

Alphabetical Index

A

abbreviations and acronyms 139–145
accommodation services 61–63
accountability and management 71–81
'Acting Wisely' exhibition 52
administrative tribunal decisions 75
advertising 53, 133, 145
amendments to legislation 33, 36, 46–47
assets management 61–63
Audit and Evaluation Committee 66
AusTender 81
Australia and New Zealand Association of Clerks-at-the Table (ANZACATT) 78, 139
Australian Broadcasting Corporation 48
Australian National Audit Office 75
Australian National Internships Program 48
Australian National University 48, 51
Australian Public Service
guidance for officers 28
training programs for 48
Australian Public Service Commission 79
Australia's Public Affairs Channel 48

B

bills 35–36, 40, 46–47. *See also* legislation
inquiries 57

private senators' 43–44
Biographical Dictionary of the Australian Senate 44, 49, 52
Black Rod's Office 61–68
broadcast
captioning 35
lectures 48
Business Continuity Plan 64
Business of the Senate 37

C

ceremonial support services 63–64
certificate of compliance process 133
Chairs' Committee 54
chamber support 34–35, 61–64
classification of staff 129
Clerk Assistant (Committees) 53, 54, 135
Clerk Assistant (Procedure) 44, 135
Clerk of the House of Representatives 9, 26
Clerk of the Senate 11, 24, 27, 29, 45, 63, 71, 75, 77, 129, 130, 133, 135
clerks at the table 11
Clerk's Office 23–31
contact details 135
code of conduct
for senators 28
Parliamentary Service 74
collective agreement. *See* enterprise agreement

Comcare 79, 139
 CommDocs 139
 Committee Exchange Program 59
 Committee Office 53–60, 130, 135
 contact details 135
 Senior Clerk of Committees 55
 committee room support 61, 62
 committees. *See also* Committee Office;
 Committees
 committee activity 56
 information database. *See* Senate
 Centralised Information
 Database (SCID)
 joint statutory committees 58
 legislative and general purpose
 standing committees 57–59
 legislative scrutiny 43, 133
 meetings 33, 40
 references to 57
 reporting timeframes 54
 secretariat costs 53
 Senate select committees 58
 specialist advice 58
 support for 53, 57, 58
 Committees
 Appropriations and Staffing 19, 34,
 61, 61–63, 75
 Australia’s Food Processing Sector,
 Select Committee on 58
 Community Affairs References 59
 Constitutional Recognition of
 Aboriginal and Torres Strait
 Islander Peoples, Joint Select
 Committee on the 3, 58
 Cyber Safety, Senate Select
 Committee on 58
 DisabilityCare Australia, Joint Select
 Committee on 58
 Electricity Prices, Select Committee
 on 58
 Finance and Public Administration
 Legislation 54, 75
 Finance and Public Affairs Legislation
 63
 Human Rights, Parliamentary Joint
 committee 3
 Human Rights, Parliamentary Joint
 Committee of 43, 44, 47
 Privileges, Committee of 23, 25, 28
 Procedure 23, 27, 30, 38
 Publications 33
 Regulations and Ordinances 43, 44,
 47, 48
 Rural and Regional Affairs and
 Transport References 58
 Scrutiny of Bills 43, 44, 47
 Selection of Bills 33
 Senators’ Interests 28
 draft code of conduct 28
 Commonwealth Fraud Control
 Guidelines 74, 133, 144
 Commonwealth Procurement Rules 80
 competitive tendering 79–80
 compliance index 143–145
 compliance with legislative
 requirements 133
 Constitution
 section 53 25, 45–46
 consultancies 80–81
 contracts and contracting 79–80. *See*
 also tenders
 corporate governance 24, 71–81, 144
 corporate induction 78
 corporate plan 13, 73
 corporate support services 61–68
 costs of operations 24, 35, 45, 53, 58,
 63

D

delegations
 departmental support for 52
 outgoing parliamentary 59

delivery services 62

departmental committees. See
also Senior Management
 Coordination Group; Senior
 Officers' Group; Security
 Management Board

Audit and Evaluation Committee 24,
 28, 66, 71, 72, 74

Workplace Consultative Committee
 71, 73

departmental information
 contact details 135

departmental overview 11–14

Department of Parliamentary Services
 (DPS) 7, 29

Department of the House of
 Representatives 30, 61, 80

Deputy Clerk of the Senate 24, 28–30,
 45, 71

Deputy President of the Senate 50, 53,
 54, 135

digital television 68

digitisation projects 40

disability support 79

diversity of staff 131

document processing and management
 39

digitisation and preservation of tabled
 papers 40

information management and
 publishing projects 40–41

records management 62, 65

documents tabled or presented 19, 33,
 35, 36–41, 54

Dynamic Red 34, 37

E

education services (public awareness).
 See Parliamentary Education
 Office (PEO)

education (staff). See training and
 development

efficiency dividend 17, 28

electronic distribution of documents.
see under document processing
 and management

electronic recordkeeping 65

employees. See staff

employment arrangements 77.
 See *also* human resource
 management

enterprise agreement 73, 77
 Enterprise Agreement 2012-2015 65

equality of opportunity 74

equipment. See office equipment and
 services

equity 74, 85

estimates hearings 8, 18–19, 23,
 26–27, 57–58, 63, 75

ethical standards 74

evaluation
 survey of senators' satisfaction 3–4,
 18–21

exhibitions 29, 44, 48, 49

Expenditure Review Committee (ERC) 6

F

Fair Work Act 2009 71

feedback. See evaluation; survey of
 senators' satisfaction

financial constraints 48

Financial Management and
Accountability Act 1997 71, 74,
139

financial management information
system 66

financial powers of the Senate 25

financial statements 85

Former Members of Parliament
Association 61

fraud control 66, 72
certification 134

freedom of information 75, 81

Freedom of Information Act 1982 8,
26, 81

functions of the department 11, 17, 75

G

glossary 139–141

Governor-General 139

guillotine 36

H

Hansard 38

Health and Safety Committee 79

House of Representatives 3

human resource management
disability action plans 79
employee benefits 77
employment arrangements 77–78
enterprise agreement 17, 77
performance management 62, 77
policies and procedures 17, 65, 74
policies and procedures. 77
recruitment 13, 133
staffing budget cap 17, 28

Information and Communication
Technology (ICT) 7, 29–30, 67

information management 34

information services. See public
awareness activities

information technology 61, 62, 66, 72
assets management 62, 80

inquiries and distribution service (Table
Office) 33

inquiry powers of the Senate 30

integrity of the Senate, protection of.
See Committee of Privileges

interests
of senators 28
online publication of 28

internal audits 66, 72, 75

internet. See websites

inter-parliamentary relations 43

Inter-Parliamentary Union (IPU) 52

J

Journals of the Senate 33, 34, 36, 38,
39, 41

judicial decisions 75

L

learning and development framework
23, 78

lectures 43, 44, 48. See also seminars

legal services 133

Legal Services Directions 2005 133

legislation 35–36. See also bills
amendments to 46–47
contact details 136

- reports against particular legislation 133
 - legislative activity 36
 - legislative and general purpose
 - standing committees 53, 56, 57
 - legislative drafting services 46–47
 - legislative instruments 47–48
 - legislative scrutiny committees 43, 45, 47, 52, 133
 - legislaton
 - disagreements between the Houses 24
 - Library Committee 8
- M**
- management and accountability 71–81
 - management committees 71–74
 - market research 133
 - messages 21, 36
 - microfilm of tabled papers, digital images of 40
- N**
- National Capital Civics Education Group 50
 - National Disability Insurance Scheme 3
 - National Youth Science Forum 51
 - Notice Paper* 33, 34, 36, 38
 - notices of motion 38
- O**
- Odgers' Australian Senate Practice* 23, 26
 - office equipment and services 62. See also accommodation services
 - Office of the Parliamentary Counsel 9
 - oral advice 24
 - Order of Business* 33–35. See also Dynamic Red
 - orders for the production of documents 46
 - ordinary annual services of the government 139
 - organisational structure 11, 11–14, 12
 - compliance 143
 - orientation seminars for senators. See training and development
 - outcome
 - and program structure 13–14
 - performance summary 21
 - outreach programs 51
 - overviews
 - Black Rod's Office 61–63
 - Clerk's Office 24
 - Committee Office 53–54
 - departmental 11–14
 - performance 17–21
 - Procedure Office 44–45
 - Table Office 34–35
- P**
- Papers on Parliament 49
 - Parliamentary Budget Office 54, 63
 - parliamentary delegations. See delegations
 - Parliamentary Education Office (PEO) 29, 44, 49–51, 52
 - Parliamentary Executive Professional Upgrade Program (PEP UP) 140
 - Parliamentary ICT Advisory Board (PICTAB) 29
 - Parliamentary Papers Series (PPS) 41
 - parliamentary privilege 24. See

also Committees, Privileges
 parliamentary research 43, 136
Parliamentary Service Act 1999 24, 65, 67, 71, 74
 Parliamentary Service Code of Conduct 74
 Parliamentary Service Values 74
 Parliament House Open Day 49, 52
 Parliament of Australia Graduate Program 76
 Parliament of Australia website 23, 27, 29–30. See also websites
 ParInfo Search database 140
 pay. See remuneration
 payroll services 65
 pecuniary interests. See interests
 PEO. See Parliamentary Education Office (PEO)
 performance information 19
 performance management 62
 performance outlook
 Clerk's Office 27
 Committee Office 60
 Procedure Office 52
 Table Office 41–42
 performance overview 17–21
 performance pay 78
 petitions 27, 34, 38
 policies
 financial management 79, 145
 human resource management 65, 73, 74, 77
 portfolio budget statements 13, 18, 20, 66, 74, 127, 140, 143
 presentation of documents.
 See documents tabled or presented
 President of the Senate 7, 11, 24, 49, 75, 77
 contact details 135
 Presiding Officers' 6, 7, 29, 62, 64, 67, 140
 printing services 62, 64
 private senators' bills. See also bills; legislation
 drafting 44, 46
 Privilege Resolution 5 25
 procedural advice 13, 17, 35, 43, 47, 53–54, 139. See also oral advice; procedural support
 Procedural Information Bulletin 23, 26
 procedural scripts 35–36, 45, 140
 procedural support 33, 35, 43. See also procedural advice
 Procedure Office 43–52
 procurement 62, 66, 80
 productivity 77. See also workload
 Program Managers' Group 24, 28, 71–73
 programming and procedural support.
 See procedural support
 publications 23, 43, 44, 48, 49, 51
 Publications Committee (Senate) 34, 40
 public awareness activities 11, 73.
 See also visits; Senate Public Information Office (SPIO); Parliamentary Education Office (PEO)
 public hearings 53, 58
 purchasing 80. See also tenders

Q

questions on notice 34, 38, 46, 140

Questions on Notice Summary 38

R

records management (administrative records) 62, 65

records of Senate business 36–38.
See *also* document processing and management

Register of Senators' Interests online publication of 28

Registrar of Senators' Interests, contact details 136

remuneration

pay increase 77

performance pay 78

salary ranges 77, 129

senior executives 77

reporting timeframes (committees) 53, 57

reports tabled. See documents tabled or presented

research services. See parliamentary research

resources for outcome 128

resource statement 127

right-of-reply mechanism 28

risk management 66, 72, 74, 143

role and function of the department 11

Rotary 'Adventure in Citizenship' program 51

routine of business 27

running sheets 33, 36

S

salary. See remuneration

satisfaction with services.
See evaluation, survey of senators' satisfaction

schools, programs for.
See Parliamentary Education Office (PEO)

SCID. See Senate Centralised Information Database (SCID)

security advice 61, 63

Security Management Board 62, 63, 64

seminars 43, 48. See *also* lectures

Senate Centralised Information Database (SCID) 59

Senate Daily Summary 34, 37

Senate Management Advisory Group 28, 65, 71, 73

Senate Occasional Lecture series 48

Senate order on departmental and agency contracts 80–81

Senate Public Information Office (SPIO) 23, 24, 29, 31, 38, 41, 59, 67, 136

senators

biographical dictionary 49

draft code of conduct 28

newsletter for 23

orientation for 30

support for 33, 35, 37

senators' services 63–64

senior executive

collective determination 77

remuneration 77

rotation 8

Senior Management Coordination

- Group 64
 - Senior Officers' Group 28
 - sitting days 11, 13, 18, 21, 27, 34
 - social justice 74
 - social media 59
 - SPIO. See Senate Public Information Office (SPIO)
 - staff. See *also* human resource management; training and development
 - diversity profile 131
 - employment category 130
 - fulltime equivalent staffing levels 130
 - gender 129
 - induction 78
 - numbers and classifications 130
 - rotations 8
 - salary scale 129
 - separations and turnover 76
 - staffing levels 75, 130
 - Black Rod's Office 35, 61, 63
 - Committee Office 54
 - Procedure Office 45
 - Table Office 35
 - standing orders 38, 139, 140
 - 25 57
 - 25(10) 54
 - 25(17) 80
 - statistics on Senate business 37–38
 - structure. See organisational structure
 - Studybank scheme 78
- T**
- tabled papers 39, 40
 - Table Office 33–42, 130
 - contact details 135
 - Table Office Production System (TOPS) 40–41
 - tenders 79–80
 - AusTender 139, 145
 - time constraints (committee inquiries) 18
 - time constraints (committee inquiries) 57
 - time critical bills 40
 - time management motions 36. See *also* guillotine
 - training and development. See *also* learning and development framework
 - for teachers 49
 - for visiting parliamentary officers 49
 - graduate training programs 76
 - seminars 48–49, 52
 - senators and their staff 30, 43
 - staff induction 78
 - TRIM. See records management (administrative records)
- U**
- Usher of the Black Rod 13, 28, 61–68. See *also* Black Rod's Office
- V**
- Values 74
 - video conferencing 51
 - visits. See *also* public awareness activities
 - by international delegations 59
 - to the Parliamentary Education Office Education Centre 50
- W**
- web publishing 29–30, 30

websites
25th Anniversary of Parliament House 29
Parliamentary Education Office 29, 44, 51
Senate 37, 48–49, 54
Women in Federal Parliament 49
whole of parliament activities 64
witnesses 53, 58, 64
feedback from 19, 54
translation services for 58
Women in Federal Parliament 49
workforce planning 76, 144
work health and safety 65, 73, 78, 79
Working In the Senate program 76
workloads. *See also* productivity
Clerk’s Office 24–26
Committee Office 17, 18, 54, 56–59
of the Senate 17
Table Office 35
workplace agreements. *See* enterprise agreement
work plans 73
workstations 79
written advice 24–26

