. Delegates returned home to share these experiences with their peers and communities.

As in past years, the PEO assisted the Australian Broadcasting Corporation in producing the *Heywire* program for rural youth by giving 36 participants from across Australia an understanding of the way Parliament functions, with an emphasis on lawmaking and scrutiny.

### Professional networks

During 2006–07, the PEO continued to forge strong and useful networks within the Parliament and beyond by:

- meeting with the PEO Advisory Committee
- working closely with senators and members
- attending the Australian Primary Principals’ Association Conference
- continuing to monitor state and territory curriculum developments
- keeping abreast of parliamentary education developments internationally
- monitoring chamber and committee developments throughout the year.

### Staff training and development

In 2006–07, the PEO introduced a training module for staff and prospective staff, to increase its teaching capacity during busy periods and to increase staffing flexibility by providing additional resources to cover staff absences. Qualified applicants from the department’s casual employment register undertook development based on observation, team teaching and mentoring, and were given intermittent teaching opportunities within the PEO. The training module will be repeated and refined in 2007–08.

### Website and resources

The new PEO website went on line in March 2007 after more than a year of planning, consultation, testing and implementation. Added interactivity, including video learning and face-to-face communication, and the promotion of the website form the next phase of the larger website project.

The PEO continued to produce new and updated resources. These included the draft stage of a poster series, *Parliament in Pictures*, and the new teacher CD resource, *Parliament of Wizards*, which introduces primary school students to the work of parliament through the world of magic.

To cater for continuing high levels of interest, the PEO reprinted the pocket-sized *Australian Constitution*, *Peeling Back Parliament* and *Unravelling the Role Play*.

## REPORT ON PERFORMANCE – OUTPUT GROUP 3

### Parliament and Civics Education Rebate

The Citizenship Visits Program (CVP) provided subsidies for school groups travelling more than 1,000 kilometres to Canberra to visit the Education Centre. From 1 July 2006, the CVP was transferred to the Department of Education, Science and Training and subsumed into the Parliament and Civics Education Rebate (PACER) scheme. The department ceased its involvement with the CVP from that time. However, Senate estimate committee hearings explored the effect of PACER on the PEO's education program. Statistics for the PEO program at Parliament House revealed that overall bookings increased in the year following PACER's introduction, but bookings from remote states such as Western Australia, South Australia, the Northern Territory and Tasmania—for which the CVP had been devised—remained the same or declined.

### Interparliamentary activities

The Procedure Office provides support to parliaments around the world by:

- hosting visiting delegations from overseas legislatures
- training members and officials of other legislatures
- supporting the work of the Inter-Parliamentary Union
- giving administrative and research support to Australian parliamentary delegations visiting other countries' legislatures.

In March 2007, the Clerk Assistant (Procedure) produced a consolidated report of parliamentary training provided by staff of the department to overseas parliaments. Fifteen tailored missions to 13 countries (with some countries requesting follow-up training) had been conducted during a 10-year period. The report was tabled in the Senate by the President on 29 March 2007.

The Senate and its committees continued to be regarded as role models for legislatures around Australia and the world. In 2006–07, the Senate hosted visitors from nations including Indonesia, Pakistan, South Africa and Niue. As in previous years, the program was tailored to meet the specific needs of the visitors.

The Clerk Assistant (Procedure) and the Director, Research continued to provide training opportunities for members and staff of legislatures in the region, including the National Assembly of Vietnam and the Parliament of the Cook Islands. The office also worked to develop further the close relationship between the Australian Senate and the Indonesian upper house, the Dewan Perwakilan Daerah.

### Inter-Parliamentary Union

The Inter-Parliamentary Union (IPU) brings together representatives of the parliaments of sovereign states throughout the world. It fosters contacts, coordination and exchanges of experience among parliaments and parliamentarians of all countries and contributes to a better knowledge of the working of representative institutions.

During 2006–07, the department continued to support the important work of the IPU by:

- funding the attendances of senators and members from the Australian Group of the IPU at the 115th IPU Assembly in Geneva, Switzerland, in October 2006 and at the 116th Assembly in Bali, Indonesia, in May 2007
- providing administrative support and advice to the Australian delegation.

In July 2006, the leader of the Australian IPU delegation, the Hon. Judi Moylan MP attended meetings in Geneva, convened by the President of the IPU, Mr Pier Ferdinando Casini, to



develop proposals to further consolidate reform of the IPU. Several of her proposals were adopted and are being implemented.

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

### **Delegation secretariat support**

In addition to its support of IPU activities, the department provided experienced officers as secretaries to five parliamentary delegations conducting bilateral visits to Portugal; Cambodia; the Republic of Malta and Spain; the United Kingdom and Poland; and Trinidad and Tobago and the United States of America. The secretaries provided administrative and research support throughout the visits and during the preparation of reports for tabling in the Parliament.

### **Significant changes in functions and services**

The Citizenship Visits Program, an administered item providing a subsidy for school children visiting Parliament House from remote areas of Australia, was terminated and transferred to the Department of Education, Science and Training. The program ceased to be administered by parliamentary departments on 1 July 2006.

See 'Parliament and Civics Education Rebate', above, for more details.

## ***Factors, events and trends influencing performance***

The core business of the Procedure Office—its legislative drafting and procedural advice services—continued to be used extensively by senators and their staff.

Demand for procedural advice and training for senators' staff remained high, partly driven by high turnover among staff, many of whom are casual or temporary employees.

Public service demand and demand from overseas parliaments for training services continued to be very strong. This led the office to provide many additional training seminars, often at short notice.

## ***Evaluation***

In addition to monitoring the evaluative commentary received in the senators' survey, the Procedure Office continually monitors all its activities through formal and informal appraisal, including through letters, emails, phone calls, seminar evaluation forms and direct advice from Senators, their staff and members of the public. All these evaluation methods helped the office to finetune output activities during 2006–07, and all indicated high levels of satisfaction with the office's services. Figure 14 gives examples of comments.

## REPORT ON PERFORMANCE – OUTPUT GROUP 3

Figure 14 Typical feedback on Output Group 3 programs

Program	Feedback	User
Legislative drafting service	'Thanks so much for your super-efficient help on this.'	A senator's staffer
	'Thanks for your great work on this—I've received many compliments on the effort from here and overseas.'	A senator on the drafting of a private senator's bill
	'Thanks for the work on the bill; everyone is very happy with it.'	A senator's staffer
	'I believe the draft is so good that if there is neither time nor interest to "potter", where it is now is a splendid example of its genre.'	A constituent on the drafting of a private senator's bill
	'Thank you both again for your willingness to help me in a rush ... again!'	A senator's staffer
	'Thanks—once again your service excels!'	A senator's staffer
Seminar program	'You're a miracle worker. Very much appreciated. Will be a bit more timely next time.'	A senator's staffer
	'Excellent and entertaining. Kept my interest.'	Seminar participant
	'My sincere thanks for your quick response and enthusiasm.'	An organiser of a seminar
	'[The Senate] session was the hit of the week—and rightly so.'	Student of the Advanced Military Administrative Law course, ANU
	'Appreciated the focus on providing advice to ministers.'	Seminar participant
	'Excellent and very informative. Practical knowledge highlighting both intellectual and physical reality. A fantastic learning experience.'	Seminar participant
	'That was the most interesting and insightful seminar so far out of all the seminars offered in the program. I was already familiar with the brief role of the Senate, but its reasons and rationale for Senate processes was informative to me.'	Seminar participant
	'This was a great introduction to the Senate—clear, well organised and very interesting.'	Seminar participant
	'Well presented, well thought out, clear and concise.'	Seminar participant
	'Well presented and informative. Very useful information in our folders.'	Seminar participant
	'It was very worthwhile and covered both the necessary detail and the "mystery" of the legislative process.'	Seminar participant
	'Speakers were very knowledgeable—it was clear they were experienced in the topics.'	Seminar participant
	'Good, useful and well-presented explanation of the Senate and role of public servants.'	Seminar participant
'I really enjoyed the presentations. All of the presenters are very knowledgeable about their topics. I really appreciate that all the presenters offered tips and used current issues to highlight the points of the presentation. Having a current senator as a presenter was also invaluable.'	Seminar participant	

Program	Feedback	User
Parliamentary Education Office programs	'The Parliamentary Education Office does a wonderful job.'	A senator
	'The mock parliament session has certainly educated and enriched students' understanding of the operation of Parliament and made them more aware of the importance of debates ...'	A member of the House of Representatives
	'I enjoyed learning more about the outreach program of the PEO ... so much dedication, energy and passion towards educating students about the Australian Parliament.'	A visiting official
	'My classroom has already benefited from PEO resources. When talking about aspects of Parliament, I simply turn to the posters, maps & diagrams on the wall ...The website is excellent.'	A teacher and PEO fellow
	'This was absolutely brilliant. Using situational learning is a very successful strategy ... fantastic!'	A TAFE student

Specific evaluation of the work of the PEO appeared in the senators' survey within the section headed 'Public awareness of the Senate and its work'. The report stated that the PEO was 'most prominent in the minds of Senators', with survey results indicating that 67 per cent of senators were satisfied with the PEO and 22 per cent were highly satisfied. The overall approval rate of 89 per cent shows that the outputs of the office are hitting the mark. After the PEO Advisory Committee meeting in March 2007, before the survey results were published, all senators were provided with a list of the schools from their state that had booked into the PEO program at Parliament House to 31 December 2007. This service will soon be permanently available through the senators' computer network portal.

### Performance outlook

In 2007–08, the office will continue to give priority to providing legislative drafting support for non-government senators, drafting support for legislative amendments and private senator's bills, and procedural advice and training.

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

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

The PEO will continue to focus its efforts on an established 'teaching and reaching' strategy. This will include substantial moves towards implementing a national agenda designed primarily to educate all students of school age in Australia about the Australian Parliament. It will use technology to support its aims, including additions to its new website and a video production facility called Moving Image.

The PEO will also work closely with the Australian Primary Principals' Association and the Australian Secondary Principals' Association (including sponsoring a part of their joint national conference). Teacher training initiatives, plus programs in schools, universities and the TAFE sector, will also continue.

All senators and members will be given access to PEO school bookings data, specific member of parliament services and the PEO website through their network portal.

In 2007–08, the PEO expects to educate a near-capacity number of students in the Education Centre, as it did in 2006–07. The PEO will continue to further its position as a leading authority on, and exponent of, parliamentary education.

## REPORT ON PERFORMANCE – OUTPUT GROUP 3

The Research Section will continue to provide training for senators and their staff, for the members and staff of other parliaments and for officers of the Australian Public Service.

During the coming year, the Research Section will replace the exhibition 'For Peace, Order and Good Government' with a new exhibition focusing on the constitutional, legislative, representative and accountability functions of the Parliament. The section will also maintain the popular series of occasional lectures.

## Output Group 4—Committee Office

<b>Outputs</b>		
Provision of secretariat support to the Senate legislative and general purpose standing committees, select committees and certain joint committees.		
	<b>Performance indicators</b>	<b>Performance results</b>
<b>Quality</b>	<p>The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.</p> <p>Advice, documentation, publications and draft reports are accurate and of a high standard.</p>	<p>Formal and informal feedback mechanisms continue to show that senators consider the support provided by the Committee Office to be effective.</p> <p>Both in the 2007 senators' survey and when debating committee reports, committee chairs and senators recognised the high quality of services provided by secretariats in:</p> <ul style="list-style-type: none"> <li>• drafting reports</li> <li>• dealing effectively with witnesses and clients</li> <li>• organising committee meetings and hearings</li> <li>• producing quality committee briefings</li> <li>• providing sound procedural advice</li> <li>• liaising closely with senators' offices.</li> </ul>
<b>Timeliness</b>	<p>Meetings held, documentation provided and reports produced within timeframes set by the Senate or the committee, as relevant.</p> <p>Tabling deadlines met in all but extraordinary circumstances</p>	<p>Committee secretariats organised meetings, hearings, briefings and inspections in accordance with committee requirements and within constraints arising from the availability of members.</p> <p>Reports were drafted and presented to the Senate in accordance with the timelines set by committees and deadlines set by the Senate.</p>
<b>Quantity</b>	<p>Documentation is sufficient for committee purposes and material available to the public is available promptly, electronically or in hard copy.</p>	<p>Committee staff provided committee members, witnesses and others with documents in accordance with secretariat procedures, orders of the Senate and committee requirements.</p> <p>Upon tabling, reports were promptly made available to senators and others in both printed and electronic forms.</p>

## REPORT ON PERFORMANCE – OUTPUT GROUP 4

### Analysis

During 2006–07, the Committee Office provided secretariat support to Senate and certain joint committees by:

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

Senate committees continued to focus on bills inquiries. In 2006–07, 44 per cent of bills introduced into the Parliament were referred to Senate committees, compared to 47 per cent in 2005–06. This corresponds to an increase in the number of bills introduced into the Parliament (Table 5) and reflects an increase in the number of inquiries conducted.

Table 5 **Bills referred to Senate committees, 2005–06 and 2006–07**

	2005–06	2006–07
Number of bills introduced into Parliament	165	243
Number of individual bills referred	78	107
Percentage of individual bills referred	47%	44%
Packages of bills referred	59	79
Percentage of packages of bills referred	36%	33%

The reporting timeframes for bills inquiries remained tight, with a 30-day average reporting deadline, a slight increase on the average of 27 days for 2005–06. This figure is based on a timeline commencing from the date the bill was referred and concluding with the date the committee reported (Table 6). In 2006–07, 12 bills were referred by the Senate contingent on their introduction into the Parliament. For example, the Workplace Relations Amendment (A Stronger Safety Net) Bill 2007 was referred to the Employment, Workplace Relations and Education Committee for inquiry on 10 May 2007, with a reporting date of 14 June 2007, but the bill was not introduced into the House of Representatives until 29 May 2007. For 19 days of its inquiry, the committee was therefore not in a position to examine the detail of the bill, presenting difficulties for the committee, staff and witnesses.

Table 6 **Bills inquiries and average reporting deadlines**

	2005–06	2006–07
Packages of bills referred	59	79
Reporting deadline (total number of days)	1,619	2,360
Average (days)	27.44	29.87

The Committee Office conducted a number of recruitment processes to ensure that staffing levels were sufficient to meet the demands made of secretariats. In October 2006, staff numbers were at their lowest level, with 49.9 full-time equivalent (FTE) staff. Unfortunately, this coincided with a period of high activity for committees (13 bills referred for eight inquiries with short reporting timeframes). Although the selection processes for most vacant positions had been finalised, there were delays in the appointed staff taking up positions. The FTE staff figure for 2006–07 was 52.1, reflecting in part the low staffing levels earlier in the year. FTE staffing numbers have hovered between 53 and 55 since January 2007.

The Community Affairs Committee and the Legal and Constitutional Affairs Committee each conducted a large number of inquiries in 2006–07. The average FTE staff numbers for these committee secretariats (5.2 and 5.0, respectively, for the year) reflect this workload and compare with the average FTE staff (3.4) employed for the Finance and Public Administration Committee, which had a lighter workload.

Last year’s annual report highlighted the variability in work patterns, and this persisted during 2006–07. The Committee Office continued the system under which the busiest secretariats borrowed additional staff from those with lighter schedules.

The average cost of supporting the legislative and general purpose standing committees was \$480,000, compared to \$458,000 in 2005–06 and \$520,000 in 2004–05. The slight increase on the 2005–06 figure principally reflects increases in salary costs.

**Table 7 Legislative and general purpose standing committees  
—workload trends**

	2004–05	2005–06	2006–07
References to:			
Legislation committees	45	61	5 <sup>a</sup>
References committees	28	12	1 <sup>a</sup>
Standing committees (from 11 September 2006)			84
Total	73	73	90
Reports presented	90	84	94
Meetings held	249	252	267
Hearings held	143	164	161
Witnesses heard	1,419	1,895	1,860
Extensions of time granted	35	55	33

Note: Statistics for legislation committees exclude those relating to legislation committee work on the estimates and consideration of annual reports.

a To 11 September 2006.

For the second consecutive year, no select committees operated.

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

The *Law Enforcement Integrity Commissioner Act 2006* commenced on 30 December 2006, heralding the establishment of a new parliamentary joint committee early in 2007—the Parliamentary Joint Committee on the Australian Commission for Law Enforcement Integrity. The committee, which is supported by the Committee Office, held its first meeting on 10 May 2007.

## REPORT ON PERFORMANCE – OUTPUT GROUP 4

The cost of the Committee Office in 2006–07 was \$8.3 million (\$8.2 million in 2005–06). The costs included staff travel, accommodation and venue hire, and the costs of some non-government witnesses. Committees administered by the Committee Office did not use the services of any consultants during the year. The costs of senators attending hearings are paid by the Department of Finance and Administration.

Figure 15 shows the structure of the Committee Office.

Figure 15 **Elements and responsibilities of the Committee Office**

<b>Executive</b>	
<i>Maureen Weeks, Clerk Assistant</i> <i>Roxane Le Guen, Senior Clerk</i> Procedural advice Planning and coordination Secretariat staffing and resources Statistics and records	
<b>Legislative and general purpose standing (legislation and references) committee secretariats</b>	<b>Joint statutory committee secretariats</b>
Community Affairs <i>Elton Humphery</i>	Australian Crime Commission <i>Jacqui Dewar</i>
Economics <i>Peter Hallahan</i>	Corporations and Financial Services <i>David Sullivan</i>
Employment, Workplace Relations and Education <i>John Carter</i>	Australian Commission for Law Enforcement Integrity <i>Jacqui Dewar</i>
Environment, Communications, Information Technology and the Arts <i>Ian Holland</i>	
Finance and Public Administration <i>Stephen Palethorpe</i>	
Foreign Affairs, Defence and Trade <i>Kathleen Dermody</i>	
Legal and Constitutional <i>Jackie Morris</i>	
Rural and Regional Affairs and Transport <i>Jeanette Radcliffe</i>	

Note: Secretaries for committees are shown as at 30 June 2007.



## Procedural changes and advice

Secretaries continued to provide procedural and strategic advice to committee chairs and members. Higher level advice was provided by the Clerk, Deputy Clerk, Clerk Assistant (Committees) and Senior Clerk of Committees. The advice, both oral and written, covered many parliamentary privilege issues and matters such as the power of committees to call witnesses, adverse reflections on persons made in evidence and protection of witnesses. Advice was also provided on a number of matters arising out of estimates hearings, including the extent of questioning allowed under the orders of the Senate and the bases on which information can be refused to committees.

In 2005, standing order 74 was amended to introduce a new accountability mechanism to address the late provision of answers to questions taken or placed on notice during the estimates process. Amended standing order 74(5) enables a senator, 30 days after the date an answer is due, to ask the relevant minister in the chamber why an estimates question on notice has not been answered. It was used on three occasions: 14 August 2006, 7 September 2006 and 10 May 2007. Estimates reports and questions at hearings also continued to highlight concerns about the provision of answers long after the due date.

The Chairs' Committee, established under standing order 25(10), met on two occasions (13 and 20 June 2007) to consider the Standing Committee on Finance and Public Administration's report, *Transparency and accountability of Commonwealth funding and expenditure*. Recommendation 18 of that report was that the Chairs' Committee consider the proposals made by the Auditor-General during the inquiry to provide assistance to the legislative and general purpose standing committees in their consideration of estimates. The Chairs' Committee reported to the Senate on 21 June 2007.

## Legislative and general purpose standing committees

Last year's annual report foreshadowed a change to the structure of the Senate's committee system. On 11 September 2006, changes to the structure of the legislative and general purpose standing committees, agreed by the Senate on 14 August 2006, took effect. Previously, 16 committees operated: two for each portfolio grouping (one legislation and one references). The twin committees were amalgamated and membership of the new committees increased from six to eight, with a government senator as committee chair. The responsibilities of the two committees were blended so that the one committee now examines matters referred by the Senate (usually subject-oriented matters), in addition to inquiring into and reporting on bills, estimates of proposed expenditure, annual reports and the performance of government departments and agencies. Outstanding inquiries were continued by the new committees. The committees are established under amended standing order 25 as permanent committees and continue for the life of the parliament. They are re-established at the commencement of each new parliament, with their membership determined by the Senate.

Prior to the structural amendments of September 2006, legislation committees were referred four bills or packages of bills, and one other matter. The committees tabled 10 reports, excluding seven reports on annual reports.

In the other nine months of the year, the new committees had 84 matters referred, 74 of which were bills or packages of bills. As a result of all inquiries, 81 reports, excluding annual reports and estimates reports, were tabled.

In total, 78 bills inquiries were conducted by Senate committees during the year, resulting in 73 reports on legislation. Senate committees also tabled 21 reports on other matters.

## REPORT ON PERFORMANCE – OUTPUT GROUP 4

Comparisons with previous years are difficult because the committee structure has changed and work previously undertaken by two committees is now the responsibility of one. However, during 2005–06, legislation committees had 61 matters referred to them, including 59 bills or packages of bills, and tabled 65 reports, excluding the 15 reports on annual reports.

All legislative and general purpose standing committees are required by standing order 25(20) to report regularly on the annual reports of departments and agencies within their portfolio responsibilities. The new committees met this requirement in March 2007 with the tabling of reports by all eight committees. In early September 2006, under the previous committee structure, seven committees presented reports on annual reports in accordance with the standing orders. The Community Affairs Committee did not present a report, as it had no annual reports to consider. The total of 15 reports in 2006–07 is comparable with the 2005–06 figures.

Table 8 **Legislation committees—activity from 2002–03 to 11 September 2006**

	2002–03	2003–04	2004–05	2005–06	2006
<b>Meetings (number)</b>					
Public	57	79	41	74	9
Private	140	173	118	151	20
Inspections/other	2	0	0	0	0
<b>Meetings (hours)</b>					
Public	395	248	131	304	55
Private	45	43	28	45	13
<b>Matters referred</b>					
Bill/provisions of bills	51	53	45	61	4
Other (inc. annual reports)	17	22	9	16	8
<b>Reports presented<sup>a</sup></b>	54	77	64	65	17
<b>Submissions received</b>	3,019	1,545	734	8,319	163
<b>Witnesses</b>	583	773	412	1,093	133

<sup>a</sup> Excludes estimates.

Table 9 **Standing committees—activity from 11 September 2006 to 30 June 2007**

2006–07	
<b>Meetings (number)</b>	
Public	119
Private	230
Inspections/other	9
<b>Meetings (hours)</b>	
Public	499
Private	113
<b>Matters referred</b>	
Bills/provisions of bills	74
Other (includes annual reports) <sup>a</sup>	18
<b>Reports presented<sup>a</sup></b>	89
<b>Submissions received</b>	2,594
<b>Witnesses</b>	1,371

*a Excludes estimates.*

Committees considering the estimates of proposed expenditure of Australian government departments and agencies sat for 715 hours in the budget cycle. The cycle commenced in May–June 2006 with the budget estimates, with supplementary hearings being held in October–November 2006 and additional estimates in February 2007. Under the new committee structure, 16 reports on estimates were prepared and tabled by committees. For details, see Table 10.

Table 10 **Committees considering estimates**

Budget cycle	Hours of estimates hearings held			No. of witnesses	No. of pages of evidence
	Budget estimates (hours)		Additional estimates (hours)		
	Main hearings May–June	Supplementary hearings October–November	February		
2007–08	333:00			1,832	4,004
2006–07	334:07	187:05	194:17	4,329	9,335

At the May–June 2007 budget estimates hearings for the 2007–08 budget cycle, committees sat for a total of 333 hours and senators asked an estimated 34,800 questions. The figures for the 2006–07 budget estimates hearings were similar (334 hours and about 33,700 questions).

Due to the large volume of answers received at the last moment, difficulties in processing answers to questions on notice from estimates hearings continued. Many departments and agencies provided answers just before, or during, the next scheduled round of estimates hearings, which limited the ability of senators to follow up issues. Prior to the Budget estimates hearings, the Department of Health and Ageing, Austrade, AusAID, the Australian Centre for International Agricultural Research and Export Finance and Insurance

## REPORT ON PERFORMANCE – OUTPUT GROUP 4

Corporation were the only agencies to have provided all answers by 11 May 2007. On that date, the Department of Veterans' Affairs had not responded to any of the 93 questions that were on notice from the additional estimates hearings held in February 2007, despite a deadline of 29 March 2007.

In the two and a half months that references committees operated, only one matter was referred to them. Forty-one meetings (both public and private, together with inspections) were held and three reports were tabled. Following the restructuring of the committees, reference work outstanding was completed by the new committees.

Table 11 **References committees—activity 2002–03 to 11 September 2006**

	2002–03	2003–04	2004–05	2005–06	2006
<b>Meetings (number)</b>					
Public	136	115	85	75	22
Private	112	133	131	101	17
Inspections/other	44	21	17	16	2
<b>Meetings (hours)</b>					
Public	518	528	347	334	106
Private	41	72	55	38	4
<b>Matters referred</b>					
Bill/provisions of bills	23	11	26	12	0
Other (inc. annual reports) <sup>a</sup>	1	2	2	0	1
<b>Reports presented<sup>a</sup></b>	10	21	41	19	3
<b>Submissions received</b>	1,953	3,954	891	1,117	271
<b>Witnesses</b>	1,719	1,294	1,007	802	356

Note: Meeting hours have been rounded to the lowest whole hour.

<sup>a</sup> Excludes estimates.

### Select committees

A select committee is an ad hoc committee created to inquire into and report on a specific matter. It usually has a limited life and ceases to exist when it presents its final report.

No select committees were established during 2006–07; nor did any select committee report and thus expire.

### Joint committees

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

At 30 June 2007, the Committee Office was supporting three statutory joint committees: Corporations and Financial Services, the Australian Crime Commission, and the Australian Commission for Law Enforcement Integrity. However, for most of 2006–07 it supported only two committees, as the Parliamentary Joint Committee on the Australian Commission for Law Enforcement Integrity did not hold its first meeting until 10 May 2007.

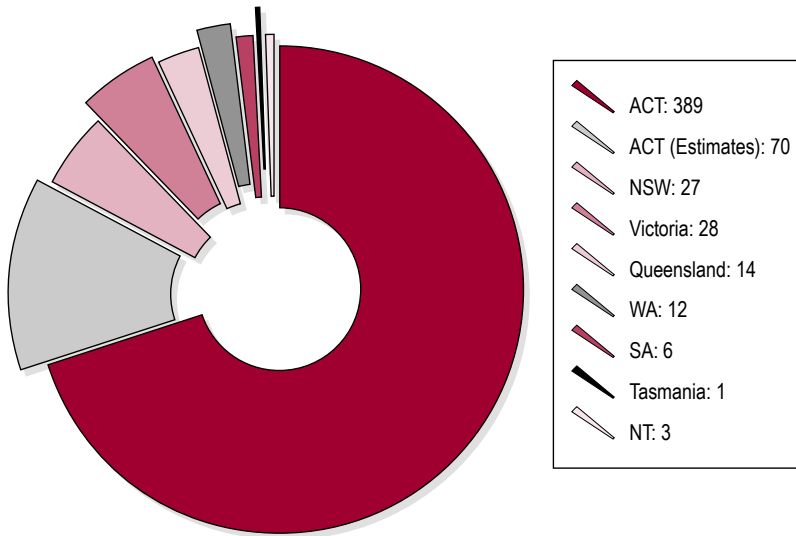
The committees held 52 meetings (public and private, and inspections), for a total of 93 hours. They received 160 submissions and heard 178 witnesses. The comparable figures for 2005–06 were 73 meetings, 130 hours, 187 submissions and 306 witnesses.

## Meetings

Senate committee secretariats supported 550 meetings, hearings and site inspections during the year, compared with 536 in 2004–05 and 597 in 2005–06. These figures include statistics relating to estimates hearings held by the committees.

Committees have continued to reach out to communities by travelling interstate, including to regional centres, to hold hearings and site visits. A breakdown of meetings by location appears in Figure 16.

Figure 16 **Committee meetings by location, 2006–07**



## Significant changes in functions and services

The debate over the government’s proposal to restructure the Senate’s committee system and the ensuing inquiry by the Procedure Committee gave the Committee Office clear notice of the impending changes. The office took that time to prepare, resulting in a smooth transition. Committees were reappointed and conducted their first meetings in a routine manner. Other necessary adjustments, such as updating websites, were identified and managed in order to minimise potential problems arising from the restructure. The restructure did not result in any significant changes to the structure of the Committee Office.

Work continued on the development of a web-based information system. In 2006–07, the objectives of the proposal were refined. The Senate Centralised Information Database project will include an increase in the use of dynamically generated website information, reducing workloads within secretariats and providing greater flexibility in delivering committee information. It is expected that this phase of the database project will be implemented by early 2008.

As flagged in the 2005–06 annual report, the procedural manual was finalised and distributed to all Committee Office staff in October 2006. The administration manual, which provides advice on administrative matters relating to committee activities, is substantially completed and will be circulated to staff after consultation.

## REPORT ON PERFORMANCE – OUTPUT GROUP 4

Work on guidelines to assist committees when making decisions on privacy and other matters related to publishing submissions, particularly on the internet, has progressed.

### ***Factors, events and trends influencing performance***

Committee workloads continued to be uneven throughout 2006–07. While some committees struggled with a large number of active inquiries, others received limited work. The practice of reallocating staff from underutilised secretariats to those with heavier workloads was continued. This reallocation of staff extended to creating sub-secretariats where an inquiry was moved from a particularly busy secretariat to an underutilised one. Staff recognise the benefits to personal and corporate development from being exposed to the work practices of other committees. Requests from busy secretariats for assistance are now routine, and the response is ready, willing and cooperative. Although some concern is still expressed at the loss of ‘corporate knowledge’ for some inquiries, committee members have accepted that the process is managed so that any such loss is minimised and they appreciate the willingness of ‘guest’ staff.

The constriction of timeframes for inquiries, particularly legislation inquiries, also influenced the performance of the Committee Office. Some reporting dates preceded the passage of bills through the House of Representatives. The limited time to consider complex and often controversial legislation was noted by committees in reports and by senators in debate.

The committee also notes the complexity of copyright law and the issues raised by the Bill which, in the context of the short timeframe, has made the committee’s task challenging.

(Legal and Constitutional Affairs Committee Report—*Provisions of Copyright Amendment Bill 2006*, November 2006, p. 38)

We gave people so little time to prepare their comments on the legislation. We gave the committee itself and the secretariat a ridiculously short time to present the report.

(Senator Moore, Child Support Legislation Amendment (Reform of the Child Support Scheme—New Formula and other Measures) Bill 2006 debate, transcript, 8 November 2006, p. 124)

The short timeframes for inquiries often required committee staff to work long hours and, on occasion, weekends to ensure that committees met the deadlines and provided reports that canvassed and analysed the issues raised by witnesses. Nonetheless, committees sometimes expressed frustration that the reporting deadlines meant that some issues could not be addressed.

... the Committee wishes to record that this very short inquiry has provided insufficient time to analyse the specifics of some concerns raised in evidence, especially in relation to longer term possible impact of these reforms.

(Community Affairs Committee Report, National Health Amendment (Pharmaceutical Benefits Scheme) Bill 2007 [Provisions], June 2007, p. 1)

The impact on staff morale is particularly significant when there are substantial delays between the presentation of a report and the Senate debating the legislation.

## Evaluation

The principal means of evaluating the performance of the Committee Office in supporting Senate and certain joint committees is the biennial senators' survey. The survey was conducted early in 2007 and showed high levels of satisfaction with the work of secretariats. The level of satisfaction can be determined from the views expressed in the open-ended comments in Figure 17.

Comment made in the chamber when a committee's report is tabled or debated is another source of evaluation. As was the case in 2005–06, senators were highly positive in their comments, some of which are again listed in Figure 17.

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

Figure 17 **Senators' comments on Output Group 4 secretariats**

- 'Service is excellent.'
- '... [the secretariat] had extensive work to do in preparation, research, analysis and organisation. Their input has been valuable.'
- 'Support provided is of a very high standard.'
- '... the unsung heroes of course are the secretariat staff who deal with the complexities of this kind of legislation.'
- 'I think the secretariat services that are provided by the committee are critical. There are plenty of things that couldn't and wouldn't function anywhere near as well as they do if it weren't for the experience and knowledge and professionalism of the staff.'
- '... the committee staff ... It is not easy when you get an exercise of this magnitude and you pull it all together in six months.'
- '... to thank the committee secretariat, who once again have done a fabulous job in bringing together all of the evidence and submissions that contributed to this report.'
- '... how important it is to have the assistance of qualified, talented advisers in performing the duties which both the parliament and the Australian public expect the committees of the Senate and the parliament to do.'

## Performance outlook

A continuing challenge for the Committee Office is the uneven spread of work among committees. The key to responding to these fluctuating workloads is the staff.

The office will continue its flexible approach to allocating staff to best meet the needs of committees and ensure that draft reports are prepared to the highest quality possible within the timeframes set by the committees and the Senate. Training and development will be ongoing to encourage the retention of motivated staff with the skills necessary to meet these demands. The election period and the relatively quiet period at the commencement of a new parliament both present opportunities for such training. The election period is also an ideal time for staff to take extended leave.

The strong skills base of existing staff will be matched, where necessary, by recruiting staff with strong research, administrative, writing and procedural skills.

The office will continue to explore innovative ways of using information technology to reduce routine processing work and improve productivity.





## Output Group 5—Black Rod's Office

### Outputs

#### *Senators' services*

Provision of office support and information technology support services for senators and Senate office-holders in their Parliament House offices.

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

#### *Administered items*

Administration of senators' printing entitlements.

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

	Performance indicators	Performance results
Quality	<p>The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.</p> <p>Advice, documentation and publications are accurate and of a high standard.</p>	<p>The 2007 senators' survey indicated that senators were satisfied or highly satisfied with the provision of support services, as follows:</p> <ul style="list-style-type: none"> <li>• Office support 91%</li> <li>• Mail freight delivery 87%</li> <li>• Information technology support 90%</li> <li>• Payment of salaries and allowances 91%</li> </ul> <p>High levels of satisfaction were also recorded for the work of the chamber support staff.</p> <p>Feedback on the quality of advice, documentation and publications remained positive. Changes to the List of Senators were published on the internet within 24 hours of notification. New senators provided excellent feedback on the senators' handbook, which outlines the services, entitlements and facilities available to them.</p>
Timeliness	<p>All support services delivered in a timely manner.</p>	<p>Salaries and allowances were delivered to senators and office-holders on time.</p> <p>Some projects were delayed because of the department's dependence on the Department of Parliamentary Services to provide support in delivering those projects.</p> <p>The office successfully completed accommodation moves for 24 senators.</p> <p>Printing services continued to be provided during the refurbishment of the print room and the transfer of senators' printing entitlements, which involved decommissioning the two-colour press.</p>
Quantity	<p>All support services and supplies delivered in accordance with entitlements on request.</p>	<p>All support services were delivered in accordance with relevant legislation. The administration of senators' printing entitlements was transferred to the Department of Finance and Administration, resulting in a reduced workload.</p> <p>The number of accommodation moves for senators (24) was significantly higher than average.</p>

## REPORT ON PERFORMANCE – OUTPUT GROUP 5

### *Analysis*

To provide effective senators' services and corporate and other services for the department, the Black Rod's Office is divided into five functional areas, as shown in Figure 18. The office is headed by the Usher of the Black Rod, who, along with the Deputy Usher of the Black Rod, performs duties in the Senate chamber.

The office provides a range of support services to the Senate chamber, committees and senators in their Parliament House suites. The Senators' Services Section provides messengerial support to the chamber, assists the President and Clerk on ceremonial occasions, and delivers support services in a variety of areas, including mail, committee room servicing, transport, printing, accommodation, assets management and desktop publishing.

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

The full-time equivalent staffing level for the Black Rod's Office for 2006–07 was 46, up from the 2005–06 figure of 44.

The cost of providing support services to the Senate chamber, committees and senators in their Parliament House suites was \$4.0 million (\$4.6 million in 2005–06).

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

<b>Executive</b>			
<p><i>Andrea Griffiths, Usher of the Black Rod</i></p> <p>Procedural, ceremonial, security and administrative advice</p> <p>Membership of the Security Management Board</p> <p>Advice to the Presiding Officers' Information Technology Advisory Group, and to the House and Broadcasting Committees</p>			
<b>Senators' Services Section</b>	<b>Information Technology Section</b>	<b>Human Resource Management Section</b>	<b>Financial Management Section</b>
<i>Nick Tate, Deputy Usher of the Black Rod</i>	<i>Joe d'Angelo, Director</i>	<i>Denise Gordon, Director</i>	<i>Joe d'Angelo, Chief Finance Officer</i>
Accommodation Assets management, purchasing and disposals Chamber support Committee room support Desktop publishing Fire and emergency warden administration Mail and freight Office equipment (not including information technology) Printing and photocopying Protective security—advice, keys, access approvals, containers and security clearances Transport and fleet management	Information technology equipment, including personal computers Internet publishing Support for departmental information technology applications Coordination and liaison with other parliamentary departments on information technology matters	Recruitment and staffing Pay and conditions Workforce planning Training and development Occupational health and safety Rehabilitation management Industrial relations Corporate planning Records management Fortnightly information bulletin	Budget management and advice Financial reporting and systems management Accounting policy development and advice Accounts processing, general ledger maintenance and advice Strategic procurement advice Support for management decision making

## REPORT ON PERFORMANCE – OUTPUT GROUP 5

### Senators' services

#### Office services

The senators' survey indicated high levels of satisfaction with the provision of office services. There was some dissatisfaction with the new stationery requisition system. Clients are now encouraged to order stationery by email instead of using the counter service. An improved customer interface for ordering stationery, along the lines of an internet shopping cart, is being investigated.

One senator raised concerns about delays in the transfer of mail to the electorate office. The problem has since been rectified.

During 2006–07, the office:

- completed accommodation moves for 24 senators, in addition to 12 refurbishments for both senators' suites and departmental areas
- stripped, and subsequently reset, the reception areas of 27 senators' suites to enable Department of Parliamentary Services (DPS) contractors to undertake soundproofing work
- managed the refurbishment of the Senate print room, completed in February 2007
- managed the refurbishment of the chamber lobby kitchens, including installation of a commercial glass washer for chamber glasses
- managed the refurbishment of leather chairs in committee rooms
- assisted with the purchase and installation of Parliamentary Education Office classroom benches
- participated in planning for the chamber gallery seating and air-conditioning upgrade
- replaced ageing equipment, including departmental photocopiers, exchanged VCRs in office-holders' suites with VCR/DVD combination units, purchased new refrigerators for senators' offices (for installation in July 2007), and called for tenders to replace televisions throughout the Senate wing (to be rolled out in the first quarter of 2007–08)
- provided the usual support for Senate estimates hearings in November 2006, February 2007 and May–June 2007
- cleaned up the bulk warehouse and disposed of surplus and obsolete equipment.

#### Printing and desktop publishing

There were considerable changes in the printing and desktop publishing subsection during the year. Senators' printing entitlements were transferred to the Department of Finance and Administration at the end of September 2006. Accordingly, no new printing work for senators was accepted after that date.

Senators' printing requests accounted for the majority of work on the department's Heidelberg two-colour press. With the transfer of printing entitlements, the office reviewed equipment requirements and work arrangements and determined that the colour press was excess to requirements. It was disposed of by tender, and one press operator was made redundant.

In order to meet the department's needs for full-colour printing, the office undertook a trial of a colour photocopier and is currently assessing the results. It will continue to monitor the changes in work patterns and ongoing equipment and staff requirements.

During 2006–07, the subsection completed a total of 1,435 jobs. Of these, 297 were for senators, with the balance spread across the department, including 380 for committees.

The total value of work done was \$778,203, of which \$214,995 was allocated to senators' work, \$245,201 to committees' work and the remainder to other departmental work. This is a substantial reduction on the 2005–06 total (\$1.76 million) and reflects the transfer of senators' printing entitlements.

The subsection continued to provide a high-standard reprographic service to committees and the department; it met tight deadlines and produced quality work, which received positive feedback from clients. Other areas of the Parliament, including the Parliamentary Library and DPS, also used its services.

In December 2006 and January 2007, the Senate print room was refurbished to improve occupational health and safety conditions, productivity and performance. The desktop publisher has relocated to the new area and taken on a greater role in the production process, which has also improved productivity.

### **Information technology**

The 2007 senators' survey revealed that 47 per cent of those surveyed were highly satisfied, and 43 per cent were satisfied, with the services provided by the Information Technology Section.

The section undertook some major asset replacement programs throughout the year, providing:

- new laptop computers to all eligible senators
- 114 personal computers to senators and departmental staff
- new dictionary and thesaurus software
- USB storage keys to all senators, their staff and departmental staff.

The section continued to provide a high level of support to Senate estimates hearings and met with DPS to discuss further improving the service by installing wireless network access.

The section began to develop the Senate Centralised Information Database and supporting web-based applications to make the management of committee inquiries more efficient and effective. Other web-based activities included the implementation of active server pages for the dynamic delivery of senators' homepages, dramatically reducing the manual intervention required to build these pages. An online contact form was offered to all senators for their homepages to assist in managing email and reducing spam. The section continued its efforts to maintain a high level of metadata and W3C compliance on the Senate website.

Other high-priority activities for the section included the development of an online version of the Senate exhibition 'For Peace, Order, and Good Government', an extensive customised training program for executive assistants in the Committee Office and an online 'shopping cart' application for stationery orders.

The section provided input to two tender processes during 2006–07, both managed by DPS. The first, the Web Analytics tender, was to select new software to provide statistical information on the Parliament's internet and intranet sites. A product was chosen and implemented in late June 2007. The second tender was for printers. The department had planned to replace its ageing fleet of printers, but DPS has not yet finalised the tender process. This was the subject of questioning at the May 2007 budget estimates hearings of the Finance and Public Administration Committee.

## REPORT ON PERFORMANCE – OUTPUT GROUP 5

### *Significant changes in functions and services*

Senators' printing services were transferred to the Department of Finance and Administration from September 2006, resulting in the redundancy of one staff position and the disposal of the two-colour press, as it was no longer needed. A large colour photocopier is now used to fulfil committee and departmental requirements for colour reproduction. The need for desktop publishing services has significantly decreased.

### *Factors, events and trends influencing performance*

Although significant effort has gone into negotiating with DPS over service levels, more work is needed. DPS is implementing a new project approval process to improve the ways it prioritises and selects projects, which is a positive step. An improvement in response times for maintenance and minor works is still required.

### *Evaluation*

The principal medium for evaluating Black Rod's Office services is the biennial senators' survey. The survey, conducted in 2007, reported high levels of satisfaction.

Much of the work of the office involves frequent direct contact with senators, their staff and other clients. This presents an ongoing opportunity to receive feedback on the office's services. This informal feedback continued to be very positive.

Section heads met weekly with the Usher of the Black Rod to discuss operational matters relating to the whole office and met regularly with their teams to discuss performance and other work-related issues.

### *Performance outlook*

In the year ahead, the Black Rod's Office will:

- prepare for the opening of the 42nd Parliament
- provide support to new senators elected at the next general election, whose terms of service commence on 1 July 2008, and to those senators retiring on 30 June 2008
- progress the tender process for senators' printers/multifunction devices with DPS
- install new televisions in senators' suites
- network corridor photocopiers in the Senate wing and review printer numbers
- roll out new laptops to senators
- further develop the Senate Centralised Information Database
- combine the mail and freight function into one facility
- improve the stationery store electronic ordering system
- review furniture requirements for senators' suites.



# Management and Accountability







# Management and accountability

## ***Corporate governance***

### **Corporate governance mechanisms**

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

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

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

The role and membership of each group are described in Figure 19.

Figure 19 **Management and advisory groups**

<p><b>Program Managers' Group</b></p>	<p><i>Role</i> Coordinating corporate governance matters, including:</p> <ul style="list-style-type: none"> <li>• workplace relations</li> <li>• terms and conditions of employment</li> <li>• performance management</li> <li>• human resource management policies</li> <li>• staff training and development</li> <li>• financial planning</li> <li>• departmental service quality</li> </ul> <p><i>Members</i> The department's three Clerks Assistant and the Usher of the Black Rod</p> <p><i>Chair</i> The Usher of the Black Rod</p>
<p><b>Audit and Evaluation Committee</b></p>	<p><i>Role</i> Ensuring that departmental operations and expenditures meet external audit standards in relation to best practice corporate governance, fraud control and business risk monitoring Developing and supervising the annual internal audit program</p> <p><i>Members</i> Program managers, the Chief Finance Officer (as an observer) and an independent member Includes representatives from the Australian National Audit Office and from KPMG (internal auditor) as observers</p> <p><i>Chair</i> The Deputy Clerk</p>
<p><b>Senate Management Advisory Group</b></p>	<p><i>Role</i> Formulating and providing advice to program managers on departmental and managerial issues</p> <p><i>Members</i> All Senate Parliamentary Executive Level 2 staff</p> <p><i>Chair</i> Chosen annually by the group</p>
<p><b>Workplace Consultative Committee</b></p>	<p><i>Role</i> Principal forum for formal consultations with staff and union representatives on workplace relations matters, including negotiation of workplace agreements</p> <p><i>Members</i> The Usher of the Black Rod, the Clerk Assistant (Table) and up to 10 elected staff representatives and union representatives</p> <p><i>Chair</i> The Usher of the Black Rod</p>

### Program Managers' Group

The Program Managers' Group examined a range of corporate governance and other departmental management matters in 2006–07, including:

- business continuity
- implementation of provisions of the Senate Employee Collective Agreement 2006–2010
- survey of senators
- revision of the corporate plan
- staff training and development
- budgetary matters
- performance management.

### Audit and Evaluation Committee

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

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

The committee met on four occasions and considered, among other things, the following matters, which were reviewed by the department's internal audit service provider, KPMG:

- the human resource management information system post-implementation
- the Performance Communication Scheme
- FMA Act compliance (delegations and bank accounts)
- printing
- information technology.

Risk management, fraud control and the FMA certificate of compliance are standing items on the committee's agenda.

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

### Senate Management Advisory Group

In 2006–07, SMAG met on 10 occasions to discuss departmental proposals, policy initiatives and changes, and to advise the Program Managers' Group on leadership and managerial matters.

SMAG provided advice and recommendations to the Program Managers' Group on:

- a proposal to implement changes agreed to in the employee collective agreement, including a template for monitoring implementation of changes over the life of the agreement
- a process for implementing annual workforce planning practices
- the introduction of project work as a method of developing staff and improving productivity
- training modules to enhance the skills and knowledge of supervisors
- improvements to the department's Performance Communication Scheme
- the effectiveness of induction and orientation processes for new staff and improvements in those processes
- improved coordination of staff training and development across the department.

## **Workplace Consultative Committee**

During 2006–07, the committee met on four occasions to consult on policies and issues that affect staff in the workplace and to monitor implementation of the Senate Employee Collective Agreement 2006–2010, which came into effect in July 2006.

The committee provided advice and recommendations on:

- a proposal to survey staff on performance management arrangements
- the results of the performance management survey of staff
- revisions to the guidelines on managing underperformance
- revisions to the Performance Communication Scheme guidelines
- reports on feedback from staff exiting the department
- an increase in the meal allowance rate
- the department’s policy on salary sacrifice.

## **Corporate and operational plans**

### **Corporate plan and work plans**

During 2007, in consultation with managers and staff, the department developed a new corporate plan to replace the corporate plan in effect since July 2002. The new plan, which sets out the department’s strategic direction for delivering services to senators, took effect from July 2007.

Work plans for 2006–07 detailed work priorities and expected performance results for each output group. Ongoing work reports to the Clerk showed high levels of achievement against the work plans.

### **Fraud control plan and business risk assessment**

The department actively manages risk through plans that are revised regularly and are available to all staff on the department’s intranet.

In May 2007, the department engaged KPMG to assess and revise its business risk management arrangements.

The department began to develop a comprehensive business continuity management framework and plan towards the end of the 2005–06 financial year. The business continuity plan covers all essential and critical business resources and activities; the broader framework includes subsidiary disaster recovery and emergency management plans. The whole framework will be finalised in the first half of the 2007–08 financial year.

The department’s fraud control plan contains appropriate fraud prevention, detection, investigation and reporting mechanisms, which comply with the Commonwealth Fraud Control Guidelines.

## **Ethical standards**

### **Parliamentary Service Values and departmental policies**

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

### **Clerk's Instructions**

The Clerk's Instructions provide departmental staff with guidance on corporate governance and the management of departmental resources. During 2006–07, the Financial Management Section reviewed the Clerk's Instructions and guidelines to ensure their currency. Such reviews are now scheduled on an annual basis.

No serious breaches of the Clerk's Instructions were reported or detected during the year.

### **Social justice and equity impacts**

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

### **External scrutiny**

#### **Survey of senators' satisfaction**

A survey is conducted every two years to evaluate senators' satisfaction with the services provided by the department. Eureka Strategic Research conducted the 2007 survey on behalf of the department. The survey comprised two stages. The first stage invited all senators to complete a questionnaire and record their satisfaction levels with the department's outputs. Ten senators were interviewed in the second stage of the survey to obtain qualitative information to clarify key responses to the questionnaire. The report of findings from the survey was tabled in the Senate in June 2007. The results are discussed in this report in the sections reporting on the performance of the individual output groups.

#### **Other scrutiny**

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

The Australian National Audit Office did not conduct performance audits of the department during the year.

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

### **Management of information systems**

In 2006–07, the department adapted its human resource management information system (CHRIS) to allow managers to record online the performance assessment ratings of their staff. The change has resulted in a small efficiency gain in administration, and provided an efficient mechanism for monitoring the appraisal process and performance results across the department.

The department began two projects involving its financial management information system in 2007:

- a complete review of the asset management module to determine the best way for the department to meet its responsibilities in asset management
- the integration of the financial management information system with the new requirements of AusTender (the Australian Government's online procurement and tendering system).

The department aims to upgrade to the new version of Finance One by the end of 2007.

## Management of human resources

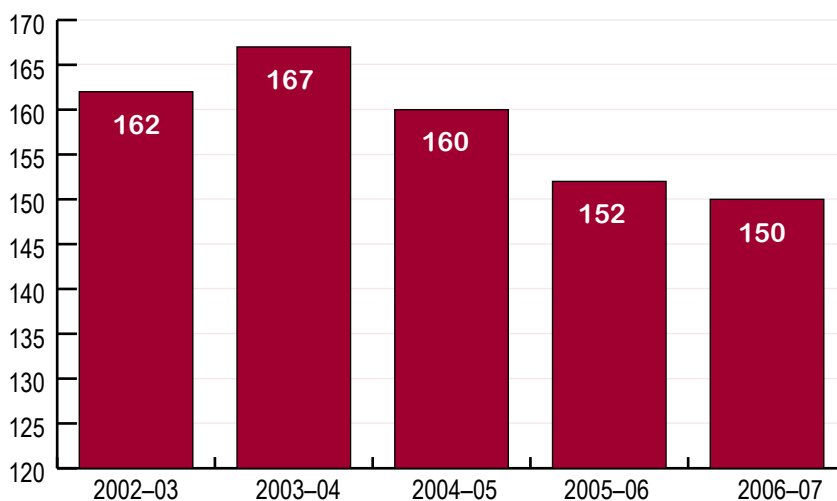
### Workforce planning

No significant changes were made to the department's staffing arrangements during 2006–07. As in previous years, the number of non-ongoing staff increased at various times throughout the year to assist with the additional workload generated by the sittings of the Senate.

Figure 20 shows that the full-time equivalent staffing level decreased slightly from 2005–06, due mainly to a reduced need for staff to assist with select committees.

Staffing levels were supplemented by ongoing Australian Public Service officers (three in 2006 and two in 2007) who participated in the department's Working in the Senate (WISE) executive development program.

Figure 20 Full-time equivalent staff numbers, 2002–03 to 2006–07



Note: To allow meaningful comparisons, the figures for 2002–03 and 2003–04 have been adjusted to exclude parliamentary security and Pass Office staff, who were transferred to the then Joint House Department during 2003 and 2004.

The department will implement annual workforce planning from 2007–08 to help overcome future recruitment and staffing challenges. In the light of reported public sector skills shortages, the department will closely monitor its ability to attract suitable staff so that timely strategies can be put in place to deal with shortages of suitable applicants.

Table 12 **Reasons for separations from the department, 2004–05 to 2006–07**

Reason	2004–05	2005–06	2006–07
Resignation	13	9	9
Retirement (age)	2	2	7
Retirement (other) or death	5	–	1
Return to home agency	–	–	–
End of non-ongoing employment	35	22	14
Transfer or promotion to another agency	5	12	11
<b>Total</b>	<b>60</b>	<b>45</b>	<b>42</b>

The number of age retirements was higher in 2006–07 than in the previous two years. Completion of temporary employment contracts continued to account for the highest number of staff separations. Table 12 shows the trends in separations.

### Occupational health and safety

The department continued to perform well against the four occupational health and safety (OH&S) targets set for Commonwealth departments. These aim by 2012 to reduce the incidence of workplace injury and disease, eliminate workplace fatalities, reduce the average time lost due to injury, and reduce the time taken for rehabilitation.

Only two compensable injuries occurred during 2006–07: one the result of a trip and fall, the other from pushing a trolley. Steps taken to minimise injury included:

- an ergonomic assessment of all new employees’ workstations
- prompt action when staff report early signs of injury
- an annual OH&S inspection of all work areas
- the regular publishing of OH&S information in the department’s bulletin, which goes to all staff.

A survey was conducted in the later half of 2006 to gauge staff and supervisors’ level of knowledge of their health and safety obligations in the workplace, the appropriate action to take in a range of OH&S scenarios, emergency evacuation procedures, and the availability of first aid assistance. As a result of the survey responses, training on handling white powder incidents and chemical spills was provided to staff working in areas at risk. In addition, all staff were informed about the location of first aid kits, who to contact in a medical emergency, and what action to take if there is a ‘near miss’. They were also provided with details about health and safety representatives. Further information to address gaps in knowledge will be disseminated to staff during the annual OH&S inspections of each work area.

The department’s OH&S Committee met three times in 2006–07. The committee endorsed new guidelines for incident reporting and hazard identification and risk management, and made recommendations arising from the OH&S staff survey. The committee reviewed all OH&S incident reports to ensure that follow-up action was appropriate to avoid further incidents.

### Employee Collective Agreement 2006–2010

A new employee collective agreement came into operation in July 2006 and will operate until July 2010. The agreement delivered a 5 per cent salary increase to staff in May 2007–2 per

cent based on 'effective or better' individual performance over the May 2006 to April 2007 assessment period and 3 per cent based on productivity improvements arising from implementation of the objectives in the collective agreement.

### **Senior Executive Service remuneration**

During 2006–07, new Australian Workplace Agreements (AWAs) were put in place for all staff at the Senior Executive Service (SES) level. In accordance with their AWAs, and consistent with the provision of the department's collective agreement, SES staff received a 5 per cent pay increase in May 2007 in recognition of individual and departmental performance outcomes. The salary range for SES staff is shown in Appendix 3.

### **Performance pay**

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

### **Training and development**

In 2006–07, the department delivered in-house information sessions and provided for staff access to formal studies at tertiary and other educational institutions and to external training programs to meet individual performance improvement objectives.

Senior departmental officers, including the Clerk and Deputy Clerk, conducted six seminars for staff and WISE participants to broaden their knowledge of the Senate and parliamentary processes.

Two in-house supervisor training programs for new supervisors and for supervisors who required refresher training were conducted during the year. Several induction seminars for new employees were also held during the year.

Eleven employees received financial assistance, paid leave, or both to help them complete tertiary studies in fields relevant to the department's objectives.

## ***Management of financial resources***

### **Purchasing**

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

The department's procurement plan for 2006–07 included the replacement of photocopiers and the procurement of freight services. The photocopier purchase was not as large as originally envisaged and did not require an open tender. Several vendors were approached, and two companies supplied machines.

Freight services continued to be procured on an ad hoc basis. Due to higher priorities, the planned tender for these services was delayed until the first quarter of 2007–08.

The department conducted an open tender for the purchase of 200 televisions to replace old and outdated equipment in the Senate wing. Other procurement activities included:

- the purchase of 114 new computers for senators and the Table Office
- benches for the Parliamentary Education Office (PEO) classroom, enabling replication of both the Senate and House of Representatives chambers
- several small refrigerators.



## MANAGEMENT AND ACCOUNTABILITY

The department regularly approached the market for paper products during 2006–07 and conducted several assessments for minor purchases in accordance with the *Commonwealth Procurement Guidelines*.

### Asset management

The Office Services Subsection, together with the Information Technology and Financial Management sections, is responsible for the effective management of Senate assets.

At 30 June 2007, the department controlled 4,309 assets with a fair value of \$3.7 million (last year's total was 4,619 assets with a fair value of \$4.1 million). In 2006–07, 199 assets were added and 509 assets were written off.

On completion of the annual stocktake in June 2007, 109 assets with a depreciated value of \$24,139 could not be located. Of these assets, 51 had not been found in the previous stocktake and will be written off.

This year's stocktake result was an improvement on the previous year. The total number of assets not found was lower, with the depreciated value down by 43 per cent.

### Consultants and competitive tendering and contracting

#### Consultants

The policies and procedures for selecting and contracting consultancies, and approving expenditure in relation to consultancies, are set out in the Clerk's Instructions, which have taken account of the *Commonwealth Procurement Guidelines*, the FMA Act and regulations, and Senate standing order 25(17) relating to approval of consultants for committees.

During the year, the department let six consultancy contracts to carry out specialist projects or to provide independent professional and technical advice. A further five consultancies continued from previous years. A total of \$286,220 (including GST) was paid in relation to consultancy services, an increase of \$2,495 over 2005–06.

Table 13 provides details of consultancy contracts let during 2006–07 to the value of \$10,000 or more.

Table 13 **Consultancy services let to the value of \$10,000 or more, 2006–07**

Consultant name	Description	Contract price (\$)	Selection process <sup>a</sup>	Justification <sup>b</sup>
Eureka Strategic Research	Survey of senators	21,867	Direct sourcing	C
Deloitte Touche Tohmatsu	Review of asset management systems	20,000	Direct sourcing	C
GHD Pty Ltd	Senate mail room design study	10,945	Panel	B, C
Ball Solutions Group	Security risk audit and development	33,000	Select tender	B
<b>Total</b>		<b>85,812</b>		

- a Explanation of selection process terms drawn from the *Commonwealth Procurement Guidelines* (January 2005):
- Open tender—a procurement procedure in which a request for tender is published inviting all businesses that satisfy the conditions for participation to submit tenders. Public tenders are sought from the marketplace using national and major metropolitan newspaper advertising and the Australian Government AusTender internet site.
  - Select tender—a procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders. Tenders are invited from a shortlist of competent suppliers.
  - Direct sourcing—a form of restricted tendering, available only under certain defined circumstances, with a single potential supplier or suppliers being invited to bid because of their unique expertise and/or their special ability to supply the goods and/or services sought.
  - Panel—an arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply property or services to an agency as specified in the panel arrangements. Tenders are sought from suppliers that have pre-qualified on the agency panels to supply to the government. This category includes standing offers and supplier panels where the consultant offers to supply goods and services for a predetermined length of time, usually at a prearranged price.
- b Justification for decision to use consultancy:
- A—skills currently unavailable within agency
  - B—need for specialised or professional skills
  - C—need for independent research or assessment.

## Competitive tendering and contracting

The Clerk’s Instructions set out the policies and procedures for conducting tenders, contracting and approving expenditure.

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

The department listed all its contract details on the internet in accordance with the Senate Order for Departmental and Agency Contracts.

## Commonwealth Disability Strategy

Under the Commonwealth Disability Strategy, the department has the roles of service provider and employer. The strategy requires the department to have in place a Disability Action Plan which contains measures to eliminate disability discrimination while performing its two roles.

## Service provider role

Participants involved in committee inquiries, Senate lectures and PEO programs were invited to identify any special needs.

## MANAGEMENT AND ACCOUNTABILITY

Information was readily available to staff on the types of services and equipment available to assist people with disabilities and the contact details needed to obtain assistance.

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

To help people with disabilities, the department provided:

- a captioning service for the televised proceedings of the Senate chamber with functions for changing the font size, colour and style to enhance readability
- access to a TTY (teletypewriter) for people with hearing disabilities
- information technology equipment for special needs
- Adobe tools to help people with vision impairment to access PDF documents on the Senate homepage
- access to the National Relay Service, which can provide information in a form suitable for converting to teletype
- committee documents (such as reports, submissions and Hansards of hearings) in hard copy, on the internet and on CD-ROM; larger committee documents on the internet were split into smaller files to aid downloading and printing
- information on the internet and intranet in formats that facilitate user access and downloading, and in a layout and font size that would assist people with vision impairment
- email contact details, internet addresses and details of the TTY service on various literature and publicity material
- interpreter services for witnesses at committee hearings and for students attending PEO programs
- special parking arrangements for people attending hearings
- Senate lecture transcripts in hard copy
- audio loops for those attending Senate lectures and hearings
- adjustments of role-play techniques in PEO programs to meet the needs of students with intellectual disabilities, and the option of different coloured paper for hand-outs to students with colour blindness.

Senators and their support staff were informed of the availability of specialised furniture, equipment and transport to meet the needs of people with disabilities. Special mouses, keyboards, flat screen monitors and wrist rests were readily available.

### Employer role

Measures taken to assist job applicants with disabilities included:

- providing a Parliament House TTY service to allow those with hearing impairment to obtain information on vacancies and the application process
- making recruitment material accessible in hard copy and on the internet
- inviting applicants to identify special requirements to help them participate fully in selection processes
- advising selection panels of people's special needs, and the requirement to apply the principles of merit, equity, fairness and reasonable adjustment when selecting staff.

Measures taken to assist staff with disabilities included:

- assessing workstations for all new employees within the first two weeks of their employment, and modifying the workstations if required

- responding promptly to requests for special workstation equipment or adjustments
- providing hard copies of overheads to seminar attendees to help staff with eyesight difficulties participate fully in training
- placing departmental policies and documents on the intranet and providing them in hard copy if required
- providing the department's information bulletin in two formats—either as hard copy or converted to PDF and loaded onto the intranet
- making readily available to staff information on the procedures to use when requesting a review of an employment-related action.

## ***Performance outlook***

Key projects within the department's management and accountability framework for 2007–08 include:

- a training and development program to enhance the supervisory and leadership skills and knowledge of managers and supervisors
- enhancement of the human resource information system to enable external job applicants to apply for vacancies online and to automate overtime processing arrangements
- improvements to induction procedures for new staff
- implementation of annual workforce planning procedures
- upgrade of the department's Finance One software to the newest version
- investigation of the redevelopment of the Senate intranet
- progress on furniture replacement for departmental offices.



# Financial Statements



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## INDEPENDENT AUDITOR'S REPORT

To the President of the Senate

### Scope

I have audited the accompanying financial statements of Department of the Senate for the year ended 30 June 2007, which comprise: a statement by the Chief Executive and Chief Financial Officer; Income Statement; Balance Sheet; Statement of Changes in Equity; Cash Flow Statement; Schedules of Commitments, Contingencies and Administered Items; a summary of significant accounting policies; and other explanatory notes.

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

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

### *Auditor's Responsibility*

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of

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expressing an opinion on the effectiveness of the Department's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Clerk of the Senate, as well as evaluating the overall presentation of the financial statements.

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

***Independence***

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

**Auditor's Opinion**

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

- (a) have been prepared in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, and the Australian Accounting Standards (including the Australian Accounting Interpretations); and
- (b) give a true and fair view of the matters required by the Finance Minister's Orders including the Department of the Senate's financial position as at 30 June 2007 and of its financial performance and its cash flows for the year then ended.

Australian National Audit Office



Jocelyn Ashford  
Executive Director

Delegate of the Auditor-General

Canberra  
31 August 2007





THE SENATE  
CANBERRA ACT 2600

**Statement by the Chief Executive and Chief Finance Officer**

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In our opinion, the attached financial statements for the year ended 30 June 2007 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, as amended.

Harry Evans  
Clerk of the Senate

Joe d'Angelo  
Chief Finance Officer

31 August 2007

31 August 2007

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Department of the Senate  
**Income statement**  
*for the year ended 30 June 2007*

	Notes	2007 \$'000	2006 \$'000
<b>INCOME</b>			
<b>Revenue</b>			
Revenue from government	3A	20,064	19,618
Sale of goods and rendering of services	3B	840	1,538
<b>Total revenue</b>		<u>20,904</u>	<u>21,156</u>
<b>Gains</b>			
Other gains - resources received free of charge	3C	3,472	3,907
<b>Total gains</b>		<u>3,472</u>	<u>3,907</u>
<b>TOTAL INCOME</b>		<u>24,376</u>	<u>25,063</u>
<b>EXPENSES</b>			
Employee Benefits	4A	13,699	12,879
Suppliers	4B	7,757	7,777
Grants	4C	10	-
Depreciation and amortisation	4D	817	977
Write-down and impairment of assets	4E	35	52
Losses from disposal of assets	4F	204	16
<b>TOTAL EXPENSES</b>		<u>22,522</u>	<u>21,701</u>
<b>SURPLUS</b>		<u>1,854</u>	<u>3,362</u>

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

Department of the Senate  
**Balance sheet**  
*as at 30 June 2007*

	Notes	2007 \$'000	2006 \$'000
<b>ASSETS</b>			
<i>Financial assets</i>			
Cash and cash equivalents	5A	500	559
Trade and other receivables	5B	21,617	18,558
<b>Total financial assets</b>		<b>22,117</b>	<b>19,117</b>
<i>Non-financial assets</i>			
Infrastructure, plant and equipment	6A, 6C	3,635	4,042
Intangibles	6B, 6C	44	82
Inventories	6D	33	46
Other non-financial assets	6E	209	177
<b>Total non-financial assets</b>		<b>3,921</b>	<b>4,347</b>
<b>TOTAL ASSETS</b>		<b>26,038</b>	<b>23,464</b>
<b>LIABILITIES</b>			
<i>Payables</i>			
Suppliers	7A	-	55
Other payables	7B	361	175
<b>Total payables</b>		<b>361</b>	<b>230</b>
<i>Provisions</i>			
Employee provisions	7C	4,605	4,331
Other provisions	7D	41	37
<b>Total provisions</b>		<b>4,646</b>	<b>4,368</b>
<b>TOTAL LIABILITIES</b>		<b>5,007</b>	<b>4,598</b>
<b>NET ASSETS</b>		<b>21,031</b>	<b>18,866</b>
<b>EQUITY</b>			
Contributed equity		-	(11,130)
Reserves		11,107	10,796
Retained surplus (accumulated deficit)		9,924	19,200
<b>TOTAL EQUITY</b>		<b>21,031</b>	<b>18,866</b>
<b>Current assets</b>		<b>22,359</b>	<b>19,340</b>
<b>Non-current assets</b>		<b>3,679</b>	<b>4,124</b>
<b>Current liabilities</b>		<b>4,435</b>	<b>4,177</b>
<b>Non-current liabilities</b>		<b>572</b>	<b>421</b>

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

Department of the Senate  
**Statement of changes in equity**  
*for the year ended 30 June 2007*

	Retained Earnings		Asset revaluation reserve		Contributed equity/capital		Total equity	
	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000
Opening balance	19,200	15,838	10,796	10,796	(11,130)	(11,130)	18,866	15,504
Adjusted opening balance	19,200	15,838	10,796	10,796	(11,130)	(11,130)	18,866	15,504
Income and expense	-	-	311	-	-	-	311	-
Revaluation adjustment	-	-	311	-	-	-	311	-
<b>Subtotal income and expenses recognised directly in equity</b>	-	-	311	-	-	-	311	-
Surplus for the period	1,854	3,362	-	-	-	-	1,854	3,362
<b>Total income and expenses</b>	1,854	3,362	311	-	-	-	2,165	3,362
Transfers between equity components	(11,130)	-	-	-	11,130	-	-	-
<b>Closing balance at 30 June</b>	<b>9,924</b>	<b>19,200</b>	<b>11,107</b>	<b>10,796</b>	<b>-</b>	<b>(11,130)</b>	<b>21,031</b>	<b>18,866</b>

\* An adjustment to contributed equity to remove the negative balance has been transferred to retained earnings. There is no impact on total equity. The above statement should be read in conjunction with the accompanying notes.

Department of the Senate  
**Cash flow statement**  
*for the year ended 30 June 2007*

	Notes	2007 \$'000	2006 \$'000
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations		17,019	10,694
Goods and services		949	1,584
Net GST received		327	430
<b>Total cash received</b>		<u>18,295</u>	<u>12,708</u>
<b>Cash used</b>			
Employees		13,297	12,787
Suppliers		4,733	4,625
Other cash used		11	-
<b>Total cash used</b>		<u>18,041</u>	<u>17,412</u>
<b>Net cash from or (used by) operating activities</b>	8	<u>254</u>	<u>(4,704)</u>
<b>INVESTING ACTIVITIES</b>			
<b>Cash received</b>			
Proceeds from sales of property, plant and equipment		180	13
<b>Total cash received</b>		<u>180</u>	<u>13</u>
<b>Cash used</b>			
Purchase of property, plant and equipment		468	727
Purchase of intangibles		25	28
<b>Total cash used</b>		<u>493</u>	<u>755</u>
<b>Net cash from or (used by) investing activities</b>		<u>(313)</u>	<u>(742)</u>
<b>Net increase or (decrease) in cash held</b>		(59)	(5,446)
Cash at the beginning of the reporting period		559	6,005
<b>Cash at the end of the reporting period</b>	5A	<u>500</u>	<u>559</u>

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

Department of the Senate  
 Schedule of commitments  
 as at 30 June 2007

BY TYPE	2007 \$'000	2006 \$'000
<b>Commitments receivable</b>		
GST recoverable on commitments	(73)	(101)
<b>Total commitments receivable</b>	(73)	(101)
<b>Capital commitments</b>		
Infrastructure, plant and equipment		23
<b>Total capital commitments</b>	-	23
<b>Other commitments</b>		
Operating leases <sup>1</sup>	62	37
Goods and services <sup>2</sup>	672	974
<b>Total other commitments</b>	734	1,011
<b>Net commitments by type</b>	661	933
 <b>BY MATURITY</b>		
<b>Commitments receivable</b>		
<b>Other commitments receivable</b>		
One year or less	(71)	(101)
From one to five years	(2)	-
<b>Total other commitments receivable</b>	(73)	(101)
<b>Commitments payable</b>		
<b>Capital commitments</b>		
One year or less	-	23
<b>Total capital commitments</b>	-	23
<b>Operating lease commitments</b>		
One year or less	39	37
From one to five years	23	-
<b>Total operating lease commitments</b>	62	37
<b>Goods and services commitments</b>		
One year or less	672	974
From one to five years	-	-
<b>Total goods and services commitments</b>	672	974
<b>Net commitments by maturity</b>	661	933

NB: Commitments are GST inclusive where relevant.

<sup>1</sup> Operating leases included are effectively non-cancellable and comprise agreements for the provision of motor vehicles to senior executive officers and there are no renewal or purchase options available.

<sup>2</sup> Other commitments relate to contracts (including purchase orders) lodged with suppliers.

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



Department of the Senate  
 Schedule of contingencies  
 as at 30 June 2007

CONTINGENT ASSETS	Claims for damages or costs		Total	
	2007	2006	2007	2006
	\$'000	\$'000	\$'000	\$'000
Balance from previous period	-	-	-	-
New	-	-	-	-
Re-measurement	-	-	-	-
Assets crystallised	-	-	-	-
Expired	-	-	-	-
<b>Total contingent assets</b>	-	-	-	-

CONTINGENT LIABILITIES	Claims for damages or costs		Total	
	2007	2006	2007	2006
	\$'000	\$'000	\$'000	\$'000
Balance from previous period	-	-	-	-
New	-	-	-	-
Re-measurement	-	-	-	-
Liabilities crystallised	-	-	-	-
Obligations expired	-	-	-	-
<b>Total contingent liabilities</b>	-	-	-	-
<b>Net contingent assets (liabilities)</b>	-	-	-	-

Details of each class of contingent liabilities and assets, including those not included above because they cannot be quantified or are considered remote, are disclosed in Note 9: Contingent liabilities and assets.

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

**Department of the Senate**  
**Schedule of administered items**

	Notes	2007 \$'000	2006 \$'000
<b>Expenses administered on behalf of government</b> <i>for the year ended 30 June 2007</i>			
<b>Expenses</b>			
Grants	14A	-	749
Employee benefits	14B	11,991	11,273
Suppliers	14C	343	1,253
<b>Total expenses administered on behalf of government</b>		<b>12,334</b>	<b>13,275</b>
<b>Assets administered on behalf of government</b> <i>as at 30 June 2007</i>			
<b>Financial assets</b>			
Cash and cash equivalents	15A	-	-
Receivables	15B	1	4
<b>Total assets administered on behalf of government</b>		<b>1</b>	<b>4</b>
<b>Liabilities administered on behalf of government</b> <i>as at 30 June 2007</i>			
<b>Payables</b>			
Suppliers	16A	15	3
<b>Total liabilities administered on behalf of government</b>		<b>15</b>	<b>3</b>

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

Department of the Senate

Schedule of administered items (continued)

	Notes	2007 \$'000	2006 \$'000
<b>Administered cash flows</b>			
<i>for the year ended 30 June 2007</i>			
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Net GST received		25	37
Other - prior year refunds		-	6
<b>Total cash received</b>		<u>25</u>	<u>43</u>
<b>Cash used</b>			
Grant payments		-	768
Employees		11,991	11,273
Suppliers		352	1,351
<b>Total cash used</b>		<u>12,343</u>	<u>13,392</u>
<b>Net cash from or (used by) operating activities</b>		<u>(12,318)</u>	<u>(13,349)</u>
<b>Net (decrease) in cash held</b>		(12,318)	(13,349)
Cash at beginning of reporting period		-	-
Cash from Official Public Account for appropriations		12,343	13,366
		<u>12,343</u>	<u>13,366</u>
Cash to Official Public Account for appropriations		(25)	(17)
		<u>(25)</u>	<u>(17)</u>
<b>Cash at end of reporting period</b>	15A	<u>-</u>	<u>-</u>
This schedule should be read in conjunction with the accompanying notes.			

Department of the Senate

Schedule of administered items (continued)

	2007 \$'000	2006 \$'000
<b>Administered commitments</b> <i>as at 30 June 2007</i>		
<b>BY TYPE</b>		
<b>Commitments receivable</b>		
GST recoverable on commitments	(2)	(2)
<b>Total commitments receivable</b>	<u>(2)</u>	<u>(2)</u>
<b>Commitments payable</b>		
<b>Other commitments</b>		
Operating leases <sup>1</sup>	18	19
<b>Total other commitments</b>	<u>18</u>	<u>19</u>
<b>Net commitments by type</b>	<u>16</u>	<u>17</u>
<b>BY MATURITY</b>		
<b>Commitments receivable</b>		
<b>Other commitments receivable</b>		
One year or less	(1)	(2)
From one to five years	(1)	-
<b>Total other commitments receivable</b>	<u>(2)</u>	<u>(2)</u>
<b>Commitments payable</b>		
<b>Operating lease commitments</b>		
One year or less	11	19
From one to five years	7	-
<b>Total operating lease commitments</b>	<u>18</u>	<u>19</u>
<b>Net commitments by maturity</b>	<u>16</u>	<u>17</u>

NB: Commitments are GST inclusive where relevant.

<sup>1</sup> Operating leases included are effectively non-cancellable and comprise agreements for the provision of motor vehicles to Office-holders and there are no renewal or purchase options available.

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

**Administered contingencies**

*as at 30 June 2007*

At 30 June 2007, the Department of the Senate has no quantifiable administered contingencies

	Nil	Nil
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Unquantifiable and remote contingencies are disclosed in Note 18: Administered contingent liabilities and assets.

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

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2007*

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## Note 1: Summary of significant accounting policies

### 1.1 Objectives of the Department of the Senate

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

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

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

Departmental activities are identified under five headings:

- Output Group 1:* Clerk's Office – provides procedural and constitutional advice in relation to the proceedings of the Senate and its committees; strategic direction for the department; secretariat support for the Procedure Committee, the Committee of Privileges and the Committee of Senators' Interests; and maintains the Register of Senators' Interests.
- Output Group 2:* Table Office – provides programming and procedural support to the Senate; processes legislation and documents, and archives records of the Senate; produces records of Senate business and proceedings, and disseminates information on the work of the Senate; provides document distribution and inquiries services; and provides secretariat support to a collection of domestic committees.
- Output Group 3:* Procedure Office – provides advisory and drafting services to non-government senators; secretariat support to the legislative scrutiny committees and policy support for interparliamentary relations; conducts parliamentary research and training including for Parliaments overseas; and promotes community awareness and knowledge of the Senate and the Parliament.
- Output Group 4:* Committee Office – provides secretariat support for most Senate and certain joint committees and strives to increase the public's awareness of the work of committees.
- Output Group 5:* Black Rod's Office – provides office, chamber and committee room support; information technology and ceremonial services; security advice; and corporate services to the Senate, senators and departmental staff.

### 1.2 Basis of preparation of the financial report

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

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

- Finance Minister's Orders (or FMOs, being the Financial Management and Accountability Orders (Financial Statements for reporting periods ending on or after 1 July 2006)); and

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2007*

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

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

The financial report is presented in Australian dollars and values are rounded to the nearest thousand dollars unless disclosure of the full amount is specifically required.

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

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

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

Administered revenues, expenses, assets, liabilities and cash flows reported in the Schedule of Administered Items and related notes are accounted for on the same basis and using the same policies as for departmental items, except where otherwise stated at Note 1.20.

**1.3 Significant accounting judgements and estimates**

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

**1.4 Statement of compliance**

Australian Accounting Standards require a statement of compliance with International Financial Reporting Standards (IFRSs) to be made where the financial report complies with these standards. Some Australian equivalents to IFRSs and other Australian Accounting Standards contain requirements specific to not-for-profit entities that are inconsistent with IFRS requirements. The Department of the Senate is a not for profit entity and has applied these requirements, so while this financial report complies with Australian Accounting Standards including Australian Equivalents to International Financial Reporting Standards (AEIFRSs) it cannot make this statement.

*Adoption of new Australian Accounting Standard requirements*

No accounting standard has been adopted earlier than the effective date in the current period.

The following amendments or interpretations have become effective but have had no financial impact or do not apply to the operations of the department.

## Notes to and forming part of the Financial Statements for the year ended 30 June 2007

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### Amendments:

- 2005-1 Amendments to Australian Accounting Standards [AASBs 1, 101, 124]
- 2005-4 Amendments to Australian Accounting Standards [AASB 139, AASB 132, AASB 1, AASB 1023 and AASB 1038]
- 2005-5 Amendments to Australian Accounting Standards [AASB 1 & AASB 139]
- 2005-6 Amendments to Australian Accounting Standards [AASB 3]
- 2005-9 Amendments to Australian Accounting Standards [AASB 4, AASB 1023, AASB 139 & AASB 132]
- 2006-1 Amendments to Australian Accounting Standards [AASB 121]
- 2006-3 Amendments to Australian Accounting Standards [AASB 1045]

### Interpretations:

- UIG 4 Determining whether an Arrangement contains a Lease
- UIG 5 Rights to Interests arising from Decommissioning, Restoration and Environmental Rehabilitation Funds
- UIG 7 Applying the Restatement Approach under AASB 129 Financial Reporting in Hyperinflationary Economies
- UIG 8 Scope of AASB 2
- UIG 9 Reassessment of Embedded Derivatives

UIG 4 and UIG 9 might have impacts in future periods, subject to existing contracts being renegotiated.

### *Future Australian Accounting Standard requirements*

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

### *Financial instrument disclosure*

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

### *Other*

The following standards (AASB) and interpretations (AASBI, formally UIG) have been issued but are not applicable to the operations of the department.

- AASB 1049 Financial Reporting of General Government Sectors by Governments
- UIG 4 Determining whether an Arrangement contains a Lease
- UIG 10 Interim Financial Reporting and Impairment



**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2007*

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- UIG 11 AASB 2 Group and Treasury Share Transactions
- UIG 12 Service Concession Arrangements
- UIG 129 Service Concession Arrangements: Disclosures

**1.5 Revenue**

*Revenue from government*

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

Appropriations receivable are recognised at their nominal amounts.

*Other types of revenue*

Revenue from the sale of goods is recognised when:

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

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

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

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

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

**1.6 Gains**

*Resources received free of charge*

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

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

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2007*

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*Other gains*

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

**1.7 Transactions with the government as owner**

*Equity injections*

Appropriations designated as equity injections (less any savings offered up in Portfolio Additional Estimates Statements) are recognised directly in contributed equity in that year.

*Restructuring of administrative arrangements*

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

*Other distributions to owners*

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

**1.8 Employee benefits**

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

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

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

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

*Leave*

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

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

The liability for long service leave is recognised and measured at the estimated present value of future cash flows to be made in respect of all employees at 30 June 2007. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

## Notes to and forming part of the Financial Statements

for the year ended 30 June 2007

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### *Separation and redundancy*

In 2006–07, the department has made no provision for future separation and redundancy benefit payments.

### *Superannuation*

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

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

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

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

New employees (from 1 July 2005) are eligible to join the new PSSap scheme.

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

### **1.9 Leases**

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

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

### **1.10 Cash**

Cash means notes and coins held, and deposits held at call with a bank or financial institution. Cash is recognised at its nominal amount.

### **1.11 Financial risk management**

The Department of the Senate's activities expose it to normal commercial financial risk. As a result of the nature of the department's business and internal and Australian government policies, dealing with the management of financial risk, the department's exposure to market, credit, liquidity and cash flow and fair value interest rate risk is considered to be low.

### **1.12 Impairment of financial assets**

#### *Financial assets held at amortised cost*

If there is objective evidence that an impairment loss has been incurred for receivables, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in income statement.

## Notes to and forming part of the Financial Statements for the year ended 30 June 2007

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### *Financial assets held at cost*

If there is objective evidence that an impairment loss has been incurred on an unquoted equity instrument that is not carried at fair value because it cannot be reliably measured, or a derivative asset that is linked to and must be settled by delivery of such an unquoted equity instrument, the amount of the impairment loss is the difference between the carrying amount of the asset and the present value of the estimated future cash flows discounted at the current market rate for similar assets.

### *Available for sale financial assets*

If there is objective evidence that an impairment loss on an available for sale financial asset has been incurred, the amount of the difference between its cost, less principal repayments and amortisation, and its current fair value, less any impairment loss previously recognised in expenses, is transferred from equity to the income statement.

### **1.13 Supplier and other payables**

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

### **1.14 Contingent liabilities and contingent assets**

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

### **1.15 Acquisition of assets**

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken.

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

### **1.16 Property, plant and equipment (PP&E)**

#### *Asset recognition threshold*

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

**Notes to and forming part of the Financial Statements**  
*for the year ended 30 June 2007*

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*Basis of revaluations*

Plant and equipment are carried at fair value, being revalued with sufficient frequency such that the carrying amount of each asset is not materially different, at reporting date, from its fair value. Valuations are undertaken in each year as at 30 June.

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

<u>Asset class</u>	<u>Fair value measured at:</u>
--------------------	--------------------------------

Plant and equipment	Market selling price
---------------------	----------------------

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

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

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

*Depreciation*

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

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

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

	2007	2006
Plant equipment	<b>5 to 15 years</b>	5 to 15 years
Computer equipment	<b>3 to 10 years</b>	3 to 10 years
Furniture and fittings	<b>5 to 50 years</b>	5 to 50 years
Office machines and equipment	<b>4 to 30 years</b>	4 to 30 years
Intangibles (software)	<b>3 to 5 years</b>	3 to 5 years

*Impairment*

All assets were assessed for impairment at 30 June 2007. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the

## Notes to and forming part of the Financial Statements for the year ended 30 June 2007

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asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the Department of the Senate were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

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

### 1.17 Intangibles

The Department of the Senate's intangibles comprise software for internal use. These assets are carried at cost.

Software is amortised on a straight-line basis over its anticipated useful life. The useful life of the department's software is 3 to 5 years (2005-06: 3 to 5 years).

All software assets were assessed for impairment as at 30 June 2007. None were found to be impaired.

### 1.18 Inventories

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

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

### 1.19 Taxation

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

Revenues, expenses and assets are recognised net of GST:

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

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

### 1.20 Reporting of administered activities

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

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

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

These transfers of cash are reported as administered (operating) cash flows and in the administered reconciliation table in Note 17.

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

## Note 2: Events occurring after the balance sheet date

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

2007	2006
\$'000	\$'000

## Note 3: Income

### *Revenue*

#### Note 3A: Revenue from government

Appropriations for outputs	20,064	19,618
<b>Total revenues from government</b>	<b>20,064</b>	<b>19,618</b>

#### Note 3B: Sale of goods and rendering of services

Provision of goods - related entities	15	39
Provision of goods - external entities	9	6
<b>Total sale of goods</b>	<b>24</b>	<b>45</b>
Rendering of services - related entities	503	1,282
Rendering of services - external entities	313	211
<b>Total rendering of services</b>	<b>816</b>	<b>1,493</b>
<b>Total sale of goods and rendering of services</b>	<b>840</b>	<b>1,538</b>

### *Gains*

#### Note 3C: Other gains

Resources received free of charge	3,472	3,907
<b>Total other gains</b>	<b>3,472</b>	<b>3,907</b>

## Note 4: Expenses

#### Note 4A: Employee benefits

Wages and salaries	9,723	9,289
Superannuation	1,911	1,796
Leave and other entitlements	2,065	1,794
Separation and redundancies	-	-
<b>Total employee benefits</b>	<b>13,699</b>	<b>12,879</b>

#### Note 4B: Suppliers

Provision of goods - related entities	111	416
Provision of goods - external entities	1,359	1,822
Rendering of services - related entities *	3,675	4,180
Rendering of services - external entities	2,474	1,196
Workers compensation premiums	138	163
<b>Total supplier expenses</b>	<b>7,757</b>	<b>7,777</b>

\* Services from related entities included \$3.472m of resources received free of charge from other Commonwealth agencies. (2006: \$3.907m)

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

	2007 \$'000	2006 \$'000
<u>Note 4C: Grants</u>		
Private Sector - Other	10	-
<b>Total grants</b>	<b>10</b>	<b>-</b>

Note 4D: Depreciation and amortisation

**Depreciation**

Infrastructure, plant and equipment	754	881
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**Amortisation**

Intangibles - computer software	63	96
<b>Total depreciation and amortisation</b>	<b>817</b>	<b>977</b>

Note 4E: Write down and impairment of assets

**Financial assets**

Bad and doubtful debts expense	1	-
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**Non-financial assets**

Plant and equipment - write-downs	34	33
Intangibles - write-downs	-	19

<b>Total write-down and impairment of assets</b>	<b>35</b>	<b>52</b>
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Note 4F: Losses from asset sales

Infrastructure, plant and equipment:

Proceeds from asset sold	(180)	(13)
Carrying value of assets sold	384	29
Selling expenses	-	-

<b>Total losses from asset sales</b>	<b>204</b>	<b>16</b>
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**Note 5: Financial assets**

Note 5A: Cash and cash equivalents

Cash on hand	500	559
<b>Total cash and cash equivalents</b>	<b>500</b>	<b>559</b>



Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

	2007	2006
	\$'000	\$'000
<u>Note 5B: Trade and other receivables</u>		
Goods and services	83	88
Appropriations receivable for existing outputs	21,487	18,442
GST receivable from the Australian Taxation Office	47	28
<b>Total trade and other receivables (net)</b>	<b>21,617</b>	<b>18,558</b>

Receivables are aged as follows:

Not overdue	21,610	18,553
Overdue by:		
Less than 30 days	4	2
30 to 60 days	3	1
61 to 90 days	-	1
More than 90 days	-	1
<b>Total receivables (gross)</b>	<b>21,617</b>	<b>18,558</b>

All receivables are current assets.

## Note 6: Non-financial assets

Note 6A: Infrastructure, plant and equipment

**Infrastructure, plant and equipment**

- gross carrying (at fair value)	3,663	4,898
- accumulated depreciation	(28)	(856)
<b>Total infrastructure, plant and equipment (non-current)</b>	<b>3,635</b>	<b>4,042</b>

All revaluations are conducted in accordance with the revaluation policy stated at Note 1. In 2006-07, an independent valuer, the Australian Valuation Office (AVO) conducted the revaluations.

No indicators of impairment were found for infrastructure, plant and equipment.

Note 6B: Intangibles

**Computer software**

- at cost	1,293	1,268
- accumulated amortisation	(1,249)	(1,186)
<b>Total intangibles (non-current)</b>	<b>44</b>	<b>82</b>

All computer software is held at cost, as no active market exists for the department's internally developed software.

No indicators of impairment were found for intangible assets.

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

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

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

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

Net book value 30 June 2007 represented by:

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

Reconciliation of the opening and closing balances of infrastructure, plant and equipment and intangibles (2005-06)

	IP&E \$'000	Intangibles \$'000	TOTAL \$'000
<b>As at 1 July 2005</b>			
Gross book value	4,260	1,414	5,674
Accumulated depreciation/amortisation	(1)	(1,245)	(1,246)
<b>Net book value 1 July 2005</b>	<b>4,259</b>	<b>169</b>	<b>4,428</b>
Additions by purchase	726	28	754
Depreciation/amortisation expense	(881)	(96)	(977)
Impairments recognised in surplus	(33)	(19)	(52)
Disposals	(29)	-	(29)
<b>Net book value 30 June 2006</b>	<b>4,042</b>	<b>82</b>	<b>4,124</b>

Net book value 30 June 2006 represented by:

Gross book value	4,898	1,268	6,166
Accumulated depreciation/amortisation	(856)	(1,186)	(2,042)
	<b>4,042</b>	<b>82</b>	<b>4,124</b>

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

	2007	2006
	\$'000	\$'000
<u>Note 6D: Inventories</u>		
Inventories held for distribution	33	46
<b><i>Total inventories</i></b>	<b>33</b>	<b>46</b>

All departmental inventories are current assets.

<u>Note 6E: Other non-financial assets</u>		
Prepayments	209	177
<b><i>Total other non-financial assets</i></b>	<b>209</b>	<b>177</b>

All other non-financial assets are current assets.

## Note 7: Payables and provisions

<u>Note 7A: Suppliers</u>		
Trade creditors	-	55
<b><i>Total supplier payables</i></b>	<b>-</b>	<b>55</b>

<u>Note 7B: Other payables</u>		
Accrued expenses	361	175
<b><i>Total other payables</i></b>	<b>361</b>	<b>175</b>

All supplier payables and other payables recognised are current liabilities.

<u>Note 7C: Employee provisions</u>		
Salaries and wages	106	86
Leave	4,484	4,231
Superannuation	15	14
<b><i>Total employee provisions</i></b>	<b>4,605</b>	<b>4,331</b>

Current	4,033	3,910
Non-current	572	421
<b><i>Total employee provisions</i></b>	<b>4,605</b>	<b>4,331</b>

<u>Note 7D: Other provisions</u>		
Workers' compensation	41	37
<b><i>Total other provisions</i></b>	<b>41</b>	<b>37</b>

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

	2007	2006
	\$'000	\$'000

**Note 8: Cash flow reconciliation**

**Reconciliation of cash as per balance sheet to cash flow statement**

**Report cash as per flow statement:**

Cash flow statement	500	559
Balance sheet	500	559

**Reconciliation of net surplus to net cash from operating activities:**

Operating Result	1,854	3,362
Depreciation / amortisation	817	977
Net write down of assets	35	52
Net derecognition of assets	11	-
Loss / (gain) on disposal of assets	204	16
(Increase) / decrease in net receivables	(3,059)	(8,908)
(Increase) / decrease in inventories	13	1
(Increase) / decrease in prepayments	(30)	(103)
Increase / (decrease) in employee provisions	274	15
Increase / (decrease) in other provisions	4	10
Increase / (decrease) in supplier payables	(55)	(106)
Increase / (decrease) in other payables	186	(20)
Net cash from / (used by) operating activities	<u>254</u>	<u>(4,704)</u>

**Note 9: Contingent liabilities and assets**

Quantifiable contingencies

At 30 June 2007 the Department of the Senate has no quantifiable contingencies.	Nil	Nil
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Unquantifiable contingencies

At 30 June 2007 the Department of the Senate has no unquantifiable contingencies.	Nil	Nil
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Remote contingencies

At 30 June 2007 the Department of the Senate has no remote contingencies.	Nil	Nil
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Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

	2007	2006
	\$'000	\$'000

**Note 10: Executive remuneration**

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

\$130,000 to \$144,999	-	-
\$145,000 to \$159,999	1	-
\$160,000 to \$174,999	1	1
\$175,000 to \$189,999	1	2
\$190,000 to \$204,999	1	-
\$205,000 to \$219,999	-	1
\$220,000 to \$234,999	1	-
\$235,000 to \$249,999	-	-
\$250,000 to \$264,999	-	-
\$265,000 to \$279,999	-	-
\$280,000 to \$294,999	-	1
\$295,000 to \$309,999	-	-
\$310,000 to \$324,999	1	-
<b>Total</b>	<b>6</b>	<b>5</b>

Aggregate amount of total remuneration of the executives shown above:	1,243,401	\$1,026,934
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Aggregate amount of separation and redundancy payments during the year to executives shown above:	Nil	Nil
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**Note 11: Remuneration of auditors**

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

The fair value of audit services provided was:	\$81,500	\$74,000
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No other services were provided by the Auditor-General.

**Note 12: Average staffing levels**

The average staffing levels for the department during the year were:	150	152
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Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

### Note 13: Financial instruments

Note 13A: Interest rate risk

Financial instrument	Note	Floating interest rate		Fixed interest rate maturing in						Non-interest bearing		Total		Weighted average effective interest rate			
		2007		1 year or less		1 to 5 years		> 5 years		2007		2006		2007		2006	
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%	%	
<b>Financial assets</b>																	
Cash and cash equivalent	5A	-	-	-	-	-	-	-	-	-	500	559	500	559	n/a	n/a	n/a
Receivables for goods and services	5B	-	-	-	-	-	-	-	-	-	83	88	83	88	n/a	n/a	n/a
<b>Total</b>		-	-	-	-	-	-	-	-	-	583	647	583	647	n/a	n/a	n/a
<b>Total assets</b>											<b>26,038</b>	<b>23,464</b>	<b>26,038</b>	<b>23,464</b>			
<b>Financial liabilities</b>																	
Trade creditors	7A	-	-	-	-	-	-	-	-	-	-	55	-	55	n/a	n/a	n/a
Accrued Expenses	7B	-	-	-	-	-	-	-	-	-	361	175	361	175	n/a	n/a	n/a
<b>Total</b>		-	-	-	-	-	-	-	-	-	361	230	361	230	n/a	n/a	n/a
<b>Total liabilities</b>											<b>5,007</b>	<b>4,598</b>	<b>5,007</b>	<b>4,598</b>			

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

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**Note 13: Financial instruments (continued)**

Note 13B: Fair values of financial assets and liabilities

The net fair value of each class of assets and liabilities equals the carrying amounts for both 2006-07 and 2005-06 financial years.

Note 13C: Credit risk exposures

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

The department has no significant exposures to any concentrations of credit risk.

All figures for credit risk referred to do not take into account the value of any collateral or other security.

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

	2007 \$'000	2006 \$'000
<b>Note 14: Expenses administered on behalf of government</b>		
<u>Note 14A: Grants</u>		
Non-profit institutions	-	749
<b>Total grants</b>	<b>-</b>	<b>749</b>
Grants expense 2005-06 relates to payments to schools under the Citizenship Visits Program. This grant is no longer administered by the department.		
<u>Note 14B: Employees</u>		
Wages and salaries	11,991	11,273
<b>Total employees</b>	<b>11,991</b>	<b>11,273</b>
<u>Note 14C: Suppliers</u>		
Provision of goods - related entities	130	107
Provision of goods - external entities	195	1,120
Rendering of services - related entities	7	2
Rendering of services - external entities	11	24
<b>Total suppliers</b>	<b>343</b>	<b>1,253</b>

<b>Note 15: Assets administered on behalf of government</b>		
<b>Financial assets</b>		
<u>Note 15A: Cash and cash equivalents</u>		
Administered bank account	-	-
<b>Total cash and cash equivalents</b>	<b>-</b>	<b>-</b>
<u>Note 15B: Receivables</u>		
Other - GST receivable from ATO	1	4
<b>Total receivables</b>	<b>1</b>	<b>4</b>
All assets administered on behalf of government are current assets.		



Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

	2007	2006
	\$'000	\$'000
<b>Note 16: Liabilities administered on behalf of government</b>		
<i>Note 16A: Suppliers</i>		
Trade creditors	15	3
<b>Total suppliers</b>	<b>15</b>	<b>3</b>
All liabilities are expected to be settled with 12 months of balance date.		

<b>Note 17: Administered reconciliation table</b>		
<i>Opening administered assets less administered liabilities as at 1 July</i>		
	1	(82)
Less: administered expenses	(12,334)	(13,275)
<i>Administered transfers from OPA:</i>		
Annual appropriation administered items	-	768
Special appropriations	12,321	12,591
Draw down of prior year appropriations	-	10
Other revenue - prior year refunds	-	6
Transfers to OPA	(2)	(17)
<b>Closing administered assets less administered liabilities as at 30 June</b>	<b>(14)</b>	<b>1</b>

<b>Note 18: Administered contingent liabilities and assets</b>		
<i>Quantifiable administered contingencies</i>		
At 30 June 2007, the Department of the Senate has no quantifiable administered contingencies.	Nil	Nil
<i>Unquantifiable administered contingencies</i>		
At 30 June 2007, the Department of the Senate has no unquantifiable administered contingencies.	Nil	Nil
<i>Remote administered contingencies</i>		
At 30 June 2007, the Department of the Senate has no remote administered contingencies.	Nil	Nil

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

**Note 19: Administered financial instruments**

Interest rate risk

Financial instrument	Note	Floating interest rate		Fixed interest rate maturing in						Non-interest bearing		Total		Weighted average effective interest rate		
				1 year or less		1 to 5 years		> 5 years								
		2007	2006	2007	2006	2007	2006	2007	2006	2007	2006	2007	2006	2007	2006	2007
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%	%
<b>Financial assets</b>																
Cash	15A	-	-	-	-	-	-	-	-	-	-	-	-	-	n/a	n/a
Receivables for goods and services	15B	-	-	-	-	-	-	-	-	1	4	1	4	1	n/a	n/a
<b>Total</b>		-	-	-	-	-	-	-	-	-	1	4	1	4	n/a	n/a
<b>Total assets</b>											<b>1</b>	<b>4</b>	<b>1</b>	<b>4</b>		
<b>Financial liabilities</b>																
Trade creditors	16A	-	-	-	-	-	-	-	-	15	3	15	3	15	n/a	n/a
<b>Total</b>		-	-	-	-	-	-	-	-	15	3	15	3	15	n/a	n/a
<b>Total liabilities</b>											<b>15</b>	<b>3</b>	<b>15</b>	<b>3</b>		

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

**Note 20: Appropriations and Special Accounts**

Note 20A: Acquittal of authority to draw cash from the Consolidated Revenue Fund (CRF) for Appropriations (Parliamentary Departments) Acts 1 and 2

Particulars - Outcome 1	Administered expenses		Departmental outputs		Total	
	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000
Balance carried from previous period	-	111	19,041	15,559	19,041	15,670
Appropriation Act:						
Appropriation (Parliamentary Departments) Act (No. 1)	-	768	20,064	19,618	20,064	20,386
Reductions:						
- prior years	-	(10)	-	-	-	(10)
- current year	-	-	-	-	-	-
FMA Act						
Appropriations to take account of recoverable GST (FMA Act s. 30A)	25	37	422	487	447	523
Annotations to 'net appropriations' (FMA Act s. 31)	-	-	1,042	1,555	1,042	1,555
Adjustment of appropriations - change of entity function (FMA Act s. 32)*	-	(103)	-	-	-	(103)
Total appropriations available for payments	25	802	40,569	37,219	40,594	38,020
Cash payments made during the year (GST inclusive)	25	802	18,534	18,178	18,559	18,980
Appropriations credited to Special Accounts (GST exclusive)	-	-	-	-	-	-
Balance of authority to draw cash from the CRF for ordinary annual services appropriations	-	-	22,034	19,041	22,034	19,041
<b>Represented by:</b>						
Cash at bank and on hand	-	-	500	559	500	559
Departmental appropriations receivable	-	-	21,534	18,482	21,534	18,482
<b>Total</b>	-	-	<b>22,034</b>	<b>19,041</b>	<b>22,034</b>	<b>19,041</b>

\* The administered s. 32 represents the transfer of prior year appropriation for Office-holders' support to the Department of Finance & Administration.

**Note 20: Appropriations and Special Accounts (continued)**

Note 20B: Acquittal of Authority to draw cash from special appropriations (unlimited amount)

<b>Parliamentary Entitlements Act 1990 (s. 11)</b>	<b>2007</b>	<b>2006</b>
<b>Purpose: An Act relating to the provision of benefits to Members of each House of the Parliament</b>	<b>\$'000</b>	<b>\$'000</b>
Cash payments made during the year	329	1,317
Appropriations credited to Special Accounts	-	-
Refunds credited (net) (FMA Act s. 30)	-	-
Total charged to appropriation	-	-
<i>Estimated Actual</i>	<b>1,592</b>	<b>1,574</b>

<b>Parliamentary Superannuation Act 2004 (s. 8)</b>	<b>2007</b>	<b>2006</b>
<b>Purpose: An Act to provide for the making of superannuation contributions in respect of members of Parliament, and for related purposes.</b>	<b>\$'000</b>	<b>\$'000</b>
Cash payments made during the year	290	161
Appropriations credited to Special Accounts	-	-
Refunds credited (net) (FMA Act s. 30)	-	-
Total charged to appropriation	-	-
<i>Estimated Actual</i>	<b>284</b>	<b>162</b>

<b>Remuneration and Allowances Act 1990 (s. 8)</b>	<b>2007</b>	<b>2006</b>
<b>Purpose: An Act relating to certain remuneration and allowances</b>	<b>\$'000</b>	<b>\$'000</b>
Cash payments made during the year	11,701	11,112
Appropriations credited to Special Accounts	-	-
Refunds credited (net) (FMA Act s. 30)	-	-
Total charged to appropriation	-	-
<i>Estimated Actual</i>	<b>12,251</b>	<b>11,247</b>

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

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

## Note 20: Appropriations and Special Accounts (continued)

### Note 20C: Special accounts

<b>Other trust monies (Departmental)</b>	<b>2007</b>	2006
	<b>\$'000</b>	\$'000
<i>Legal Authority: Financial Management and Accountability Act 1997 (s. 20)</i>		
<i>Purpose: For expenditure of monies temporarily held on trust or otherwise for the benefit of a person other than the Commonwealth.</i>		
Balance carried from previous period	-	4
Appropriation for reporting period	-	-
Other receipts	<b>34</b>	42
<b>Available for payments</b>	<b>34</b>	46
Payments made	<b>34</b>	46
<b>Balance carried to next period</b>	-	-
<b>Represented by:</b>		
Cash - held by the department	-	-
<b>Total balance carried to the next period</b>	-	-

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

The department also has a Services for other Governments and Non-Agency Bodies Special Account established under section 20 of the *Financial Management and Accountability Act 1997*. The purpose of the Services for other Governments and Non-Agency Bodies Special Account is for expenditure in connection with services performed on behalf of other governments and bodies that are not Agencies under the *Financial Management and Accountability Act 1997*. This account had no transactions and nil balances as at 30 June 2006 and 30 June 2007.

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

	2007 \$'000	2006 \$'000
<b>Note 21: Compensation and debt relief</b>		
No 'Act of Grace' payments were made during the reporting period. (2006: no payments made)	Nil	Nil
No waivers of amounts owing to the Commonwealth were made pursuant to subsection 34(1) of the <i>Financial Management and Accountability Act 1997</i> . (2006: no payments made)	Nil	Nil
No payments were made under the Compensation for Detriment caused by Defective Administration (CDDA) Scheme. (2006: no payments made)	Nil	Nil
No ex-gratia payments were provided for during the reporting period. (2006: no payments made)	Nil	Nil
No payments were made under s. 66 of the <i>Parliamentary Service Act 1999</i> during the reporting period. (2006: no payments made)	Nil	Nil

**Note 21: Compensation and debt relief (continued)**

No 'Act of Grace' payments were made during the reporting period. (2006: no payments made)	Nil	Nil
No waivers of amounts owing to the Commonwealth were made pursuant to subsection 34(1) of the <i>Financial Management and Accountability Act 1997</i> . (2006: no payments made)	Nil	Nil
No payments were made under the Compensation for Detriment caused by Defective Administration (CDDA) Scheme. (2006: no payments made)	Nil	Nil
No ex-gratia payments were provided for during the reporting period. (2006: no payments made)	Nil	Nil
No payments were made under s. 66 of the <i>Parliamentary Service Act 1999</i> during the reporting period. (2006: no payments made)	Nil	Nil

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

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## Note 22: Reporting of outcomes

Note 22A: Net cost of outcome delivery

	Outcome 1		Total	
	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000
<b>Expenses</b>				
Administered	12,334	13,275	12,334	13,275
Departmental	22,522	21,701	22,522	21,701
<b>Total expenses</b>	<b>34,856</b>	<b>34,976</b>	<b>34,856</b>	<b>34,976</b>
<b>Costs recovered from provision of goods and services to the non government sector</b>				
Administered	206	-	206	-
Departmental	323	217	323	217
<b>Total costs recovered</b>	<b>529</b>	<b>217</b>	<b>529</b>	<b>217</b>
<b>Other external revenues</b>				
Administered	-	-	-	-
Departmental	517	1,334	517	1,334
<b>Total other external revenues</b>	<b>517</b>	<b>1,334</b>	<b>517</b>	<b>1,334</b>
<b>Net cost / (contribution) of outcome</b>	<b>33,810</b>	<b>33,425</b>	<b>33,810</b>	<b>33,425</b>

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

**Note 22: Reporting of outcomes (continued)**

Note 22B: Major classes of departmental revenues and expenses by output groups and outputs

Outcome 1	Output Group 1		Output Group 2		Output Group 3		Output Group 4		Output Group 5		Outcome 1 total	
	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000	2007 \$'000	2006 \$'000
<b>Departmental expenses</b>												
Employees	743	705	1,731	1,483	3,280	3,044	5,286	5,127	2,659	2,520	13,699	12,879
Suppliers	285	270	1,104	836	2,659	2,258	2,640	2,721	1,069	1,693	7,757	7,778
Depreciation/write-downs	47	41	132	106	276	223	367	330	234	344	1,056	1,044
Other expenses	10	-	-	-	-	-	-	-	-	-	10	-
<b>Total departmental expenses</b>	<b>1,085</b>	<b>1,016</b>	<b>2,967</b>	<b>2,425</b>	<b>6,215</b>	<b>5,525</b>	<b>8,293</b>	<b>8,178</b>	<b>3,962</b>	<b>4,557</b>	<b>22,522</b>	<b>21,701</b>
<b>Funded by:</b>												
Revenues from government	961	874	2,651	2,078	5,554	4,752	7,411	7,035	3,486	4,879	20,064	19,618
Other revenue	170	179	478	442	1,509	1,465	1,298	1,422	857	1,937	4,312	5,445
<b>Total departmental revenues</b>	<b>1,130</b>	<b>1,053</b>	<b>3,129</b>	<b>2,520</b>	<b>7,062</b>	<b>6,217</b>	<b>8,709</b>	<b>8,457</b>	<b>4,343</b>	<b>6,816</b>	<b>24,376</b>	<b>25,063</b>



Notes to and forming part of the Financial Statements  
for the year ended 30 June 2007

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**Note 22: Reporting of outcomes (continued)**

Note 22C: Major classes of administered revenues and expenses by outcomes

	Outcome 1		Total	
	2007	2006	2007	2006
	\$'000	\$'000	\$'000	\$'000
<b>Administered expenses</b>				
Grants	-	749	-	749
Employees	11,991	11,273	11,991	11,273
Suppliers	343	1,253	343	1,253
<b>Total administered expenses</b>	<b>12,334</b>	<b>13,275</b>	<b>12,334</b>	<b>13,275</b>



# Appendices



## Appendix 1—Contact details

Contact details for all areas of the department, as at 30 June 2007, are listed below. For inquiries related to publications, see contact details in Appendix 4.

### Department of the Senate

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

### Office-holders and senior officers of the Senate

#### President's Office

##### *President of the Senate*

Senator the Honourable Paul Calvert

Senator Calvert has subsequently resigned

*From 14 August 2007:*

Senator the Honourable Alan Ferguson

Parliament House phone: 02 6277 3300 fax: 02 6277 3108

Electorate Office—Adelaide, South Australia phone: 08 8237 7180 fax: 08 8237 7188

##### *Deputy President of the Senate*

Senator John Hogg email: senator.hogg@aph.gov.au

Parliament House phone: 02 6277 3545 fax: 02 6277 3578

Electorate Office—Carina, Queensland phone: 07 3843 4066 fax: 07 3843 4077

#### Clerk's Office

*Clerk of the Senate* email: clerk.sen@aph.gov.au

Mr Harry Evans phone: 02 6277 3350 fax: 02 6277 3199

*Deputy Clerk of the Senate* email: depclerk.sen@aph.gov.au

Dr Rosemary Laing phone: 02 6277 3360 fax: 02 6277 3199

#### Table Office

*Clerk Assistant (Table)* email: ca.table.sen@aph.gov.au

Mr Richard Pye phone: 02 6277 3020 fax: 02 6277 3098

*Inquiries* phone: 02 6277 3010 fax: 02 6277 3448

#### Procedure Office

*Clerk Assistant (Procedure)* email: ca.procedure.sen@aph.gov.au

Mr Cleaver Elliott phone: 02 6277 3380 fax: 02 6277 3289

#### Committee Office

*Clerk Assistant (Committees)* email: ca.committees.sen@aph.gov.au

Ms Maureen Weeks phone: 02 6277 3371 fax: 02 6277 3199

*Inquiries* phone: 02 6277 3555 fax: 02 6277 3899

#### Black Rod's Office

*Usher of the Black Rod* email: blackrod.sen@aph.gov.au

Ms Andrea Griffiths phone: 02 6277 3398 fax: 02 6277 3199

## Other areas of interest

<b>Accounts</b>	email: <a href="mailto:finance.sen@aph.gov.au">finance.sen@aph.gov.au</a> phone: 02 6277 3772      fax: 02 6277 3085
<b>Annual report</b>	email: <a href="mailto:ca.table.sen@aph.gov.au">ca.table.sen@aph.gov.au</a> phone: 02 6277 3020      fax: 02 6277 3098
<b>Committee room bookings</b>	email: <a href="mailto:blackrod.sen@aph.gov.au">blackrod.sen@aph.gov.au</a> phone: 02 6277 3500      fax: 02 6277 3000
<b>Committees</b>	email: <a href="mailto:seniorclerk.committees.sen@aph.gov.au">seniorclerk.committees.sen@aph.gov.au</a> phone: 02 6277 3555      fax: 02 6277 3899
<b>Information services section</b>	email: <a href="mailto:websen@aph.gov.au">websen@aph.gov.au</a> phone: 02 6277 3047      fax: 02 6277 3678
<b>Inter-Parliamentary Union</b>	email: <a href="mailto:neil.bessell@aph.gov.au">neil.bessell@aph.gov.au</a> phone: 02 6277 3015      fax: 02 6277 5784
<b>Legislation</b>	email: <a href="mailto:table.legislation.sen@aph.gov.au">table.legislation.sen@aph.gov.au</a> phone: 02 6277 3455      fax: 02 6277 3448
<b>Parliamentary Education Office</b>	email: <a href="mailto:info@peo.gov.au">info@peo.gov.au</a> phone: 02 6277 3147 ( <i>general inquiries</i> ) phone: 02 6277 3508 ( <i>school visits</i> ) fax: 02 6277 5775
<b>Parliamentary research</b>	email: <a href="mailto:research.sen@aph.gov.au">research.sen@aph.gov.au</a> phone: 02 6277 3078      fax: 02 6277 5838
<b>Registrar of Senators' Interests</b>	email: <a href="mailto:senators.interests@aph.gov.au">senators.interests@aph.gov.au</a> phone: 02 6277 3360      fax: 02 6277 3199
<b>Senators' services</b>	email: <a href="mailto:blackrod.sen@aph.gov.au">blackrod.sen@aph.gov.au</a> phone: 02 6277 3500      fax: 02 6277 3000

## Appendix 2—Reports addressing requirements of legislation

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

### Reports against particular legislation, 2006–07

<p><b>Section 74 of the <i>Occupational Health and Safety Act 1991</i></b></p>	<p>During the year, no occupational health and safety incidents required reporting to Comcare under section 68 of the <i>Occupational Health and Safety Act 1991</i>. Additional information on occupational health and safety performance is included in the 'Management and accountability' section of this report.</p>
<p><b>Section 8 of the <i>Freedom of Information Act 1982</i></b></p>	<p>The Department of the Senate is not subject to the provisions of the <i>Freedom of Information Act 1982</i>. However, it is departmental policy to comply with the intent of the Act to the extent practicable, having regard to the legal issues which may arise through the non-application to the department of the protections afforded by the Act. No requests for information were received during the year.</p>
<p><b><i>Privacy Act 1988</i></b></p>	<p>The department is not subject to most of the provisions of the <i>Privacy Act 1988</i>. The provisions relating to tax file numbers apply, and the department has common law obligations in relation to the handling of personal information. It is departmental policy to observe, as far as practicable, the Privacy Principles set out in the Act. No privacy issues were raised with the department during the year.</p>
<p><b>Section 311A of the <i>Commonwealth Electoral Act 1918</i></b></p>	<p>During 2006–07, the department paid a total of \$276,780 for advertising. Of the total, \$268,188 was for Senate committee activities, and the balance was for recruitment and other minor advertising, delivered through hma Blaze, the government contractor. The department did not engage market research, polling, direct mail or creative advertising organisations.</p>
<p><b>Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i></b></p>	<p>Although the department was not subject to the provisions of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>, it adopted policies and practices that contributed to best environmental performance during the year. Most aspects of the parliament's environmental management are coordinated by the Department of Parliamentary Services, and details are provided in that department's annual report.</p>
<p><b><i>Legal Services Directions 2005</i></b></p>	<p>During 2006–07, the department expended \$118,141 on legal services. Of this amount, \$110,061 was directed towards the provision of independent legal advice in supporting the work of the legislative scrutiny committees. There was no expenditure on counsel during the year.</p>
<p><b><i>Commonwealth Fraud Control Guidelines 2002</i></b></p>	<p>In accordance with the <i>Commonwealth Fraud Control Guidelines 2002</i>, the department provided fraud control information to the Australian Institute of Criminology.</p>

## Appendix 3—Staffing statistics

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

The figures in this appendix exclude staff on leave without pay and those on temporary movements out of the department at 30 June 2007.

Also excluded are those non-ongoing staff employed on a casual or sessional basis who did not work on 29 June 2007, the last working day of the 2006–07 year.

### Staff numbers, by classification and gender, 30 June 2007

Classification	Male	Female	Total
Clerk of the Senate	1	–	1
Deputy Clerk of the Senate (SES Band 2)	–	1	1
Clerks Assistant and Usher of the Black Rod (SES Band 1)	2	2	4
Parliamentary Executive Level 2 (PE 2)	12	10	22
Parliamentary Executive Level 1 (PE 1)	9	13	22
Parliamentary Service Level 6 (APS 6)	9	27	36
Parliamentary Service Level 5 (APS 5)	3	1	4
Parliamentary Service Level 4 (APS 4)	10	19	29
Parliamentary Service Level 3 (APS 3)	10	17	27
Parliamentary Service Level 1/2 (APS 1/2)	10	6	16
<b>Total</b>	<b>66</b>	<b>96</b>	<b>162</b>

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

### Staff numbers, by classification and employment category, 30 June 2007

Classification	Ongoing	Non-ongoing	Total
Clerk of the Senate	1	–	1
SES Band 2	1	–	1
SES Band 1	4	–	4
PE 2	22	–	22
PE 1	19	3	22
APS 6	26	10	36
APS 5	4	–	4
APS 4	24	5	29
APS 3	23	4	27
APS 1/2	13	3	16
<b>Total</b>	<b>137</b>	<b>25</b>	<b>162</b>

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



## Staff numbers, by classification and participation, 30 June 2007

Classification	Full-time	Part-time	Total
Clerk of the Senate	1	–	1
SES Band 2	1	–	1
SES Band 1	4	–	4
PE 2	22	–	22
PE 1	15	7	22
APS 6	27	9	36
APS 5	4	–	4
APS 4	24	5	29
APS 3	26	1	27
APS 1/2	12	4	16
<b>Total</b>	<b>136</b>	<b>26</b>	<b>162</b>

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

## Full-time equivalent staffing levels (staff years)

Program	2005–06	2006–07
Clerk's Office	4	4
Table Office	16	17
Procedure Office	32	31
Committee Office	56	52
Black Rod's Office	44	46
<b>Total</b>	<b>152</b>	<b>150</b>

## Diversity data, 30 June 2007



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

## Classifications and salary scales, 30 June 2007

Classification	Salary scale
Clerk of the Senate	\$300,900
SES Band 2	\$171,830
SES Band 1	\$141,460
PE 2	\$101,964–\$109,024
PE 1	\$81,966–\$91,813
APS 6	\$67,821–\$74,397
APS 5	\$60,210–\$63,941
APS 4	\$53,895–\$57,889
APS 3	\$48,054–\$51,913
APS 1/2	\$37,616–\$47,086

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

## Appendix 4—Senate and departmental publications

The Department of the Senate maintained and updated an extensive catalogue of ongoing publications during 2006–07, as listed by category below. Documents which are publicly available on the Senate website ([www.aph.gov.au/senate](http://www.aph.gov.au/senate)) or the Parliamentary Education Office website ([www.peo.gov.au](http://www.peo.gov.au)) are marked with the symbol . Documents which are available in hard copy are marked with the symbol . Contact details for each publication area are also listed.

### Publications by subject area

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#### The work and procedures of the Senate

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*A guide to services, entitlements and facilities for senators*  




(information for senators and their support staff, also available on the departmental intranet)

*Bills List and Daily Bills Update*   

(details of the status of bills before the parliament)

*Brief Guides to Senate Procedure*, Nos 1–21   

(practical guides to common practices and procedures)

*Business of the Senate*   

(a comprehensive summary of business)

*Chamber support services for senators*  

(a guide to documents and services provided to the chamber)

*Dynamic Red*   

(the daily Order of Business, updated online during each sitting day)

*Journals of the Senate*   

(the minutes of chamber proceedings)

*List of senators*   

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

*Odgers' Australian Senate Practice*, eleventh edition and supplements   


(a comprehensive procedural reference work)

*Order of Business*   




(the Senate 'Red' or daily program)

*Pocket Guide to Senate Procedure*  

(a consolidation of the Brief guides)

*Preparing private senators' bills, explanatory memoranda and second reading speeches: A guide for senators* 

(information about legislation for senators and their support staff, also available on the departmental intranet)

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

*Procedural Information Bulletin*   



(a regular digest of events of procedural significance)

*Questions on Notice Summary*   



(a statistical analysis of questions placed on notice by senators)

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*Routine of business*  

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

*Senate Briefs*, Nos 1–16  

(general introductions to aspects of the Senate, including elections, legislation, parliamentary privilege, the committee system and ministers in the Senate)

*Senate Daily Summary* 


(a daily digest of Senate business)



*Senate Notice Paper*  

(the Senate's daily agenda)

*Senate Statistical Summary*  

(weekly statistics on Senate business)


*Senators' Guide to Procedures* 

*Standing orders and other orders of the Senate*  

(rules and resolutions governing the Senate's proceedings)

*StatsNet* 

(online statistical databases)


*Your Senate online here* 

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

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## The work and procedures of Senate committees


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*Bills referred to committees* 

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


*Business of Committees*  

(the Senate 'Committee Red' or daily program)

*Committee style guide* 

(style guide for the preparation of Senate committee reports)

*Consolidated Register of Senate Committee Reports* (1970–2004 and annual supplements 

(1970–2007 

(a list of committee reports presented to the Senate since 1970)

*Delegated Legislation Monitor* 


(information on every disallowable legislative and non-legislative instrument tabled in the Senate)

*Disallowance Alert* 


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

*Guide to committee procedure and practice* 

(an easy-reference guide for committee staff)

*How to make a submission to a Senate committee inquiry* 



*Notes for the guidance of witnesses appearing before Senate committees* 


*Procedures to be observed by Senate committees for the protection of witnesses* 

(three types of information for members of the public with an interest in participating in the work of Senate committees)

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*Public hearings/meetings*    
(a program of scheduled meetings)

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

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

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

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


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


*Work of Committees*    
(a comprehensive summary of committee business)

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#### **Parliamentary, constitutional and historical information**



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



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


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


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


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


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

*Papers on Parliament*, Nos 1–46    
(the department's journal, which publishes the texts of occasional lectures and other essays)

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


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


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


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

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*Senate Legislative and General Purpose Standing Committees—The First 20 Years, 1970–1990*   
(a general history of the Senate’s committee system)



Senate Standing Committee on Legal and Constitutional Affairs—*The Twentieth Anniversary of the Committee, 1991*   
(a general history of one committee)


*The Biographical Dictionary of the Australian Senate*   
(an ongoing, multi-volume work of reference on Australia’s senators, Volume 1 covering 1901–1929, Volume 2 covering 1929–1962, volumes 3 and 4 forthcoming)


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### Parliamentary Education Office (PEO) publications for schools, teachers and students


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*Australia’s Constitution*    
(a pocket-sized edition of the Australian Constitution)


*Closer Look—A Comparison of US and Australian Federal Legislatures*   
(a comparison of the Australian political system and that of the United States)


*Closer Look—A Multi-tiered System: governing Australia*   
(an explanation with examples of how Australia is governed)


*Closer Look—A Short History of Parliament*   
(the origins and development of the Commonwealth Parliament)


*Closer Look—Australia’s Parliament House*   
(a brief history of the buildings used by the federal Parliament)


*Closer Look—The First Parliament of Australia: the ceremony*   
(details of the opening ceremony of the first Parliament of the Commonwealth of Australia)


Cockatoo Island series   
(a teaching resource for teachers and students of lower primary)


DIY role-play in the classroom   
(hints, tips and instructions for teachers running a parliamentary role-play)

Fact sheet series   
(56 fact sheets covering many aspects of the role and function of the federal Parliament)

FAQ   
(over 200 questions and answers about Australia’s federal Parliament)

Friends & Colleagues   
(The year in review plus news from the PEO and the PEO’s professional colleagues)

*Hands-on Lesson Plans*   
(12 complete lesson plans for teachers of middle to upper secondary students)

*House at work: ordinary people in an extraordinary building*   
(original stories and artwork by people working in Parliament House)

House of Representatives NOW   
(current information about the operations of the House of Representatives)

Image library   
(over 300 photographs and diagrams describing a range of parliamentary topics)


Kidsview   
(10 online interactive resources for students and teachers)

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*Our Constitution* 


(the development and workings of the Australian Constitution for teachers and students)

Parliamentary glossary 

(parliamentary terms and definitions)

*Parliamentary Government in Australia*  (archived)


(a student's guide to the Commonwealth Parliament)

Parliament NOW 


(current information about the 41st Parliament)

*Peeling back Parliament* 


(magazine format information and activities for upper primary and lower secondary teachers and students)

Poster of the House of Representatives Chamber 

(A2-sized colour poster of the House of Representatives chamber)

Poster of the Senate Chamber 

(A2-sized colour poster of the Senate chamber)

Role-play toolkit 

(role-play resources for teachers, including scripts, templates, rubrics, diagrams etc)

Senate NOW 

(current information about the operations of the Senate)

*Unravelling the Parliamentary role-play* 

(activities and instructions for using parliamentary role-play in the classroom)

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### Departmental publications

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*Annual Report of the Department of the Senate*  

*Corporate Plan*  

*Portfolio Budget Statements*  

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### Contact details by subject area

<b>Publications on the work and procedures of the Senate</b>		
Senate Table Office	email: <a href="mailto:table.inquiries.sen@aph.gov.au">table.inquiries.sen@aph.gov.au</a>	
	phone: 02 6277 3010	fax: 02 6277 3448
<b>Committee publications</b>		
Senate Committee Office	email: <a href="mailto:seniorclerk.committees.sen@aph.gov.au">seniorclerk.committees.sen@aph.gov.au</a>	
	phone: 02 6277 3555	fax: 02 6277 3899
<b>Parliamentary, constitutional and historical publications</b>		
Procedure Office	email: <a href="mailto:research.sen@aph.gov.au">research.sen@aph.gov.au</a>	
	phone: 02 6277 3072	fax: 02 6277 5838
Biographical Dictionary Unit	phone: 02 6277 3061	fax: 02 6277 5933
<b>Parliamentary Education Office publications</b>		
Parliamentary Education Office	email: <a href="mailto:info@peo.gov.au">info@peo.gov.au</a>	
	phone: 02 6277 3147	fax: 02 6277 5775
<b>Publications providing departmental information</b>		
Black Rod's Office	email: <a href="mailto:blackrod.sen@aph.gov.au">blackrod.sen@aph.gov.au</a>	
	phone: 02 6277 3500	fax: 02 6277 3199

## **Appendix 5—Public awareness activities undertaken by departmental officers**

During 2006–07, the Clerk and other senior officers made presentations to various groups of interested people, such as:

- parliamentary committees
- individual members of parliament and their staff
- overseas visitors, including parliamentary delegations
- participants in the Australian Defence Force Parliamentary Program, the Australian Rural Leadership Program, the annual conference of the Victorian Commercial Teachers' Association, the Australian Public Service Commission Senior Executive Service orientation program and the Interparliamentary Study Program
- parliamentary officers and interns
- visitors' guides at Parliament House and Old Parliament House
- schoolchildren and members of the public.

Senior officers also conducted professional development seminars for senators' staff, staff from a wide range of Australian Public Service agencies, and departmental staff participating in staff development programs.

The Clerk gave specialised presentations on the Senate and accountability to the Vincent Fairfax Fellowship Ethics in Leadership Program; members of the Centre for Democratic Institutions Political Party Development Program; and participants in the ANU Parliamentary Studies Centre and the Centre for International and Public Law, ANU College of Law seminar, 'Reforming the Senate committee system'.

The Clerk Assistant (Procedure) gave specialised presentations on the powers, procedures and operations of the Senate and its committees to audiences from:

- academic institutions, including the ANU Legal Workshop and the ANU College of Law—Advanced Military Administrative Law course
- the Department of Foreign Affairs and Trade Leadership and Development Program for locally engaged staff
- a delegation from the Malaysian Senate
- a delegate of parliamentary officers from the Hashemite Kingdom of Jordan
- the Public Service and Merit Protection Commission Indigenous graduates program
- the Indonesian upper house (Dewan Perwakilan Daerah)
- the National Assembly of Vietnam
- the Centrelink annual senior staff conference (appearing before estimates committees)
- a delegation of MPs from Sri Lanka.

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



## Papers produced by departmental officers, 2006–07

**Kathleen Dermody**

At GovNet International Conference, ANU: 'Reflections on a Senate Committee' November 2006

**Cleaver Elliott**

'Taking parliament to the people: public hearings and public consultation by the Australian Senate'—paper presented at the International Seminar on a Comparative Review of the Norms and Standards for Consultation at the Provincial and Local Levels, National People's Congress, Beijing, People's Republic of China July 2006

'Mechanisms for legislative oversight of off-budget agency funding: the Australian experience'—paper presented at the International Conference on Mechanisms for Management of Off-budget Funding, Ho Chi Minh City, Vietnam December 2006

**Harry Evans**

'Monarchical and parliamentary government in Australia', Insurance Council of Australia, Canberra Conference 10 August 2006

'Best stick with terms we've got', *Australian Financial Review* 28 August 2006

'Democracy: the wrong message', Democratic Audit of Australia, discussion paper 24/06 August 2006

'The government majority in the Senate: a nail in the coffin of responsible government?', Australasian Study of Parliament Group, Victorian Chapter, seminar in honour of David Hamer, former Deputy President of the Senate 3 October 2006

'Constitutionalism, bicameralism and the control of power', ANU Research School of Social Sciences/Australia and New Zealand School of Government Seminar 4 October 2006

'The Senate', Chapter 10 in *Silencing Dissent*, ed. C Hamilton and S Maddison, Allen & Unwin 2006

'Ethics and public service governance', CPA Australia, ACT Congress 16 November 2006

'The estimates test: a safeguard against illegality and impropriety', *The Canberra Times, Public Sector Informant* 5 November 2006

**Ian Holland**

'Parliamentary committees as an arena for policy work', in H Colebatch (ed.), *Beyond the Policy Cycle: The Policy Process in Australia*, Allen & Unwin, Sydney, pp. 66–90 July 2006

At GovNet International Conference, ANU: 'Scrutinising capacity and negotiating outcomes'—panel discussion November 2006

**Rosemary Laing**

'Updates on Parliamentary Privilege—Notes from the Australian Senate', 37th Conference of Australian and Pacific Presiding Officers and Clerks, Perth July 2006

'Accounting and Accountability', Australasian Study of Parliament Group annual conference, Wellington, New Zealand September 2006

'Accounting and Accountability', *Australasian Parliamentary Review*, 22(1): 19–27 Autumn 2007

## Anthony Marinac

'On the first paragraph of section 55', 34 <i>Federal Law Review</i> 355	2006
'Shaking the Foundations of Parliamentary Privilege', <i>Online Opinion</i>	18 September 2006
'The Cole Report: implications for responsible government', <i>Online Opinion</i>	12 December 2006
'Dworkin on the half forward flank: the jurisprudence of AFL's spirit of the laws', <i>Marquette Sports Law Review</i> , Marquette University, Milwaukee, 17(2)	2007
'The year in the Senate—2006', <i>Australasian Parliamentary Review</i> , 22(1)	2007
'Who pays the piper?', <i>Online Opinion</i>	19 February 2007
'Questions of conscionability', <i>Online Opinion</i>	29 May 2007
'A standing committee system on the American model', <i>American Society of Legislative Clerks and Secretaries Professional Journal</i> , 13(1)	2007

## Evidence to committees, 2006–07

### The Clerk

Joint Standing Committee on Electoral Matters: Civics and electoral education (appearance)	7 August 2006
Finance and Public Administration Committee: Transparency and accountability of Commonwealth public funding and expenditure (appearance)	8 September 2006
Finance and Public Administration Committee: Transparency and accountability of Commonwealth public funding and expenditure (supplementary submission)	21 September 2006
Finance and Public Administration Committee: Senate order for contracts—proposed revocation (written submission and supplementary submission)	4 September and 12 October 2006
Finance and Public Administration Committee: Senate order for contracts—proposed revocation (appearance)	27 November 2006

# References



## Glossary and abbreviations list

<b>administered expenses/ items</b>	Revenues, expenses, assets, and liabilities administered by the department for the Commonwealth generally and not for the running of the department.
<b>amendments and requests for amendments</b>	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.
<b>APS</b>	Australian Parliamentary Service
<b>assent print</b>	The final version of a bill as agreed to by both Houses, prepared by the initiating House for the Governor-General's signature (or assent).
<b>AWA</b>	Australian Workplace Agreement
<b>bill</b>	A proposal for a law that is introduced into parliament. Bills are considered consecutively by the two Houses of 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.
<b>CHRIS</b>	Human resource management information system.
<b>Clerks at the table</b>	Clerks, including the Clerk (the head of the department), the Deputy Clerk and other senior officers of the department, who sit in the chamber and provide procedural advice while taking the minutes of Senate proceedings.
<b>Committee 'Red'</b>	The daily program of Senate committee hearings held in Parliament House; named after the Senate 'Red'.
<b>Committee of the whole</b>	The stage in the debate on a bill in the chamber during which each clause or group of clauses is considered in detail and during which amendments or requests may be moved.
<b>CVP</b>	Citizenship Visits Program
<b>disallowance notice</b>	A procedure by which a senator notifies the Senate that he/she seeks to disallow certain delegated legislation.
<b>DPS</b>	The Department of Parliamentary Services—formed from the amalgamation on 1 February 2004 of the Department of the Parliamentary Library, the Department of the Parliamentary Reporting Staff and the Joint House Department.
<b>Dynamic Red</b>	An online, updateable version of the Senate 'Red' which allows users to follow the progress of business in the chamber on any sitting day.

<b>Education Centre</b>	The name of the Parliament House facility in which the PEO conducts role-plays and other programs for visiting students.
<b>estimates committees</b>	A term commonly used to describe legislation committees' consideration of the annual and additional estimates of expenditure of government departments and agencies.
<b>FMA Act</b>	<i>Financial Management and Accountability Act 1997</i>
<b>inquiries service</b>	A service run by the Table Office which provides senators, their staff and other clients with copies of legislation, documents tabled in the Senate and responses to inquiries about Senate business.
<b>IPU</b>	Inter-Parliamentary Union
<b>KPMG</b>	The company holding the contract for the department's internal auditing function.
<b>legislation committees</b>	Committees which report on bills or draft bills, the annual and additional estimates of expenditure of government departments and agencies, and annual reports and the performance of government departments and agencies—the last two are standing references which enable the committees to initiate inquiries in respect of their scrutiny of Commonwealth administration. Legislation committees effectively have government majorities.
<b>Little Lunch Sitings</b>	A community education program run by the PEO for community groups at lunchtime.
<b>messengerial support</b>	Services provided in the Senate chamber by the chamber attendants, including distribution of documents, conveyance of messages and supervision of chamber doors during divisions (formal votes) and quorum calls.
<b>motions/formal motions/ procedural motions</b>	Proposals for the Senate to agree to something, which must be expressed in a way that conforms with standing orders.
<b>OH&amp;S</b>	Occupational health and safety
<b>parliamentary privilege</b>	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.
<b>PEO</b>	Parliamentary Education Office
<b>Presiding Officers</b>	The President of the Senate and the Speaker of the House of Representatives are the Presiding Officers. Each presides over the proceedings of his or her respective House. Administratively, each is responsible for his or her respective chamber department and together they are responsible for the DPS.

<b>questions on notice</b>	When referred to in the context of the Senate, these are written questions to ministers from other senators. Questions on notice in the context of estimates proceedings are written or oral questions from committee members to a minister and/or the minister's departmental officers, which require written answers from the department or minister.
<b>references committees</b>	Committees which report on matters referred by the Senate—generally policy issues—other than those referred to the legislation committees. References committees have non-government majorities.
<b>RSS</b>	really simple syndication
<b>running sheet</b>	A checklist of amendments used by senators when considering bills in the committee of the whole. Running sheets show all proposed amendments, identified by subject matter and grouped as needed; conflicts between amendments; relevant references in the bills under consideration; and procedural questions to be posed by the Chair of Committees.
<b>schedules of amendments</b>	Lists of amendments to bills, agreed to by the Senate, which are forwarded to the House of Representatives for consideration.
<b>scripts/procedural scripts</b>	Pro-forma procedural statements used by senators at certain times during debates and other Senate proceedings.
<b>Senate 'Red'</b>	The daily program issued to senators on sitting days as a guide to chamber proceedings; named after the red flash printed on the front page of the document.
<b>senators' survey</b>	A two-yearly survey commissioned by the Department of the Senate and conducted by an independent research services organisation to assess senators' satisfaction with the quality, efficiency and effectiveness of the services provided by the department—most recently conducted in early 2007.
<b>SES</b>	Senior Executive Service
<b>SMAG</b>	Senate Management Advisory Group
<b>standing orders</b>	Procedural rules that govern the conduct of proceedings in the Senate and its committees.
<b>third reading print</b>	A bill which is amended by the House in which it originates is reprinted to incorporate the amendments before it is transmitted to the other House. The bill is therefore transmitted in the form in which it is 'read a third time' in the originating House.
<b>TTY</b>	Teletypewriter
<b>WISE</b>	Working in the Senate, a program under which public servants from other departments and agencies are seconded to the department to work on committee inquiries and to gain knowledge of the Senate and its operations, which they can apply to the benefit of their organisations on their return.





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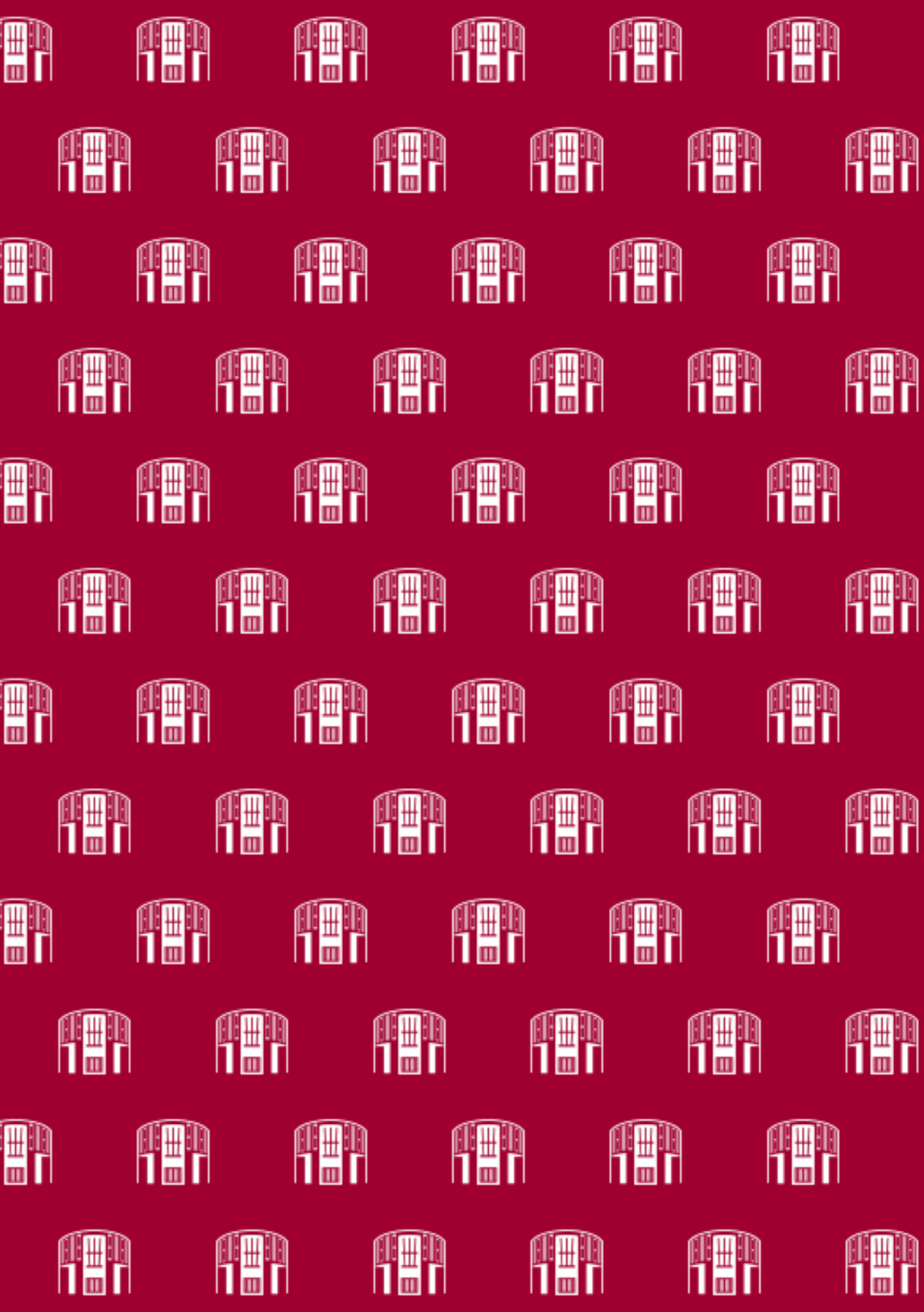
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