



Department
of the Senate

ANNUAL REPORT 2007–08

© Commonwealth of Australia 2008

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without prior written permission from the Australian Government, available from the Attorney General's Department. Requests and inquiries concerning reproduction and rights should be addressed to the Commonwealth Copyright Administration, Copyright Law Branch, Attorney General's Department, National Circuit, Barton ACT 2601, or posted at <http://www.ag.gov.au/cca>.

ISSN 0812-1427

Web address of this report: www.aph.gov.au/senate/dept/annual08/index.htm

Produced by the Department of the Senate

Printed by the Department of the Senate

Coordinated and edited by WordsWorth Writing

Cover photograph courtesy of AUSPIC

Contact officer

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

Usher of the Black Rod

Department of the Senate

Parliament House

Canberra ACT 2600

Phone: 02 6277 3398

Fax: 02 6277 3199

Email: blackrod.sen@aph.gov.au

Website: www.aph.gov.au/senate



AUSTRALIAN SENATE

CLERK OF THE SENATE

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

16 October 2008

Senator the Honourable John Hogg
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 2008.

Yours sincerely

(Harry Evans)

Contents

Overviews	1
Clerk's review	3
Departmental overview	5
Report on Performance	9
Outcome 1—Effective provision of services	11
Overall performance	11
Output Group 1—Clerk's Office	17
Output Group 2—Table Office	23
Output Group 3—Procedure Office	35
Output Group 4—Committee Office	47
Output Group 5—Black Rod's Office	57
Management and Accountability	63
Corporate governance	65
Corporate and operational plans	68
Ethical standards	69
External scrutiny	70
Management of human resources	70
Management of information systems	72
Management of financial resources	73
Commonwealth Disability Strategy	75
Outlook	76
Financial Statements	77
Appendices	121
Appendix 1—Contact details	123
Appendix 2—Reports addressing requirements of legislation	125
Appendix 3—Staffing statistics	126
Appendix 4—Senate and departmental publications	128
Appendix 5—Public awareness activities undertaken by departmental officers	133
References	135
Glossary and abbreviations list	137
Compliance index	141
Alphabetical index	143

Tables

Table 1	Total resources for Outcome 1, 2007–08	15
Table 2	Legislative drafting and procedural advice services provided to non-government senators, 2005–06 to 2007–08	37
Table 3	Referrals and deadlines for bills inquiries, 2005–06 to 2007–08	48
Table 4	Activities of standing committees	50
Table 5	Activities of committees considering estimates, 2006–07 to 2008–09 budget cycles	51
Table 6	Reasons for separations from the department, 2005–06 to 2007–08	71
Table 7	Consultancy services let to the value of \$10,000 or more, 2007–08	75

Figures

Figure 1	Organisational structure, 30 June 2008	7
Figure 2	Output structure, 30 June 2008	8
Figure 3	Written advices provided by the Clerk, 2007–08	18
Figure 4	Number of advices provided by the Clerk's Office, 2003–04 to 2007–08	21
Figure 5	Elements and responsibilities of the Table Office	24
Figure 6	Senate legislative activity, 2003–04 to 2007–08	27
Figure 7	Amendments moved and agreed to by the Senate, 2003–04 to 2007–08	27
Figure 8	Running sheets, 2003–04 to 2007–08	28
Figure 9	Questions on notice, 2003–04 to 2007–08	30
Figure 10	Elements and responsibilities of the Procedure Office	36
Figure 11	Students who visited the PEO Education Centre, 2003–04 to 2007–08	42
Figure 12	Groups that visited the PEO Education Centre, 2003–04 to 2007–08	42
Figure 13	Comments on Output Group 3 services	45
Figure 14	Elements and responsibilities of the Committee Office	49
Figure 15	Committee meetings by location, 2007–08	52
Figure 16	Senators' comments on Output Group 4 secretariats	55
Figure 17	Elements and responsibilities of the Black Rod's Office	59
Figure 18	Management and advisory groups	66
Figure 19	Full-time equivalent staff numbers, 2003–04 to 2007–08	70



About this report

This annual report of the Department of the Senate documents the department's performance for the financial year ending 30 June 2008.

The report is presented in six parts.

Overviews	Clerk's review: commentary on performance and significant matters that affected the department Departmental overview: a description of the structure and functions of the department
Report on Performance	A summary of the department's overall performance A description of the contribution of each output group to the department's planned outcome
Management and Accountability	A report on the management of the department, including its corporate governance and management of resources
Financial Statements	Audited financial statements and certificates required by legislation
Appendices	Contact details Detailed information required by legislation Details of staffing Details of publications and public information activities
References	A glossary of special terms and list of abbreviations An index showing how this report meets the annual reporting requirements An alphabetical index

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

The report is available on the Senate website: www.aph.gov.au/senate.