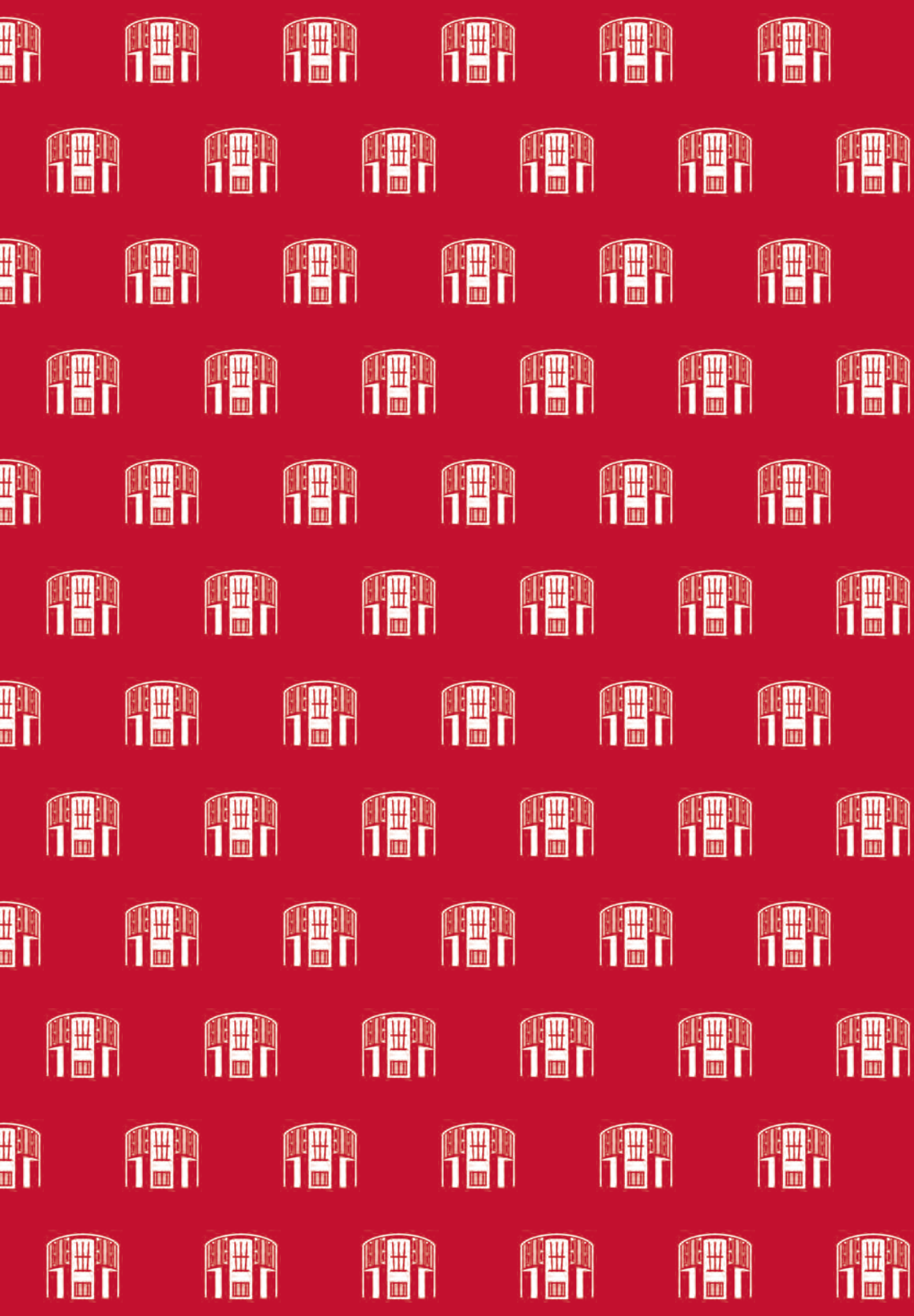




Department
of the Senate

ANNUAL REPORT 2008–09





Department
of the Senate

ANNUAL REPORT 2008–09

© Commonwealth of Australia 2009

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 Commonwealth. Requests and inquiries concerning reproduction and rights should be addressed to the Commonwealth Copyright Administration, Attorney General's Department, National Circuit, Barton ACT 2600 or posted at <http://www.ag.gov.au/cca>.

ISSN 0812-1427

Web address of this report: www.aph.gov.au/senate/dept/annual09/index.htm

Produced by the Department of the Senate

Printed by the Department of the Senate

Coordinated and edited by WordsWorth Writing (02) 6232 7511

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

hl.pres.16920

28 September 2009

Senator the Honourable John Hogg
President of the Senate
Parliament House
CANBERRA ACT 2600

Mr President

Pursuant to section 65 of the *Parliamentary Service Act 1999*, I give you a report, for presentation to the Senate, on the activities of the Department of the Senate for the year ended 30 June 2009.

Yours sincerely

(Harry Evans)

Contents

About this report	vii
Overviews	1
Clerk's review	3
Departmental overview	5
Report on performance	9
Performance overview	11
Clerk's Office	17
Table Office	23
Procedure Office	35
Committee Office	49
Black Rod's Office	61
Management and accountability	67
Corporate governance	69
Management of human resources	74
Management of information	76
Management of financial resources	77
Commonwealth Disability Strategy	79
Outlook	80
Financial statements	81
Appendices	117
Appendix 1—Resources	119
Appendix 2—Staffing	121
Appendix 3—Compliance with requirements for government agencies	123
Appendix 4—Public awareness activities and publications	125
Appendix 5—Contact details	131
References	133
Glossary and abbreviations list	135
Compliance index	139
Alphabetical index	141

Tables

Table 1	Legislative drafting and procedural advice services provided to non-government senators, 2005–06 to 2008–09	38
Table 2	Activities of standing committees	52
Table 3	Activities of committees considering estimates, 2007–08 to 2009–10 budget cycles	52
Table 4	Committee workloads and resources, 2006–07 to 2008–09	56
Table 5	Referral of bills inquiries, 2006–07 to 2008–09	56
Table 6	Reasons for separations from the department, 2006–07 to 2008–09	75
Table 7	Consultancy services let to the value of \$10,000 or more, 2008–09	78

Figures

Figure 1	Organisational structure, 30 June 2009	7
Figure 2	Output structure, 30 June 2009	8
Figure 3	Types of written advices provided by the Clerk, 2008–09	18
Figure 4	Number of advices provided by the Clerk's Office, 2004–05 to 2008–09	21
Figure 5	Elements and responsibilities of the Table Office	24
Figure 6	Senate legislative activity, 2004–05 to 2008–09	27
Figure 7	Amendments moved and agreed to by the Senate, 2004–05 to 2008–09	27
Figure 8	Running sheets, 2004–05 to 2008–09	28
Figure 9	Questions on notice, 2004–05 to 2008–09	31
Figure 10	Elements and responsibilities of the Procedure Office	36
Figure 11	Students who visited the PEO Education Centre, 2004–05 to 2008–09	42
Figure 12	School groups that visited the PEO Education Centre, 2004–05 to 2008–09	42
Figure 13	Locations of PEO outreach activities, 2006 to 2010	43
Figure 14	Comments on PEO services and resources	46
Figure 15	Elements and responsibilities of the Committee Office	50
Figure 16	Committee meetings by location, 2008–09	55
Figure 17	Number of Senate committee references, 1995 to 2009	57
Figure 18	Number of Senate committee hearings, 1995 to 2009	57
Figure 19	Senators' comments on Committee Office secretariats	59
Figure 20	Elements and responsibilities of the Black Rod's Office	62
Figure 21	Management and advisory groups	70
Figure 22	Full-time equivalent staff numbers, 2004–05 to 2008–09	74
Figure 23	Assistance for members of the public who have a disability	79



About this report

This annual report of the Department of the Senate documents the department's performance for the financial year ending 30 June 2009.

The report is presented in six parts.

Overviews	Commentary by the Clerk on performance and significant matters that affected the department, and a description of role, aims, structure and functions
Report on performance	A summary of overall performance, and a description of each office's contribution to the outcome
Management and accountability	A report on corporate governance and the management of resources
Financial statements	The auditor's report and audited financial statements
Appendices	Details of: • resources and staffing • performance in relation to certain legislation • publications and public information activities • ways to contact the department
References	Tools to assist the reader: • a glossary and list of abbreviations • an index showing how the report complies with annual reporting requirements • an alphabetical index

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

- individual senators and their staff
- staff of the Senate Department and other Commonwealth parliamentary departments
- staff of other legislative institutions
- staff of executive government agencies
- members of the media
- other members of the Australian community.

The report is available on the department's website: www.aph.gov.au/senate.