



DEPARTMENT
OF THE SENATE

2013–14

Annual Report



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Letter of transmittal



AUSTRALIAN SENATE

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14 October 2014

Senator the Hon Stephen Parry
President of the Senate
Suite SG 40
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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 2014.

Yours sincerely

(Rosemary Laing)

About this report

This annual report of the Department of the Senate documents the department's performance for the financial year ending 30 June 2014.

The report is presented in six parts.

Overviews	Commentary by the Clerk on performance and significant matters that affected the department, and a description of role, aims, structure and functions
Report on performance	A summary of overall performance, and a description of each office's contribution to the department's outcome
Management and accountability	A report on corporate governance and the management of resources
Financial statements	The auditor's report and audited financial statements
Appendices	Details of: <ul style="list-style-type: none">• resources and staffing• compliance with certain legislative requirements• ways to contact the department
References	Tools to assist the reader: <ul style="list-style-type: none">• a glossary and abbreviations list• an index showing how the report complies with annual reporting requirements• an alphabetical index

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

- senators and their staff
- the Australian community
- staff of the Department of the Senate and other parliamentary departments
- staff of other legislatures
- staff of executive government departments and agencies
- the media.

The report is available on the department's website:

www.aph.gov.au/senate/dept/annreps/2014

Contents

Letter of transmittal	iii
About this report	iv

Overviews

Clerk's review	3
Departmental overview	8

Report on performance

Performance overview	15
Clerk's Office	19
Table Office	26
Procedure Office	32
Committee Office	42
Black Rod's Office	49

Management and Accountability

Corporate governance	57
----------------------	----

Financial statements **67**

Appendices

Appendix 1—Resources	113
Appendix 2—Staffing	116
Appendix 3—Compliance with legislative requirements	119
Appendix 4—Contact details	121

References

Glossary and abbreviations list	127
Compliance index	129
Alphabetical index	132



Overviews

- ▶ Clerk's review_____ 3
- ▶ Departmental overview_____ 8

Clerk's review

This report documents the performance of the Department of the Senate for 2013–14.

Its finalisation was overshadowed by the death of my predecessor as Clerk of the Senate, Harry Evans, less than five years after his retirement in December 2009.

In the Annual Report for 2009–10, I referred to some of Harry's achievements as Clerk including his contribution to the development of the *Parliamentary Privileges Act 1987*, his modernisation of the Senate's standing orders, the reinvigoration of *Odgers' Australian Senate Practice* and his formidable body of writing on parliamentary and constitutional matters. His independence and impartiality were legendary, as was the fearlessness with which he defended the powers and role of the Senate and the rights of individual senators. In the Clerk's review that year, I also wrote that as chief executive officer, Harry Evans represented the highest standards of ethical leadership, probity and the pursuit of value for money on behalf of the taxpayer.

The standards that Harry Evans set over his long tenure as Clerk remain a dominant influence on the department and I hope that legacy will continue for many years to come.

Institutional continuity

An important means by which this may be achieved is institutional continuity. Such continuity is not necessarily measured by length of service of staff, although 25 per cent of employees have more than 10 years' service with the department, and a significant proportion of those have more than 20 years' service. All organisations benefit from renewal, and the department has continued to recruit high quality employees to fill vacancies, while still working within a strict salary cap to stay within its budget. As part of an independent Australian Parliamentary Service, the department is not subject to any limitations on recruitment that may operate in relation to the Australian Public Service.

Institutional continuity is achieved through the department's commitment to the professional development of its employees. All employees, and all new employees in particular, have access to a rich variety of learning and development opportunities and on-the-job training to enhance their skills for the workplace and their parliamentary-specific knowledge, including their knowledge of the Parliamentary Service Values. Sessions on significant parliamentary concepts and powers are complemented by more detailed procedural training. Employees also have the opportunity to participate in university modules or professional development seminars conducted under the auspices of the Australian and New Zealand Association of Clerks at the Table (ANZACATT), or to volunteer for capacity building programs conducted in regional parliaments. All employees are expected to complete at least 21 hours of professional development each year and most exceed the target by a significant margin.

Institutional continuity is also pursued through the production and updating of authoritative procedural guides and reference works including the *Procedural Information Bulletin*, *Odgers' Australian Senate Practice* and the *Annotated Standing Orders of the Australian Senate*, all of which are available online. Works such as these provide consistent sources on which to base advice, including advice about procedural innovations and modernisation that must occur to ensure that the Senate continues to function effectively for new generations of senators across all of its important functions.

Information in the 21st century

The continuity of knowledge and values is particularly important as the turnover of senators proceeds apace. Around 75 per cent of senators have commenced their terms in the past ten years, meaning that the department must maintain a continuous focus on its capacity to advise and support senators in the 21st century, and its production of accurate, relevant and accessible information resources for senators, their staff and the public at large. In line with changing expectations, the department will continue to move away from production and distribution of information in hard copy and more towards online information and provision of navigational aids to find it. Administratively, electronic recordkeeping will be implemented in more and more areas of the department.

During the year, the Table Office implemented major new document and information production systems to support the generation of official and informal records. Further functionality will be implemented over the coming year. A new information service, called *Senate Discovery*, was launched at the beginning of 2014. This is a short online program of no more than a few minutes, featuring highlights of the previous sitting fortnight, with links to more information about the featured items. It is produced largely in-house by the Senate Public Information Office.

A long-running Centenary of Federation project also made the digital transition when the first three volumes of the *Biographical Dictionary of the Australian Senate* went online. They will be joined early in the next reporting period by the complete *Journals of the Senate*, the official minutes, from 1901.

The department uses Twitter to publicise and provide links to important information about the operations of the Senate, including calls for submissions by committees, broadcasts of public hearings, presentation of committee reports, and Senate business information. Twitter is also used to alert people to departmental events including recruitment opportunities or occasional lectures. The number of followers of @AuSenate at the end of June 2014 was approximately 12,400, up from 7,900 at the end of the previous financial year and 3,500 in June 2012.

The electoral cycle

The general election held on 7 September 2013 resulted in a change of government. The very close result in the Western Australian half-Senate poll produced calls for a recount which, in turn, led to the discovery that more than 1300 ballot papers included in the original counts had been lost. Following petitions from a number of petitioners, including the Australian Electoral Commission, the High Court sitting as the Court of Disputed Returns held that the original election was void and a fresh election for the state was held on 5 April 2014.

The elections resulted in the largest number of cross-bench senators in the institution's history, a factor that will heavily influence the work of the department over the coming year in everything from the provision of advice and the design of induction programs for new senators, to arrangements for logistical support.

The new Parliament met for the first time on 12 November 2013 with the Senate Department coordinating the arrangements. As was the case in 2011, the Government proposed that the new Senate meet in early July 2014, necessitating a rapid transition with twelve senators retiring on 30 June 2014 and twelve new senators commencing their terms the following day and being sworn in on 7 July. One of the retiring senators was the outgoing President of the Senate, Senator the Hon. John Hogg, who finished his term as a senator but continued to serve as President till the eve of the first meeting of the new Senate on 7 July.

On that day, Senator the Hon. Stephen Parry was elected as the 24th President of the Senate and Senator Gavin Marshall as the Deputy President and Chair of Committees. The department prepared incoming briefs for both officers.

The electoral cycle is one of the biggest influences on the budget outcome of the department in any year although it does not influence all areas of the department consistently. For example, there was no diminution in the quantity of written advice provided to senators or in the range or challenging nature of the subjects on which advice was sought or provided. There was, however, a drop in the number of sitting days to be supported and a commensurate drop in committee activity and, consequently, lower expenditure on employee travel costs, overtime and temporary staff, among other things. Careful budgeting and the lesser workload of an election year produced a moderate surplus in the department's financial results for the year.

A more independent budget model

The continuing application of the efficiency dividend at heightened levels cannot be sustained in the medium term unless either the department can make up the shortfall with some modest new policy funding as it has done in the past, or the efficiency dividend is reduced. With a change in government, there was no sign that the revised budget processes described in last year's Clerk's review would have any continuing application.

At both the additional and budget estimates hearings in 2014 senators raised the issue of greater budgetary independence for the Parliament and the Senate in particular, given its role in scrutinising the executive government. While the financial initiative of the executive government under the Constitution is undeniable, the importance of independent arms of government such as the parliament and the courts being able to carry out their functions without improper interference caused by inadequate funding is also beyond dispute. In returning thanks to the Senate after its election of him as its new President, Senator Parry referred to the parliament's independence from the executive government and indicated his interest in examining how parliament might have greater control over its budget in future.

Corporate and other developments

Throughout the year, preparations were made for the implementation of the new *Public Governance, Performance and Accountability Act 2013* which updates the Commonwealth financial management and accountability framework. The consolidation of information and communication technology services for the Parliament continued, although the House departments continued to provide direct support for the roll out of vital operational information technology enhancements in the Committee and Table Offices.

With security and ICT now coming under separate oversight arrangements, the previous interdepartmental corporate services forum was re-badged as the Parliamentary Administration Advisory Group, which reports to quarterly meetings of the four parliamentary departmental heads. The Senate Department chaired both groups in 2014. The group provides a forum for coordination and policy development in relation to such matters as parliamentary service legislation, workplace relations, records management and the exploration of further opportunities to pursue shared services in cost-effective ways.

Two earlier reviews of parliamentary administration conducted by two former Parliamentary Service Commissioners (Podger and Briggs reviews) had promoted shared services as a way of achieving significant efficiencies and cost savings across the parliamentary departments. A third review was commissioned by the former Presiding Officers in July 2013 to consider what scope remained for achieving savings in this area. The report concluded that the case for further shared services was not financially viable. Examination of four possible models showed that the scale of potential efficiencies achievable from any of the models was insufficient to recoup the costs of the systems upgrades that would be necessary to implement them.

In debunking the often-repeated claim that the parliamentary departments are inefficient, the report noted an average reduction in Full Time Equivalent (FTE) staffing levels across the corporate areas of the parliamentary departments of 32.7 per cent since 2002, attributed to the impact of the efficiency dividend. The report also found that all of the parliamentary departments were operating well within the benchmarks for both FTE numbers and costs when compared with other agencies.

Despite these clear findings, the report recommended that the parliamentary departments submit to the Presiding Officers their preferred option for a shared services model to commence on 1 July 2014, a recommendation not supported. Instead, options will be explored that do not involve the establishment of a new bureaucracy to cooperate on the provision of common services.

The value of inter-parliamentary professional development was demonstrated during the year by two staff movements at the Senior Executive Service Level. Usher of the Black Rod, Bronwyn Notzon, took up the equivalent position of Serjeant-at-Arms in the Department of the House of Representatives, and was replaced by Rachel Callinan who moved to the Senate department from the Usher's position in the New South Wales Legislative Council. Such movements can only strengthen the broader parliamentary service.

Conclusion

Next year, the department will face significant challenges, including the negotiation of resources to enable it to support an increasingly diversified Senate and the continuing pressure on committees. It will also be looking to negotiate a new enterprise agreement with staff in a severely constrained financial environment but one that calls for higher levels of skill and commitment to professional development than ever before.

On a positive note, we all look forward very much to working with the new President of the Senate, Senator Parry, and Deputy President and Chair of Committees, Senator Marshall.

I thank all staff of the department for the contribution they have made to keeping the Senate and its committees functioning to meet increasing expectations of senators and the public at large. I thank my colleagues in the other parliamentary departments, particularly new Clerk of the House of Representatives, David Elder. Finally, I thank my Deputy Clerk, Richard Pye, for keeping everything running so well during my lengthy absence in spring 2013.

Departmental overview

Supporting the Senate and senators

The department's role is to serve the Senate and its committees, and its functions are almost entirely determined by their activities. The department provides services in four main categories: advice and support for the Senate chamber, public education and awareness, advice and support for Senate and certain joint committees, and office support services for senators in their Parliament House offices.

The department is responsible, not to the government of the day, but to the Senate and all senators, and maintains complete impartiality in serving equally senators from all political parties and independent senators.

Before turning to the department's performance during 2013–14, this overview sets out the department's organisational structure, planned outcome and objectives.

Organisational structure

The department is responsible to the Senate through the President of the Senate, Senator the Honourable John Hogg, who was first elected as President in August 2008 and continued in that role during the year. Senator Hogg's term as a senator concluded on 30 June 2014.

The administrative head of the department is the Clerk of the Senate, Dr Rosemary Laing, who was appointed in December 2009.

The department is organised into the Clerk's Office and four other offices, as shown in figure 1. Figure 1 also identifies the elements of each office.

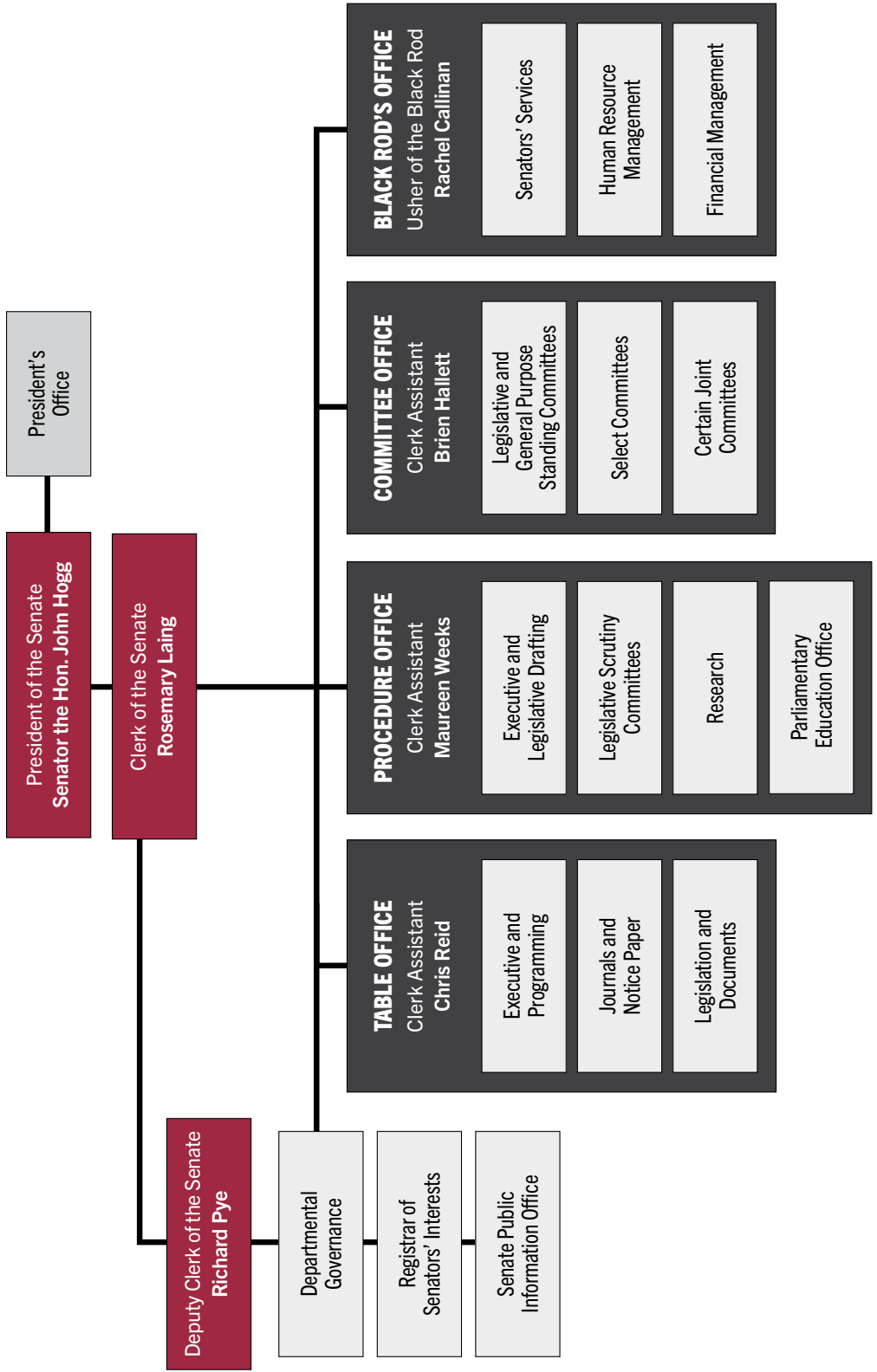
Senior staff from across the department provide direct support to the Senate on sitting days as clerks at the table. The following staff performed such duties during 2013–14:

- Rosemary Laing
- Richard Pye
- Maureen Weeks
- Chris Reid
- Bronwyn Notzon
- Brien Hallett
- David Sullivan
- Sue Blunden
- James Warmenhoven
- Jackie Morris
- Tim Bryant

The Usher of the Black Rod performs certain formal and ceremonial duties on sitting days. During 2013–14, the following staff assisted with these duties:

- John Baczynski
- Anthony Szell
- Glenn Krause

Figure 1 Organisational structure, 30 June 2014



Outcome and program structure

The work of the department is directed to one outcome:

Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties.

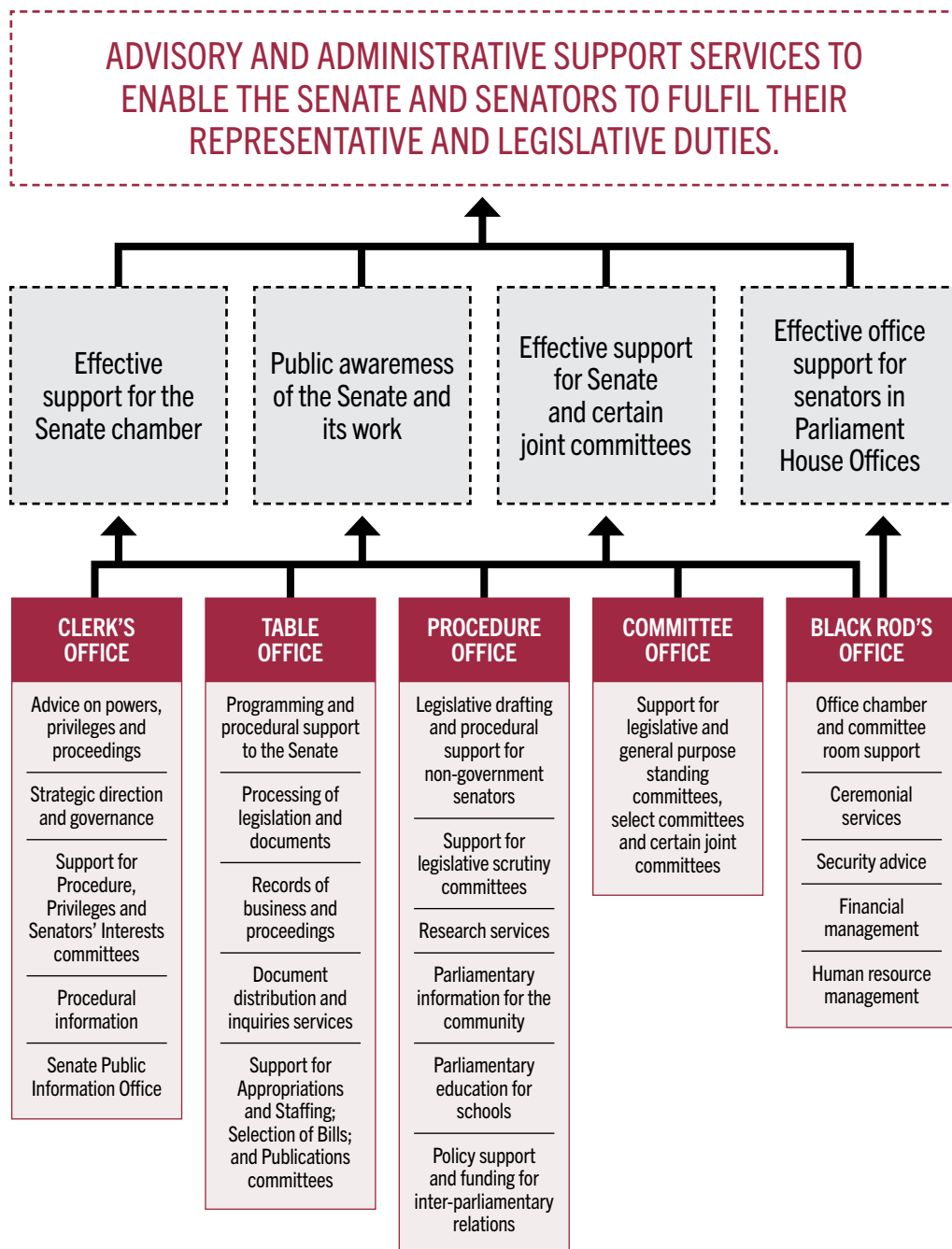
In order to achieve this outcome, the department's objectives, set out in its corporate plan, are to:

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

The department's portfolio budget statements provide for program-based annual reporting. The department delivers its outcome through a single departmental program which comprises the services provided by its five offices.

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

Figure 2 Outcome and office structure, 30 June 2014





Report on performance

▶ Performance overview	15
▶ Clerk's Office	19
▶ Table Office	26
▶ Procedure Office	32
▶ Committee Office	42
▶ Black Rod's Office	49

Performance overview

In 2013–14, the department successfully delivered its outcome: advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative functions.

In particular, the department:

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

The Senate department also continued to work with the other parliamentary departments to deliver its services, to improve support for the Parliament and the work of its members and to enhance the strategic direction of the parliamentary service. A focus of this work remains the implementation of a whole-of-parliament approach to ICT and improvements to systems that produce and manage key information resources of both Houses and their committees.

Factors influencing performance

Demand for the department's services is substantially driven by the requirements of senators, and the decisions and activities of the Senate and its committees. Each year, significant factors include:

- the political composition of the Senate
- the number of days and hours, and distribution, of the sittings of the Senate
- the legislative workload of the Senate
- the number of committees and their workload.

Each of these in turn is affected by the electoral cycle. 2013–14 was an election year, and so the Senate sat on only 37 days, the same number as in the last election year and about 22 fewer than in recent non-election years. The election itself, resignations and impending retirements of numerous senators, new senators taking their seats, and senators taking on new roles following the change in government all generated a requirement for advice and support, as did preparation for the commencement on 1 July 2014 of the terms of 12 state senators elected for the first time in the 2013 election.

A lower level of committee activity prevailed during the election period, but this quickly rose once sittings resumed, climbing above the elevated levels seen in the previous two parliaments for the comparable period. Staff numbers in the department and expenditure on salaries followed the same cycle, with the average for the year sitting below the previous year but climbing throughout the first half of 2014 as legislative and committee activity increased.

The concentration of business on sitting days and the number of committees meeting at the same time create challenges for the provision of advice and effective support to senators.

As in previous years, the workload was characterised by:

- peaks in demand for services—for example, to complete the legislative program before the end of a sitting period
- competing timetables—for example, to enable senators to participate in multiple committees hearing budget estimates
- tight deadlines—for example, to complete and report on committee inquiries.

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

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

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

Satisfaction with services

The department monitors its performance through formal and informal channels, including letters, emails, phone calls, seminar evaluation forms and outputs from management information systems. Much of the department's work involves contact with senators and their staff, presenting the most direct means of eliciting feedback about services and performance, and an avenue for addressing concerns as they are raised. The department also attends to matters raised elsewhere—for instance, during the department's appearances at estimates hearings and through the Senate's Appropriations and Staffing Committee.

As noted throughout this report, this direct feedback was positive across all service areas during the year, particularly in relation to core advisory and secretariat support roles. In the small number of cases where questions or complaints about services were received, they were handled promptly and generally resolved. For instance, interruptions to some services, due to teething problems with new computer systems, were raised and have been addressed. Similarly, a number of senators raised concerns about unavoidable delays in office moves following the change in government in September 2013. The department made what arrangements it could to accommodate requirements, largely to the satisfaction of the senators affected.

Senators' comments about the department and its staff, made during Senate and committee proceedings, constitute another form of performance information. In 2013–14, these comments continued to be overwhelmingly positive. In particular, retiring senators in their valedictory speeches uniformly acclaimed staff in all areas of the Senate department for their dedication, knowledge, skill and support.

Performance results

In this report the department's activities are assessed using the indicators for quality, timeliness and quantity described in the portfolio budget statements. Table 1 summarises the department's performance against these targets.

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

Table 1 Performance summary—Outcome 1

Outcome

Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties.

Indicator	2013–14 results
QUALITY	
The degree of satisfaction of the President, Deputy President and senators, as expressed through formal and informal feedback mechanisms, with the accuracy, quality and timeliness of advice and support and the achievement of key tasks.	Feedback from the President, Deputy President, committee chairs, committee members and other senators indicated high levels of satisfaction with the quality and timeliness of advice and the achievement of key tasks, consistent with the results of earlier years. All advices, documents and publications were of a high standard.
TIMELINESS	
Advice or material given at the request of a senator in time to be used for the purpose for which it was required. Key business documents for the Senate and its committees, including minutes, agendas, messages and schedules of amendments and reports, produced in accordance with predetermined requirements and the requirements of the Senate and its committees.	All business documents were produced and advices were given in accordance with predetermined requirements and agreed timeframes in time to serve the purposes for which they were prepared.
QUANTITY	
Number of sitting days on which the department would expect to support the Senate, on the basis of recent experience, and support for committees in accordance with their requirements.	Estimated: 37 sitting days Actual: 37 sitting days
PRICE	
The total resourcing for the department*	Estimated: \$22.5 million Actual: \$22.0 million

* These figures do not include departmental resources received free of charge from other Commonwealth agencies.

In last year’s report it was noted that the department had discontinued a formal survey of senators, which inevitably reported high levels of satisfaction with the department’s services, but produced little information to assist in identifying areas for improvement. The information gathered through direct contact between senators and staff is far more useful in this regard. The department expects to put new performance reporting arrangements in place from 1 July 2015, in accordance with the requirements of the *Public Governance, Performance and Accountability Act 2013*.

Clerk's Office

Outputs

- Provision of advice on, and support for, proceedings of the Senate and its committees.
- 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 information	Performance results
Advice and support are sound and timely, and provided to the satisfaction of the President, other office-holders, Senate committees and senators so that they are able to fulfil their roles.	Formal and informal feedback indicated high levels of satisfaction with advice on powers, privileges and proceedings. No advice was shown to be inaccurate and all advice and support was provided in time to meet procedural and operational requirements.
The capacity of the department and its employees to provide advice and support meets operational requirements.	Targets achieved under the learning and development framework underpinned the department's advisory and support capacities.
Governance structures advance achievement of the department's outcome.	Governance forums achieved all significant targets for the year, including managing budgeting and staffing targets. Contributions to interdepartmental forums advanced the strategic aims of parliamentary administration.
Coordination of information resources advances awareness of the role and work of the Senate.	SPIO developed and managed public information resources and participated in the enhancement of the parliamentary website. Planned progress was achieved in significant ICT projects affecting Senate and committee information resources.
Advice, documentation, publications and draft reports are accurate, of a high standard and produced to meet the required timeframes.	All advice, documents, publications and draft reports produced in support of committees supported by the office were of a high standard and met required timeframes; none were shown to be inaccurate.
<i>Odgers' Australian Senate Practice</i> is updated each six months and a new printed edition is produced regularly. <i>The Procedural Information Bulletin</i> is produced two days after the end of sitting periods and other procedural resources are updated and augmented as required.	Updates to the 13 th edition of <i>Odgers'</i> were produced in February 2014, and consolidated into a revised online version, 13.2. The <i>Procedural Information Bulletin</i> was produced within the specified timeframe following all sitting periods and estimates hearings. An occasional newsletter was issued from the Clerk to senators and senators-elect, containing items of procedural interest, among other things.

Overview

The Clerk is the administrative head of the Department of the Senate and, in accordance with the *Parliamentary Service Act 1999*, is responsible, under the President of the Senate, for managing the department. The Clerk is also the principal adviser to the President and senators on proceedings in the Senate, parliamentary privilege, committee proceedings and their outcomes in the chamber, and other parliamentary matters. The Deputy Clerk supports the Clerk in these roles and oversees the Senate Public Information Office (SPIO). The Deputy Clerk also has particular corporate governance roles, including as chair of the department's Audit and Evaluation Committee and the Program Managers' Group.

The cost of the office for 2013–14 was \$2.0 million (\$1.7 million in 2012–13).

Advice and information

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

Written advice

Figure 3 shows the number and kinds of written advices provided during 2013–14, and each kind as a proportion of the total. Figure 4 shows the numerical trend over recent years. After reduced numbers of advices in the past two years, no doubt reflecting the lack of legislative disagreement between the Houses, the number of advices returned to around its long-term average.

Figure 3 Types of written advices provided by the Clerk, 2013–14

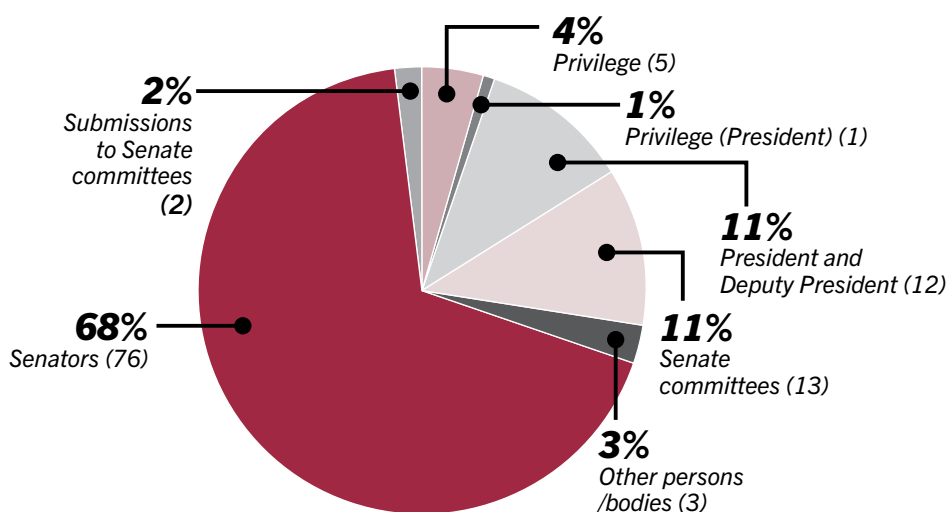
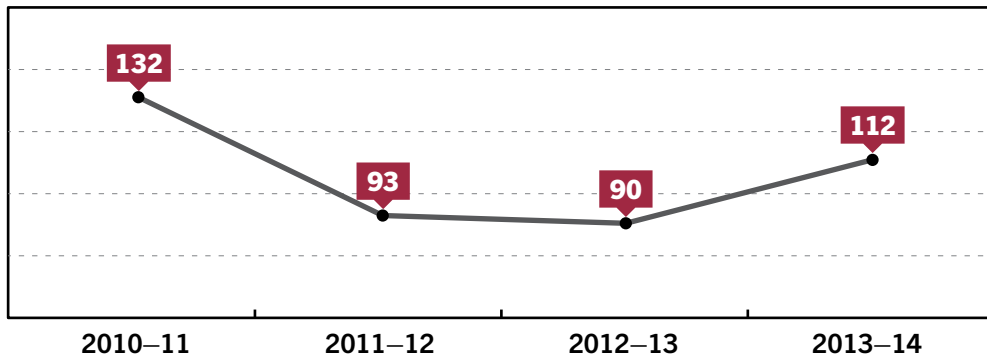


Figure 4 Number of advices provided by the Clerk's Office



Topics of advice generally reflected the electoral cycle and the activities of the Senate. Advice was sought during the election period on the resignation of senators and the processes for filling casual vacancies and, following the change in government, on roles and responsibilities of office-holders assuming new positions. There was increased interest in the new Parliament on the extent of the Senate's inquiry powers, including a renewed focus on claims made by ministers and others seeking to withhold information sought or required by the Senate and its committees. Legislative disagreements led senators to seek advice about procedures for the consideration of contentious bills, the Senate's powers concerning financial legislation, and constitutional provisions for resolving deadlocks on bills. Increased activity in these areas explains the increase in the number of requests for advice from individual senators, accounting for 76 written advices during 2013-14, about twice the number sought in each of the past 2 years.

Other topics of interest included restrictions on the use of Senate records by royal commissions and other external inquiries, and the (non-) application of parliamentary privilege to overseas evidence. Only a handful of advices were sought during the year on privilege matters, and no such advice was commissioned by the Privileges Committee, which received its first substantive reference for the Parliament in the last sitting week of the year. The Clerk also made a submission to the Finance and Public Administration Committee inquiry into the Omnibus Repeal Day (Autumn 2014) Bill 2014 and appeared before the Legal and Constitutional References Committee on Public Interest Immunity Claims, having been asked by the committee for written advice.

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

Advice provided by the office was frequently tested during estimates hearings and in other Senate proceedings, with senators seeking and relying on such advice throughout the year. None of that advice was shown to be inaccurate and many retiring senators paid tribute to the quality of support provided.

Procedural information

The Clerk produced issues of the *Procedural Information Bulletin* after each sitting period and each round of estimates hearings, covering all the major procedural developments and matters of procedural interest which arose, and also produced a newsletter to senators covering procedural information, as well as updates on administrative matters.

The Clerk also brought the 13th edition of *Odgers' Australian Senate Practice* up to date to 31 December 2013, by way of a volume of supplementary material, together with a consolidated version published online, dubbed version 13.2.

The Clerk and Deputy Clerk updated and presented sessions on procedural matters at orientation programs for new senators in November 2013, and prepared material for similar programs for senators whose terms commenced on 1 July 2014.

Committees

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

Procedure Committee

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

During the year the committee met three times and presented two reports, which among other things made recommendations about: the application of privilege to the publication of links to parts of debates; the removal of residual instances of gender-specific language in the standing orders; and changes sought by the Scrutiny of Bills Committee, arising from an inquiry into its role and direction. The committee also again endorsed the principle of proportionality for the allocation of questions at question time.

The committee continued its consideration of the Senate's routine of business, recommending permanent adoption of long-standing temporary orders modifying the rules for question time; three-tiered time limits for the open-ended adjournment debate; and an extension, with variations, of orders for the consideration of private senators' bills. The consideration of more wide-ranging changes to the Senate's routine was foreshadowed.

Committee of Privileges

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

The committee met five times in 2013–14 (seven in 2012–13), presented three reports on right-of-reply matters, and commenced an inquiry into a possible contempt matter referred in June 2014 relating to the use of cctv material in Parliament House.

Committee of Senators' Interests

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

In 2013–14, the committee met only once and presented its annual report in March 2014. The secretariat published statements of senators' interests online and prepared volumes of statements and alterations one of which was tabled on 12 December 2013, the other scheduled for July 2014.

Governance

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

The department's management forums continued to manage the notional staffing cap and office-level staffing budgets implemented in response to additional efficiency dividends, which are overseen by the Deputy Clerk and the Usher of the Black Rod.

During the year, the Deputy Clerk also served on an interdepartmental working group implementing the centralisation of Parliamentary ICT, on the Parliamentary ICT Advisory Board (PICTAB), which developed and began oversight of a strategic plan for parliamentary ICT, and on the Web Governance Board.

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

The department also began revising its policies and processes to meet the requirements of the *Public Governance, Performance and Accountability Act 2013*, which implements a new public sector resource management framework from 1 July 2014. The framework is intended to improve the quality of planning, performance monitoring and evaluation and the transparency and accountability of the Australian Public Service. Officers of the department liaised with officers of the Finance department about the application of the Act to the departments which comprise the parliamentary service.

Managing public information resources

SPIO has a brief to coordinate the department's information resources and improve our approaches to publishing and sharing information. Its role expanded in 2012 with the transfer of the department's web publishing team and some project staff from the Parliamentary Education Office (PEO).

The office has two broad streams of work. The first involves developing and publishing information resources, which in 2013–14 has included:

- producing, publishing and enhancing content on the parliament's website
- developing a new website for the PEO
- developing an online version of the *Biographical Dictionary of the Australian Senate*
- producing video and web resources for the orientation of senators and their staff
- updating the information series *Brief Guides to Senate Procedure* including the provision of an ebook
- the development of a series of short videos, *Senate Discovery*, highlighting the work of the Senate each sitting fortnight.

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

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

Elements of these projects were implemented during the year and the department is working with the Department of Parliamentary Services (DPS) to continue their roll out. The completion of these projects is expected to contribute to a number of priorities identified in PICTAB's strategic plan. At the end of the year trials of additional automation in the generation of committee inquiry web pages and publication of committee reports were underway.

During the year the department transferred ICT staff positions and assets and associated funding to DPS as part of the planned centralisation of parliamentary ICT. Effecting this transfer and supporting the new arrangements has required ongoing involvement from the Deputy Clerk and officers of SPIO and the Black Rod's Office.

Performance outlook

The main output of the office will continue to be advice to senators and others about the powers and procedures of the Senate. The next reporting period commences with the first sittings of a new Senate, including an intake of 12 new senators, which will provide an early focus. The proceedings of the Senate and its committees, reflecting the composition of the new Senate, will no doubt drive the demand for procedural advice, as will the

Procedure Committee's ongoing consideration of the Senate's routine of business. Advice and support for the committees managed by the office will be provided in accordance with their requirements.

We will continue to work with the other parliamentary departments to consolidate the centralisation of ICT and improve the systems which support the core work of the Senate and its committees. It is hoped that an increasingly cooperative approach to ICT projects will reduce the resources currently required to manage shared systems and objectives. SPIO will also undertake a project to ensure that documents presented to the Senate are available online as soon as is practicable on each sitting day.

A focus of our governance work will be the implementation of administrative arrangements in support of the *Public Governance, Performance and Accountability Act 2013*. We will also continue the balancing act of managing a shrinking budget with minimal disruption to the services we provide.

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 and other information on the work of the Senate.

Processing of tabled documents and maintenance of Senate records, and provision of a document distribution and inquiries service.

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

Performance information

Performance results

Order of Business finalised and distributed prior to sittings and advice prepared proactively or as required to ensure senators can meet their duties.

The *Order of Business* was distributed in advance of all sittings. Advice was given proactively or as required.

Accurate running sheets available as soon as practicable; proposed government amendments distributed in accordance with requirements; accurate schedules of amendments and prints of bills available in accordance with predetermined requirements.

Legislative documents were accurate and produced within required timeframes.

Notice Paper for the current day and *Journals of the Senate* for the previous day available prior to sittings; accurate statistical and other documentation produced to meet the required timeframes.

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

The Senate record is accurately and safely stored; and all inquiries answered and documents distributed on a timely basis.

All documents were recorded and safely stored and documents were distributed in a timely manner.

Meetings held, documentation provided and reports produced within timeframes set by the Senate or the committee, as relevant.

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

Overview

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

Figure 5 Elements and responsibilities of the Table Office

Executive

Chris Reid, Clerk Assistant

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

Legislation and Documents

Sue Blunden, Director

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

Journals and Notice Paper

James Warmenhoven, Director

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

An election year

With a general election occurring on 7 September 2013, the Senate did not meet in 2013–14 until mid-November and so sat on fewer days compared with recent non-election years. Nevertheless, the Table Office provided support for the Senate on each of its 37 sitting days and achieved performance results as outlined in the above table. In addition to providing these support services on sitting days, the office also prepared for both the Opening of Parliament on 12 November 2013 and for the new Senate commencing in July 2014. During the year, a number of information management and publishing projects progressed or were completed, and new staff members joined the team.

Much of the work of the Table Office involves direct contact with senators and their staff, as well as other clients. This presents an ongoing opportunity to receive and respond to feedback about the services provided by the office, and that feedback continues to be generally positive, although teething problems with new technology led to a level of dissatisfaction with some services.

Staff numbers remained the same at an average full-time equivalent (FTE) level of 16 for 2013–14. The cost of the office was \$2.5 million (\$2.5 million in 2012–13).

Programming and procedural support

The Table Office provided support for the operation of the Senate by providing procedural advice to senators, preparing procedural scripts for use in the chamber (850 in 2013–14) and by providing a broadcast captioning service for Senate proceedings.

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

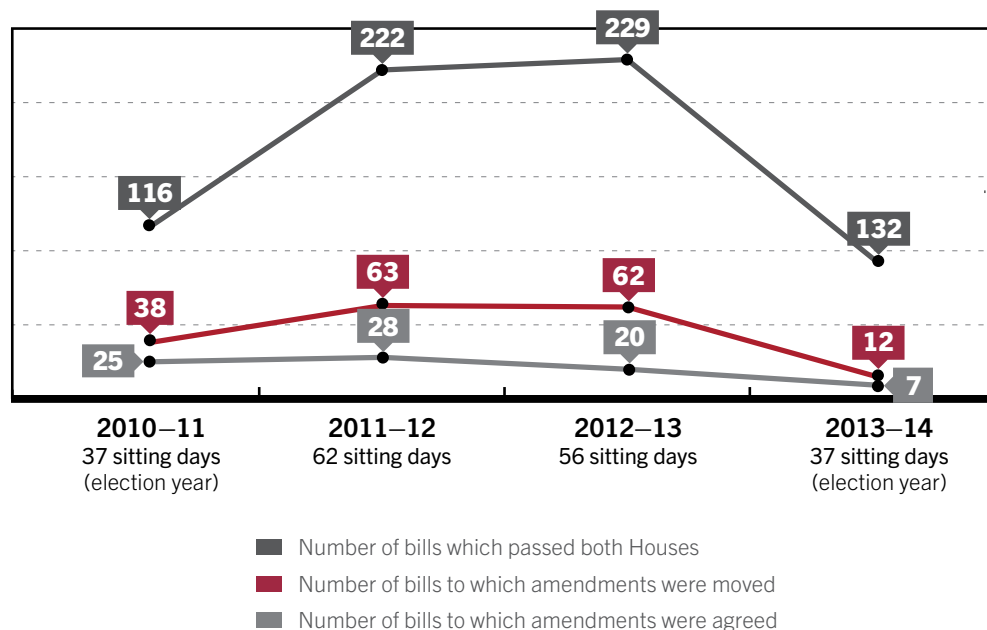
Legislation

The office facilitated the legislative work of the Houses by processing all bills considered in the Senate, preparing legislative documents, and preparing assent prints and Act prints and processing assent messages.

The office prepares the formal messages by which the two Houses communicate on legislative and other activity. In 2013–14, 136 messages were prepared, of which 97 related to the passage of bills.

The chart in figure 6 reflects the level of legislative activity in recent years, including the two most recent election years.

Figure 6 Senate legislative activity



Formal records

The *Notice Paper* is the formal agenda of Senate proceedings. Two versions of the *Notice Paper* are published before each sitting day: an abridged printed version, and the full, online version. In 2013–14, 36 printed Notice Papers were produced.

The *Journals of the Senate* are the official record of decisions made by the Senate. During 2013–14, proof Journals were published online shortly after the end of each sitting day, and printed versions were distributed the next morning. In 2013–14, 37 proof Journals were produced and published.

Informal records and statistics

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

These documents and statistics were consistently produced in accordance with agreed timeframes, noting, however, that technical difficulties at times during the June sitting periods caused intermittent delays in publishing real-time information on the *Dynamic Red*.

Questions on notice, notices of motion and petitions

Senators continued to use questions on notice—written questions to ministers on the administration of public policy—as an important accountability mechanism. During the year, senators asked 721 questions on notice. These are published to an online database and statistical information is published in the *Questions on Notice Summary* (which also includes response times).

Notices of motion (used by senators to indicate their intention to move particular motions on specified days) are published in the *Notice Paper* and the *Journals of the Senate*. In 2013–14, the office processed and published 482 notices of motion.

During 2013–14, senators presented 21 petitions from 58,026 signatories.

Inquiries

Copies of all documents presented to the Senate are made available through the inquiries and distribution services provided by the office. 3,314 inquiries were responded to during 2013–14, most within five minutes of receipt and the remainder within timeframes agreed with clients.

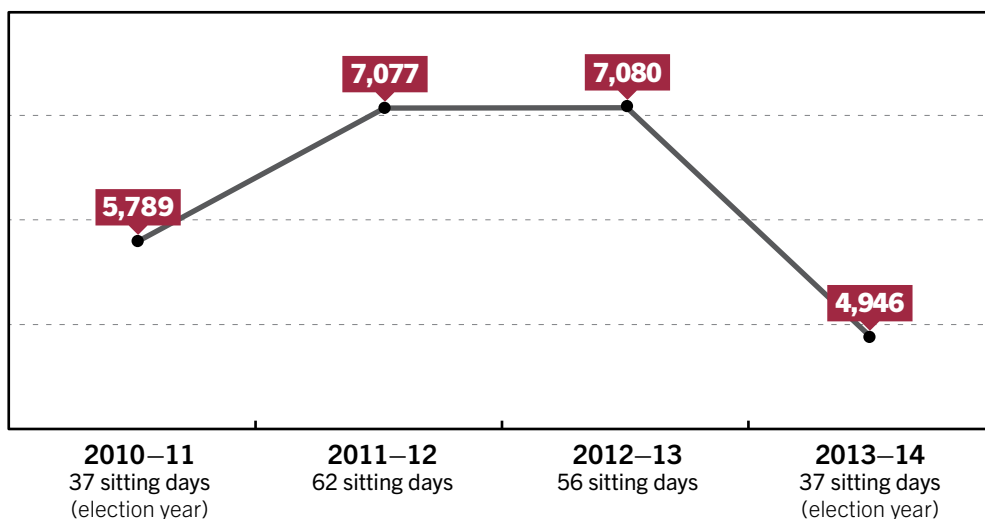
Approximately half of all inquiries originated with senators, their staff and departmental officers, while others were received from other government departments and agencies and from media representatives and legal organisations seeking copies of documents and advice on processes and outcomes from the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

Documents

The office received and processed 4,946 documents for presentation to the Senate during 2013–14, recorded their details in the *Journals of the Senate* and the *Index to the Papers Presented to Parliament* and archived them. Figure 7 shows the number of documents tabled in the Senate in recent years, and demonstrates that fewer documents are typically presented in an election year.

The office arranged for some documents from ministers, the Auditor-General and committees to be presented when the Senate was not sitting. This procedure is a useful avenue for the timely publication of material of interest to, or required by, the Parliament. In 2013–14, 499 documents (or 10 per cent of all documents tabled in the Senate) were presented using this procedure.

Figure 7 Documents tabled in the Senate



Digitisation and preservation of tabled papers

Documents presented to the Senate from 1901 to 2010 are now available online through the Senate Tabled Papers database, with quality assurance processes continuing for documents that were converted from microfilm to digital format. The work to digitise documents presented to the Senate since 2010 continues. A total of 6,569,367 images have now been added to the database, including 189,558 in 2013–14.

All the original documents presented to the Senate since its first meeting in 1901 are stored in Parliament House under archival conditions. Tabled papers processed in 2013–14 added a further 24 metres of shelf space to this archive.

Support for committees

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

Information management and publishing projects

Projects being undertaken in conjunction with the other parliamentary departments progressed throughout the year.

The Table Office Production System (TOPS) (designed to produce principal parliamentary business documents, replacing the now unsupported Document Production System) was used for the first time on 13 May 2014. It was then used in some, but not all, parts of the Table Office as further enhancements were being developed and identified defects rectified.

The Parliamentary Papers Series (PPS) is a collection of the majority of substantial parliamentary and policy documents tabled in either House. Production of a digitised PPS (known as the ePPS) commenced in 2013 and is now part of a comprehensive 'online publishing' project being undertaken by the Table Office and SPIO.

The historical *Journals of the Senate* have been converted into digital form and will be loaded to the Senate website in the near future. They will be made accessible and searchable as an online resource in early 2014–15.

Performance outlook

In 2014–15, the Table Office will continue its core work of supporting the Senate before, during and after its meetings, starting in July with the arrival of a new Senate and many new senators.

Technology-based projects will again be a feature of the year ahead. The next 12 months will be a period of further development and adjustment to ensure that TOPS is successfully embedded into Table Office operations. The next reporting period will also see the Table Office and SPIO combine resources to advance the online publishing project.

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

Procedure Office

Outputs

Advisory services and procedural support to non-government senators.

Drafting services to non-government senators.

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

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

Parliamentary education services to schools, teachers and students.

Performance information	Performance results
Procedural advice is accurate and timely, and support is provided to the satisfaction of senators.	Senators and their staff continued to acknowledge the accuracy and value of procedural advice.
Amendments and bills are drafted promptly, are legally sound, and are provided to senators in time for their use in the Senate chamber or elsewhere.	Legislative amendments and bills were accurate, and were prepared within required timeframes and to the satisfaction of senators.
Advice, documentation, publications and draft reports are accurate, of a high standard and produced to meet the required timeframes.	Advice and documentation provided to, and publications prepared for, the scrutiny committees were accurate, of a high standard and provided within the timeframes set by the committees.
Research and parliamentary information is accurate, timely and comprehensive. Seminars, lectures and other parliamentary information projects are provided to the satisfaction of target audiences, increasing their awareness of the work and role of the Parliament, in particular the Senate and its committees. Inter-parliamentary functions are supported to the satisfaction of stakeholders.	Accurate and comprehensive parliamentary research was provided within required timeframes. All seminars and lectures were held on time and in accordance with the programmed schedule, and public information projects were delivered in accordance with the required timeframes. Training was provided to the satisfaction of target audiences, demonstrated by consistently favourable feedback from evaluation processes. Inter-parliamentary functions were carried out to the satisfaction of stakeholders, demonstrated by consistently favourable feedback.
Education Centre teaching and other Parliamentary Education Office (PEO) projects accurately reflect the Parliament and its work. PEO teaching programs held on time and in accordance with booking schedule. PEO projects delivered according to programmed schedule.	PEO website and publications were promptly updated to ensure accuracy and to accommodate electoral and other events. Teaching programs were consistently conducted in accordance with the booking schedule. PEO programs were managed and delivered in accordance with current implementation plans.

Overview

The Procedure Office is led by the Clerk Assistant (Procedure) and has four functional areas, as shown in figure 8.

Figure 8 Elements and responsibilities of the Procedure Office

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

* to 27 April 2014

** from 27 April 2014

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

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

The Procedure Office monitors levels of satisfaction with its performance through formal and informal channels such as letters, emails, phone calls, seminar evaluation forms and direct advice from senators and their staff, educators, students, and members of the public. This continuous performance appraisal assists the office to make timely and responsive adjustments to the ways in which it delivers its services.

The full-time equivalent staffing level for the Procedure Office in 2013–14 was 29 (30 in 2012–13). The cost of providing the services of the Procedure Office in 2013–14 was \$5.6 million (\$5.6 million in 2012–13).

Procedural support

In 2013–14, the office assisted non-government senators and their staff by providing advice, both written and oral, relating to the role and work of the Senate and its committees, and the Parliament more generally. There was strong demand for such advice, particularly during sitting periods.

Advice was sought and provided on many issues of Senate procedure, but also more broadly to include, for example, the provisions in section 53 of the Constitution, the legislative process and the disallowance process for delegated legislation.

Staff of the office ensured the accuracy of advice by researching appropriate precedents and consulting other departmental officers—principally the Clerk and the Deputy Clerk. Advice was non-partisan, consistent, and provided to senators and their staff in a timely fashion.

In 2013–14, the office prepared an average of 13 procedural scripts per sitting day for senators' use in the Senate, typically related to matters such as orders for the production of documents, the suspension of standing orders or other procedural devices, and unanswered questions on notice.

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

Legislative drafting

In 2013–14, the office provided legislative support to senators by drafting amendments to bills and drafting private senators' bills, primarily for non-government senators.

The office drafted and circulated 35 sets of committee of the whole amendments, containing 222 individual amendments, as well as amendments that were not circulated, because, for example, they related to bills not dealt with by the Senate over the year or they were drafted for use outside the chamber to inform negotiations between parties. The marked decline in the number of committee of the whole amendments, notwithstanding the election, in part can be attributed to the focus on two major legislative packages that did not proceed past the second reading.

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

The office also prepared and circulated 24 second reading amendments.

Private senators' bills continued to be used as vehicles for individual senators and non-government parties to advance debate across areas of interest. In 2013–14, the office drafted 52 private senators' bills, of which 32 were finalised for introduction. A number of other bills were drafted to different stages of development.

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

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

Table 2 Legislative drafting and procedural advice services provided to senators

Service	2010–11	2011–12	2012–13	2013–14
Committee of the whole amendments circulated	587	505	651	222
Second reading amendments circulated	19	26	21	24
Private senators' bills introduced	54	26	37	32
Procedural scripts prepared	497	559	529	484

Support for legislative scrutiny committees

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

The committees examine all bills and instruments according to their terms of reference. In 2013–14:

- the Regulations and Ordinances Committee secretariat examined 1,840 legislative instruments (2,084 in 2012–13) and provided draft comments on 117 legislative instruments (283 in 2012–13)
- the Scrutiny of Bills Committee secretariat examined 192 bills (280 in 2012–13) and provided draft comments on 64 bills (121 in 2012–13)
- the Parliamentary Joint Committee on Human Rights secretariat examined 191 bills (289 in 2012–13), providing draft comments on 71 bills and Acts (137 in 2012–13); and examined 1,954 legislative instruments (1,924 in 2012–13), providing draft comments on 37 legislative instruments (85 in 2012–13).

While these figures are lower than for the previous financial year, they are consistent with figures from other years in which a federal election was held.

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

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

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

Public information and parliamentary research

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

Seminars, training programs and lectures

During 2013–14, the section coordinated and delivered seminars and professional training programs for senators and their staff, parliamentary staff, public service officers and others, and a series of lectures for the general public.

The section coordinated and delivered orientation programs for new senators and senators-elect in November 2013 and prepared an orientation program for new senators whose terms commenced on 1 July 2014.

Seven seminars were offered to senators' staff to provide specialised training about the operations and procedures of the Senate and its committees, including two tailored to suit the requirements of new staff following the change of government after the 2013 election.

Eight seminars on aspects of Senate practice were provided for approximately 190 public service officers. There was a further drop in demand from external agencies for the seminar program, possibly reflecting a reduction in spending on training due to financial constraints. A further four were provided to community groups. Staff from across the department contributed to the delivery of the seminar series.

A new website to assist new senators and their staff to navigate the work of the Senate was developed in collaboration with SPIO. Designed to complement face-to-face training by senior staff, the site was ready for the 1 July 2014 start of the new Senate and will continue to be developed with informative content and departmental contacts.

The section arranged 10 public lectures during 2013–14 as part of the department's occasional lecture series, attended by approximately 1,200 people. One of the 2013 lectures, a panel discussion on women in federal parliament, was an official event to celebrate anniversaries of the first elections in which Australian women voted, stood as

candidates and were elected to the federal parliament. Transcripts and recordings of the lectures were made available on the Senate website. Some lectures were also broadcast on television and online by the Australian Broadcasting Corporation and Australia's Public Affairs Channel. Live streaming of lectures, and their availability 'on demand' on ParView commenced in September 2013.

The Research Section also runs the Australian National Internships Program in partnership with the Australian National University, which involved 33 students in 2013–14.

Publications, exhibitions and conferences

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

Two editions of the department's free journal *Papers on Parliament* were edited and published during 2013–14. An online edition of *The Biographical Dictionary of the Australian Senate* was completed, containing biographies of senators whose terms concluded by 1983. Work continued on volume 4 of the dictionary (1983–2002).

The section initiated a collaborative project with the House of Representatives to develop 360 degree virtual tours of the parliamentary chambers, a Senate committee room and the Federation Chamber. These tours will give people who are unable to visit Parliament House views of and information about how the work of Parliament is done.

The section also coordinated the Senate's contribution to Open Day, held on 24 August 2013, which coincided with the 25th anniversary of Parliament House. Activities included tours of the chamber and President's suite and courtyards. Postcards were available for visitors which celebrated 70 years of women's representation in the Parliament. The Senate also contributed banners about significant events in the work of the Parliament for a 'parliamentary milestones' display in the Great Hall.

A public one-day conference to explore the contribution of Andrew Inglis Clark to the development of Australia's constitutional system was held, in conjunction with the Centenary of Canberra, in November 2013 and attended by approximately 80 participants. The proceedings of the conference were live streamed, published in *Papers on Parliament* number 61 and made available on the Parliament of Australia website.

Parliamentary Education Office

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

Highlights of PEO activities in 2013–14 included:

- the redesign and an expansion of resources available on the PEO website
- the publication in a major newspaper of a parliamentary education supplement
- tailored training programs for student teachers from universities

- displays and educational activities for the 25th anniversary Open Day at Parliament House
- briefings and seminars for visiting staff from several Australian and international legislatures and associated agencies, including Kenya, New Zealand and the Northern Territory
- the development and delivery of tailored educational programs and briefings for other visiting groups, including Indigenous and teacher groups.

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

In December 2013, the PEO co-hosted the Australasian Parliamentary Educators' Conference with the Museum of Australian Democracy and the Australian Capital Territory Legislative Assembly. More than 50 delegates attended the conference, including representatives from all mainland parliaments and delegates from Samoa, Tonga, Papua and New Guinea and the Solomon Islands.

The PEO continues to support the work of the National Capital Civics Education Group, which brings together education and outreach managers from civic and citizenship institutions in the Parliamentary Triangle. The Group met on five occasions during the year with the PEO providing the convenor. Through this forum and independently the PEO monitored the development of the national curriculum in civics and citizenship. The PEO also developed resources to assist teachers to satisfy curriculum teaching outcomes while educating students about the parliament.

Education Centre activities

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

In 2013–14 role-play programs were delivered to 87,657 students visiting Parliament House, a reduction compared to the 94,015 students taught in the previous year. The reduction is likely to be due to a combination of factors, including the election period and the forthcoming World War I centenary. Nonetheless, the PEO role-play program remained very popular and operated at or close to capacity for much of the school year. Program demand remained highest in the months of May through to November.

Outreach and educational resources

The PEO outreach program 'Parliament Alive' provides an opportunity to deliver parliamentary role-play programs to schools around Australia. Four week-long programs were conducted involving 3,959 students from 68 schools, in regional South Australia and Victoria; in northern Tasmania; in central-west Queensland; and in metropolitan Perth, Western Australia. In selecting locations, an equitable balance is sought between states

and territories over the course of the program. Regard is had to previous destinations and to an analysis of areas which are statistically under-represented in visits to PEO programs at Parliament House.

The PEO produced and maintained a wide range of high quality online and multimedia services and other resources. During the year publications and resources were constantly updated to maintain their currency and reflect significant parliamentary developments, including the 2013 Federal election.

To enhance accessibility of PEO resources (particularly for rural and remote schools), the PEO maintains a strong web presence through an extensive website which, in 2013–14 was expanded with new video material, an interactive parliamentary timeline and additional information and statistics on the current work of the Parliament. The new look website has a more contemporary feel designed to broaden its audience appeal – it recorded 719,124 visitor sessions, an increase of over 21 per cent on the previous year.

Joint ventures and other programs

In 2013–14 the PEO assisted the National Youth Science Forum, sponsored by the Australian National University, to provide a summer study program for 288 outstanding senior secondary school science students from around Australia. The students examined legislative work and Senate committee processes through role-play, and a related program of professional development for science teachers was also conducted.

The PEO also again collaborated closely with Rotary International to conduct the Rotary ‘Adventure in Citizenship’ program in Budget week 2014 for Year 11 students from across Australia. The program, which has been conducted for over 20 years, offers participating students a unique opportunity to experience the work of the Parliament, meet members of parliament and participate in an intensive parliamentary learning program.

Inter-parliamentary relations

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

Activities and projects in 2013–14 were coordinated primarily through the International and Community Relations Office (ICRO), with input from all four parliamentary departments. ICRO is funded jointly by the Department of the Senate and the Department of the House of Representatives.

Parliamentary engagement

During 2013–14, ICRO coordinated 13 official visits overseas, which included bilateral visits to seven countries; attendance at five conferences, workshops and seminars; and five other visits. There were seven official visits to Australia by parliamentary delegations from other countries as guests of the Australian Parliament and 12 other visits. The regional focus of the visits program was maintained. Six of the seven official visits to Australia were from parliaments in the Asia-Pacific region.

For the 2014 outgoing delegations program, committee visits overseas were modified.

A visit to one other Pacific region country was added to the longstanding New Zealand committee exchange to enhance the opportunities for regional engagement. In addition to visiting New Zealand, the Senate Foreign Affairs, Defence and Trade Committee also visited Vanuatu as part of the exchange in May 2014. The annual Asia-Pacific committee visit was modified to become a parliamentary committee visit to Asia, which was undertaken by the joint Parliamentary Standing Committee on Public Works.

Parliamentary cooperation

The Australian Parliament maintained its commitment to regional and international parliamentary cooperation. In 2013–14, delegations attended the Asia Pacific Parliamentary Forum, Inter-Parliamentary Union (IPU) assemblies, the Commonwealth Speakers and Presiding Officers Conference, and the Australian and Pacific Presiding Officers and Clerks Conference.

The Senate department also supported the work of the IPU by funding the attendance of delegations at both the 129th and 130th IPU Assemblies in Geneva, Switzerland in October 2013 and March 2014, respectively. The secretary to the Parliamentary Joint Committee on Human Rights served as secretary to the delegation, providing administrative support and guidance to delegation members on the procedures and practices of the IPU prior to and during the assembly. ICRO's newly developed digital app for briefing papers was successfully introduced for the IPU delegation.

The restructure of parliamentary groups, agreed at the end of the 43rd Parliament, was implemented from the commencement of the 44th Parliament, resulting in the establishment of 11 new parliamentary networks based on regional groupings.

As part of continuing efforts to engage Pacific parliaments with the work of the IPU, ICRO coordinated a two-day regional workshop in Tonga in November 2013, in association with the IPU and the Tongan Legislative Assembly. Parliamentarians and parliamentary staff from 13 Pacific parliaments attended the workshop and its theme was 'Modern parliaments: the Pacific perspective'.

As part of transitional arrangements following the withdrawal of the Australian Parliament from the Commonwealth Parliamentary Association in December 2012, ICRO continued to support the work of the w.comm national women's parliamentary group.

Parliamentary strengthening

Support for democratic development at the international level was provided through established capacity-building programs and by responding to requests for assistance received from other parliaments and international organisations.

Two new projects were established under the Pacific Parliamentary Partnerships program which will provide capacity building to support the re-establishment of the Fiji Parliament and the ongoing development of the Papua New Guinea Parliament.

Eleven study visits from parliaments from Africa, Asia and the Pacific were also arranged in response to requests received. These include two international delegations coordinated by the Research Section: the Standing Committee of Legal Affairs and Human Rights of the Kenyan Parliament (December 2013), and parliamentary officers from the Indian Rajya Sabha (February 2014).

Performance outlook

In 2014–15, the Procedure Office will continue to provide its procedural and legislative services to meet the requirements of the Senate and senators and to support the work of the legislative scrutiny committees. Training and seminar programs will continue, with the focus on providing tailored programs to senators and their advisers.

The Research Section will further develop the *Navigating the Senate* website, complete the entries for volume 4 of *The Biographical Dictionary of the Australian Senate* and add those entries to the online edition of the dictionary. The section will continue to work on updating the design and development of the 'Making Laws' exhibition on the work of the Parliament, and will also work with other parliamentary departments to commemorate the centenary of the events of World War I and the 800th anniversary in 2015 of the signing of Magna Carta.

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

Demand for the PEO's education programs is expected to remain strong, as demonstrated by forward bookings for 2015. The implementation of a new Venue Management System is expected to improve the booking process for schools and tour operators. The PEO will continue to develop and adapt resources to support the new national curriculum in civics and citizenship and will further explore options to improve the accessibility and delivery of programs to schools and students unable to participate in programs at Parliament House.

The review of the international program commissioned by the Presiding Officers in 2013 reported in April 2014 and the Presiding Officers responded in June 2014. The response provides strong endorsement of the international program as an integral part of the work of the Australian Parliament. The response will be implemented during 2014–15. The major aspects of the response are the establishment of an advisory group and the restructure of the administrative support functions. An Inter-Parliamentary Relations Advisory Group will be established to provide advice to the Presiding Officers and develop a strategic plan for the international program. A restructure of the administrative support functions will be effected through the creation of two new offices in the Department of the House of Representatives. An International and Parliamentary Relations Office will be established to manage the incoming and outgoing delegation programs, membership of inter-parliamentary organisations, and the international interests and travel of members and senators. A Parliamentary Skills Centre will be established to take responsibility for the delivery of all parliamentary capacity building and strengthening initiatives. The first visit of a multi-country Latin American delegation to Australia will take place in September 2014. This visit has been added to the incoming visits program to enhance links with parliaments in that region. A new 'Parliamentary Field Visit' will take place under the outgoing delegation program in November.

Committee Office

Output

Provision of secretariat support to the Senate legislative and general purpose standing committees, select committees and certain joint committees.

Performance information

Performance results

The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support to committees.

Formal and informal feedback shows that senators consider the support provided by the Committee Office to be effective.

Advice, documentation, publications and reports are timely, accurate and of a high standard. Tabling deadlines met in all but extraordinary circumstances.

Accurate advice, documentation, publications and draft reports were provided to committees in accordance with their requirements. Reports were drafted and presented to the Senate in accordance with the timeframes agreed by committees and deadlines set by the Senate.

Information about inquiries, evidence published by committees and reports are available to the public promptly online or in hard copy.

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

Overview

Committee Office secretariats support legislative and general purpose standing committees, select committees and certain joint committees. This role includes providing procedural advice and administrative support to committees by processing submissions, arranging meetings and public hearings, analysing the evidence received by committees, drafting reports, and assisting witnesses and the general public to participate in committee inquiries.

The Committee Office is led by the Clerk Assistant (Committees). The cost of the Committee Office in 2013–14 was \$ 7.7 million (\$8.1 million in 2012–13), with staff salaries comprising approximately 79 per cent of the budget. The remaining costs were administrative (for example, advertising inquiries, venue hire, transport and accommodation).

The Committee Office consistently met deadlines for providing briefing material and draft reports to committees during the year, and often did so against significant time pressures. In addition, secretariats provided clear and accurate procedural advice to chairs and

committee members including in relation to matters which raised complex procedural issues for committees to consider. Secretariats also provided efficient management of inquiries including processing submissions and arranging hearings at locations around Australia occasionally at very short notice.

Comments made in the Senate when a committee report is tabled or debated provide one means of evaluating the performance of the office. Senators regularly singled out the contribution of committee staff when tabling reports. In addition, several retiring senators took the opportunity to acknowledge in their valedictory statements the support they had received from committee secretariat staff. Informal feedback from senators and witnesses also continued to indicate high levels of satisfaction with the advice and support provided by secretariats.

The workload of committee staff is determined by the level of activity of the committees they support. Prior to each round of estimates hearings, the department provides the Finance and Public Administration Legislation Committee with a report on committee office workload and staffing. Although the average level of activity for the year was lower, due to the election period, the report provided in May 2014 recorded a lower overall level of demand, due to reduced activity during the election period, but quickly rising once sittings resumed to the same elevated levels seen in the previous two parliaments.

The office managed up to 71 inquiries at once and prepared 149 reports. The full-time equivalent staffing level in 2013–14 was 53 (57 in 2012–13).

Management and leadership

Committee secretaries met regularly throughout the year to discuss departmental and office management issues and procedural matters encountered by secretariats.

Under standing order 25(10) a Chairs' Committee, comprising the chairs of standing committees and Senate select committees, may be convened by the Deputy President to discuss any matter relating to their operations. The Clerk Assistant (Committees) is the secretary. During 2013–14, this committee met twice and considered procedural issues related to Senate estimates hearings and the duplication of inquiries by Senate and House of Representatives committees.

Figure 9 Elements and responsibilities of the Committee Office

Executive

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

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

Legislative and general purpose standing committee secretariats

Community Affairs
Jeanette Radcliffe
Economics
Kathleen Dermody
Education and Employment
Julia Agostino
Environment and Communications
Christine McDonald
Finance and Public Administration
Lyn Beverley
Foreign Affairs, Defence and Trade
David Sullivan
Legal and Constitutional Affairs
Sophie Dunstone
Rural and Regional Affairs and Transport
Tim Watling

Joint statutory and standing committee secretariats

Corporations and Financial Services
Toni Matulick
Australian Commission for Law Enforcement Integrity
Stephen Palethorpe
Law Enforcement
Stephen Palethorpe
National Disability Insurance Scheme
Mark Fitt

Select committee secretariats

Joint select
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples
Toni Matulick
DisabilityCare Australia¹
Lyn Beverley
Senate select
Cyber Safety²
Christine McDonald
Abbott Government's Commission of Audit³
Lyn Beverley
School Funding
Stephen Palethorpe
National Broadband Network
David Sullivan
Abbott Government's Budget Cuts
Lyn Beverley
Health
Stephen Palethorpe

1. Ceased on 5 August 2013
 2. Ceased on 30 August 2013
 3. Ceased on 19 June 2014

Activity levels

The overall workload for 2013–14 was high despite the year including an election period. For example, Senate committees conducted inquiries into legislation to repeal the Minerals Resource Rent Tax and the carbon tax, the performance of the Australian Securities and Investments Commission, biosecurity and quarantine arrangements relating to the importation of fresh produce, the overseas aid program and the care of people living with dementia. Joint committees examined and reported on issues including the spectrum for public safety mobile broadband.

As an indication of the level of committee activity, tables 3 and 4 compare the number of reports produced over the past 4 years.

Table 3 Reports presented by legislative and general purpose standing committees

Reports presented	2010–11	2011–12	2012–13	2013–14
Bills	82	73	94	48
Interim reports (bills)	10	2	6	5
References	41	26	32	28
Interim reports (references)	29	14	16	27
Reports on annual reports	15	16	16	16
Estimates	15	17	16	16
Total	192	148	180	140

Table 4 Reports presented by select and joint committees

Reports presented	2010–11	2011–12	2012–13	2013–14
Senate select	9	2	2	6
Joint select	2	5	6	0
Joint statutory	6	19	23	3
Total	17	26	31	9

Bill inquiries continue to account for the largest number of inquiries, though there was a significant reduction in the number of bill inquiries compared to the previous financial year due to the election break. Of the 212 bills introduced into the Parliament in 2013–14, 72 (or 34 per cent) were referred to committees supported by the Senate department. The numbers of references to joint committees administered by the department decreased to historically more usual levels whilst there was an increase in reports from Senate select committees compared to the previous 2 years. Figure 10 indicates the number of references to committees over recent years.

Figure 10 Number of references to committees



Legislative and general purpose standing committees

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

A full cycle of estimates hearings was conducted and reported on by legislation committees during the year, commencing in November 2013 with a week of supplementary hearings for the 2013-14 Budget. A week of additional estimates hearings was held in February 2014. The main estimates hearings for the 2014-15 Budget took place between 26 May and 5 June 2014. Two committees held additional hearings to further consider the estimates for particular agencies.

Senate select committees

During 2013-14, the Committee Office supported six Senate select committees. Two of those, the Select Committee on the Abbott Government's Commission of Audit and the Select Committee on Cyber Safety presented final reports. In addition, the Senate Select Committee on the National Broadband Network presented an interim report in March 2014.

Joint committees

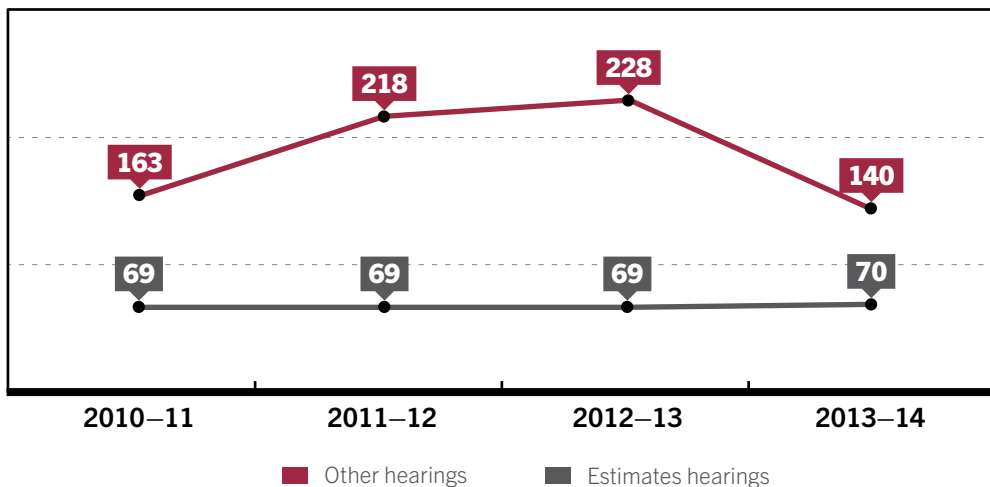
During 2013–14, the Committee Office continued to support three joint statutory committees: Corporations and Financial Services, the Australian Commission for Law Enforcement Integrity, and Law Enforcement.

The office also supported two joint select committees: the Joint Select Committee on the Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples and the Joint Select Committee on DisabilityCare Australia, which each built on the work of similar committees established in the 43rd Parliament.

Submissions, public hearings and witnesses

In 2013–14, the Committee Office processed 5,813 submissions, 10,353 form letters and, in one inquiry, 11,100 emails expressing individual opinions on a bill. The office also organised 210 public hearings (including 70 estimates hearings) and arranged for 6,236 witnesses to provide evidence (4,437 appearing at estimates hearings). Secretariats also arranged approximately 459 private meetings. Figure 11 shows the number of hearings held over the past 4 financial years.

Figure 11 Number of committee hearings



Specialist advice

One request for specialist advice was made during 2013–14. This was legal advice requested by the Joint Select Committee on the Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples, at a cost of approximately \$9,000.

Information management

An area of growing focus for the Committee Office is the provision of information to the public about the work of Senate committees. The Committee Office continued to work closely with SPIO during the year to provide information about committee activities to the general public through the Senate website and social media. Enhancements to the Shared Committees Information Database (SCID) which provided more functionality to committee webpages as well as some internal administrative improvements were delivered early in the year.

International engagement

In 2013–14, Committee Office staff served as secretaries to outgoing parliamentary delegations and also acted as presenters for international delegations visiting Australia. This included the Clerk Assistant (Committees) taking on the role of secretary to the Australian parliamentary delegation to the Inter-Parliamentary Union. The office also supported the Pacific Parliamentary Partnerships program by seconding two Committee Secretaries: one to the Samoan Legislative Assembly for three months and the other to the Parliament of the Cook Islands for one month. The Secretary to the Foreign Affairs, Defence and Trade References Committee also supported a delegation by that committee to Vanuatu and New Zealand as part of an annual parliamentary committee exchange program.

Performance outlook

During the year, the Committee Office provided high quality support to committees often whilst managing a large number of inquiries, many with tight deadlines. This was achieved because the office operated in a very flexible way with staff working for different committees as required. As a very high proportion of the budget of the Committee Office is committed to staffing, there is limited scope for any future budget reductions to be absorbed without an impact on the level of support provided to committees.

Black Rod's Office

Outputs

Provision of office, chamber and committee room support, ceremonial services and security advice for senators and Senate office-holders.

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

Performance information

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

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

Performance results

Positive feedback from senators, their staff and parliamentary office-holders was received throughout the reporting period.

Services were delivered promptly and accurately.

Overview

The primary function of the Black Rod's Office is to provide support services to the Senate, to Senate committees and to senators when they are at Parliament House, and to deliver administrative services to the department and its staff. The office is led by the Usher of the Black Rod and has three operational areas, as shown in figure 12. The Usher of the Black Rod undertakes formal and ceremonial roles in the Senate chamber, assisted by three senior staff.

A major focus for the Black Rod's Office for this reporting period was the organisation of ceremonial arrangements for the opening of the 44th Parliament on 12 November 2013. The office also provided ceremonial support for the swearing in of the Governor-General, an event that, while not a proceeding of the Senate, took place in the Senate chamber on 28 March 2014.

The Usher of the Black Rod worked closely with all parliamentary departments, through participation in the Parliamentary Administration Advisory Group, the Security Management Board and the Heritage Advisory Board (which was disbanded on 30 June 2014), and as required in the management of the parliamentary precincts. The Usher of the Black Rod also administered the Presiding Officers' Rules for Media Related Activity in Parliament House and its Precincts on behalf of the President.

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

Figure 12 Elements and responsibilities of the Black Rod’s Office

Executive

Rachel Callinan, Usher of the Black Rod¹

Procedural, ceremonial, security and administrative advice
 Membership of the Security Management Board
 Advice to the House Committee and Broadcasting Committee

Senators’ Services	Human Resource Management	Financial Management
John Baczynski, Director	Anthony Szell, Director	Michelle Crowther, CFO
Accommodation	Recruitment and staffing	Financial management and advice
Assets management	Pay and conditions	Financial reporting and systems management
Chamber and committee room support	Learning and development	Accounting policy development and advice
Comcar shuttle	Work health and safety	Accounts processing, general ledger maintenance and advice
Delivery services	Rehabilitation coordination	Strategic procurement advice
Fleet management	Industrial relations	Support for senior management decision making
Office equipment	Information technology security advice	
Printing and desktop publishing	Performance management	
Project board membership	Records management	
Security advice and support	Project board membership	

1. Ms Bronwyn Notzon held the position from 2 September 2013 – 18 May 2014. Mr Brien Hallett held the position from 1 July – 1 September 2013 and 19 May – 27 June 2014. The current Usher, Ms Rachel Callinan, commenced in the role on 30 June 2014.

The regular work of the office involves frequent and direct contact with senators, their staff, parliamentary office holders and other clients, all of whom provide regular informal feedback which is generally positive.

More formally, three Senate committees reviewed services provided by the department, and in particular the Black Rod’s Office: the Senate House Committee (for which the Usher of the Black Rod provides secretariat support) met once during the reporting period; the Usher of the Black Rod joined the Clerk in appearances before the Appropriations and Staffing Committee; and the department appeared at estimates hearings of the Finance and Public Administration Legislation Committee.

The full-time equivalent staffing level for the Black Rod’s Office for 2013–14 was 32 (35 in 2012–13) and the cost of running the Office was \$2.4 million (\$2.4 million in 2012–13).

Senators' services

The Usher of the Black Rod and the Senators' Services Section assist the President and Clerk on ceremonial and other occasions, and also provide chamber and message delivery services to support the work of the Senate. The section also provided resources and advice to assist in the preparation for the opening of the 44th Parliament on 12 November 2013, the swearing in of the Governor-General on 28 March 2014 and the presentation to the Governor-General of the Address-in-reply on 16 June 2014. These ceremonial occasions involved coordinating the order of arrangements for each event among other things.

The Usher of the Black Rod and the section also provided security advice and support throughout the year to the President and the department, including through the Black Rod's membership of Parliament's Security Management Board.

The Senators' Services Section provided a range of office services to support senators, their staff and departmental staff, including:

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

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

The section facilitated numerous accommodation moves for senators as a result of resignations, filling of casual vacancies, reshuffles and the change in government following the 2013 election, which involved 41 suite moves. Staff also provided assistance to 12 retiring senators to vacate their suites by 30 June 2014.

Throughout 2013–14, the Senators' Services Section worked with the other parliamentary departments on a range of activities. In particular, the section coordinated departmental aspects of infrastructure projects administered by DPS; and provided support and advice in relation to security matters within the parliamentary precincts in collaboration with the Office of the Serjeant-at-Arms, DPS Security and the Australian Federal Police.

Human resource management

The Human Resource Management Section delivers human resource management services for the department, including payroll services for senators and departmental staff.

During the reporting period, the section also carried out some employment related work for the other parliamentary departments including the coordination of work being done to modernise the Parliamentary Departments Staff Award.

In consultation with the other parliamentary departments, support and information was provided in relation to legislative changes made to the *Parliamentary Service Act 1999* and its subordinate and related legislation. One such change was made as a result of the introduction of the *Public Interest Disclosure Act 2013* and the development of associated procedures. Public Interest Disclosure training was arranged for all parliamentary departments and was delivered by the Commonwealth Ombudsman's Office.

Various employment-related supplier contractors were also established or renewed during the period.

Records management

The Human Resource Management Section, which is also responsible for records management, rolled out electronic recordkeeping for all non-parliamentary records during the reporting period. Digitisation work was also completed on various non-parliamentary records. Work commenced on reviewing the department's Records Authorities (i.e. 1184 and 1185) and discussions were held with the National Archives of Australia about transferring certain records to them in due course.

Financial management

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

The section continued to ensure that the department complied with external reporting responsibilities, including audited annual financial statements and procurement requirements.

The section supported the department's budget process, including the preparation of the portfolio budget statements and internal budgets.

The section also prepared the department for the transition from the old financial framework under the *Financial Management and Accountability Act 1997* to the new framework under the *Public Governance, Performance and Accountability Act 2013*.

Consolidation of parliamentary ICT

On 1 July 2013, DPS assumed responsibility for the provision of ICT to the Parliament and the parliamentary departments (as reported in the department's previous Annual Report). This consolidation arose out of the recommendations of the Presiding Officers' 2012 Review of Information and Communication Technology for the Parliament.

As part of the consolidation process 3.5 Senate staff positions moved into DPS. Agreed departmental ICT assets were also transferred to DPS, along with \$1.1 million of prior year funding and \$4.1 million of budget and forward year funding.

A joint management committee was established to review and monitor work carried out under the memorandum of understanding between the parliamentary departments and to develop and oversee a service level agreement. The Usher of the Black Rod represents the department on that committee.

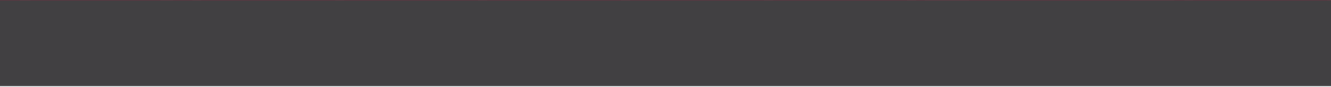
Performance outlook

In 2014–15, the Black Rod's Office will continue its core work, including providing chamber and committee room support, office support to senators, ceremonial services and security advice for senators and the President. The office will also continue to support the department through the provision of human resources and financial advice and services.

Key priorities for 2014–15 include:

- the swearing-in of 12 new senators and facilitating a large number of office moves resulting from these arrivals, the seniority-based review of the allocation of suites and the changeover of Senate office-holders
- implementing new financial administrative arrangements which support the commencement of the *Public Governance, Performance and Accountability Act 2013*
- the negotiation of a new enterprise agreement with staff.

The Black Rod's Office, like other areas in the department, continues to be affected by budgetary constraints and will continue to look for ways to make its processes even more efficient.





Management and Accountability

▶ Corporate governance _____ 57

Corporate governance

Corporate governance mechanisms

The department's operations for 2013–14 were governed by the *Parliamentary Service Act 1999* and the *Financial Management and Accountability Act 1997*. These are subject to provisions of the *Fair Work Act 2009* and other legislation.

Management committees

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

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

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

The department also participates on a range of interdepartmental committees through which the parliamentary departments coordinate common and joint activities. Chief among these during 2013–14 have been the meetings of the heads of the four parliamentary departments; steering committees monitoring and reviewing whole of parliament ICT arrangements; the Parliamentary Administration Advisory Group; and numerous boards managing joint projects.

Figure 13 Management and advisory groups, 2013–14

Audit and Evaluation Committee

Role	Oversee: <ul style="list-style-type: none">• internal and external audits• administrative, operating and accounting controls• risk management. Supervise the annual internal audit program. Ensure best practice financial management and reporting, fraud control and business risk monitoring.
Activities	3 meetings. Considered various matters which were reviewed by the department’s internal audit service provider, including: <ul style="list-style-type: none">• fundamental accounting controls and FMA Act compliance• protective security• payroll processes• risk management assessment and plan. Prepared an annual report to the Clerk and to the Senate Appropriations and Staffing Committee.
Membership	Program managers and an independent member. Chaired by the Deputy Clerk. Observers: Chief Finance Officer, representatives from the Australian National Audit Office and the department’s internal audit service provider.

Program Managers’ Group

Role	Coordinate corporate governance matters, including: <ul style="list-style-type: none">• human resource management• risk management and planning• financial planning• departmental service quality.
Activities	10 meetings. Examined matters including: <ul style="list-style-type: none">• efficiency dividend impact on staffing budgets• administrative arrangements supporting the PGPA Act• transition to electronic record-keeping• staffing matters, including staff rotations.
Membership	Program managers. Chaired by the Deputy Clerk. Other staff attend as required to advise on matters within particular programs.

Senate Management Advisory Group

Role	Discuss departmental proposals, policy initiatives and changes. Advise the Program Managers' Group on leadership and managerial matters, as requested and on the initiative of the advisory group.
Activities	6 meetings. Considered proposals for strategic training including options for change management training and leadership development. Public Awareness Working Group continued to consider options for improving the public awareness of the work of the Senate and worked with the Committee Office to develop a committee 'roadshow' proposal.
Membership	All departmental Parliamentary Executive Level 2 staff. Convenor elected annually by the group.

Workplace Consultative Committee

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

Corporate plan

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

Fraud control and business risk management

Consistent with the *Financial Management and Accountability Act 1997*, the Clerk's Instructions and Financial Management Guidelines promote the proper use of the department's resources. These are reviewed on an annual basis to maintain their applicability and coverage.

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

Ethical standards

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

Social justice and equity

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

External scrutiny

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

Estimates hearings are an important accountability mechanism in which senators may test advice provided by departmental officers and evaluate the department's performance. The Clerk and officers of the department appeared before the Senate Finance and Public Administration Legislation Committee on 18 November 2013, 24 February 2014 and 26 May 2014. Matters considered included the departmental

budget and staffing; rules for the use of closed circuit television and video at Parliament House; trial security arrangements at Parliament House; the Senate Occasional Lecture Series; and senior staff rotations among other things.

The department's activities were also scrutinised by both an internal audit service provider and the Australian National Audit Office. The Australian National Audit Office did not conduct any performance audits of the department's activities 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 human resources

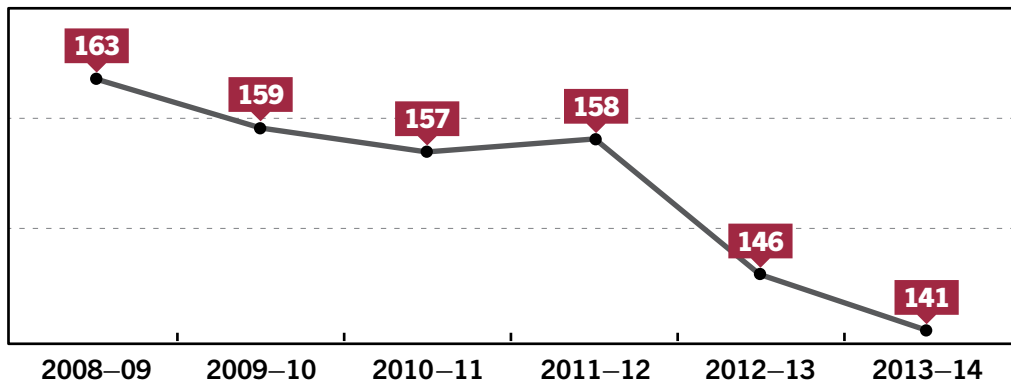
Staffing

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

Figure 14 shows that the average full-time equivalent (FTE) staffing level for 2013–14 was 141, five less than for 2012–13, reflecting the lower level of Senate and committee activity during the election period. As expected, the FTE rose in the second half of the year, in line with increased legislative and committee activity, and stood at 141 as at 30 June 2014.

More staffing statistics, including a breakdown of the FTE staffing level by office, are provided in appendix 2.

Figure 14 Full-time equivalent staff numbers



Workforce planning

The department has reduced full-time equivalent targets over several years as a consequence of previous budget cuts due to efficiency dividends as part of its ongoing management of staffing numbers. Continued, close monitoring and the use of staffing caps have supported the department's ability to effectively manage those targets.

Staff turnover

The number of staff separations in 2013–14 was less than in 2012–13 and 2011–2012. Table 5 shows the reasons for separations.

Table 5 Reasons for separations from the department

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

Senior executive remuneration

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

The department's Senior Executive Service (SES) employees were covered by a collective determination made under subsection 24(1) of the *Parliamentary Service Act 1999*. In accordance with their terms and conditions, and consistent with the provisions of the department's enterprise agreement, SES staff received a 3 per cent pay increase in May 2014 in recognition of productivity improvements and individual performance outcomes. The salary ranges for SES staff and the Clerk are set out in appendix 2.

Employment arrangements

Enterprise agreement

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

In May 2014, the agreement delivered a 3 per cent salary increase to staff. All non-SES staff were covered by the enterprise agreement. One employee has an Individual Flexibility Arrangement with the Clerk in accordance with clause 9 of the enterprise agreement.

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

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

Performance pay

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

Learning and development

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

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

During 2013–14, six employees received financial assistance, paid leave, or both, under the department's Studybank scheme, to help them undertake tertiary studies relevant to the department's objectives.

The key features of the department's Learning and Development Framework in 2013–14 were:

- the Parliamentary Executive Professional Upgrade Program (PEP-UP) and a program of parliament-specific training activities
- a supplementary training calendar, principally in operation during the election period
- Corporate Induction Program sessions.

Work health and safety

Initiatives and measures

Initiatives and measures undertaken in 2013–14 to create a safe and healthy working environment for the department's staff included:

- ergonomic assessments of workstations for all new employees and for other employees as required
- a work health and safety inspection program
- revisions made to the Parliament House Incident Report form
- an online material safety data sheet application for hazardous substances.

The department's Health and Safety Committee met four times during 2013–14. The committee is made up of elected health and safety representatives for each designated workgroup. The committee was consulted in relation to incident reports received by the department.

Claims, incidents and investigations

Comcare accepted one claim for compensation in respect of the department during 2013–14.

In 2013–14, within the department there were:

- two incidents which required the giving of notice under section 38 of the *Work Health and Safety Act 2011*
- no investigations or notices under sections 90, 191 and 195 of that Act.

Management of financial resources

Policies and procedures for conducting tenders, selecting consultants, contracting, and approving expenditure are set out in the Clerk's Instructions, which take into account the requirements of the *Financial Management and Accountability Act 1997*, the Commonwealth Procurement Rules and Senate standing order 25(17), relating to approval of consultants to assist committees. A revised set of Clerk's Instructions was prepared, to commence on 1 July 2014, as part of the planned transition to the *Public Governance, Performance and Accountability Act 2013*. Connected policies will progressively be implemented in the next reporting period.

Purchasing

The department applies the requirements of the *Financial Management and Accountability Act 1997*, the Commonwealth Procurement Rules and the Clerk's Instructions to all purchases of goods and services.

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

Assets management

The Black Rod's Office is responsible for the effective management of departmental assets in accordance with the Clerk's Instructions. A major undertaking for the year was the transfer of ICT assets to the Department of Parliamentary Services.

Consultants

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

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

In 2013–14, the department entered into two new consultancy contracts involving total actual expenditure during the year of \$6,059. There were two ongoing consultancy contracts active during the 2013–14 year, involving total actual expenditure of \$65,320. These figures exclude the procurement of legal services, which are reported in appendix 3.

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



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



Financial statements

▶ Audit Report_____	69
▶ Certification_____	71
▶ Statement of comprehensive income_____	72
▶ Statement of financial position_____	73
▶ Statement of changes in equity_____	74
▶ Cash flow statement_____	75
▶ Schedule of commitments_____	76
▶ Notes_____	77

Independent Audit Report



INDEPENDENT AUDITOR'S REPORT

To the President of the Senate

I have audited the accompanying financial statements of the Department of the Senate for the year ended 30 June 2014, which comprise: a Statement by the Clerk of the Senate and Chief Finance Officer; Statement of Comprehensive Income; Statement of Financial Position; Statement of Changes in Equity; Cash Flow Statement; Schedule of Commitments; and Notes to and forming part of the Financial Statements including a Summary of Significant Accounting Policies.

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

The Clerk of the Senate is responsible for the preparation of financial statements that give a true and fair view in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards, and for such internal control as is necessary to enable the preparation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

GPO Box 707 CANBERRA ACT 2601
19 National Circuit BARTON ACT 2600
Phone (02) 6203 7300 Fax (02) 6203 7777

Independent Audit Report (continued)

Independence

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

Opinion

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

- (a) have been prepared in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards; and
- (b) give a true and fair view of the matters required by the Finance Minister's Orders including the Department of Senate's financial position as at 30 June 2014 and of its financial performance and cash flows for the year then ended.

Australian National Audit Office



Ron Wah
Audit Principal

Delegate of the Auditor-General

Canberra
26 September 2014

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



AUSTRALIAN SENATE

STATEMENT BY THE CHIEF EXECUTIVE AND CHIEF FINANCE OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2014 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.

(Rosemary Laing)
Clerk of the Senate

26 September 2014

(Michelle Crowther)
Chief Finance Officer

26 September 2014

Department of the Senate
Statement of comprehensive income
for the period ended 30 June 2014

	Notes	2014 \$'000	2013 \$'000
EXPENSES			
Employee benefits	3A	16,443	16,505
Suppliers	3B	5,331	5,029
Depreciation and amortisation	3C	311	684
Write-down and impairment of assets	3D	11	44
Losses from asset sales	3E	-	21
TOTAL EXPENSES		22,096	22,283
LESS:			
OWN-SOURCE INCOME			
Own-source revenue			
Sale of goods and rendering of services	4A	372	422
Total own-source revenue		372	422
Gains			
Resources received free of charge	4B	1,931	1,881
Total gains		1,931	1,881
Total own-source income		2,303	2,303
Net cost of services		19,793	19,980
Revenue from government	4C	21,194	20,484
Surplus/(Deficit)		1,401	504
OTHER COMPREHENSIVE INCOME			
Items not subject to subsequent reclassification to net cost of services			
Changes in asset revaluation surplus		-	-
Total other comprehensive income		-	-
Total comprehensive income/(loss)		1,401	504

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

Department of the Senate

Statement of financial position

as at 30 June 2014

	Notes	2014 \$'000	2013 \$'000
ASSETS			
Financial assets			
Cash and cash equivalents	6A	303	352
Trade and other receivables	6B	12,147	12,862
Total financial assets		12,450	13,214
Non-financial assets			
Property, plant and equipment	7A, 7C	1,251	1,671
Intangibles	7B, 7C	2,766	1,518
Inventories	7D	45	35
Other non-financial assets	7E	229	135
Total non-financial assets		4,291	3,359
TOTAL ASSETS		16,741	16,573
LIABILITIES			
Payables			
Suppliers	8A	356	589
Other payables	8B	685	506
Total payables		1,041	1,095
Provisions			
Employee provisions	8C	4,754	5,099
Total provisions		4,754	5,099
TOTAL LIABILITIES		5,795	6,194
NET ASSETS		10,946	10,379
EQUITY			
Contributed equity		1,448	2,282
Reserves		11,038	11,038
Retained surplus (accumulated deficit)		(1,540)	(2,941)
TOTAL EQUITY		10,946	10,379

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

Department of the Senate

Statement of changes in equity

for the period ended 30 June 2014

	Retained earnings		Asset revaluation surplus		Contributed equity/capital		Total equity	
	2014 \$'000	2013 \$'000	2014 \$'000	2013 \$'000	2014 \$'000	2013 \$'000	2014 \$'000	2013 \$'000
Opening balance								
Balance carried forward from previous period	(2,941)	(3,445)	11,038	11,038	2,282	1,625	10,379	9,218
Adjusted opening balance	(2,941)	(3,445)	11,038	11,038	2,282	1,625	10,379	9,218
Comprehensive income								
Other comprehensive income	-	-	-	-	-	-	-	-
Surplus/(Deficit) for the period	1,401	504					1,401	504
Total Comprehensive income	1,401	504	-	-	-	-	1,401	504
of which:								
Attributable to the Australian Government	1,401	504	-	-	-	-	1,401	504
Transactions with owners								
Distribution to owners								
Restructuring	-	-	-	-	(1,492)	-	(1,492)	-
Contribution by owners								
Equity injection – appropriation	-	-	-	-	658	657	658	657
Subtotal transactions with owners	-	-	-	-	(834)	657	(834)	657
Transfers between equity components	-	-	-	-	-	-	-	-
Closing balance as at 30 June	(1,540)	(2,941)	11,038	11,038	1,448	2,282	10,946	10,379
Closing balance attributable to the Australian Government	(1,540)	(2,941)	11,038	11,038	1,448	2,282	10,946	10,379

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

Department of the Senate

Cash flow statement

for the period ended 30 June 2014

	Notes	2014 \$'000	2013 \$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations		22,592	20,399
Sale of goods and rendering of services		461	451
Net GST received		363	317
Total cash received		23,417	21,167
Cash used			
Employees		16,608	16,615
Suppliers		4,246	3,392
Section 31 receipts transferred to OPA		1,583	-
Total cash used		22,437	20,007
Net cash from/(used by) operating activities	10	980	1,160
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment		-	12
Total cash received		-	12
Cash used			
Purchase of property, plant and equipment		102	53
Purchase of intangibles		1,248	1,111
Total cash used		1,351	1,164
Net cash from/(used by) investing activities		(1,351)	(1,152)
FINANCING ACTIVITIES			
Cash received			
		322	93
Total cash received		322	93
Cash used			
		-	-
Total cash used		-	-
Net cash from/(used by) financing activities		322	93
Net increase/(decrease) in cash held		(49)	101
Cash and cash equivalents at the beginning of the reporting period		352	251
Cash and cash equivalents at the end of the reporting period	6A	303	352

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

Department of the Senate

Schedule of commitments

as at 30 June 2014

	2014 \$'000	2013 \$'000
BY TYPE		
Commitments receivable		
GST recoverable on commitments	(73)	(79)
Total commitments receivable	(73)	(79)
Commitments payable		
Other commitments		
Operating leases ¹	17	58
Goods and services ^{2,3}	1,022	1,089
Total other commitments	1,039	1,147
Net commitments by type	966	1,068
BY MATURITY		
Commitments receivable		
Other commitments receivable		
One year or less	(72)	(67)
From one to five years	(1)	(12)
Total other commitments receivable	(73)	(79)
Commitments payable		
Operating lease commitments		
One year or less	16	38
From one to five years	1	20
Total operating lease commitments	17	58
Goods and services commitments ³		
One year or less	1,008	979
From one to five years	14	110
Total goods and services commitments	1,022	1,089
Net commitments by maturity	966	1,068

Commitments are GST inclusive where relevant.

1. Operating leases included are effectively non-cancellable and comprise agreements for the provision of motor vehicles to the Clerk and the Presiding Officers and there are no renewal or purchase options available.
2. Goods and services relate to contracts (including purchase orders) lodged with suppliers.
3. This amount excludes an estimated \$406,428 that relates to the following: co-ordinated procurements for accommodation and stationery, internal audit arrangements and digitisation of parliamentary records.

The above 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 2014

- Note 1: Summary of significant accounting policies
- Note 2: Events after the reporting period
- Note 3: Expenses
- Note 4: Income
- Note 5: Fair Value Measurements
- Note 6: Financial assets
- Note 7: Non-financial assets
- Note 8: Payables and provisions
- Note 9: Restructuring
- Note 10: Cash flow reconciliation
- Note 11: Contingent liabilities and assets
- Note 12: Remuneration of auditors
- Note 13: Senior executive remuneration
- Note 14: Financial instruments
- Note 15: Financial assets reconciliation
- Note 16: Appropriations
- Note 17: Compensation and debt relief
- Note 18: Reporting of outcomes
- Note 19: Net cash appropriation arrangements

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

Note 1: Summary of significant accounting policies

1.1 Objectives of the Department of the Senate

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

- Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties.

The department's not-for-profit activities contributing towards this outcome are classified as departmental. Departmental activities involve the use of assets, liabilities, revenues and expenses controlled or incurred by the department in its own right. Further details of the department's activities are outlined at page 8.

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 general purpose financial statements.

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

- (a) Finance Minister's Orders (or FMOs) for reporting periods ending on or after 1 July 2011
- (b) Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board that apply for the reporting period.

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

The financial statements are presented in Australian dollars and values are rounded to the nearest thousand dollars unless otherwise specified.

Unless alternative treatment is specifically required by an accounting standard or the FMOs, assets and liabilities are recognised in the statement of financial position when, and only when, it is probable that future economic benefits will flow to the department or a future sacrifice of economic benefits will be required and the amounts of the assets or liabilities can be reliably measured. However, assets and liabilities arising under executor contracts are not recognised unless required by an accounting standard. Liabilities and assets that are unrecognised are reported in the schedule of commitments (other than unquantifiable or remote contingencies, which are reported at Note 11).

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

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

1.3 Significant accounting judgements and estimates

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

1.4 New Australian accounting standards

Adoption of new Australian Accounting Standard requirements

No accounting standards have been adopted earlier than the application date as specified in the standards. Accounting standards that were issued prior to the signing of the statement by the Clerk and Chief Finance Officer, and applicable to the current reporting period did not have a material effect, and are not expected to have a future material effect, on the department's financial statements.

Future Australian Accounting Standard requirements

Accounting standards that were issued prior to the signing of the statement by the Clerk and Chief Finance Officer, and applicable to future reporting period/s, are not expected to have a future material effect on the department's financial statements.

1.5 Revenue

Revenue from government

Amounts appropriated for departmental appropriation for the financial year (adjusted for any formal additions and reductions) are recognised as revenue from government when the department gains control of the appropriation, except for certain amounts which relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned. The department does not currently participate in any reciprocal activities.

Appropriations receivable are recognised at their nominal amounts.

Other types of revenue

Revenue from the sale of goods is recognised when:

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

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

- (a) the amount of revenue, stage of completion and transaction costs incurred can be reliably measured
- (b) the probable economic benefits from the transaction will flow to the department.

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

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at the end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

Interest revenue is recognised using the effective interest method as set out in AASB 139 *Financial Instruments: Recognition and Measurement*.

Paid Parental Leave Scheme

Amounts received under the Paid Parental Leave Scheme by the department and not yet paid to employees would be presented gross as cash and a liability (payable).

1.6 Gains

Resources received free of charge

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

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

Other gains

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

1.7 Transactions with the government as owner

Equity injections

Amounts appropriated which are designated as equity injections for a year (less any formal reductions) and Departmental Capital Budgets (DCB) are recognised directly in contributed equity in that year.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

Restructuring of administrative arrangements

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

Other distributions to owners

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

1.8 Employee benefits

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

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

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

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

Leave

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

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

The liability for long service leave is recognised and measured at the estimated present value of future cash flows to be made in respect of all employees at 30 June 2014. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Separation and redundancy

In 2013–14, the department has made no provision for future separation and redundancy benefit payments.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

Superannuation

Employees of the department are generally members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) and PSS accumulation plan (PSSap). Where an eligible employee chooses a superannuation fund other than the department's nominated default fund, the PSSap, the department makes employer's contributions equal to those payable to the default fund.

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

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported by the Department of Finance as an administered item.

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

The liability for superannuation recognised as at 30 June 2014 represents outstanding contributions for the final pay fortnight of the year.

1.9 Leases

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

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

Operating lease payments are expensed on a straight-line basis which is representative of the pattern of benefits derived from the leased assets. The department's operating leases relate to vehicles leased from LeasePlan.

1.10 Fair Value Measurement

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

1.11 Cash

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

(a) cash on hand

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

- (b) demand deposits in bank accounts with an original maturity of three months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value
- (c) cash held by outsiders
- (d) cash in special accounts.

1.12 Financial assets

Financial assets are classified in the following categories:

- (a) at fair value through profit or loss
- (b) held-to-maturity investments
- (c) available-for-sale financial assets
- (d) loans and receivables.

The classification depends on the nature and purpose of the financial asset and is determined at the time of initial recognition. Financial assets are recognised and derecognised on trade date.

Effective interest method

The effective interest method is a method of calculating the amortised cost of a financial asset and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts over the expected life of the financial asset, or, where appropriate, a shorter period.

Income is recognised on an effective interest rate basis except for financial assets at fair value through profit or loss.

Loans and receivables

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate.

Impairment of financial assets

Financial assets are assessed for impairment at each reporting date.

- *Financial assets held at amortised cost* – If there is objective evidence that an impairment loss has been incurred for loans and receivables or held to maturity investments held at amortised cost, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in the Statement of Comprehensive Income.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

- *Available-for-sale financial assets* – If there is objective evidence that an impairment loss on an available-for-sale financial asset has been incurred, the amount of the difference between its cost, less principal repayments and amortisation, and its current fair value, less any impairment loss previously recognised in expenses, is transferred from equity to the Statement of Comprehensive Income.
- *Financial assets held at cost* – If there is objective evidence that an impairment loss has been incurred, the amount of the impairment loss is the difference between the carrying amount of the asset and the present value of the estimated future cash flows discounted at the current market rate for similar assets.

1.13 Financial liabilities

Financial liabilities are classified as either financial liabilities at fair value through profit or loss or other financial liabilities. Financial liabilities are recognised and derecognised on trade date.

Financial liabilities at fair value through profit or loss

Financial liabilities at fair value through profit or loss are initially measured at fair value. Subsequent fair value adjustments are recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability.

Other financial liabilities

Other financial liabilities, including borrowings, are initially measured at fair value, net of transaction costs. These liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

The effective interest method is a method of calculating the amortised cost of a financial liability and of allocating interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments through the expected life of the financial liability, or, where appropriate, a shorter period.

Supplier and other payables

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

1.14 Contingent liabilities and contingent assets

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

1.15 Acquisition of assets

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs, where appropriate.

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

1.16 Property, plant and equipment (PP&E)

Asset recognition threshold

Property, plant and equipment assets are represented by two separate asset classes, infrastructure, plant and equipment (IPE) and intangibles. All purchases are initially recognised at cost in the statement of financial position, unless their cost is below the recognition threshold, in which case they are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

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

Revaluations

Following initial recognition at cost, infrastructure, plant and equipment are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets do not differ materially with the assets' fair values as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets.

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

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.

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

Asset class	2014	2013
Plant and equipment	5 to 15 years	5 to 15 years
Computer equipment	2 to 10 years	2 to 10 years
Furniture and fittings	5 to 100 years	5 to 100 years
Office machines and equipment	4 to 30 years	4 to 30 years
Intangibles (software)	3 to 7 years	3 to 7 years

Impairment

All assets were assessed for impairment at 30 June 2014. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the department were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

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

1.17 Intangibles

The department's intangibles comprise software for internal use. These assets are carried at cost less accumulated amortisation and accumulated impairment losses.

Software is amortised on a straight-line basis over its anticipated useful life. The useful life of the department's software is 3 to 7 years (2013: 3 to 7 years).

All software assets were assessed for impairment as at 30 June 2014.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

1.18 Inventories

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

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

1.19 Taxation

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

Revenues, expenses and assets are recognised net of GST except:

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

The department pays FBT on benefits provided:

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

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

1.19 Constitutional and other legal requirements

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

Note 2: Events occurring after the reporting period

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

	2014 \$'000	2013 \$'000
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Note 3: Expenses

Note 3A: Employee benefits

Wages and salaries	11,983	12,203
Superannuation:		
Defined contribution plans	807	741
Defined benefit plans	1,580	1,637
Leave and other entitlements	2,073	1,889
Separation and redundancies	-	35
Total employee benefits	16,443	16,505

Note 3B: Supplier

Goods and services

Professional and financial fees	489	683
Facilities and infrastructure	1,038	495
Recruitment and staff development	106	61
Hire charges and hospitality	132	139
Travel	582	637
Media and communications	189	277
General office expenses	431	437
Printing	236	292
Resources received free of charge	1,931	1,881
Total goods and services	5,134	4,902

Goods and services are made up of:

Provision of goods – related entities	24	19
Provision of goods – external entities	832	986
Rendering of services – related entities *	3,060	2,432
Rendering of services – external entities	1,218	1,465
Total goods and services	5,134	4,902

* Services from related entities included \$1.931m of resources received free of charge from other Commonwealth agencies. (2012: \$1.881m)

Other supplier expenses

Workers compensation expenses	197	127
Total other supplier expenses	197	127
Total supplier expenses	5,331	5,029

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

	2014 \$'000	2013 \$'000
Note 3C: Depreciation and amortisation		
Depreciation:		
Property, plant and equipment	174	590
Amortisation:		
Intangibles – computer software	137	94
Total depreciation and amortisation	311	684
Note 3D: Write-down and impairment of assets		
Non-financial assets		
Property, plant and equipment – write-downs	11	4
Intangibles – write-downs	-	40
Total write-down and impairment of assets	11	44
Note 3E: Losses from asset sales		
Property, plant and equipment:		
Proceeds from sale	-	(12)
Carrying value of assets sold	-	33
Selling expenses	-	-
Total losses from asset sales	-	21
Note 4: Income		
Revenue		
Note 4A: Sale of goods and rendering of services		
Provision of goods – related entities	10	19
Provision of goods – external parties	47	77
Rendering of services – related entities	292	312
Rendering of services – external parties	23	14
Total sale of goods and rendering of services	372	422
Gains		
Note 4B: Other gains		
Resources received free of charge	1,931	1,881
Total other gains	1,931	1,881
Revenue from government		
Note 4C: Revenue from government		
Departmental appropriation	21,194	20,484
Total revenue from government	21,194	20,484

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

Note 5: Fair value measurements

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

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

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

Level 3: Unobservable inputs for the asset or liability.

Note 5A: Fair value measurements

Fair value measurements at the end of the reporting period by hierarchy for assets in 2014.

	Fair value measurements at the end of the reporting period using			
	Fair value \$'000	Level 1 inputs \$'000	Level 2 inputs \$'000	Level 3 inputs \$'000
Non-financial assets				
Plant and equipment	193	-	93	100
Furniture and fittings	1,058	-	183	875
Total non-financial assets	1,251	-	276	975
Total fair value measurements of assets in the statement of financial position	1,251	-	276	975

Note 5B: Valuation technique and inputs for Level 2 and Level 3 fair value measurements

Level 2 and 3 fair value valuation technique and the inputs used for assets in 2014.

	Level	Fair Value \$'000	Valuation Techniques ¹	Inputs used	Range (Weighted Average) ²
Non-financial assets					
Plant and equipment	Level 2	93	Market comparables	N/A	N/A
Furniture and fittings	Level 2	183	Market comparables	N/A	N/A
Plant and equipment	Level 3	100	Depreciated replacement cost	Market appraisals of similar items	2.00% per annum
Furniture and fittings	Level 3	875	Depreciated replacement cost	Market appraisals of similar items	2.00% per annum

1. No change in valuation technique occurred during the period.

2. Significant unobservable inputs only. Not applicable for assets in the Level 2 category.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

Note 5: Fair value measurements (cont.)

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

The entity procured valuation services from Pickles Valuation Services (PVS) and relied on valuation models provided by PVS. While AASB 13 did not exist at the time of the valuation, the department is of the opinion that the fair value measurements comply with this standard. The department checks the valuation model at least once every 12 months.

Recurring Level 3 fair value measurements – sensitivity of inputs

The significant unobservable inputs used in the fair value measurement of the department's plant and equipment, and furniture and fitting assets are market appraisals of similar items. Significant increases (decreases) in any of those inputs in isolation would result in a significantly higher (lower) fair value measurement. Generally, a change in the assumption used for market appraisals of similar items is accompanied by a directionally similar change in the assumption used for market appraisals of similar items.

Note 5C: Reconciliation for recurring Level 3 fair value measurements

Recurring Level 3 fair value measurements – reconciliation for assets.

	Non-financial assets		
	Plant and equipment \$'000	Furniture and fittings \$'000	Total \$'000
Opening balance	127	986	1,113
Total gains/(losses) in accumulated depreciation	(27)	(111)	(138)
Purchases	-	10	10
Disposals	-	(10)	(10)
Closing balance	100	875	975

The department's policy for determining when transfers between levels are deemed to have occurred can be found in Note 1. During the period no asset transferred between the above levels.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

	2014 \$'000	2013 \$'000
Note 6: Financial assets		
Note 6A: Cash and cash equivalents		
Cash on hand or on deposit	303	352
Total cash and cash equivalents	303	352
Note 6B: Trade and other receivables		
Goods and services – related entities	10	8
Goods and services – external parties	1	2
Total receivables for goods and services	11	10
Appropriations receivable for existing program	12,113	12,727
Other receivables:		
GST receivable from the Australian Taxation Office	22	45
Other	1	80
Total other receivables	23	125
Total trade and other receivables (net)	12,147	12,862
Receivables are aged as follows:		
Not overdue	12,144	12,859
Overdue by:		
0 to 30 days	1	2
31 to 60 days	1	1
61 to 90 days	1	-
More than 90 days	-	-
Total trade and other receivables (gross)	12,147	12,862

All receivables are expected to be recovered in no more than 12 months.

No indicators of impairment were noted for receivables.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

	2014 \$'000	2013 \$'000
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Note 7: Non-financial assets

Note 7A: Property, plant and equipment

Property, plant and equipment

Fair value	1,664	2,278
Accumulated depreciation	<u>(413)</u>	<u>(607)</u>
<i>Total property, plant and equipment</i>	1,251	1,671

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

All information and communication technology (ICT) assets were transferred to the Department of Parliamentary Services on 1 July 2013. This forms part of an agreed transfer of ICT service responsibilities to the Department of Parliamentary Services. Further disclosure is made at Note 9 (Restructuring) and Note 16 (Appropriations).

Revaluations of non-financial assets

The department's non-current assets have not significantly changed since the revaluation at 30 June 2012 and there has been no discernable volatility of their fair value. Therefore, the department's assets were not revalued in 2013–14.

	2014 \$'000	2013 \$'000
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Note 7B: Intangibles

Computer software

Purchased	3,533	2,209
Accumulated amortisation	<u>(767)</u>	<u>(691)</u>
<i>Total intangibles</i>	2,766	1,518

At 30 June, no indicators of impairment were found for intangible assets.

No intangibles are expected to be sold or disposed of within the next 12 months.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

Note 7C: Analysis of property, plant and equipment and intangibles

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

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

Reconciliation of the opening and closing balances of property, plant and equipment and intangibles (2012–13).

	PP&E \$'000	Intangibles \$'000	Total \$'000
As at 1 July 2012			
Gross book value	2,285	1,916	4,201
Accumulated depreciation/amortisation	(41)	(1,374)	(1,415)
Net book value 1 July 2012	2,244	542	2,786
Additions by purchase	54	1,110	1,164
Revaluation and impairments through equity	-	-	-
Reclassifications	-	-	-
Depreciation/amortisation expense	(590)	(94)	(684)
Impairments recognised in the operating result	(4)	(40)	(44)
Other movements – Derecognition of assets	-	-	-
Disposals	(33)	-	(33)
Net book value 30 June 2013	1,671	1,518	3,189
Net book value 30 June 2013 represented by:			
Gross book value	2,278	2,209	4,487
Accumulated depreciation/amortisation	(607)	(691)	(1,298)
Net book value 30 June 2013 represented by:	1,671	1,518	3,189

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

	2014 \$'000	2013 \$'000
Note 7D: Inventories		
Inventories held for sale	45	35
Total inventories	45	35
All departmental inventory is expected to be sold in the next 12 months.		
Note 7E: Other non-financial assets		
Prepayments	229	135
Total other non-financial assets	229	135
All other non-financial assets are current assets.		
Note 8: Payables and provisions		
Note 8A: Suppliers		
Trade creditors and accruals	356	589
Total supplier payables	356	589
Supplier payables expected to be settled within 12 months:		
Related entities	189	290
External parties	167	299
Total supplier payables	356	589
Note 8B: Other payables		
Wages and salaries	608	439
Superannuation	77	67
Total other payables	685	506
All other payables recognised are expected to be settled within 12 months.		
Note 8C: Employee provisions		
Leave	4,754	5,099
Total employee provisions	4,754	5,099
Employee provisions are expected to be settled in:		
No more than 12 months	1,443	4,043
More than 12 months	3,311	1,057
Total employee provisions	4,754	5,099

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

Note 9: Restructuring

	2014	2013
	ICT Services – Department of Parliamentary Services ¹	-
	\$'000	\$'000
Functions relinquished		
Assets relinquished		
Property, plant and equipment	(357)	-
Intangibles	-	-
Total assets relinquished	(357)	-
Liabilities relinquished		
Payables	-	-
Provisions	119	-
Total liabilities relinquished	119	-
Net assets relinquished	(238)	-

1. Responsibility for the provision of information and communications technology (ICT) services was transferred to the Department of Parliamentary Services on 1 July 2013. The restructuring followed agreement to recommendations from an independent review of ICT for the Parliament (undertaken by Mr Michael Roche).

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

	2014 \$'000	2013 \$'000
Note 10: Cash flow reconciliation		
Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement		
Cash and cash equivalents as per:		
Cash flow statement	303	352
Statement of financial position	303	352
Difference	-	-
Reconciliation of net cost of services to net cash from operating activities:		
Net cost of services	(19,793)	(19,980)
Add revenue from government	21,194	20,484
Adjustments for non-cash items		
Depreciation/amortisation	311	684
Net write down of assets	11	44
Loss/(gain) on disposal of assets	-	21
Changes in assets/liabilities		
(Increase)/decrease in net receivables	(84)	(96)
(Increase)/decrease in inventories	(10)	1
(Increase)/decrease in prepayments	(92)	85
Increase/(decrease) in employee provisions	(345)	(142)
Increase/(decrease) in supplier payables	(391)	28
Increase/(decrease) in other payables	179	31
Net cash from operating activities	980	1,160

Note 11: Contingent liabilities and assets

Quantifiable contingencies

At 30 June 2014, the Department of the Senate has no quantifiable contingencies.
(2013: Nil)

Unquantifiable contingencies

At 30 June 2014, the Department of the Senate has no unquantifiable contingencies.
(2013: Nil)

Significant remote contingencies

At 30 June 2014, the Department of the Senate has no remote contingencies.
(2013: Nil)

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

	2014 \$'000	2013 \$'000
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Note 12: Remuneration of auditors

Financial statement audit services were provided free of charge to the department by the Australian National Audit Office.

The fair value of audit services provided was:	83	83
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No other services were provided by the auditors of the financial statements.

Note 13: Senior executive remuneration

Note 13A: Senior executive remuneration expense for the reporting period

	2014 \$	2013 \$
Short-term employee benefits		
Salary	1,395,680	1,358,066
Total short-term employee benefits	1,395,680	1,358,066
Post-employee benefits		
Superannuation	230,290	214,695
Total post-employment benefits	230,290	214,695
Other long-term benefits		
Annual leave	94,626	93,054
Long-service leave	30,753	30,243
Total other long-term benefits	125,379	123,297
Total senior executive remuneration expense	1,751,349	1,696,058

1. Note 13A was prepared on an accrual basis.
2. Note 13A excludes acting arrangements and part-year service where remuneration expensed for a senior executive was less than \$195,000.
3. In line with the Finance Minister's Orders, the salary expense in 2013 has been adjusted to reflect actual short-term employee benefits (including leave taken).

Notes to and forming part of the Financial Statements
for the year ended 30 June 2014

Note 13: Senior executive remuneration (continued)

Note 13B: Average annual reportable remuneration paid to substantive senior executives during the reporting period

Average annual reportable remuneration paid to substantive senior executives in 2014.

Average annual reportable remuneration ¹	Senior Executives No.	Reportable salary ² \$	Contributed superannuation ³ \$	Reportable allowances ⁴ \$	Bonus paid ⁵ \$	Total reportable remuneration \$
Total remuneration (including part-time arrangements):						
Less than 195,000	-	-	-	-	-	-
\$195,000 to \$224,999	2	175,405	31,037	-	-	206,442
\$225,000 to \$254,999	2	199,109	34,057	-	-	233,166
\$285,000 to \$314,999	1	252,224	38,157	-	-	290,381
\$405,000 to \$434,999	1	352,207	61,914	-	-	414,121
Total number of substantive senior executives	6					

Average annual reportable remuneration paid to substantive senior executives in 2013.⁶

Average annual reportable remuneration ¹	Senior Executives No.	Reportable salary ² \$	Contributed superannuation ³ \$	Reportable allowances ⁴ \$	Bonus paid ⁵ \$	Total reportable remuneration \$
Total remuneration (including part-time arrangements):						
Less than 195,000	-	-	-	-	-	-
\$195,000 to \$224,999	2	176,112	31,203	-	-	207,315
\$225,000 to \$254,999	2	194,110	30,998	-	-	225,108
\$255,000 to \$284,999	1	229,768	35,697	-	-	265,465
\$375,000 to \$404,999	1	340,779	54,421	-	-	395,200
Total	6					

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

1. This table reports substantive senior executives who received remuneration during the reporting period. Each row is an averaged figure based on headcount for individuals in the band.
2. 'Reportable salary' includes the following:
 - a) gross payments (less any bonuses paid, which are separated out and disclosed in the 'bonus paid' column);
 - b) reportable fringe benefits (at the net amount prior to 'grossing up' for tax purposes);
 - c) reportable employer superannuation contributions; and
 - d) exempt foreign employment income.
3. The 'contributed superannuation' amount is the average cost to the entity for the provision of superannuation benefits to other highly paid staff in that reportable remuneration band during the reporting period.
4. The department does not pay reportable allowances.
5. The department does not pay bonus payments.
6. In line with the Finance Minister's Orders, the average annual reportable remuneration paid to substantive senior executives in 2013 has been adjusted.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

Note 13: Senior executive remuneration (continued)

Note 13C: Other highly paid staff

The department had no other highly paid staff. (2013: Nil)

	2014 \$'000	2013 \$'000
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Note 14: Financial instruments

Note 14A: Categories of financial instruments

Financial assets

Loans and receivables:

Cash and cash equivalents	303	352
Trade receivables	11	10
Total financial assets	314	362

Financial liabilities

At amortised cost:

Trade creditors	0	136
Other payables	356	453
Total financial liabilities	356	589

Note 14B: Net income and expense from financial assets

The department had no net income or expense from financial instruments. (2013: Nil)

Note 14C: Fair values of financial instruments

The net fair value of each class of assets and liabilities equals the carrying amounts in both the 2013–14 and 2012–13 financial years.

Note 14D: Credit risk

The department's maximum exposures to credit risk at the 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. No indications of impairment were found for financial assets. Assets past due but not impaired are disclosed at Note 6B.

Note 14E: Liquidity risk

All liabilities are at call (30 days). The department has no significant exposures to any liquidity risk. (2013: Nil)

Note 14F: Market risk

The department has no significant exposures to any market risk. (2013: Nil)

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

	2014	2013
	\$'000	\$'000

Note 15: Financial assets reconciliation

Financial assets

Total financial assets as per balance sheet	12,450	13,214
Less: non-financial instrument components		
Appropriation receivable	12,113	12,727
Other receivable – GST from ATO	22	45
Other receivable – accrued revenue	1	80
Total non-financial instrument components	12,136	12,852
Total financial assets as per financial instrument note	314	362

Notes to and forming part of the Financial Statements for the year ended 30 June 2014

Note 16: Appropriations

Note 16A: Annual Appropriations (Recoverable GST exclusive)

	2014 Appropriations						Appropriation applied in 2014 (current and prior years) \$'000	Variance ³ \$'000
	Appropriation Act		FMA Act		Total appropriation \$'000	Total appropriation \$'000		
	Annual Appropriations reduced ² \$'000	AFM \$'000	Section 30 \$'000	Section 31 \$'000				
DEPARTMENTAL								
Ordinary annual services	21,905	(285)	-	1,583	-	23,203	22,913	290
Total departmental	21,905	(285)	-	1,583	-	23,203	22,913	290

1. The annual appropriation figure includes an amount of \$53,000 relating to the volume sourcing arrangements, quarantined by the Department of Finance and unavailable for use by the department.

2. Appropriations reduced under *Appropriation (Parliamentary Departments) Acts (No.1) 2013-14*: section 11. This reflects the agreed capital appropriation reduction associated with the transfer of ICT service responsibilities to the Department of Parliamentary Services.

3. The variance is attributed to the appropriation carried over net of the prior year appropriations used.

	2013 Appropriations						Appropriation applied in 2013 (current and prior years) \$'000	Variance \$'000
	Appropriation Act		FMA Act		Total appropriation \$'000	Total appropriation \$'000		
	Annual Appropriations reduced \$'000	AFM \$'000	Section 30 \$'000	Section 31 \$'000				
DEPARTMENTAL								
Ordinary annual services	21,141	(421)	-	1,845	-	22,565	22,337	228
Total departmental	21,141	(421)	-	1,845	-	22,565	22,337	228

1. Appropriations reduced under *Appropriation (Parliamentary Departments) Acts (No.1) 2012-13*: section 11. This reflects the agreed capital appropriation reduction associated with the transfer of ICT service responsibilities to the Department of Parliamentary Services.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2014

Note 16: Appropriations (continued)

Note 16B: Departmental Capital Budget ('Recoverable GST exclusive')

	2014 Capital Budget Appropriations			Capital Budget Appropriations applied in 2014 (current and prior years)				
	Appropriation Act Annual Capital Budget \$'000	FMA Act Appropriations reduced ² \$'000	Section 32 \$'000	Total Capital Budget Appropriations \$'000	Payments for non-financial assets ³ \$'000	Payments for other purposes \$'000	Total payments \$'000	Variance \$'000
DEPARTMENTAL								
Ordinary annual services – Departmental Capital Budget ¹	658	(285)	-	373	322	-	322	51

1. The Departmental Capital Budget is appropriated through the *Appropriation (Parliamentary Departments) Act (No. 1)*. It forms part of ordinary annual services, and is not separately identified in the Appropriation Act. For more information on ordinary annual services appropriations, please see Note 16A: Annual appropriations.
2. Appropriations reduced under *Appropriation (Parliamentary Departments) Acts (No.1) 2013–14*: section 11. This reflects the agreed capital appropriation reduction associated with the transfer of ICT service responsibilities to the Department of Parliamentary Services.
3. Payments made on non-financial assets include purchases of assets, expenditure on assets which has been capitalised, costs incurred to make good an asset to its original condition, and the capital repayment component of finance leases.

	2013 Capital Budget Appropriations			Capital Budget Appropriations applied in 2013 (current and prior years)				
	Appropriation Act Annual Capital Budget \$'000	FMA Act Appropriations reduced ² \$'000	Section 32 \$'000	Total Capital Budget Appropriations \$'000	Payments for non-financial assets ³ \$'000	Payments for other purposes \$'000	Total payments \$'000	Variance \$'000
DEPARTMENTAL								
Ordinary annual services – Departmental Capital Budget ¹	657	(421)	-	236	93	-	93	143

1. The Departmental Capital Budget is appropriated through the *Appropriation (Parliamentary Departments) Act (No. 1)*. It forms part of ordinary annual services, and is not separately identified in the Appropriation Act. For more information on ordinary annual services appropriations, please see Note 16A: Annual appropriations.
2. Appropriations reduced under *Appropriation (Parliamentary Departments) Acts (No.1) 2012–13*: section 11. This reflects the agreed capital appropriation reduction associated with the transfer of ICT service responsibilities to the Department of Parliamentary Services.
3. Payments made on non-financial assets include purchases of assets, expenditure on assets which has been capitalised, costs incurred to make good an asset to its original condition, and the capital repayment component of finance leases.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2014

Note 16: Appropriations (continued)

Note 16C: Unspent Annual Appropriations (Recoverable GST exclusive)

Authority	2014 \$'000	2013 \$'000
DEPARTMENTAL		
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2010–11</i>	-	170
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2011–12</i>	-	10,441
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2012–13</i>	7,582	2,116
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2013–14</i>	4,834	-
Total	12,416	12,727

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

Note 16: Appropriations (continued)

Note 16D: Disclosure by agent in relation to annual and special appropriations (Recoverable GST exclusive)

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

	Department of Finance – <i>Parliamentary Entitlements Act</i> 1990 (s. 11) \$'000	Department of Finance – <i>Parliamentary Superannuation</i> <i>Act 2004</i> (s. 18) \$'000	Department of Finance – Commonwealth of Australia Constitution (s. 66) \$'000	Australian Public Service Commission – <i>Remuneration</i> <i>Tribunal Act 1973</i> (s. 7) \$'000
2013				
Total receipts	-	-	-	-
Total payments	188	1,618	1,109	18,659

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

Note 16: Appropriations (continued)

Note 16E: Compliance with statutory conditions for payment from the Consolidated Revenue Fund

In 2012–13, Department of Finance received legal advice that indicated there could be breaches of Section 83 under certain circumstances with payments for long service leave, goods and services tax and payments under determinations of the Remuneration Tribunal. The department has continued to review its processes and controls over payments for these items to minimise the possibility of breaches as a result of these payments. The department has determined that there is a low risk of the circumstances mentioned in the legal advice applying to the department. The department is not aware of any specific breaches of Section 83 in respect of these items.

Note 17: Compensation and debt relief

No act of grace payments were made during the reporting period. (2013: Nil)

No waivers of amounts owing to the Commonwealth were made pursuant to subsection 34(1) of the *Financial Management and Accountability Act 1997* during the reporting period. (2013: Nil)

No payments were provided under the Compensation for Detriment caused by Defective Administration (CDDA) Scheme during the reporting period. (2013: Nil)

No ex-gratia payments were provided for during the reporting period. (2013: Nil)

No payments were provided under section 66 of the *Parliamentary Service Act 1999* during the reporting period. (2013: Nil)

Notes to and forming part of the Financial Statements

for the year ended 30 June 2014

Note 18: Reporting of outcomes

Note 18A: Net cost of outcome delivery

	Outcome 1		Total	
	2014 \$'000	2013 \$'000	2014 \$'000	2013 \$'000
Departmental				
Expenses	22,095	22,283	22,095	22,283
Own-source income	2,303	2,303	2,303	2,303
Net cost of outcome delivery	24,398	24,586	24,398	24,586

Outcome 1 is described in Note 1.1. Net costs shown include intra-government costs that are eliminated in calculating the actual budget outcome.

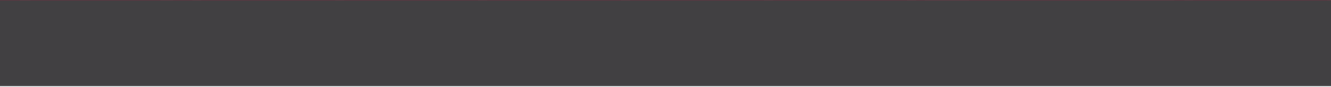
Note 18B: Major classes of departmental expense, income, assets and liabilities by outcome

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

Note 19: Net cash appropriation arrangements

	2014 \$'000	2013 \$'000
Total comprehensive income less depreciation/ amortisation expenses previously funded through revenue appropriations¹	1,712	1,188
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	(311)	(684)
Total comprehensive income (loss) – as per the Statement of Comprehensive Income	1,401	504

1. From 2010–11, the Government introduced net cash appropriation arrangements, where revenue appropriations for depreciation/amortisation expenses ceased. Entities now receive a separate capital budget provided through equity appropriations. Capital budgets are to be appropriated in the period when cash payment for capital expenditure is required.



Appendices

- ▶ 1—Resources_____113
- ▶ 2—Staffing_____116
- ▶ 3—Compliance with
legislative requirements_____119
- ▶ 4—Contact details_____121

Appendix 1—Resources

This section details the department's resources and expenses in 2013–14.

This information is required by the Department of the Prime Minister and Cabinet *Requirements for annual reports for departments, executive agencies and FMA Act bodies*, 29 May 2014.

The tables in this appendix correspond to tables in the department's portfolio budget statements for 2013–14:

- the resources statement, which provides information about the various funding sources on which the department was able to draw during the year
- the expenses and resources for outcome 1 table, which shows the detail of the resourcing for the department's outcome.

Resource statement, 2013–14

	Actual available appropriation for 2013–14 \$'000 (a)	Payments made in 2013–14 \$'000 (b)	Balance remaining \$'000 (a – b)
Ordinary annual services¹			
Departmental appropriation			
Prior year departmental appropriation	13,079		
Less appropriations reduced ²	(851)		
Annual appropriation ³	21,852		
Less appropriations reduced ²	(285)		
Section 31 relevant agency receipts ⁴	461		
Total	34,256	21,840	12,416
Total ordinary annual services	34,256	21,840	
Other services			
Total other services	-	-	
Special Accounts			
Opening balance	-		
Appropriation receipts	-		
Appropriation receipts—other agencies	-		
Non-appropriation receipts to Special Accounts	-		
Payments made	-	-	
Closing balance			-
Total resourcing and payments	34,256	21,840	

1. *Appropriation (Parliamentary Departments) Act (No.1) 2013–14.*

2. Appropriations reduced under *Appropriation (Parliamentary Departments) Act (No.1) 2013–14*: section 11. This reflects the agreed capital appropriation reduction associated with the transfer of ICT service responsibilities to the Department of Parliamentary Services.

3. Excludes an amount of \$53,000 relating to the volume sourcing arrangements, quarantined by the Department of Finance and unavailable for use by the department.

4. Figures net of 'Section 31 receipts transferred to OPA' (\$1.583m).

Expenses and resources for outcome 1

Outcome 1: Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties.	Budget¹ 2013–14 \$'000 (a)	Actual expenses 2013–14 \$'000 (b)	Variation 2013–14 \$'000 (a – b)
Program: Department of the Senate			
Clerk's Office	2,233	1,979	254
Table Office	2,680	2,489	191
Procedure Office	6,253	5,567	686
Committee Office	8,487	7,703	784
Black Rod's Office	2,680	2,427	253
Total expenses for Outcome 1	22,333	20,165	2,168
	2012–13	2013–14	
Average staffing level (number)	146	141	

1. Full-year budget, including any subsequent adjustment made to the 2013–14 Budget.

This table excludes resources received free of charge as reported in the Financial Statements.

Appendix 2—Staffing

The figures in this appendix include staff on long-term paid leave, but exclude staff on leave without pay or on temporary movements out of the department at 30 June 2014.

Also excluded are those non-ongoing staff employed on a casual or sessional basis who did not work on 30 June 2014, the last working day of the year.

Staff numbers, by classification, salary range and gender, 30 June 2014

Classification	Salary (\$)	Gender		Total
		Male	Female	
Clerk of the Senate	409,600	–	1	1
Deputy Clerk of the Senate (SES Band 2)	206,668–217,545	1	–	1
Clerks Assistant and Usher of the Black Rod (SES Band 1)	170,526–179,095	2	2	4
Parliamentary Executive Level 2 (PE 2)	129,090–138,029	12	12	24
Parliamentary Executive Level 1 (PE 1)	103,773–116,240	12	14	26
Parliamentary Service Level 6 (APS 6)	85,864–94,189	14	23	37
Parliamentary Service Level 5 (APS 5)	76,229–80,952	4	3	7
Parliamentary Service Level 4 (APS 4)	68,233–73,291	9	22	31
Parliamentary Service Level 3 (APS 3)	60,839–65,724	6	13	19
Parliamentary Service Level 1/2 (APS 1/2)	47,624–59,613	4	6	10
Total		64	96	160

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

**Staff numbers, by classification, participation and employment category,
30 June 2014**

Classification	Participation		Category		Total
	Full-time	Part-time	Ongoing	Non-ongoing	
Clerk of the Senate	1	-	1	-	1
SES Band 2	1	-	1	-	1
SES Band 1	4	-	4	-	4
PE 2	22	2	23	1	24
PE 1	21	5	25	1	26
APS 6	28	9	30	7	37
APS 5	6	1	7	-	7
APS 4	26	5	28	3	31
APS 3	17	2	16	3	19
APS 1/2	7	3	7	3	10
Total	133	27	142	18	160

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

Full-time equivalent staffing levels (staff years)

Program	2012–13	2013–14
Clerk's Office	8	11
Table Office	16	16
Procedure Office	30	29
Committee Office	57	53
Black Rod's Office	35	32
Total	146	141

Diversity profile

	2012–13 ^a	2013–14 ^a
Gender		
Female	90	96
Male	71	64
Self-identified equal employment opportunity (EEO) group		
Aboriginal and Torres Strait Islander	-	-
EEO details not provided	13	1
English not first language spoken	3	3
With disability	-	-

a. As at 30 June.

Appendix 3—Compliance with legislative requirements

This appendix provides the department's 2013–14 reports against particular legislated requirements.

It also includes a signed statement by the Clerk certifying that the department complies with the Commonwealth Fraud Control Guidelines.

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

Please refer to 'Work health and safety' in the 'Management and accountability' chapter (page 64).

Section 8 of the *Freedom of Information Act 1982*

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

Two requests made as 'FOI requests' were received by the department during the year. One related to information that was publically available and the other to a document that did not exist.

Section 311A of the *Commonwealth Electoral Act 1918*

In 2013–14, the department paid a total of \$59,821 for advertising. Of the total, \$44,765 was in relation to Senate and joint committee activities, delivered through Adcorp Australia, the government contractor. The balance was for other minor advertising services, including public notices and recruitment.

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

Paragraph 11.1(ba) of the *Legal Services Directions 2005*

In 2013–14, the department expended \$60,479 on legal services. This amount does not include \$149,268 for the provision of independent legal advice supporting the work of the three legislative scrutiny committees and the Joint Select Committee for Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples. There was no expenditure on counsel during the year.

In accordance with the Legal Services Directions 2005, the Clerk of the Senate certified to the Office of Legal Services Coordination the department's compliance with certain matters under paragraph 11.2 of the directions.

Fraud Control Certification



CLERK OF THE SENATE

AUSTRALIAN SENATE

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

ANNUAL REPORT 2013-14

FRAUD CONTROL CERTIFICATION

In accordance with the Commonwealth Fraud Control Guidelines, issued by the Minister for Home Affairs pursuant to Regulation 16A of the *Financial Management and Accountability Regulations 1997*, I, Rosemary Laing, Clerk of the Senate, hereby certify that the Department of the Senate has:

- prepared current fraud risk assessments and a fraud control plan;
- appropriate fraud prevention, detection, investigation, reporting and data collection procedures and processes; and
- taken all reasonable measures to minimise incidences of fraud and to investigate and recover the proceeds of fraud.

(Rosemary Laing)

26 September 2014

Appendix 4—Contact details

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

Department of the Senate

Parliament House, Canberra ACT 2600

Phone: 02 6277 7111

Fax: 02 6277 3000

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

Office-holders and senior officers of the Senate

President's Office

President of the Senate

Senator Stephen Parry

Email: senator.parry@aph.gov.au

Parliament House

Phone: 02 6277 3300

Fax: 02 6277 3108

Electorate Office—Launceston, Tasmania

Phone: 03 6334 1755

Fax: 03 6334 1624

Deputy President of the Senate

Senator Gavin Marshall

Email: senator.marshall@aph.gov.au

Parliament House

Phone: 02 6277 3658

Fax: 02 6277 5822

Electorate Office—North Melbourne, Victoria

Phone: 03 9348 9699

Fax: 03 9348 9837

Clerk's Office

Clerk of the Senate

Rosemary Laing

Email: clerk.sen@aph.gov.au

Phone: 02 6277 3350

Fax: 02 6277 3199

Deputy Clerk of the Senate

Richard Pye

Email: depclerk.sen@aph.gov.au

Phone: 02 6277 3360

Fax: 02 6277 3199

Table Office

Clerk Assistant (Table)

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

Phone: 02 6277 3020

Fax: 02 6277 3098

Procedure Office

Clerk Assistant (Procedure)

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

Phone: 02 6277 3380

Fax: 02 6277 3289

Committee Office

Clerk Assistant (Committees)

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

Phone: 02 6277 3371

Fax: 02 6277 3199

Black Rod's Office

Usher of the Black Rod

Email: blackrod.sen@aph.gov.au

Phone: 02 6277 3398

Fax: 02 6277 3199

Other contacts

Accounts

Email: finance.sen@aph.gov.au

Phone: 02 6277 3772

Fax: 02 6277 3085

Annual report

Email: depclerk.sen@aph.gov.au

Phone: 02 6277 3360

Fax: 02 6277 3199

Committee room bookings

Email: senate.hotline@aph.gov.au

Phone: 02 6277 3500

Fax: 02 6277 3000

Committees

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

Phone: 02 6277 3555

Fax: 02 6277 3899

Legislation

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

Phone: 02 6277 3455

Fax: 02 6277 3448

Parliamentary Education Office

Email: info@peo.gov.au

Phone (general inquiries): 02 6277 3147

Phone (school visits): 02 6277 3508

Fax: 02 6277 5775

Parliamentary research

Email: research.sen@aph.gov.au

Phone: 02 6277 3078

Fax: 02 6277 5838

Registrar of Senators' Interests

Email: senators.interests@aph.gov.au

Phone: 02 6277 3360

Fax: 02 6277 3199

Senate Public Information Office

Email: spio@aph.gov.au

Phone: 02 6277 3238

Fax: 02 6277 5941

Senators' services

Email: senate.hotline@aph.gov.au

Phone: 02 6277 3500

Fax: 02 6277 3000



References

- ▶ Glossary and abbreviations list_____127
- ▶ Compliance index_____129
- ▶ Alphabetical index_____132

Glossary and abbreviations list

amendments and requests for amendments	Proposals to alter a bill, which may be moved by any senator or member. Any amendments made by one House must be agreed to by the other House before a bill can become law. The Senate may not amend bills imposing taxation or appropriating money for the Commonwealth's ordinary annual services; nor may it amend an appropriation bill so as to increase a charge or burden on the people. The Senate may 'request' the House of Representatives to make such amendments.
ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
AusTender	Australian Government tender system
bill	A proposal for a law that is introduced into parliament. Bills are considered consecutively by the two Houses of the Commonwealth Parliament, the House of Representatives and the Senate. The two Houses must agree to a bill in identical terms before it can be transmitted to the Governor-General for assent, which marks its passage into law.
clerks at the table	Clerks, including the Clerk (the head of the department), the Deputy Clerk and other senior officers of the department, who sit in the Senate and provide procedural advice while taking the minutes of Senate proceedings.
Comcare	Agency responsible for workplace safety, rehabilitation and compensation for Australian Government employees
committee of the whole amendments	Amendments proposed to the text of bills dealt with by a committee consisting of all the members of the Senate formed to consider a bill in detail
department, the	Department of the Senate
DPS	Department of Parliamentary Services
estimates committees	The term commonly used to describe the consideration of the annual and additional estimates of expenditure of government departments and agencies.
FMA Act	<i>Financial Management and Accountability Act 1997</i> (Cth)
ICT	information and communications technology
ICRO	International and Community Relations Office
IPU	Inter-Parliamentary Union
motions	Proposals for the Senate to agree to something, which must be expressed in a way that conforms with the standing orders.
parliamentary privilege	Two significant aspects of the law relating to parliament: the privileges or immunities of the Houses of the Commonwealth Parliament; and the powers of the Houses to protect the integrity of their processes, particularly the power to punish contempts.

PEO	Parliamentary Education Office
PEP-UP	Parliamentary Executive Professional Upgrade Program
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
PICTAB	Parliamentary ICT Advisory Board
PPS	Parliamentary Papers Series
Presiding Officers	The President of the Senate and the Speaker of the House of Representatives are the Presiding Officers. Each presides over the proceedings of his or her respective House. Administratively, each is responsible for his or her respective House department and together they are responsible for the Department of Parliamentary Services and the Parliamentary Budget Office.
questions on notice	When referred to in the context of the Senate, these are written questions to ministers from other senators. Questions on notice in the context of estimates proceedings are written or oral questions from committee members to a minister and/or the minister's departmental officers, which require written answers from the minister or the minister's department.
running sheet	A checklist of amendments used by senators when considering bills in the committee of the whole. 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.
schedules of amendments	Lists of amendments to bills, agreed to by the Senate, which are forwarded to the House of Representatives for consideration.
SCID	The Shared Committees Information Database which is used to manage information and documents to support committee inquiries.
scripts/procedural scripts	Scripts containing both routine and complex wording to be used by senators to ensure compliance with standing orders when taking part in proceedings in the Senate.
second reading amendments	Proposed resolutions which comment on or affect the passage of bills, but do not propose specific changes to the text of bills.
SES	Senior Executive Service
SPIO	Senate Public Information Office
Standing Orders	Procedural rules that govern the conduct of proceedings in the Senate and its committees.
TOPS	Table Office Production System

Compliance index

Requirement	Location
General	
Letter of transmittal	iii
Table of contents	v
Alphabetical index	132–140
Glossary and abbreviations list	127–128
Contact officer(s)	ii, 121–122
Internet home page address and internet address for report	ii, iv
Clerk's review	
Review by the Clerk	3–7
Departmental overview	
Role and functions	8
Organisational structure	8–9
Outcome and program structure	10–11
Where outcome and program structures differ from portfolio budget statements or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change	N/A
Portfolio structure	N/A
Report on performance	
Review of performance during the year in relation to programs and contribution to outcomes	15–18
Actual performance in relation to deliverables and performance indicators set out in portfolio budget statements or other portfolio statements	18, 19, 29, 32, 42, 49
Where performance targets differ from the portfolio budget statements, details of both former and new targets, and reasons for the change	N/A
Narrative discussion and analysis of performance	15–53
Trend information	15–53
Significant changes in nature of principal functions/services	None
Performance of purchaser/provider arrangements	None
Factors, events or trends influencing departmental performance	15, 24–25, 31, 41, 48, 53

Requirement	Location
Contribution of risk management in achieving objectives	60
Performance against service charter customer service standards, complaints data, and the department's response to complaints	16–17
Discussion and analysis of the department's financial performance	6, 64–65
Discussion of any significant changes in financial results from the prior year, from budget or anticipated to have a significant impact on future operations	3–7, 15–18
Agency resource statement and summary resource tables by outcome	113–115
Management and accountability	
Corporate governance	
Agency head's certification that their agency complies with the 'Commonwealth Fraud Control Guidelines'	120, 60
Statement of the main corporate governance practices in place	57–59
Names of the senior executive and their responsibilities	9
Senior management committees and their roles	57–59
Corporate and operational plans and associated performance reporting and review	59
Internal audit arrangements including approach adopted to identifying areas of significant financial or operational risk and arrangements to manage those risks	52, 58, 60
Policy and practices on the establishment and maintenance of appropriate ethical standards	60
How nature and amount of remuneration for SES officers is determined	62
External scrutiny	
Significant developments in external scrutiny	60–61
Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner	61
Reports by the Auditor-General, a parliamentary committee, the Commonwealth Ombudsman or an agency capability review	61
Management of human resources	
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	61–64
Workforce planning, staff turnover and retention	62
Impact and features of enterprise or collective agreements, individual flexibility arrangements, determinations, common law contracts and Australian Workplace Agreements	63
Training and development undertaken and its impact	63

Requirement	Location
Work health and safety performance	64
Productivity gains	6–7, 24–25
Statistics on staffing	116–118
Enterprise or collective agreements, individual flexibility arrangements, determinations, common law contracts and Australian Workplace Agreements	63
Performance pay	63
Assessment of effectiveness of assets management	65
Assessment of purchasing against core policies and principles	65
Consultants	
Summary statement	65
Statement that information on contracts and consultancies is available through AusTender website	65
Absence of provisions in contracts allowing access by the Auditor-General	None
Contracts exempted from publication in AusTender	None
Financial statements	
	69–109
Other information	
Work health and safety (schedule 2, part 4 of the <i>Work Health and Safety Act 2011</i>)	64, 119
Advertising and market research (section 311A of the <i>Commonwealth Electoral Act 1918</i>) and statement on advertising campaigns	119
Ecologically sustainable development and environmental performance (section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	N/A
Legal services expenditure (paragraph 11.1(ba) of the <i>Legal Services Directions 2005</i>)	119
Compliance with the agency's obligations under the <i>Carer Recognition Act 2010</i>	N/A
Grant programs	None
Disability reporting – explicit and transparent reference to agency-level information available through other reporting mechanisms	N/A
Information Publication Scheme statement	119
Correction of material errors in previous annual report	None
Agency resource statements and resources for outcomes	113–115
Compliance index (list of requirements)	129–131

Alphabetical index

A

abbreviations and acronyms – 127–129

accommodation services – 50–51

accountability and management – 57–65

administrative tribunal decisions – 61

advertising – 42, 119, 131

amendments to legislation – 26, 28, 34–35

Andrew Inglis Clark Conference – 37

Annotated Standing Orders of the Australian Senate – 4

assets management – 49, 65

Audit and Evaluation Committee – 20, 23, 52, 57, 58, 60

AusTender – 65, 131

Australasian Parliamentary Educators' Conference – 38

Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) – 3, 127

Australian and Pacific Presiding Officers and Clerks Conference – 40

Australian Broadcasting Corporation – 37

Australian National Audit Office – 61

Australian National Internships Program – 37

Australian National University – 37, 39

Australian Public Service – 3, 23
training programs for – 36

Australia's Public Affairs Channel – 37

B

bills – 21, 28, 34–35, 45
See also legislation

inquiries – 45

private senators' – 32, 34–35

Biographical Dictionary of the Australian Senate, The – 4, 33, 37, 41

Black Rod's Office – 49–53
contact details – 121

Brief Guides to Senate Procedure – 24

broadcast
captioning – 28
lectures – 37
public hearings – 4

Business of the Senate – 29

C

Centenary of Federation project – 4

ceremonial support services – 49–51

certificate of compliance process – 119

Chairs' Committee – 43

chamber support – 28, 49–51

civics and citizenship national curriculum – 41

classification of staff – 116

Clerk Assistant (Committees) – 42, 43, 48
contact details – 121

Clerk Assistant (Procedure) – 33
contact details – 121

- Clerk Assistant (Table) – 59
 - contact details – 121
- Clerk of the House of Representatives – 7
- Clerk of the Senate – 8, 20, 22, 23, 34, 50, 57, 61, 62, 116, 117, 119
 - contact details – 121
- clerks at the table – 8, 127
- Clerk’s Instructions – 60, 64, 65
- Clerk’s Office – 19–25
 - contact details – 121
- code of conduct
 - Parliamentary Service – 60
- collective agreement
 - See** enterprise agreement
- Comcare – 64, 127
- Committee Office – 42–48
 - contact details – 121
 - Senior Clerk of Committees – 44
- committee of the whole amendments – 34, 35, 127
- committee room support – 50
- committees
 - See also** Committees
 - committee activity – 45
 - information database – 48
 - joint statutory committees – 47
 - legislative and general purpose standing committees – 46
 - legislative scrutiny – 33, 35, 119
 - meetings – 26, 31
 - public hearings – 47
 - references to – 45
 - secretariat costs – 42
 - Senate select committees – 46
 - specialist advice – 47
 - submissions – 47
 - support for – 42, 45, 46
 - timeframes – 42, 46
 - witnesses – 47
- Committees
 - Abbott Government’s Commission of Audit, Select Committee on the – 46
 - Appropriations and Staffing – 16, 27, 60
 - Chairs’ – 43
 - Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples, Joint Select Committee on the – 47, 119
 - Cyber Safety, Select Committee on – 46
 - DisabilityCare Australia, Joint Select Committee on – 47
 - Finance and Public Administration Legislation – 43, 50, 60
 - Human Rights, Parliamentary Joint Committee of – 32, 33, 35, 36, 40
 - National Broadband Network, Select Committee on the – 46
 - Privileges, Committee of – 19, 21, 23
 - Procedure – 19, 22
 - Publications – 26
 - Regulations and Ordinances – 32, 33, 35, 36
 - Scrutiny of Bills – 22, 32, 33, 35, 36
 - Selection of Bills – 26
 - Senators’ Interests – 23
- Commonwealth Electoral Act 1918* – 119
- Commonwealth Fraud Control Guidelines – 60, 119, 130
- Commonwealth Ombudsman’s Office – 52
- Commonwealth Procurement Rules – 64
- Commonwealth Speakers and Presiding Officers Conference – 40
- competitive tendering – 64–65
- compliance index – 129–131

compliance with legislative requirements – 119

conferences

Andrew Inglis Clark Conference – 37

Australasian Parliamentary Educators' Conference – 38

Australian and Pacific Presiding Officers and Clerks Conference – 40

Commonwealth Speakers and Presiding Officers Conference – 40

Constitution

section 53 – 34

consultants – 65

contracts and contracting – 64–65

See also tenders

corporate governance – 20, 57–65, 130

corporate induction – 63

corporate plan – 10, 59, 63

corporate support services – 49–54

costs of operations – 20, 27, 34, 42, 47, 50

D

delegations

departmental support for – 40

outgoing parliamentary – 48

delivery services – 50

departmental committees

See also Security Management Board

Audit and Evaluation Committee – 20, 23, 52, 57, 58, 60

Health and Safety Committee – 64

Workplace Consultative Committee – 57, 59

departmental information

contact details – 121–122

departmental overview – 8–11

Department of Parliamentary Services (DPS) – 24, 51, 53, 65, 128

Department of the House of Representatives – 24, 37, 39, 41, 49, 64

Deputy Clerk of the Senate – 7, 20, 23, 34, 57, 58

contact details – 121

Deputy President of the Senate – 38, 43

contact details – 121

digitisation of documents – 30, 52

diversity of staff – 118

document processing and management – 30

digitisation and preservation of tabled papers – 30

information management and publishing projects – 31

records management – 52

documents tabled or presented – 26, 30, 43

Dynamic Red – 27, 29

E

Education Centre activities – 38

education (public awareness)

See Parliamentary Education Office (PEO)

education (staff)

See training and development

efficiency dividend – 6, 7, 23, 58

electoral cycle – 5

electronic recordkeeping – 4, 52

employees

See staff

employment arrangements – 63
See also human resource management

enterprise agreement – 59, 63

equality of opportunity – 60

equipment
 office – 50

equity – 60

estimates hearings – 6, 16, 19, 22, 46, 47,
50, 60

ethical standards – 60

exhibitions – 33, 37, 41

external scrutiny – 60

F

Fair Work Act 2009 – 57

federal election – 5

financial constraints – 36

*Financial Management and Accountability Act
1997* – 52, 57, 60, 64

financial management information system – 52

financial statements – 69

Former Members of Parliament
Association – 49

fraud control – 58, 60
 certification – 120

Freedom of Information Act 1982 – 119

functions of the department – 8, 15, 60

G

glossary – 127–129

Governor-General – 49, 51, 127

graduate program – 61

H

Health and Safety Committee – 64

Health and Wellbeing Subsidy – 63

Heritage Advisory Board – 49

House of Representatives – 34

human resource management – 52
 employee benefits – 63
 employment arrangements – 63
 enterprise agreement – 63
 performance management – 50, 63
 policies and procedures – 60, 63
 recruitment – 10, 119
 staffing budget cap – 3, 23

I

Information and Communications Technology
(ICT) – 6, 53

information management – 27

information technology – 6
 assets management – 50, 65

inquiries and distribution service – 26

inquiry powers of the Senate – 24

interests
 of senators – 23
 online publication of – 23

internal audits – 52, 58, 61

International and Community Relations Office (ICRO) – 39

inter-parliamentary relations – 32, 39

Inter-Parliamentary Union (IPU) – 40

J

Journals of the Senate – 4, 26, 27, 29, 30, 31

judicial decisions – 61

L

learning and development framework – 19, 63

lectures – 32, 33, 36

legal services – 119

Legal Services Directions 2005 – 119

legislation – 28, 46

See also bills

amendments – 34

contact details – 122

disagreement between the Houses – 20

reports against particular legislated requirements – 119

legislative activity – 28

legislative and general purpose standing committees – 42, 45, 46

legislative drafting services – 34–35

legislative instruments – 35–36

legislative scrutiny committees – 33, 35, 41, 119

M

management and accountability – 57–65

management committees – 57–59

market research – 119

messages – 18, 28

N

National Capital Civics Education Group – 38

national curriculum

civics and citizenship – 41

National Youth Science Forum – 39

Notice Paper – 26, 27, 29

notices of motion – 29

O

Odgers' Australian Senate Practice – 4, 19, 22

office equipment and services – 50–51

Office of Parliamentary Counsel – 61

oral advice – 20

Order of Business – 26, 27, 28

See also Dynamic Red

orders for the production of documents – 34

ordinary annual services of the government – 127

organisational structure – 8

compliance – 129

orientation programs for new senators – 22, 24, 36

outcome
office structure, and – 11
performance summary – 18
program structure, and – 10

outreach programs – 38

overviews

Black Rod's Office – 49
Clerk's Office – 20
Committee Office – 42–43
departmental – 8–11
performance – 15–18
Procedure Office – 33–34
Table Office – 27

P

Papers on Parliament – 37

Parliamentary Administration Advisory Group – 6, 49, 57

parliamentary delegations
See delegations

Parliamentary Education Office (PEO) – 24, 32, 37–40, 41

contact details – 122

Parliamentary Executive Professional Upgrade Program (PEP-UP) – 63

Parliamentary ICT Advisory Board (PICTAB) – 23, 24

Parliamentary Papers Series (PPS) – 31

parliamentary privilege – 20, 21, 127
See also Committees, Privileges

parliamentary research – 32
contact details – 122

Parliamentary Service Act 1999 – iv, 20, 52, 57, 60, 61, 62

Parliamentary Service Code of Conduct – 60

Parliamentary Service Values – 3, 60

Parliament House Open Day – 37, 38

Parliament of Australia Graduate Program – 61

Parliament of Australia website – 19, 24, 37
See also websites

pay
See remuneration

payroll services – 52

pecuniary interests
See interests

PEO
See Parliamentary Education Office (PEO)

performance

information – 17
management – 50

outlook

Black Rod's Office – 53
Clerk's Office – 24–25
Committee Office – 48
Procedure Office – 41
Table Office – 31

overview – 15–18

pay – 63

petitions – 27, 29

planning

corporate plan – 10, 59, 63
workforce planning – 62

policies

financial management – 64, 131
human resource management – 60, 63

portfolio budget statements – 10, 16, 17, 52, 59, 113, 129

presentation of documents – 26, 30, 43

President of the Senate – 5, 7, 8, 20, 61, 62, 121, 128
 contact details – 121

Presiding Officers – 6–7, 41, 49, 53, 128

printing services – 50, 51

private senators' bills
See also bills; legislation
 drafting – 33, 34–35

procedural advice – 10, 15, 24, 28, 32, 35, 42, 63, 127
See also oral advice; procedural support

Procedural Information Bulletin – 4, 19, 22

procedural scripts – 28, 34, 128

procedural support – 26, 28, 32
See also procedural advice

Procedure Office – 32–41
 contact details – 121

procurement – 50, 64–65

productivity – 62
See also workloads

Program Managers' Group – 20, 23, 57, 58

programming and procedural support
See procedural support

publications – 19, 32, 33, 36, 37

Publications Committee (Senate) – 27, 31

public awareness activities – 8, 59
See also visits; Parliamentary Education Office (PEO); Senate Public Information Office (SPIO)

Public Governance, Performance and Accountability Act 2013 – 6, 52, 64

public hearings – 42, 47

Public Interest Disclosure Act 2013 – 52

purchasing – 64
See also tenders

Q

questions on notice – 27, 29, 34, 128

Questions on Notice Summary – 29

R

records management (administrative records) – 52

records of Senate business – 29–31
See also document processing and management

Registrar of Senators' Interests – 23
 contact details – 122

remuneration
 performance pay – 63
 salary increase – 62, 63
 salary range – 116
 senior executives – 62

reporting timeframes (committees) – 42, 46

reports tabled
See documents tabled or presented

research services
See parliamentary research

resources for outcome – 115

resource statement – 114

right-of-reply mechanism – 23

risk management – 52, 58, 60, 130

role and function of the department – 8

Rotary 'Adventure in Citizenship' program – 39

routine of business – 22

running sheet – 26, 128

S

salary

See remuneration

schedules of amendments – 18, 26, 128

schools, programs for

See Parliamentary Education Office (PEO)

SCID

See Shared Committees Information Database (SCID)

scripts

See procedural scripts

scrutiny, external – 60

second reading amendments – 34, 35, 128

security advice – 49, 51

Security Management Board – 49, 51

seminars – 32, 33, 36

Senate Daily Summary – 27, 29

Senate Discovery – 4, 24

Senate Management Advisory Group – 23, 57, 59

Senate Occasional Lecture series – 36, 61

Senate order on departmental and agency contracts – 65

Senate Public Information Office (SPIO) – 4, 19, 20, 24, 31, 36, 48

contact details – 122

senators

biographical dictionary – 37

newsletter for – 19

orientation for – 22, 24, 36

support for – 26, 29

survey of – 18

senators' services – 51–53

contact details – 122

senior executive

collective determination – 62

remuneration – 62

Shared Committees Information Database (SCID) – 48

sitting days – 5, 8, 16, 18, 27

social justice – 60

social media – 4, 48

SPIO

See Senate Public Information Office (SPIO)

staff

See also human resource management; training and development

diversity profile – 118

employment category – 117

full-time equivalent staffing levels – 7, 117

gender – 116

induction – 63

numbers and classification – 116

salary range – 116

separations and turnover – 62

values and code of conduct – 60

staffing levels – 61, 117

Black Rod's Office – 50

Committee Office – 43

Procedure Office – 34

Table Office – 27

standing orders – 29, 128

25 – 46

25(10) – 43

25(17) – 64

statistics on Senate business – 29

structure
See organisational structure

Studybank scheme – 63

survey of senators – 18

T

tabled papers – 30

Table Office – 26–31
 contact details – 121

Table Office Production System (TOPS) – 31

tenders – 64–65
 AusTender – 65, 131

time constraints (committee inquiries) – 16, 46

training and development
See also learning and development framework
 for senators and their staff – 22, 36
 for teachers – 38
 for visiting parliamentary officers – 38
 graduate program – 61
 Parliamentary Executive Professional
 Upgrade Program (PEP-UP) – 63
 seminars – 36, 41
 staff induction – 63

Twitter – 4

U

Usher of the Black Rod – 7, 8, 23, 49, 50, 51,
53, 59, 116
 contact details – 121

V

values – 60

Venue Management System – 41

visits
See also public awareness activities
 by international delegations – 48
 to the Parliamentary Education Office
 Education Centre – 38

W

Web Governance Board – 23

web publishing – 24

websites
 Navigating the Senate – 36, 41
 Parliamentary Education Office – 32, 39
 Senate – 37
 The Biographical Dictionary of the
 Australian Senate – 41

witnesses – 47
 feedback from – 43

workforce planning – 62

work health and safety – 50, 64, 131

Work Health and Safety Act 2011 – 64

workloads
See also productivity
 Clerk's Office – 20
 Committee Office – 15–16, 43, 45
 of the Senate – 15

workplace agreements
See enterprise agreement

Workplace Consultative Committee – 57, 59

workstations – 64

written advice – 20

