



DEPARTMENT
OF THE SENATE

2021–22

Annual Report



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Letter of transmittal



DEPARTMENT
OF THE SENATE

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D22/266395

11 October 2022

Senator the Hon Sue Lines
President of the Senate
Suite SG.40
Parliament House
Canberra ACT 2600

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 2022.

The report includes the department's audited financial statements, prepared under section 42 of the *Public Governance, Performance and Accountability Act 2013*, and an annual performance statement as required by section 39 of that Act.

In addition, and as required by paragraph 17AG(2)(b) of the *Public Governance, Performance and Accountability Rule 2014*, I certify that: a fraud risk assessment and a fraud control plan have been prepared; the department has in place appropriate fraud control mechanisms that meet its needs; and all reasonable measures have been taken to deal appropriately with fraud relating to the department.

A handwritten signature in blue ink, appearing to read 'R Pye'.

(Richard Pye)
Clerk of the Senate

About this report

This annual report of the Department of the Senate documents the department's performance for the financial year ending 30 June 2022.

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 the role, aims, structure and functions
Report on performance	A summary of overall performance, the department's annual performance statement, 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	<ol style="list-style-type: none">1. Resources2. Staffing3. Contact details
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, and
- the media.

The report is available on the department's website:

www.aph.gov.au/senate/dept/annreps/2022

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Clerk's review

It is useful to begin these reviews with an outline of what we do. The Department of the Senate provides the secretariat for the Senate and for dozens of parliamentary committees. We facilitate their work, report their outcomes, and explain what they do and why. We give senators and others the advice and support they need to shape and participate in those meetings. That advice might be administrative, procedural or constitutional. Support can be practical or logistical; can involve research, analysis or drafting. But it's all directed to enabling, explaining and illuminating the role and work of the parliament and its committees. One step away from this, our corporate and executive functions are directed to maintaining our capability to provide this advice and support. This involves recruiting well, prioritising the learning and development of our people, and maintaining our institutional knowledge.

Against this backdrop, the work and workload of the Senate department are ever determined by factors beyond our control, notably by the decisions senators make – individually and collectively – in proceedings of the Senate and its committees. In our Corporate Plans we explain that connection, highlighting how the composition of the Senate and its political dynamic, including the advent of a persistently large and diverse crossbench, affect what we do and how we do it.

Over recent parliaments this has been particularly evident in the need to support elevated levels of parliamentary committee activity and to meet the procedural and legislative requirements of a greater number of parties in the parliament. Beyond those enduring factors and trends, the two things that most affected our work over the past year were the COVID-19 pandemic and the 2022 federal election.

Governments at all levels are unwinding the last mandatory public health measures associated with the pandemic, other than those applying to high-risk health and aged care environments. It is a far cry from where we found ourselves at the beginning of the reporting year.

Last year's review reported on the numerous ways our work had to change to ensure that the Senate and parliamentary committees could maintain their operations during the early phases of the COVID-19 pandemic. These included finding new ways of connecting and collaborating with staff working from home; physical and procedural changes in the Senate and committee rooms; enabling 'remote participation' in the Senate; videoconferences and hybrid hearings as the new committee norm; and innovative approaches to parliamentary education to teach dispersed classes online. I said that our capacity to maintain the work of the parliament in those circumstances demonstrated the resilience and flexibility of the department and its people. We placed further reliance on those qualities in managing the vicissitudes of the pandemic through its second year.

In July 2021 we put in place arrangements for staff to work from home, where practical, throughout the August sittings. This enabled us to reduce our numbers in the building to around a quarter of our staff, while still providing our usual support for the sittings. We also saw for the first time committee hearings managed completely remotely, or with only one or two staff in the room; quite the accomplishment.

Such arrangements were overtaken in mid-August 2021 by the stricter requirements of the ACT's public health orders, including a lockdown after the onset of the 'delta wave' of cases. In preparing for the Senate's first sittings under the local lockdown and following discussions with relevant health authorities, we found ways to further reduce our footprint in Parliament House – rejigging rosters, shifting more procedural support offsite – and to further mitigate risks for staff onsite. This set the pattern for sittings and estimates hearings over subsequent months.

These requirements compounded the difficulty in our work, particularly by disrupting the instinctive, collaborative way our teams operate. We viewed working from home under lockdown conditions as a very different thing than working from home as a choice. Additional pressures came from schools being closed, adding the need for many staff to support remote learning. They also came from having multiple people working and learning from home, competing for space, equipment and bandwidth. We were quick to acknowledge that staff could not expect to be as productive as usual in those circumstances and to adjust expectations accordingly.

At the same time, only about half of the Senate was physically present for sittings but – unlike the early days of the pandemic – it was a Senate undertaking a full program of work, with an increasingly large slate of committee inquiries underway. The need to incorporate additional COVID-safe measures and to plan for contingencies on contingencies, particularly in relation to public committee meetings, also added to the administrative burden. I should add that this was not a 'set and forget' arrangement. The public health advice and settings for the operation of Parliament House were different for almost every sitting period and every round of estimates hearings, requiring constant adjustment throughout the year.

The extended lockdown ran through a peak period of activity for many staff, in obvious areas like sittings and committee inquiries but also for corporate staff wrapping up audits and annual reports, as well as for staff supporting projects that could only be progressed when the Senate wasn't sitting. At the same time, the Parliamentary Education Office had to further expand and adapt its online outreach programs, with educators delivering parliamentary role-play experiences by videoconference from home.

It remains astonishing to me that our programs and our support for the Senate, committees and senators was virtually seamless, despite the innumerable challenges. I have regularly expressed my admiration of their efforts to the department's staff but this report gives me the opportunity to do so publicly.

We took the opportunity of the Australian Public Service Commission (APSC) employee census to ask our staff how we did in managing the pandemic. In extremely gratifying results, 95% of staff agreed that we have managed the challenges of the pandemic appropriately, while 94% agreed the department has supported their mental and physical health and well-being effectively during the pandemic.

Overall our results were overwhelmingly positive, comparing favourably to the APS average and to other small and specialist agencies. This was consistent with the results seen in the previous two surveys. The APSC will publish the results alongside the annual State of the Service report in November 2022.

To highlight some strengths, 'job satisfaction' received a positive response score of 91%, 17% higher than the APS average, while 'workgroup skill, knowledge and the capability to perform well' received a positive response score of 97%, 18% higher than the APS. More broadly, 97% of respondents agreed that they 'believe strongly in the purpose and objectives' of the department and 94% agreed they would recommend the department as a good place to work. The census was run in May and June this year and highlights staff satisfaction with the department's leadership and our approach to health and wellbeing. Areas requiring additional focus include our approach to managing change and encouraging innovation. The results continue to reflect a high performing, engaged and motivated workforce, with great clarity about their duties and responsibilities. As I have said before, this provides a counter to the narrative of a singular 'toxic culture' at Parliament House.

This is gratifying while, across the parliamentary community, we work toward the objectives of *Set the standard*, the report of the Independent Review into Commonwealth Parliamentary Workplaces. As I mentioned last year, the department and its staff contributed to the review in several ways. Staff undertook surveys and participated in roundtable discussions; some may also have provided submissions and participated in interviews. The four parliamentary departments made a joint submission, while I made a submission on behalf of the department and participated in an interview with Commissioner Kate Jenkins.

The report was tabled at the end of November 2021. Its recommendations seek to prevent and respond to bullying, sexual harassment and sexual assault by moving the political culture toward equality, safety and respect. The department supports these aims: they have been central to our engagement with staff on health and wellbeing for many years. We welcome the opportunity to work toward a safer and more respectful environment for our staff and those they interact with.

In December 2021, the heads of the four parliamentary departments had a briefing with Commissioner Jenkins, to discuss what the review heard and the rationale underpinning its framework for action. We were told that the issues affecting staff in the parliamentary departments are very different than those affecting staff in political offices. The drivers and risk factors for misconduct identified in the report particularly affect parliamentarians and their staff. This includes factors like power imbalances, unclear and inconsistent standards of behaviour, precarious employment and inadequate human resources systems.

The greatest risks for our staff are found in our proximity to that ecosystem. This aligns with our recent experience. We have sound employment practices, underpinned by appropriate legislation; a legislated code of conduct; policies for dealing with misconduct that are tailored to our work. These enable us to set behavioural expectations and deal with inappropriate conduct when it arises between employees. In this regard we have similar issues to other public sector agencies, and deal with them in similar ways. But there are gaps in our policies and practices when it comes to the conduct of parliamentarians and their staff, and these gaps are clearly of concern to our staff given their work environment. As I noted in my submission to the review, our policies

acknowledge senators and their staff as a potential source of misconduct, but our staff had told us they wanted more detail here: more detail about processes and more transparency about their use.

In the summary to my submission I said:

We have particular interest in the development and implementation of independent mechanisms for complaints against senators and their staff, whether these are designed to be accessible to Parliamentary Service employees or can serve as a model that the department could adopt in appropriate circumstances. Moreover, the department and staff will be interested in recommendations concerning codes of conduct for parliamentarians and their staff, as a contribution to a more positive and respectful workplace.

I'm glad that the report made comprehensive recommendations on both of those matters. Its recommendations also range across measures to:

- advance gender equality, diversity and inclusion across the parliament
- create new services to advise on parliamentary staffing and culture, and to underpin safety, health and wellbeing in Parliament House and elsewhere
- professionalise management practices for parliamentarians' staff and review the legislation under which they are employed to reflect modern employment frameworks
- review other elements of the parliamentary landscape, including parliamentary procedures, to promote inclusion and improve safety and respect.

A leadership taskforce, comprising eight members and senators drawn from around the Parliament and an independent chair, has been established to drive implementation of the recommendations. We are engaging with the work of the taskforce through several working groups and leaders forums. This work also allows us to test whether important elements of our workplace arrangements, including health and safety practices, and diversity and inclusion policies, can be refined or enhanced through further collaboration between the parliamentary departments. While for the most part the recommendations are not directed to the parliamentary service, our commitment to assisting in their implementation recognises the value of improving the parliamentary environment for our staff and for those they work with.

I mentioned the election as an influential factor in our work during the year. In each parliamentary cycle, we expect there will be a lull in legislative and committee activity associated with each election period. Planning for this can be slightly complicated by uncertainty about the precise timing of the election. With this in mind, it is worth examining indicators of such activity, as a proxy for the demand for our services during the year.

For the most part, committee activity continued apace right up to the election, with a peak in activity in the last weeks of the 46th Parliament. The department is resourced to support an array of Senate standing committees and joint standing or statutory committees. On top of this, it has been common for the Senate or the Houses

together to establish a small number of select committees; committees appointed for particular tasks, but outside of the established committee system. The department has generally been able to absorb the costs of supporting three or four additional committees by absorbing their work into the secretariats of standing committees. However, this approach is not possible when large numbers of select committees run concurrently. The 46th Parliament saw record numbers of select and joint select committees established, some with ambitious programs of work requiring significant additional resources.

In 2021-22, Committee Office staff supported 30 distinct committees, including seven Senate select committees and two joint select committees. They processed more than 5000 submissions, arranged 222 public hearings and 340 private meetings, and drafted nearly 200 reports; more than in any of the previous 4 years. Staff in the Procedure Office supported the Parliament's three legislative scrutiny committees, assisting their examination of more than 160 bills and around 1500 items of delegated legislation, and drafting a further 33 reports.

These are extraordinary statistics, reflecting continued high levels of demand for secretariat support. The annual performance statements beginning on p. 15 demonstrate that advice, documentation and draft reports consistently met committees' requirements, while feedback from committee chairs and members show high levels of satisfaction throughout. The fact that secretariat staff managed more committees and produced more reports during this election year than the previous election year – despite having to do so against the challenges of managing through the pandemic – makes these results all the more impressive.

The department has secured supplementary funding in recent years to meet the additional demand for committee support, but has not been able to secure it on an ongoing basis. When the additional funding was secured for 2021–22, it was speculated that the demand for committee support might decline in the 47th Parliament, so that ongoing funding might not be required. We will monitor the level of demand, and particularly the number of additional committees appointed, during the first months of the new parliament to determine whether additional funds are needed to enable us to maintain the delivery and quality of these services.

By contrast, the election year contained a particularly low number of sittings. Only 33 sitting days were scheduled, reflecting the government's decisions around timing for the Budget and the election. This was 4 days fewer than the previous election year, and the smallest number of sitting days in several decades. This led to a reduction in demand for procedural support, with the usual daily number of procedural scripts and chamber documents produced, but for fewer days. On the other hand, demand for legislative drafting remained around the usual levels, but concentrated it into fewer sitting weeks, and the department processed and archived the usual number of tabled documents over the year. Similarly, statistics on numbers of written advices were consistent with recent trends.

The election period brought with it its usual round of tasks associated with wrapping up one parliament and preparing for the next. There are many additional challenges associated with a change in government, including logistical challenges in relocating senators' offices to and from the Ministerial Wing and training requirements for senators and staff moving into new roles. Our case study this year charts some of that work, with a focus on the preparation for the opening of the new parliament. Although the opening did not occur until July 2022, much of this activity took place during the reporting period. The department also used that time to finalise a number of ICT projects and progress others (the list can be seen in the performance report for the Senate Public Information Office), undertake a range of learning and development activities, and provide a program of health and wellbeing activities for staff following the template of the successful program run in the previous election period.

The Parliament is a complex institution, with many moving parts. We work particularly closely with our colleagues across the Parliamentary Service, and I thank my counterparts across the service and their staff at all levels for their cooperative engagement throughout the year.

In some ways the year ahead is predictable. The first year of a new parliament will see legislative and committee activity quickly ramp up, setting the pace for the following years. At the same time, the pandemic remains deadly and unpredictable, and will continue to disrupt how we live and work. No doubt we will lean on the lessons of the past few years to meet those challenges. We also recognise that we have entered a challenging employment market. As noted in our Corporate Plan for the coming year, we expect to see greater competition for the high-performing staff we seek to recruit and higher levels of attrition. Those factors will demand a continued focus on ensuring the department is a rewarding and inclusive workplace, as well as on the induction, training and development of our team.

I will finish with on a familiar note. Our ability to provide the specialist advice and support required by the Senate, its committees and senators rests on our people. To maintain our capabilities we look to recruit well and support the development and well-being of our staff. Their expertise and engagement is our greatest resource.

Departmental overview

The Senate secretariat

The Senate department provides secretariat support for the Senate and its committees, and advice and support to enable senators and others to participate in their meetings. Its work is substantially driven by the requirements of the Senate and senators.

The department provides services and undertakes activities in the following areas:

- advice about Senate and committee proceedings
- secretariat support for the Senate
- secretariat support for committees
- administrative advice and support for senators
- public information and parliamentary education
- capability, governance and accountability.

In undertaking its functions the department is responsible not to the government of the day but to the Senate and all senators, maintaining complete impartiality in serving equally senators from all political parties and independent senators.

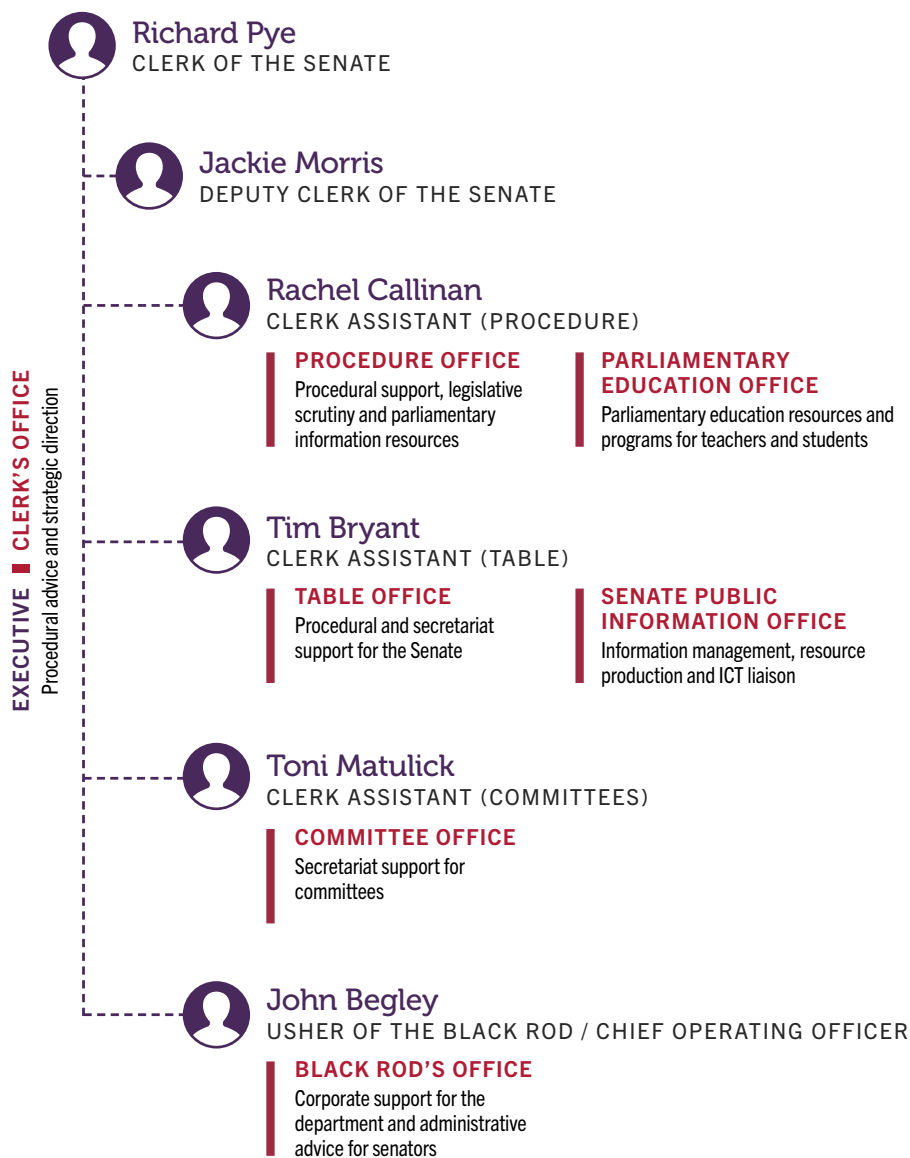
Before turning to the department's performance during 2021–22, this overview sets out the department's organisational structure, program structure and objectives.

Organisational structure

The department is responsible to the Senate through the President of the Senate. Senator the Hon. Scott Ryan held that role until his resignation from the Senate on 13 October 2021. Senator the Hon. Slade Brockman was elected President on 18 October 2021; serving until 25 July 2022.

The accountable authority for the department is the Clerk of the Senate, Mr Richard Pye, who was appointed to a 10 year term on 9 March 2017. Figure 1 shows the structure, roles and responsibilities of each office, and the department’s senior managers at the time of publication.

Figure 1 – Organisational structure



Outcome and program structure

The department is one of four departments of the Australian Parliamentary Service established under the *Parliamentary Service Act 1999*. We work collaboratively with our colleagues in the parliamentary service to support the parliament. To achieve this, the department adheres to the guiding objectives of the Strategic Framework – The Parliamentary Service, namely:

- providing services and support to enable the Houses and their committees to function effectively
- ensuring parliamentarians are supported in their work and we are responsive to future needs
- enhancing engagement in the work of the Parliament
- building and maintaining international and regional relationships, and
- ensuring Australian Parliament House operates as a safe and accessible workplace and national institution.

In order to coordinate common and joint activities with the other parliamentary departments, the department participates on a range of interdepartmental committees. Chief among these are: regular meetings of department heads; the Parliamentary Administration Advisory Group; the Security Management Board; the Parliamentary ICT Advisory Board (and its subordinate ICT committees); and numerous bodies managing joint projects and endeavours such as the implementation of the Parliament's Reconciliation Action Plan.

A key objective in these joint activities is the implementation of the recommendations of Set the Standard: the report of the independent review of Commonwealth Parliamentary Workplaces. To support this work the department is represented on the Implementation Group supporting the Parliamentary Leadership Taskforce; meets routinely with the independent chair of the taskforce and senior officers of stakeholder departments and agencies; and participates in relevant working groups.

Within the broader role of the parliamentary service, the department's planned outcome is to provide advisory and administrative support services to enable the Senate and senators to fulfil their representative duties and exercise the legislative power of the Commonwealth. The department delivers its outcome through a single program, which is described in the next chapter.

Reporting on performance

The next chapter contains the annual performance statements for 2021–22. It also contains a performance report for the seven offices of the department, each of which commences with a table reporting results against the criteria contained in the department's portfolio budget statements and in office work plans.

A report on the department's financial performance is included in the '*Management and accountability*' chapter.



Report on performance

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Annual performance statements

As the accountable authority of the Department of the Senate, I present the department's annual performance statements for 2021–22, as required by subsection 39(1) of the *Public Governance, Performance and Accountability Act 2013*. In my view, these statements accurately reflect the department's performance and comply with subsection 39(2) of that Act.



(Richard Pye)
Clerk of the Senate
6 October 2022

Performance reporting framework

Overview

In 2021–22, the department successfully achieved its purpose of facilitating and supporting all parliamentary meetings required under decisions of the Senate and its committees, including managing the continuing disruptions caused by the COVID-19 pandemic. In doing so, the department provided comprehensive, timely and high-quality support to senators, the Senate and committees, as well as prompt and accurate procedural advice and legislative support.

Throughout the year the department also:

- 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, provided learning and development opportunities
- managed the department's response to the ongoing pandemic to maintain the department's capabilities, and
- delivered its services in a cost-effective manner and in accordance with accountability requirements.

The department continued to provide advice and assist the Senate with practical and procedural adjustments required by the pandemic.

The department worked closely 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. Other collaborative work during this reporting period included initial work to implement recommendations of the Independent Review into Commonwealth Parliamentary Workplaces (the Jenkins review) and a number of joint ICT projects such as development of an online system for the receipt and publication of tabled documents.

The department's financial result for the year was a surplus of \$1.8m (excluding asset-related adjustments). This result reflects the continuing impact of the COVID-19 pandemic, including a reduction in large expenditure items such as staff travel and venue hire to support committees. Once again, without the supplementary funding received in the May 2021 budget, the department would have been significantly overspent against current resourcing levels. A return to typical levels of committee travel and what appears to be an enduring increase in the volume of committee work will necessitate additional resources to sustain the department's services and activities. In this regard, the department welcomes the funding supplementation it received in the May 2020 and May 2021 budgets.

An analysis of the department's financial performance and the financial statements commence at page 87.

These annual performance statements record the department's results against the planned performance table in figure 2 (below), which is derived from its *Corporate Plan 2021–22* and *Portfolio Budget Statements 2021–22*. They are based on records of services provided by the department, feedback recorded by departmental staff and comments made by relevant groups and committees.

In summary, this data shows both a high level of demand for the department's services and advice, and high levels of satisfaction with what is provided. The Senate's requirements at the end of the 46th Parliament continued to be driven by the large crossbench and sustained high levels of committee and legislative activity. Factors influencing demand are analysed further below.

Before addressing the department's performance in detail, this year's report once again includes a case study, this time examining the support the department provides in relation to the opening of Parliament (see figure 3 below). The case study illustrates the kinds of support the department provides to the Senate, its committees and senators. While the opening of the Parliament occurred early in the 2022–23 financial year, most of the preparation occurred during the reporting period.

Figure 2 – Planned performance

The department is responsible, not to the government of the day, but to the Senate and all senators. In planning terms, the department's purpose is expressed as a single outcome – provide advisory and administrative support services to enable the Senate and senators to fulfil their representative duties and exercise the legislative power of the Commonwealth.

PROGRAM 1

Advice and support – Secretariat support for the Senate and its committees, and advice and support to enable senators and others to participate in their meetings.

DELIVERY

The department's outcome is delivered under a single program, comprising services and activities in the following areas:

- Advice about Senate and committee proceedings
- Secretariat support for the Senate
- Secretariat support for committees
- Administrative advice and support for senators
- Public information and parliamentary education, and
- Capability, governance and accountability.

ASSESSMENT

The department's activities enable the Senate and its committees to meet in accordance with their decisions.

Senators (and others) have the advice and support they require to participate in meetings of the Senate and its committees.

Senators are satisfied with the administrative advice and support they receive from the department.

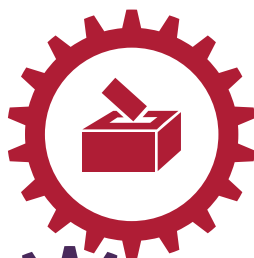
Public information about the work and role of the Senate and its committees and parliament education programs are current and accessible to all.

These services are delivered through a single program.

Figure 3 – Case study infographic – Opening of Parliament

ELECTED SENATORS

LOGISTICS OF ESTABLISHING OFFICES AND STARTING OR CONTINUING EMPLOYMENT



Human resource matters · 67 suite moves
Seating plan for the Senate
Support from external departments to establish offices and allocations
BLACK ROD'S OFFICE

ORIENTATION PROGRAM

PRACTICAL TRAINING TO HELP NEW SENATORS UNDERTAKE THEIR PARLIAMENTARY ROLE



Program · Constitutional, procedural and practical content · Resources to support senators · 18 presenters
PROCEDURE OFFICE

NEW ROLES

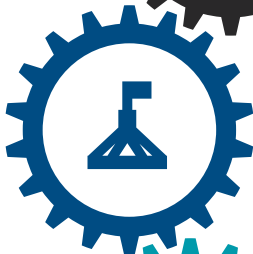
TRAINING AND SUPPORT FOR SENATORS UNDERTAKING NEW ROLES



Provided by the Clerk, Deputy Clerk and officers in the Table and Procedure
Offices who support government and non-government senators
CLERK'S OFFICE · TABLE OFFICE
PROCEDURE OFFICE

OPENING

FORMAL OPENING CEREMONY WITH DIGNITARIES AND SWEARING IN



Program · Attendance · Security · Escorting dignitaries · Swearing-in of 38 senators
400 people attended · 7000 followed the livestream
DEPARTMENT OF THE SENATE

FIRST SITTING

NEW PARLIAMENT COMMENCES WITH CHANGE OF GOVERNMENT



Normal sitting preparations · Ballot papers for election of President · Warrant to appoint temporary chairs · Updated division lists
Updated procedural publications
957 documents processed for tabling
TABLE OFFICE



COORDINATED WITH:

the Department of Parliamentary Services and the Department of Finance



PRESENTED BY:

the President, party whips, the Clerk, the Department of Parliamentary Services, the Department of Finance, the Parliamentary Budget Office, the Independent Parliamentary Expenses Authority, the Australian Federal Police, the McKinnon Institute



COORDINATED WITH:

Office of the Official Secretary to the Governor-General, the High Court, the Department of Foreign Affairs and Trade, the Department of the Prime Minister and Cabinet, the Australian Federal Police and the Australian Defence Force



COORDINATED WITH:

the Department of the House of Representatives and the Department of Parliamentary Services

Case study narrative – Opening of Parliament

These case studies, included in the performance statements since 2019–20, illustrate the types of support the Department of the Senate provides to the Senate, its committees and senators. Previous case studies considered the support the department provided during a single sitting week and, over a number of months, in relation to a particular bill. This case study provides an overview of the opening of Parliament and the department's role in supporting newly elected senators. The case study was selected by the department in February 2022 to illustrate how the support provided by the department tracks with the electoral cycle.

The work of the department at the conclusion of an electoral cycle and the commencement of a new Parliament involves advice and support to new senators and those taking on new roles as well as coordination of many significant administrative and logistical tasks.

The first points of contact with the Department of the Senate for most new senators were the Clerk's Office followed by the Usher of the Black Rod and his office. The Black Rod's team provided the core administrative support required by new senators and senators who retired or lost their seats at the election. Key tasks related to human resource matters included payment of final monies (including resettlement allowances), onboarding of new senators to the payroll system and changes to senators' entitlement to various office holder allowances consistent with the Remuneration Tribunal determination.

As this election resulted in a change of government, the department supported the movement of senators' APH accommodation as senators with ministerial roles moved to and from the ministerial wing, in addition to moves associated with retirements and commencements (67 suite moves in total, identical to the number of moves following the 2019 election).

The allocation of suites is based on when senators were elected and is ultimately determined by the President with advice from the Black Rod. The allocation of suites at the beginning of the 47th Parliament was particularly challenging as the make up of the ministry resulted in there being insufficient suites to accommodate all senators in the Senate wing. This occurred because there were fewer than the usual number of Senate ministers (ie fewer senators were accommodated in suites in the ministerial wing). Negotiations with the House of Representatives allowed for three senators to be initially accommodated in the House wing, with administrative and accommodation support still provided by the department. The office also coordinated with other agencies, particularly the Department of Parliamentary Services and the Department of Finance, to ensure senators were seamlessly directed to the support available to establish their offices.

A crucial part of the department's work after an election is to provide support to new senators to undertake their parliamentary role. A significant element of this support was delivered through an orientation program which aimed to provide new senators with the constitutional, procedural and practical knowledge they need to perform their legislative, representative and accountability functions. The Procedure Office coordinated the orientation program for new senators held on 21 and 22 July, just before the new Parliament met, and follow-up training.

The delivery of this program required close coordination across the parliamentary service and beyond with sessions presented by the President, party whips, the Clerk, the Department of Parliamentary Services, the Department of Finance, the Parliamentary Budget Office, the Independent Parliamentary Expenses Authority, the Parliamentary Workplace Support Service and the Australian Federal Police. The program covered a diverse range of topics from the role of the Senate and practical sessions focussed on Senate and committee procedure to parliamentary expenses and security matters.

For the first time, the department facilitated the McKinnon Institute¹ delivering orientation sessions to new senators covering topics outside the scope of material the department is positioned to cover but likely to be of interest to new parliamentarians (such as ethics in politics and a wider perspective on democratic institutions). These sessions were delivered during the second sitting fortnight of the new Parliament.

An election and a change in government also means an increase in demand for training, not only from new senators and staff, but also from senators and staff assuming new roles. Much of this support is delivered by the Clerk and Deputy Clerk directly as well as officers in the Table and Procedure Offices who support government and non-government senators respectively.

Proceedings on the first day of a new Parliament are one of the few occasions when senators and members of the House of Representatives attend elements of the proceedings together. In particular, the Governor-General addressed the Parliament in the Senate chamber. This reflects the traditional practice of the British Parliament, since the 17th century, that the monarch (or in this case her representative) does not enter the lower House of the Parliament. As a result of this procedural quirk, the department takes the lead in organising the majority of the events for the opening day, with the exception of the welcome to country ceremony which is organised by the Department of the House of Representatives.

The opening of Parliament is one of the largest logistical exercises supported by the department. The Usher of the Black Rod and his team led the department's work with colleagues across the parliamentary service, as well as in the Office of the Official Secretary to the Governor-General, the High Court, the Department of Foreign Affairs and Trade, the Department of the Prime Minister and Cabinet, the Australian Federal Police and the Australian Defence Force to organise the opening of Parliament. For the first time, invitations were managed through the EventsAIR system. While the transition to this system involved some administrative effort, it enabled more efficient management of the event.

A new wave of community COVID-19 infections, driven by the emerging BA.4 and BA.5 variants of COVID-19, led to the Presiding Officers, in consultation with health officials and the Government, deciding to reduce the number of invited guests to enhance the safety of participants. The final decision was made the weekend before the opening and the Black

1 The Institute is a not for profit, non-partisan organisation which operates in partnership with Monash University and aims to enhance the effectiveness of political leadership by building the capability of members of parliament.

Rod's office used the electronic invitation system to ensure parliamentarians and invited guests were advised of these changed arrangements as early as possible and adapted the arrangements with other stakeholders to accommodate the necessary changes.

Approximately 400 people attended the opening on 26 July and approximately 7,000 followed the livestream of the event. Like 2019, this opening involved the new Parliament and the new Senate meeting for the first time after 1 July (when the terms of new state senators commenced). As a result, the first sitting day involved the swearing-in of senators; eleven of these were newly elected senators. This is a fairly typical number after a half-Senate election (16 new senators commenced after the 2019 election).

As ever, the Table Offices of the department and the Department of the House of Representatives coordinated closely, in relation to the resumption of parliamentary business. The department also worked closely with the Department of Parliamentary Services which is responsible for diverse elements of the opening ranging across broadcasting, producing the Hansard transcript and security.

In addition to the usual preparation required for a sitting period, the opening of Parliament brought with it some extra tasks for the Table Office. Ballot papers were prepared in case more than two nominations were received for the positions of President and Deputy President (ballots were held for both positions). A new warrant was prepared to authorise the appointment of temporary chairs who assist the President and Deputy President in the chamber. Sacred texts such as the Bible, Koran or Torah were required to be at hand to solemnise the swearing-in of some senators, as well as scripts to assist senators making the oath or affirmation of allegiance as required by section 42 of the Constitution.

Finally, Table Office staff updated division lists and procedural publications. Given the opening of Parliament coincided with the first sitting day after a long break, a significant backlog of documents (957 documents in total) was processed for tabling including the qualifications checklist senators lodged with the Australian Electoral Commission when they nominated to be candidates at the election.

The balance of these annual performance statements reports on the department's performance in each of its key areas of service delivery and activity.

Results

Advice about the operations of the Senate and its committees

ASSESSMENT

Senators (and others) have the advice and support they require to participate in meetings of the Senate and its committees



One of the key responsibilities of the department is providing advice about the operations of the Senate and its committees. This advice is often given verbally and immediately by the Clerk, Deputy Clerk and other senior officers in the Senate, and by committee secretaries and their staff during committee meetings. These officers also provide procedural advice to senators and their staff at other times, both orally and in writing. Committee secretaries are supported in providing advice by the Clerk Assistant (Committees) and the Senior Clerk of Committees, ensuring advice to committees is consistent, timely and accurate.

Senators and other recipients of written advice continued to acknowledge its value, and advice was invariably provided within agreed timeframes to meet the purposes for which it was sought. On occasion 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 often for the purpose of publishing it, to show the basis on which committees may have taken particular decisions or reached particular conclusions. No committee expressed dissatisfaction with advice received and several senators expressed their satisfaction with such advice in contributions in the Senate or informally.

Advice about the programming of business in the Senate is the responsibility of the Clerk Assistant (Table), as is the provision of advice and support to government Senate office holders. Procedural advice and support for non-government senators is a particular responsibility of the Deputy Clerk and the Clerk Assistant (Procedure). Senators continued to acknowledge the value of their advice. The Procedure Office drafted large numbers of procedural scripts, legislative amendments and private senators' bills, helping senators participate in legislative proceedings. Amendments and bills accurately reflected the drafting instructions and were prepared within required timeframes and to the satisfaction of senators.

Advice provided by the department was also tested during estimates hearings and in other Senate proceedings and senators relied on such advice throughout the year. In addition to comments made by senators recorded in *Hansard*, feedback from senators provided directly to the Table Office and the Procedure Office indicated high levels of satisfaction with both advice and the levels of administrative support provided.

Procedural briefings among senior officers and the publication and dissemination of procedural resources assisted in maintaining the department's institutional knowledge and the capacity of officers to provide advice and support. This strengthening of institutional capability was also delivered through senior officers training additional staff to provide support and advice to senators as clerks at the table.

Secretariat support for the Senate and its committees

ASSESSMENT

The department's activities enable the Senate and its committees to meet in accordance with their decisions



This outcome has been met during 2021–22 through two program components.

1. Secretariat support for the Senate

The department provided secretariat support for the Senate on each of its 33 sitting days (a lower number than the 48 sitting days in the previous financial year reflecting government decisions about the timing of the Budget and the general election).

During the sittings the Clerk, the Deputy Clerk and senior officers provided advice in the Senate to the President, Deputy President and other occupants of the chair, as well as to other senators and their staff. The Table Office and the Procedure Office provided procedural scripts and advice to assist senators participating in proceedings. Feedback from senators and their staff acknowledged the value and accuracy of this advice and support.

The Black Rod's Office provided formal and ceremonial support for sittings, including the swearing in of two new senators who filled casual vacancies during the year.

The Table Office and the Senate Public Information Office (SPIO) published the Senate's formal records as well as informal guides to its work. These resources were accurate and timely, and produced to meet the needs of senators and Senate deadlines. Documents supporting the Senate's legislative work were also uniformly accurate and timely.

Documents received for tabling were processed, recorded in procedural documents and archived. A growing proportion of documents and other information is published online, enhancing the ability of senators and others to follow and participate in Senate proceedings, and further improvements to digital publishing processes and online measures were implemented during the reporting period.

2. Secretariat support for committees

The department provided secretariat support for all committee meetings required under decisions of the Senate and of committees themselves, including those joint committees to which the department provides support. This support was primarily provided by the Committee Office, although other offices also supported a number of standing committees.

Secretariat support for committees encompasses:

- procedural advice for the chair and other members, including advice and support to new senators
- logistical support for meetings (including interstate hearings) and site visits
- preparation of meeting documents, including minutes and agenda
- managing and publishing submissions, and organising witnesses
- research, analysis of evidence and briefings to members, and
- preparation of draft reports, and their finalisation for tabling.

The Committee Office experienced another sustained period of high workload. The office supported 16 legislation and references committees, seven Senate select committees, two joint select committees and five other joint committees, undertaking between them, at one point, 61 separate inquiries. Secretariat staff in the Committee Office processed more than 5000 submissions, arranged 222 public hearings (which heard from 4843 witnesses) and 340 private meetings. The Senate made 51 references during the year and the office drafted 199 reports.

Advice, documentation and draft reports were consistently provided to committees in accordance with their requirements. Reports were drafted and presented to the Senate in accordance with the timeframes set by committees and by the Senate.

Secretariat staff work closely with senators to support committees. In particular, they work closely with the chair to prepare draft reports. This provides an opportunity for direct and immediate feedback about senators' satisfaction. Importantly, these open lines of communication allow the Committee Office to be responsive to feedback, and to make improvements to service delivery whenever it is required. Despite the significant workload towards the end of the Parliament, this direct feedback continued to indicate high levels of satisfaction. Senators referring to committee reports during debates in the Senate also indicated high levels of satisfaction with the support provided by secretariat staff.

Administrative advice and support for senators

ASSESSMENT

Senators are satisfied with the administrative advice and support they receive from the department



The department, principally through the Black Rod's Office, provides support services to the Senate, to Senate committees and to senators at Parliament House. These services include preparing and supporting the Senate chamber for each sitting day, general office support, asset management, maintenance of equipment and furniture, and stationery services. The office also paid senators' salaries and allowances as required, organised office accommodation within the Senate wing and provided other services such as arranging transport and delivery services.

The Usher of the Black Rod provided security advice and support to the President, committees, senators and the department. The Usher of the Black Rod and Deputy Usher of the Black Rod also worked with colleagues in the Department of Parliamentary Services (DPS) Security Branch and the Serjeant-at-Arms' Office, and with the Australian Federal Police, providing the Senate's perspective on security matters.

A significant focus of the office during 2021–22 was the COVID-19 pandemic. This required measures to be put in place to reduce the risk of transmission while enabling the essential work of the Senate to proceed. The department's response to the pandemic required significant coordination between the parliamentary departments and health officials, and health and safety regulators.

Services were delivered within established timeframes and met relevant legislative requirements. This aspect of the department's work involves regular and direct contact with Senate office holders, senators and their staff, and other stakeholders, all of whom provided regular informal feedback which was very positive. Positive comments were also recorded in *Hansard* about the quality of the support for senators provided by the office and the department.

Public information and parliamentary education

ASSESSMENT

Public information about the work and role of the Senate and its committees and parliamentary education programs are current and accessible to all



The department delivers public information and parliamentary education in a number of ways, primarily through the publication of information on the Parliament's website (aph.gov.au) and the delivery of seminars, training and education programs to senators and their staff, the public service, community groups and school students.

In this reporting period, the Procedure Office delivered 19 seminars for public service officers and community groups, 13 training sessions for senators and their staff, and 4 public lectures, as well as publishing material on the role and work of the Senate and its committees to both internal and external audiences. Delivery of some programs in the first two quarters of the reporting period were impacted by pandemic restrictions. Formal and informal feedback about these services, for example from senators, training participants and our seminar audience, indicates that the programs effectively met their objectives.

The Parliamentary Education Office (PEO) continued to deliver high quality education programs to students, in person at Parliament House and through the outreach program, and via videoconference across Australia. 347 schools (approximately 19,500 students) undertook a Parliament House program. 34,182 students and teachers participated in a program via videoconference. This is over three times the number of videoconference participants compared to 2020–21 (a pattern continued from the first two years of the pandemic). Feedback collected indicated high levels of satisfaction with all programs. The PEO website (peo.gov.au) continues to be well utilised, with approximately 1.8 million individual users, a 29% increase from 2020–21 including an increase in users in the lead up to the Federal election. Feedback about the educational information and resources on the website was very positive.

The Senate Public Information Office (SPIO) develops and publishes a range of public information resources to support the operation of the Senate, including on sitting days the *Dynamic Red* and *Senate Daily Summary* and, during estimates hearings, *Estimates Live*, and manages the department's web presence including accounts on YouTube (AuSenate) and Twitter (@AuSenate). The office also collates statistics on Senate activity and in this reporting period continued to refine the Senate's online statistical collection, *StatsNet*. These resources were provided on all sitting days, and accurate, reader-friendly public information resources were delivered within established timeframes.

Capability, governance and accountability

ASSESSMENT

All identified accountability obligations to the Senate are met



Senate committees provide opportunities for senators and others to monitor the department's performance. The department met its accountability obligations to the Senate during the year, including through its appearance before supplementary estimates hearings in October 2021. The Clerk provided the Finance and Public Administration Legislation Committee with a briefing on the department's support to committees prior to each round of Senate estimates.

These activities provide an important accountability mechanism by which senators may test advice provided by departmental officers and evaluate the department's performance. The department was not required to attend the additional estimates hearings in February 2022 or the budget estimates hearings in April 2022 and was not asked to respond to any questions on notice.

The Appropriations, Staffing and Security Committee also has a specific role in relation to the department's appropriations as well as matters concerning the department's structure, staffing and ICT, and security arrangements. Reports on the department's financial performance were provided to the President of the Senate and the Appropriations, Staffing and Security Committee, as was the annual report of the department's Audit Committee. Regular reports on other departmental matters are also provided to the President.

The department participated in the Australian Public Service Commission APS Employee Census run in May and June of 2022. The results demonstrated that staff of the department are both highly engaged with their work and very satisfied with their working environment.

Analysis

The department reports against the performance indicators contained in its portfolio budget statements, tabled in the Senate in May 2021, and those in its Corporate Plan for 2021–22. Those indicators have two dimensions, comprising an assessment of the demand for the department's services and an evaluation of the department's performance in delivering those services.

Factors influencing demand

A constant in the department's planning and reporting has been the recognition that much of the demand for its services shifts in line with levels of Senate legislative and committee activity. Demand is overwhelmingly driven by the requirements of senators, and the decisions and activities of the Senate and its committees. Each year, significant factors include:

- the political dynamics of the Senate
- the number of days and hours, and distribution, of its sittings
- the legislative workload of the Senate

- the number of committees on which senators serve, and
- the number and complexity of committee inquiries.




Each of these is in turn affected by the electoral cycle. 2021–22 was the final year of the 46th Parliament and the Senate’s large and diverse crossbench continued to affect the level of demand for advice, and the character of advice and support required.

Significant factors during this reporting period included the continuing need to comply with the health and safety constraints imposed by the COVID-19 pandemic in relation to scheduled sitting days and committee hearings. This imposed particular demands upon the department in relation to ensuring the safety of estimates hearings as these returned to the majority of witnesses appearing in person.

The Senate sat on 33 days. High levels of committee activity continued, with seven Senate select and two joint select committees supported during the year. This additional activity was funded from one-off supplementation of \$2.0 million to the department’s appropriation included in the May 2021 budget.

Performance in delivering services

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 are described in the department’s portfolio budget statements and in the performance summary tables for each office contained in this chapter.

Monitoring and assessing satisfaction

Much of the department’s work involves contact with senators and their staff, presenting the most direct means of eliciting (often informal) feedback about services and performance, and an avenue for addressing concerns as they are raised. During 2021–22, direct feedback was very positive across all service areas, particularly in relation to core advisory, drafting and secretariat support roles. Senators’ comments about the department and its staff, placed on the public record during Senate and committee proceedings, constitute another valuable source of performance information. These comments continued to be resoundingly positive during 2021–22. The department also monitors its performance through formal and informal channels, including letters, emails, phone calls, seminar evaluation forms and outputs from management information systems. Again, these sources were positive. The direct accountability of the department to the Senate through its committees was noted above at page 23.

The department's program managers have adopted a formal process for recording and providing feedback to the Clerk to provide assurance for his certification of the annual performance statements. These measures have been provided to the department's Audit Committee, which has provided advice that the measures and these annual performance statements are appropriate.

The subsequent parts of this chapter report on the activities and performance of the department against the criteria contained in the departmental work plans.

Clerk's Office

Outputs

Advice on, and support for, proceedings of the Senate and its committees.
 Leadership and strategic direction for the department.
 Secretariat and advisory support to the Procedure and Privileges Committees.
 Procedural information and related resources for senators and the department.

Performance information	Performance results
Advice and support are sound and timely, and provided to the satisfaction of the President, other officeholders, Senate committees and senators so that they are able to fulfil their roles.	Senators and other recipients of advice on powers, privileges and proceedings continued to acknowledge its accuracy and value. Advice and support was invariably 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.	Activities under the learning and development framework underpinned the department's advisory and support capacities. New clerks at the table were trained and briefing notes for clerks at the table were updated.
Governance structures advance the department's accountability and the achievement of its 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.
Advice, documentation, publications and draft reports are accurate, of a high standard and produced to meet the required timeframes.	All advice, documents 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 to reflect significant changes in the Senate. The <i>Procedural Information Bulletin</i> is produced after each sitting period and other procedural resources are updated and augmented as required.	The <i>Odgers' Australian Senate Practice, Third supplement to the 14th edition – Updates to 30 June 2021</i> , was published (tabled 3 August 2021). The <i>Procedural Information Bulletin</i> was produced promptly after sitting periods and estimates hearings. Procedural and administrative information for senators was published to the intranet site, <i>Senate Connect</i> . The guide for temporary chairs was updated and refined.

Overview

The Clerk of the Senate, Richard Pye, manages the department in accordance with the Parliamentary Service Act. The Clerk is also the principal adviser to the President of the Senate and senators on proceedings in the Senate, parliamentary privilege, and committee proceedings and their outcomes in the Senate. The Deputy Clerk of the Senate supports the Clerk in these roles and, with the Clerk Assistant (Procedure), provides procedural and legislative advice and support to non-executive senators. The Deputy Clerk also has particular corporate governance roles, including as the department's senior adviser to the Audit Committee and as chair of the Program Managers' Group. The cost of the office for 2021–22 was \$0.9m (\$0.9m in 2020–21).

Advice and information

The provision of advice, particularly to the President, senators and parliamentary committees, is a core function of the department and a priority for the Clerk's Office. With the resignation of Senator the Hon Scott Ryan in October 2021 (as President and a senator), a key responsibility of the office was providing briefings and support to the new President, Senator the Hon Slade Brockman.

In November 2021, the Presiding Officers entered a new memorandum of understanding (MOU) with the Attorney-General and the Minister for Home Affairs regarding the execution of search warrants where parliamentary privilege may be involved. The Deputy Clerks of the Senate and House of Representatives provided secretariat support to a working group of parliamentarians led by the Presiding Officers who negotiated the terms of the MOU, and an associated Australian Federal Police (AFP) national guideline, with the AFP and relevant departments. The guideline updated the procedures that the AFP will follow for the collection and quarantining of material that could be subject to parliamentary privilege.

More generally, advice to senators and committees was often provided immediately, particularly in the Senate chamber, in private meetings of committees, and to senators who sought advice in person. Such verbal 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

The number of requests for written advice was again consistent with previous financial years. Advice addressed a diverse range of matters, predominantly concerned with either Senate or committee procedure, and included requests related to parliamentary privilege, compliance with orders for the production of documents and claims of public interest immunity by the executive. Figure 4 shows the number of written advices provided by topic, while figure 5 shows demand over recent years. Where appropriate, the Clerk's Office maintained the approach of providing succinct, less formal advice that sought to directly address the needs of the senator requesting the advice.

Figure 4 – Types of written advice provided by the Clerk, 2021–22

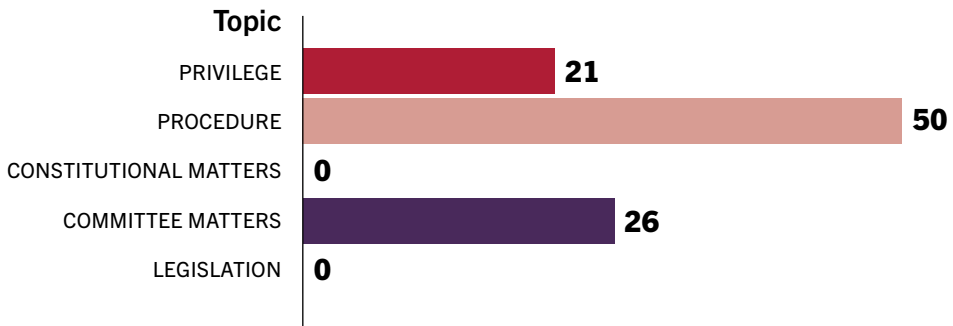
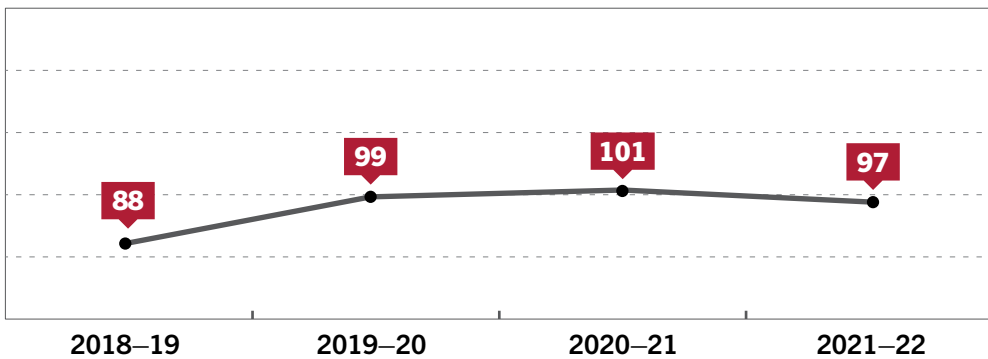


Figure 5 – Number of advices provided by the Clerk’s Office, 2018–19 to 2021–22



Performance indicators for provision of advice focus on timeliness and accuracy. Senators and other recipients of advice continued to acknowledge its accuracy and its value. All advice was provided in time to meet the purposes for which it was sought. Most advice is provided on a confidential basis and it is for the recipient to decide whether to release it, and if so, on what basis. On a few occasions during the year, recipients of advice published it as a contribution to public debate, at the same time subjecting it to public scrutiny. As this advice can inform the actions of senators, the Senate and its committees, as well as public debate, all advice is prepared to the highest standards.

Procedural information

The Clerk produced issues of the *Procedural Information Bulletin* after each sitting period and the three rounds of estimates hearings, covering all the major procedural developments and matters of procedural interest which arose. Updates on procedural and administrative matters affecting senators were also published to an intranet site for senators and their staff, *Senate Connect*.

The third supplement to the 14th edition of *Odgers' Australian Senate Practice* was published in August 2021. Most notably, this updated supplement recorded procedural changes related to formal business and the routine of business, as well as the evolution of procedures allowing for remote participation during the COVID-19 pandemic.

The Clerk and Deputy Clerk prepared and presented sessions in the department's learning and development program, and in other forums for parliamentary staff. They also provided eight introductory briefing sessions to senators whose terms commenced during the year and two training sessions to senators who took on the role of temporary chair of the Senate.

Committees

The office provided secretariat support to two Senate standing committees. Advice and support was acknowledged as meeting the needs and timeframes of the committees and their members.

Procedure Committee

The Clerk 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.

The committee presented one report during the year, tabled in February 2022, which examined the issue of pairing arrangements in the Senate. This inquiry was referred to the committee by the Senate through a resolution which expressed concerns about the opacity of pairing arrangements to cross-bench senators and the public. The committee endorsed various practical steps which had been taken (after the matter was referred) to ensure the transparency of pairing arrangements including reinstating recording of pairs in *Hansard*.

Committee of Privileges

The Deputy Clerk served as secretary to the Committee of Privileges, which met ten times in 2021–22 (nine in 2020–21) and presented two reports. The committee protects the integrity of Senate and committee proceedings by inquiring into matters which may amount to contempt of the Senate. Those matters, which arise from concerns raised by other committees or individual senators, are referred to the committee by the Senate.

Unusually, the committee reported on two inquiries relating to potential contempt matters. The first report (tabled on 30 November 2021), related to Senate orders requiring the Commissioner of Taxation to publish information about entities in receipt of JobKeeper payments. The committee accepted that the public interest immunity grounds put forward by the Commissioner resisting these orders reflected genuine concerns related to the administration of the taxation system. The committee acknowledged the Commissioner's submission that an acceptable compromise might be possible and noted that it was reluctant to recommend a contempt where there was a genuine prospect of resolving the matter through negotiation.

The committee also reported on allegations of improper interference with the Economics References Committee inquiry into Australia's naval shipbuilding capability. This inquiry was referred to the committee during the previous reporting period and related to the Economics Committee seeking access to Australian Industry Capability plans relevant to the shipbuilding inquiry. After the Senate made orders requiring that documents be provided, and protracted negotiations, the Economics Committee was ultimately given access to the documents in February 2022. As the documents had been provided, the committee concluded that no minister or departmental official should be found to have committed a contempt. However, the committee noted that it would make such a finding if it was necessary to resolve such matters without implicitly conceding an unfounded constraint on the powers of the Senate. The Senate adopted the committee's conclusion on 29 March 2022.

Strategic direction and governance

A key responsibility of the office and the department's senior executive is to set the strategic direction of the department. An important area of focus this year was supporting staff to work from home in order to reduce the risks of transmission of COVID-19 in the workplace. Later in the year, the department implemented arrangements to support staff to return to working predominantly in the office. This occurred against the backdrop of staff maintaining very high levels of flexibility to accommodate the need to isolate where they were exposed to, or contracted, COVID-19. Manager's received positive feedback from staff about the support provided by the department in relation to these adjustments.

The department's senior managers also maintained their focus on longer term priorities related to workforce capability and the adoption of enhanced ICT capabilities. In relation to workforce capability, the department adjusted its approach to recruitment in response to the tightening labour market.

The Deputy Clerk was the department's senior adviser to its Audit Committee and chaired the Program Managers' Group. A key area of work for Program Managers was facilitating staff participation in the Jenkins' review regarding parliamentary workplaces and commencing work on implementation of recommendations of the review directed at the parliamentary departments.

During the financial year, the Clerk attended four meetings of the Heads of the Parliamentary Departments. This group provides a forum to support coordination across the parliamentary service on administrative matters and to set the strategic direction of the service. During the year, the Clerk's Office took on providing secretariat support to these meetings (a function which is rotated annually between the parliamentary departments).

More broadly, the Clerk and other senior officers collaborated with their counterparts in the other parliamentary departments on matters connected to parliamentary administration. These relationships show increasing levels of maturity with greater informal communication and cooperation including through preparation of joint responses to various reviews and inquiries.

More information on governance is in the '*Management and accountability*' chapter.

Performance outlook

The next reporting period, the first year in an electoral cycle, will see the department focus on supporting newly elected senators and those taking on new roles including a new President and Deputy President. It is likely to see an increase in committee and legislative activity in the second half of the year. The number of requests for advice may increase in light of the election of several new cross-bench senators.

Work will commence on the 15th edition of *Odgers' Australian Senate Practice*, as well as updating other supporting procedural resources to reflect changes to Senate procedures and the evolution of practices. This core work supports the institutional knowledge required to support the department providing timely, accurate and consistent advice to senators and committees.

The department will continue to refine its corporate governance processes and systems, including maintaining a focus on implementing improvements to the efficiency of its operations. Further efficiencies largely rest on improving integration of information technology systems into the processes of the Senate and its committees and require close collaboration with our ICT colleagues in the Department of Parliamentary Services. Perhaps most significantly, this will include bringing to fruition a project to develop a new online tabled documents system and upgrades to the system used to produce and publish committee reports.

Table Office

Outputs

Programming and procedural support to the Senate and the legislative process.
Publication of formal and informal records of Senate business.
Receipt, dissemination and storage of documents.
Secretariat support for the Publications; Selection of Bills; and Senators' Interests committees.

Performance information

Performance results

Procedural advice and legislative documents are accurate and timely.

Advice was given as required. Legislative documents were accurate and produced within required timeframes.

Order of Business, Notice Paper and *Senate Journals* are accurate and published within required timeframes. Other publications are accurate and timely.

All information resources were accurate and published according to required timeframes.

Tabled documents are processed and stored, and available online wherever possible.

Senate records were accurately recorded and safely stored and documents were distributed in a timely manner.

Committees are supported; advice, documentation, publications and draft reports are accurate and timely.

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

Overview

The Table Office is led by the Clerk Assistant (Table) and has three functional areas, as shown in figure 6.

Figure 6 – Elements and responsibilities of the Table Office

Executive and programming

Tim Bryant, Clerk Assistant

Procedural advice to government senators, programming support and production of the *Order of Business*.

Secretary to the Selection of Bills and Senators' Interests committees, and Registrar of Senators' Interests.

Legislation and Documents

Journals and Notice Paper

Ivan Powell, Director

Processing legislation

Processing and custody of documents

Inquiries services

Secretary to the Publications Committee

Records management

Production of the *Notice Paper* and *Senate Journals*

Processing questions on notice, orders for the production of documents and petitions

The Table Office provided support for the Senate on each of its 33 sitting days in this reporting period – fewer than the usual number of sitting days per year, but consistent with the number in an election year. All performance results, as outlined in the above table, were achieved within established timeframes. Project work was completed or has continued, as forecast.

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. Feedback was generally positive. The next formal survey of satisfaction levels is proposed for 2022–23.

Staff numbers remained steady during the reporting period, with an average full-time equivalent level of 14.3. The cost of the office was \$2.0m (\$2.1m in 2020–21).

Programming and procedural support

The Table Office supported the operation of the Senate by providing programming support, preparing procedural scripts for use in the chamber (827 in 2021–22, averaging 25 per sitting day) and providing a broadcast captioning service of Senate proceedings. The *Order of Business* (the program for each day's sitting) was prepared in draft form to assist senators (especially the whips) and published as a final edition prior to each sitting. The Clerk Assistant (Table) and other staff of the office provided procedural advice to government office holders in relation to programming and the management

of government business in the Senate, and also worked closely with the Parliamentary Liaison Officer (Department of the Prime Minister and Cabinet) to facilitate government business in the Senate.

Formal records

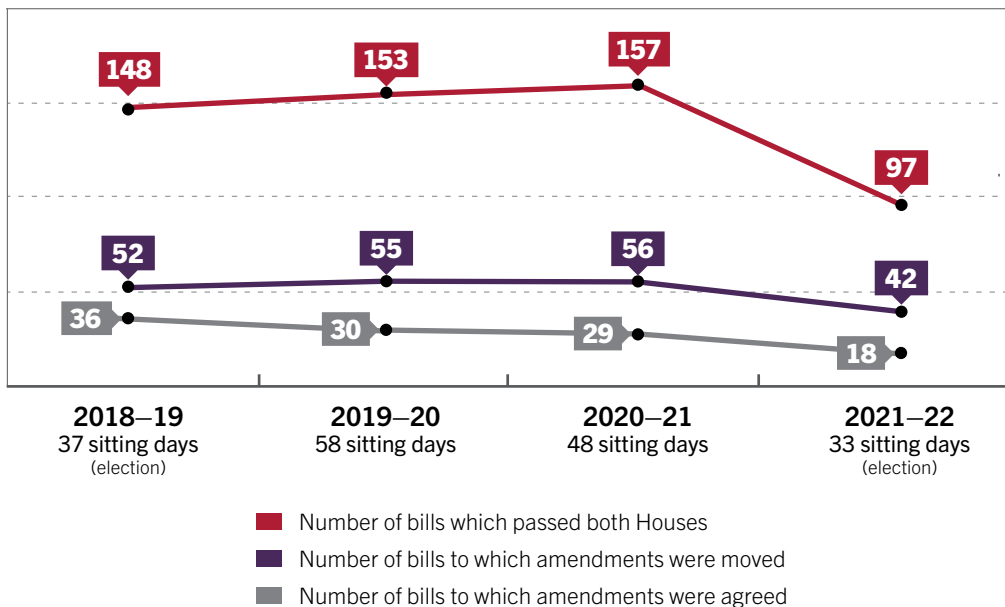
The *Notice Paper* is the formal agenda of the Senate. The *Notice Paper* was produced and published by the Table Office in advance of each sitting day. The *Senate Journals* is the official record of decisions made by the Senate. Proof *Senate Journals* were published online shortly after the end of each sitting day, and printed versions distributed the next morning. Final *Senate Journals* were subsequently produced following thorough checking of source materials.

Legislation

The office facilitated the legislative work of the Parliament by processing all bills considered in the Senate, preparing legislative documents including third reading and assent prints of bills passed, and processing assent messages.

The office also prepared the formal messages by which the two Houses communicate on legislative and other activity. In 2021–22, 101 messages were prepared, of which 89 related to the passage of bills (the remaining related to matters such as committee memberships). These figures compare to 194 messages, of which 165 related to the passage of bills, in 2020–21. Figure 7 reflects the level of legislative activity in recent years.

Figure 7 – Senate legislative activity, 2018–19 to 2021–22



Questions on notice, notices of motion and petitions

Senators continued to use the questions on notice process – written questions to ministers on the administration of public policy – as an important accountability mechanism. Throughout the reporting period, 960 questions were asked on notice. These were processed and published to a searchable database on the Parliament’s website within established timeframes.

In 2021–22, the office processed all notices of motion received for inclusion in the *Notice Paper* – 254 for this reporting period compared to 646 in the previous period. These notices signal senators’ intentions to move particular motions on specified days. The office also processed 4 petitions which senators had lodged for presentation to the Senate (compared to 12 petitions in 2020–21).

Another frequently used means of obtaining information about matters of concern to the Senate are orders for documents. During 2021–22, the office processed 51 orders for documents made by the Senate.

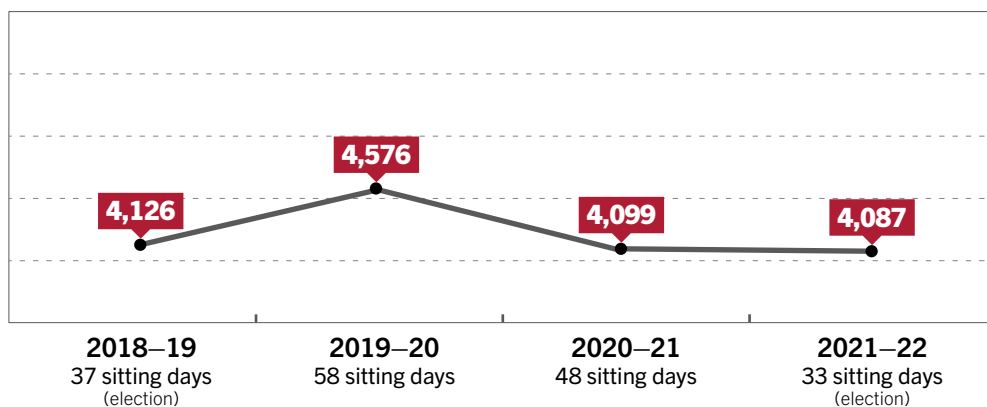
Documents

The office received and processed all of the 4,087 documents provided for tabling in the Senate in this reporting period, recorded their details in the *Senate Journals* and *Index to the Papers Presented to Parliament*, and archived them. This figure is comparable to the 4,099 documents tabled in the previous period. Figure 8 shows the number of documents tabled in the Senate in recent years.

All documents presented to the Senate in the reporting period were digitised and made publicly available on the Parliament’s website, except for those documents already made available on the Federal Register of Legislation by the Office of Parliamentary Counsel.

Significant work continues to be undertaken to organise and rationalise the office’s holdings of hard copy materials to ensure the preservation of historically important material and the efficient use of the office’s document storage areas.

Figure 8 – Documents tabled in the Senate, 2018–19 to 2021–22



Support for committees

During the year, the office provided secretariat support to three committees. All committee meetings were convened, papers prepared (including draft reports as required) and other administrative support provided within the timeframes required by the committees.

The Clerk Assistant (Table) is secretary to the Selection of Bills Committee which meets and reports each sitting week on recommendations to refer bills to the legislation committees for inquiry. He is also secretary to the Senators' Interests Committee and is the Registrar of Senators' Interests, with responsibility for, among other things, administering the Register of Senators' Interests and the Register of Senators' Qualifications, both of which are published online.

In addition, the Director of the Table Office provided secretariat support to the Senate Publications Committee.

Performance outlook

In 2022–23, the Table Office will continue to serve as the secretariat to the Senate, and to certain committees.

The existing timeframes set for the provision of various services remain appropriate, with a few minor adjustments reflected in the office's 2022–23 work plan. The office will continue to monitor its performance through the collation of a range of statistics and feedback and exception-based reporting of non-compliance. In addition, a formal survey of senators' satisfaction with Table Office services will be conducted in the upcoming year.

The key procedural publications – *Order of Business*, *Notice Paper* and *Senate Journals* – produced by the office will continue to be refreshed to reflect the evolving style of Senate and departmental documents, and a continued emphasis on publishing procedural material in digital formats to support accessibility and efficiency and to reduce printing costs.

The office will also continue to support various ICT related activities, including contributing to the ongoing maintenance, enhancement and testing of existing systems that support the work of the office and the Senate, as well as involvement in projects such as the bedding down of a new system to facilitate the receipt and publication of tabled documents in digital format which promises significant efficiencies when fully operational.

The key staffing focus for the next reporting period remains the sharing of skills and knowledge to ensure sufficient back-up is available to fill in for staff who are in isolation or on leave, as well as bringing in staff from other areas of the department from time-to-time, to ensure that expertise in relation to specific tasks is not unduly concentrated.

Senate Public Information Office

Outputs

Produce, publish and manage information resources about the activities of the Senate and its committees.

Liaise with the Department of Parliamentary Services (DPS) and others in relation to the ICT systems and resources that underpin the support provided to the Senate, including system enhancement and development.

Performance information	Performance results
Manage the production of: <i>Dynamic Red</i> (ParlWork); <i>Senate Daily Summary</i> ; <i>The Week Ahead</i> ; <i>StatsNet</i> ; and <i>Senate Discovery</i> .	All publications were published within agreed timeframes set out in the 2021–22 office work plan.
Coordinate the Senate’s public information resources and produce and publish material for the department in multiple formats.	Current, accurate and relevant information was available about the role and work of the Senate and its committees as required. Ongoing improvements were made to the availability and accessibility of information resources.
Develop, manage and participate in projects to improve information dissemination.	A number of projects to streamline work practices and to improve the delivery of information were successfully implemented.
Liaise with DPS and the other parliamentary departments on ICT matters.	The requirements of the Senate and the department were effectively represented in the ICT priorities of the Parliament.
Manage the Senate’s Twitter account.	Through @AuSenate, the department engaged with and informed followers about the work of the Senate.

Overview

The Senate Public Information Office (SPIO) is led by the Clerk Assistant (Table) and the Director, SPIO, Matt Keele. The Director and the SPIO team work closely together to deliver services to the Senate, the public and the department. The Clerk Assistant (Table) is also responsible for strategic leadership in relation to the department's ICT dependencies, including liaison with the Department of Parliamentary Service's Information Services Division.

SPIO produces and publishes an array of information resources so that people can understand and engage in the work of the Senate and its committees. This work is undertaken against the strategic goal of improving the department's approach to publishing and sharing information and being responsive to the evolving ways in which senators and the public expect to find and consume information.

SPIO also coordinates the department's involvement in forums and projects affecting the production and dissemination of Senate and departmental information resources.

The COVID pandemic once again impacted the team's usual operating model. From July to December 2021 the production of information resources, such as the *Dynamic Red*, that support Senate sittings were undertaken largely via remote working. Overall the team's activities were performed seamlessly with the aid of appropriate remote access to systems, applications, and means of communications via Microsoft Teams. The one exception was that two episodes of the *Senate Discovery* video were not produced in August 2021 due to the challenges of bringing people together physically at that time.

The cost of the office for 2021–22 was \$1.4m (\$1.4m in 2020–21), with staffing levels maintained at an average of 8.3 full-time equivalent.

Information resources

SPIO supported each of the 33 sitting days in this reporting period by producing and publishing the following information resources relevant to the meetings of the Senate, and meeting corresponding performance results:

- *The Week Ahead* – 9 editions
- *Dynamic Red* (and ParlWork web-application) – 33 editions with an average of 123 updates a day
- *Senate Daily Summary* – 33 editions
- *Senate Discovery* – 4 episodes, and
- compilation and publication of statistics about the work of the Senate: *StatsNet* and *Statistical Summary*.

In this reporting period, the office's work to develop and publish information resources also included:

- *StatsNet* – migration of older statistical collections into an archive and updates to page templates

- producing video, print and web resources for the Parliamentary Education Office (PEO), notably *Your questions on notice* (an online resource), a series of Prime Minister posters, and resources to enhance the delivery of virtual classrooms
- maintaining the Senate YouTube channel
- video production for a suite of new training materials
- producing the department's corporate reporting and planning documents
- implementing new page designs across a range of Senate committee web pages
- ongoing development of *Senate Connect* (senators' intranet) and *SENNET* (departmental intranet).

SPIO also managed the Senate's Twitter account, @AuSenate, providing regular and frequent updates about the work of the Senate and its committees. Through Twitter, the department is able to increase its outreach and respond quickly to requests for information.

Projects and support

During the reporting period, SPIO continued to collaborate with DPS and the Department of the House of Representatives on a number of ICT projects to drive efficiencies and to create new resources. During this period ten projects were completed:

- Passage of legislation website, an online interactive flowchart illustrating the parliamentary processes relating to bills – October 2021
- Aurion implementation, a corporate system for managing human resources – November 2021
- remediation of the committee report builder system to resolve Windows 10 compatibility issues – completed November 2021
- *Odggers'* content management project to support the drafting and publishing of the next edition of Australian Senate Practice – completed January 2022
- EventsAir implementation, a system used for events management and delivery of online seminars – completed May 2022
- update to the Senators' Interests portal for declaring pecuniary interests – completed May 2022
- Online tabled documents phase 1 implementation, a system that will deliver efficiencies when receiving and publishing documents presented to Parliament – completed May 2022
- Perceptive Search, a document search tool used by the Committee Office – completed May 2022
- interactive Senate seating plan – completed June 2022, and
- development of Senate web pages, including implementation of the Senate Matters blog – completed June 2022.

SPIO provided extensive support to the department by coordinating, with DPS, the roll out of the Windows 10 operating system and Microsoft 365 applications, as well as the provision of laptops to all staff to enable remote working – completed February 2021 and June 2021, respectively.

Other significant work during 2021–22 which is expected to be completed in the next reporting period includes:

- Online tabled documents project phase 2 – integration with other systems to improve the web portal search interface
- Senators’ Interests Committee online search interface
- CommDocs replacement project – an application for managing and disseminating committee meeting papers and records
- Committee report builder replacement project – development of a new application that is better suited to the new and evolving cloud computing environment, and
- enhancements to online points of sale.

Performance outlook

In 2022–23, SPIO will continue its information resource production, projects and support programs and ICT liaison, in line with the department’s strategic aims and to achieve its service delivery to senators and the public.

The office will continue to work with DPS and others to progress various ICT projects designed to strengthen and streamline the systems and resources that enable the department’s work.

In addition to the ongoing work noted above, SPIO will lead and support several other projects that will commence in the following year, including implementation of a new database and document management system to support the work of the three legislative scrutiny committees; analysis, planning, and design for the replacement of the Senate’s two main intranets (*Senate Connect* and *SENNET*); and two significant projects with the PEO to digitise *Parliament in Pictures* and redevelop the Federal Parliament history timeline sub-site.

SPIO’s work will continue to focus on capacity building throughout the department to support digital innovation to mitigate the department’s strategic risks in relation to ICT systems and resources and workforce capability.

Procedure Office

Outputs

Legislative drafting and procedural support to non-executive senators.
 Procedural and parliamentary research services and training.
 Secretariat support to legislative scrutiny committees.
 Parliamentary information for public servants and the community.
 Advice and support for inter-parliamentary relations.

Performance information	Performance results
Procedural advice and support is sound and timely, enabling instructing senators to fulfil their roles.	Senators and their staff continued to acknowledge the accuracy, timeliness and value of procedural advice.
Legislative amendments and private senators' bills are legally sound and meet the requirements of instructing senators.	Legislative amendments and bills were accurate, and were prepared within required timeframes and to the satisfaction of senators.
Secretariat support to the Senate Standing Committee for the Scrutiny of Delegated Legislation, the Senate Standing Committee for the Scrutiny of Bills and the Parliamentary Joint Committee on Human Rights is sound and timely.	Advice and documents prepared for the committees were accurate and provided within the timeframes set by the Senate and the committees, and to the satisfaction of the committees.
Parliamentary research is accurate, timely and fulfilled each request. Training provided to senators and their staff supports their ability to perform their roles. The seminar and lecture programs, and other parliamentary information projects, are provided to increase the awareness of the work and role of the Parliament.	Accurate parliamentary research was provided within required timeframes. Seminars, lectures and training sessions were provided in accordance with the scheduled programs, content was relevant and accurate, and delivered to the satisfaction of the audience demonstrated by positive evaluation feedback.
Inter-parliamentary functions are supported to the satisfaction of participants.	Inter-parliamentary functions, including the provision of secretariat support to the Australian delegation to the Inter-Parliamentary Union, were carried out to the satisfaction of participants.

Overview

The Procedure Office is led by the Clerk Assistant (Procedure) and has three functional areas, as shown in figure 9.

Figure 9 – Elements and responsibilities of the Procedure Office

Executive, legislative drafting and procedural advice

Rachel Callinan, Clerk Assistant

Procedural advice, support and training.
Drafting of legislative amendments and private senators' bills.

Procedural support and public information

Jane Thomson, Director, Procedure and Research

Legislative drafting and procedural advice
Publications, seminars, public lectures and exhibitions
Parliamentary liaison and research on parliamentary matters

Legislative scrutiny

Anita Coles, Secretary, Parliamentary Joint Committee on Human Rights

Glenn Ryall, Secretary, Scrutiny of Bills Committee and Scrutiny of Delegated Legislation Committee

Secretariat, advisory and administrative support to the committees

The office provides advisory, legislative drafting, research and public information services to support the work of senators and the Senate, as well as providing secretariat support for the Parliament's legislative scrutiny committees.

The demand for procedural and legislative drafting services is driven by the requirements of senators and the Senate, particularly in response to the government's legislative program. The work of the secretariats of the legislative scrutiny committees is similarly driven by the volume of legislation coming before the Senate and additional inquiries undertaken by the committees.

The office monitors levels of satisfaction with its performance by formal and informal methods, including evaluation forms, surveys and direct feedback from senators and their staff and members of the public.

The full-time equivalent staffing level for the Procedure Office in 2021–22 was 24.7 (25.4 in 2020–21). The cost of providing the services of the Procedure Office in 2021–22 was \$4.4m (\$4.0m in 2020–21).

Procedural support

In 2021–22, the Procedure and Research Section assisted non-government senators and their staff by providing advice relating to the role and work of the Senate and its committees and procedural drafting services to assist senators conduct business in the Senate. As usual, there was strong demand for such advice, particularly during sitting periods. Advice was provided on a range of procedural issues, including various aspects of Senate business, the constitutional powers of the Senate, the legislative process,

the disallowance of delegated legislation and orders for production of documents. The office also provided research support to the Clerk and Deputy Clerk and senators on procedural matters.

Staff ensured the accuracy of advice by researching practice and precedents, including through the extensive (and publicly accessible) 'Parlinfo' database, referring to authoritative texts such as *Odgers' Australian Senate Practice* and other published resources and consulting senior officers including the Clerk Assistant (Procedure), the Clerk and Deputy Clerk. Advice was non-partisan, consistent, clearly articulated and provided to senators and their staff confidentially and in a timely fashion, often within very short timeframes.

In 2021–22, the office prepared an average of 8 procedural scripts each sitting day for use by senators in the chamber, with a total of 275 scripts for the year. These scripts assist senators to pursue matters of concern to them through, for example, the introduction of bills, pursuing outstanding orders for the production of documents and proposing variations to the Senate's routine of business. This number was a decrease from the previous year's average of 14. As all requests for scripts were met, it is difficult to identify the reason for this decrease, however the production in this reporting period of a booklet of common procedural scripts for senators to use in the chamber may have had an impact.

The office also supported senators to develop motions to lodge in the Senate for consideration, such as motions to order the production of documents or refer matters to committees for inquiry. By either reviewing drafts prepared by senators and their staff, or drafting motions on instructions, staff ensured that they were procedurally accurate and senators were provided with advice about relevant Senate procedure and practice.

Legislative drafting

In 2021–22, the Procedure and Research Section provided support to senators in relation to the legislative process by drafting amendments to government bills and private senators' bills. Procedural amendments to the motions that mark the key stages of the passage of bills were also prepared. This drafting support is provided primarily to non-government senators, but also to government senators who are not part of the ministry (ie non-executive government senators).

The office prepared and circulated 31 second reading amendments (a decrease on the previous year, when 59 such amendments were circulated). The office also drafted and circulated 151 sets, or 'sheets', of committee of the whole amendments, comprising 668 individual amendments (compared to 740 amendments circulated on 245 sheets in the previous year). Committee of the whole amendments, which propose amendments to the text of bills, can range from simple to quite complex and can be resource intensive to prepare. These amendments are referred to as 'committee of the whole' amendments as they are debated and voted on during the stage of a bill's passage when the Senate resolves itself into a 'committee' to consider the details of a bill and any amendments proposed.

A further 66 sets of amendments were requested and drafted, but not circulated. The decision to circulate amendments is purely a matter for the instructing senators. Reasons that amendment sheets may not be circulated include the sponsoring senator deciding not to proceed with the amendments, or amendments being drafted to inform negotiations between parties or as an alternative position to circulated amendments.

Four sets of amendments were framed as ‘requests’ to the House of Representatives, in accordance with section 53 of the Constitution. For these requests, the office produced ‘statements of reasons’ to explain why the amendments were framed as requests, as required by the Senate’s procedures.

In 2021–22, the office received requests for 26 private senators’ bills, all of which were progressed in accordance with senators’ instructions, and 23 such bills were introduced (compared to 18 introduced in the previous reporting period). This demand reflects a strong interest among non-government senators for a legislative response to policy matters of concern to them, and the use of private senators’ bills as a means of furthering debate on policy issues and, in some case, influencing the government to pursue legislative action.

Figure 10 summarises legislative drafting and procedural services provided to senators over the past four years.

Figure 10 – Legislative drafting and procedural advice services provided to senators

Service	2018–19	2019–20	2020–21	2021–22
Committee of the whole amendments circulated	473	608	740	668
Second reading amendments circulated	26	52	59	31
Private senators’ bills introduced	39	32	18	23
Procedural scripts prepared	689	977	677	275

Informal feedback received from senators and their staff over the reporting period confirmed the satisfaction of senators with the quality of the procedural advice and legislative drafting services provided by the office, including where support was provided within the tight time constraints common in sitting weeks. The next formal survey of senators and their staff will occur in the following reporting period.

Support for legislative scrutiny committees

The Legislative Scrutiny Unit provides secretariat, research and administrative support to:

- the Parliamentary Joint Committee on Human Rights,
- the Senate Standing Committee for the Scrutiny of Bills, and
- the Senate Standing Committee for the Scrutiny of Delegated Legislation (formerly the Regulations and Ordinances Committee).

These committees examine bills and legislative instruments according to their terms of reference which are set out in the Senate's standing orders, or in the case of the Human Rights Committee its enabling Act (see below). The committees generally report each sitting week on the bills and legislative instruments scrutinised, and annually outline their work and the significant matters they have pursued during the year.

The work of the three committees in scrutinising bills and legislative instruments supports parliamentary consideration of legislation in a number of important ways, including influencing the drafting of bills and legislative instruments, informing debate in the Senate and the House of Representatives, and resulting in amendments to bills and legislative instruments and associated explanatory materials.

In this reporting period, the three secretariats undertook all work required by the committees within timeframes set by the committees, examining a large number of bills and instruments, preparing reports for the consideration of the committees, and finalising reports for tabling and preparing any necessary procedural advice or documentation.

In preparing the reports tabled during this period, the Human Rights Committee secretariat examined 163 bills (199 in 2020–21) and drafted 9 reports containing comments on 43 bills (36 in 2020–21) raising matters relating to the committee's terms of reference as set out in the *Human Rights (Parliamentary Scrutiny) Act 2011*. The secretariat also examined 1,438 disallowable and exempt legislative instruments (1,826 in 2020–21) and drafted comments on 18 instruments (48 in 2020–21). The secretariat also supported the committee to conduct an inquiry referred to it by the Attorney-General into the Religious Discrimination Bills package, which involved a large volume of submissions, public hearings and the preparation of the report within a short timeframe.

The Scrutiny of Bills Committee secretariat examined 165 bills (273 in 2020–21) and drafted 12 reports, containing comments on 71 bills (103 in 2020–21) raising matters relating to the committee's terms of reference under Senate standing order 24.

From 1 July 2021, the Scrutiny of Delegated Legislation Committee has been empowered to consider instruments which are exempt from disallowance, in addition to those subject to disallowance. The secretariat examined 1,549 legislative instruments (1,316 in 2020–21) against its terms of reference set out in Senate standing order 23, including 165 exempt instruments in the period. The secretariat prepared 12 reports, identifying 294 instruments as potentially raising scrutiny concerns (194 in 2020–21) and identifying 100 instruments for the attention of the Senate (150 in 2020–21).

The committees continued to examine and report on a significant volume of delegated and primary legislation made in response to the COVID-19 pandemic. This work included the Human Rights Committee and the Scrutiny of Delegated Legislation Committee publishing on their webpages lists of all COVID-19 related bills and delegated legislation made during human biosecurity emergency period, from 18 March 2020 to 17 April 2022, in order to promote public awareness and scrutiny of these laws.

Parliamentary information and training

The Procedure and Research Section aims to increase knowledge of the role and work of the Senate by coordinating a range of lectures, seminars, training sessions and public information activities, as well as by producing parliamentary resources published both internally and externally.

Training and resources

The provision of training via video conference, initially introduced as a response to the impacts of the pandemic, has provided the section with an opportunity to provide interactive and engaging training to participants regardless of their location. To ensure consistency and quality in the provision of online and in-person training, the section has initiated the development of a training curriculum and complementary presentation material, invested in its delivery capacity, updated resources and provided ongoing support to presenters.

In addition to providing ad hoc one-on-one training sessions for senators by senior officers, the section provided a comprehensive program of training for senators' staff. Presented via video conference and during non-sitting periods to enable staff located across the country to participate, this training program provides staff with a practical understanding of Senate procedure and the corresponding resources provided by the department to support senators to conduct business. The *Procedure Hub*, a resource on the senators' intranet (*Senate Connect*), is a key focus of the training which aims to assist staff to understand and utilise the various templates, forms and guidance material available to support senators to engage with the whole range of Senate business.

As can be seen in figure 11, the section increased the number of training sessions provided to public service agencies in this reporting period, in part due to our focus on online delivery. Through efforts to continuously improve our training offering, new material and complementary resources have been developed focused on the interaction between public service agencies and the Parliament, including accountability obligations and duties in relation to public funds. The section will continue to develop training materials and its remote delivery capacity for public service agencies in 2022–23.

A pilot online training program for community-based not-for-profit organisations, whose work involves understanding, monitoring or interacting with the Senate and its committees, was offered this reporting period. The three session series provided not-for-profit organisations with an understanding of the opportunities for public and community engagement with the Senate and its committees. The first two sessions were held in this reporting period, with 52 attendees from 30 organisations.

The pandemic again impacted the Senate Lecture Series with a smaller number of lectures offered than in pre-pandemic years and only one of the four lectures could be held with an in-person audience. However, online attendance was the highest since the series began, with 677 online viewers. The lectures are live streamed and recorded and, since 2020, are Auslan interpreted in real time.

As in previous years, a range of training sessions were offered to departmental staff with the aim of building expertise across the department in Senate practice and procedure. These sessions were well attended by staff and contribute significantly to professional development.

In June, *Senate matters*, a collection of short-form public interest articles on the work, people and events of the Senate was launched on the Australian Parliament House website. Written by Senate officers, the articles provide insight into the Senate's operations, traditions and practices while revealing its key roles and powers, to highlight the ways in which the Senate matters.

Figure 11 – Seminars, training programs and lectures, 2018–19 to 2021–22

Service	2018–19	2019–20	2020–21	2021–22
Senators' orientation sessions	2	2	0	3
Senators' staff training sessions	6	11	14	10
Training for public service officers				
• number of training sessions	28	25	13	19
• number of attendees	573	573	331	413
Public lectures				
• number of lectures	7	7	3	4
• number of attendees	631	648	188	45
• live online view	379	376	228	677

Inter-parliamentary relations and capacity building

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

The program's activities and projects are coordinated by the International and Parliamentary Relations Office (IPRO) and the Parliamentary Skills Centre (PSC). IPRO manages incoming and outgoing delegation programs, membership of inter-parliamentary organisations, and the international interests and travel of senators and members. The PSC is responsible for parliamentary strengthening and capacity building programs of the Australian Parliament, including study programs for visiting parliamentarians and staff of other parliaments.

IPRO and PSC are administered by the Department of the House of Representatives, and IPRO is funded jointly by the Department of the Senate and the Department of the House of Representatives. The Senate Department supports the program by providing secretariat support to various outgoing delegations, responding to requests for information, and providing presenters and support to incoming delegation visits.

In this reporting period, the Department of the Senate continued to provide secretariat support to the Australian Delegation to the Inter-Parliamentary Union (IPU), including during the 144th IPU Assembly held in Nusa Dua, Indonesia. The Department usually provides delegation secretaries to support other parliamentary delegations each year, however in this reporting period such travel was curtailed by the pandemic.

A detailed description of the work of IPRO and PSC is provided in the annual report of the Department of the House of Representatives.

The Procedure Office also responded to various requests for information and research from other parliaments and international parliamentary bodies.

Performance outlook

A key focus for the Procedure Office for 2022–23 will be to support senators and their staff as they commence the 47th Parliament. Significant undertakings include organising and running the Senators' Orientation Program, and associated training for new senators staff, as well as providing advice and support as they settle into their roles and familiarise themselves with the practices and procedures of the Senate. Similarly, the Legislative Scrutiny Unit will focus on supporting the three parliamentary scrutiny committees as they establish themselves with new membership and continue the important work of these committees in the new parliament.

Another focus will be to continue to manage and support staff as the community continues 'living with Covid' and its ongoing challenges. The office will also continue its work to provide procedural development resources for departmental staff in order to contribute to knowledge sharing and succession planning across the department.

Parliamentary Education Office

Outputs

Parliamentary education resources and programs.

Performance information

Curriculum-aligned programs for students and teachers are delivered at Parliament House, in classrooms through the outreach program and digitally to encourage ongoing engagement with the Australian Parliament.

Relevant and accurate print and digital resources are produced that explore the role and value of the Australian Parliament and illuminate the aims and achievement standards of the Australian Curriculum.

Provision of a range of resources and services that facilitate parliamentary engagement with the community in order to increase citizen understanding of and engagement with Parliament.

Performance results

Feedback from teachers using Parliamentary Education Office services showed very high levels of satisfaction with the education program. Teaching programs were consistently conducted in accordance with the booking schedule.

Parliamentary Education Office websites and publications were updated and refreshed regularly to ensure accuracy.

Senators and members were satisfied with the provision of services and support.

Overview

The Parliamentary Education Office (PEO) is led by the Clerk Assistant (Procedure) and the Director, PEO, Angela Casey. The PEO delivers parliamentary education services on behalf of the Australian Parliament to students, teachers and others across Australia. To date, more than 2.3 million students have expanded their knowledge of the Australian Parliament through participating in a PEO program.

The PEO is jointly funded by the Department of the Senate and the Department of the House of Representatives. In addition to operational management by the Department of the Senate, the PEO is guided by the PEO Advisory Committee. The committee is comprised of interested members and senators, is co-chaired by the Deputy Speaker and the Deputy President and meets three times a year.

The full-time equivalent (FTE) staffing level for the PEO in 2021–22 was 10.8 (in 2020–21 the FTE staffing level was 11.1.) The cost of providing the services of the PEO in 2021–22 was \$1.5m (\$1.5m in 2020–21).

Education programs: onsite, digital and outreach

The PEO is a leader in civics and citizenship education in Australia and delivers education programs for teachers and students onsite at Parliament House, in classrooms across Australia and digitally through video conferencing.

School visits to Parliament House continued to be significantly impacted by travel restrictions and hesitancy related to the COVID-19 pandemic. For schools that were able to visit Parliament House, all programs were conducted in a COVID-safe manner. In 2021–22, 19,468 students from 347 schools across Australia participated in an onsite PEO program. This is a 32% decrease on 2020–21. All schools that cancelled bookings were offered a video conferencing program.

The number of students and teachers who took part in a video conferencing program continued to increase, with 31,972 participants in this reporting period. This is over three times the number of participants in 2020–21. 40% of bookings were repeat schools. This increase can be attributed to COVID-19 travel restrictions, the PEO's reputation as a high-quality provider of digital education and the PEO's involvement in collaborative education events with other cultural institutions and parliaments. In this reporting period, the PEO also upgraded its video conferencing studios, paving the way for the PEO to further expand its provision of digital education programs about the Australian Parliament.

In 2021–22, the PEO conducted 6 outreach sessions to 133 preservice teachers in the Australian Capital Territory. This geographical focus was planned as a response to mitigating the risks associated with changing pandemic travel restrictions. While a more narrow focus than previous outreach programs, it did allow the PEO to concentrate on an area that has not previously received outreach programs. The outreach program is planned to resume in full in 2023.

Content: online and print

The PEO website (peo.gov.au) provides information about parliament and curriculum-aligned teaching resources for all Australian teachers and students. In 2021–22, 1.5 million users (representing 3.14 million unique page views) accessed high-quality information about Australia’s system of government and Parliament. In 2022, the PEO website was enhanced with the inclusion of the *Your questions on notice* service. This has expanded the range of information on the website and the PEO’s engagement with its audience.

The PEO also produced and distributed a range of publications during the reporting period, including a new set of posters for primary and secondary students to discover our first 8 prime ministers and their contributions to the development of Australia.

Services for members and senators

The PEO encourages and supports members and senators to engage with schools and students. Parliamentarians are offered a complimentary annual allocation of education and information materials for students, teachers, and others in their communities. In 2021–22, 111 parliamentarians requested their allocation, which compares to 126 in the previous reporting period. This reduction was also noted in the previous reporting period and could be a result of the pandemic restricting the ability of parliamentarians to visit schools. Parliamentarians are also able to access a schedule of school visits to Parliament House and engage with students from their electorates during their programs.

Performance outlook

Over the next reporting period, the PEO will continue to follow all relevant health advice to safely deliver onsite and outreach education programs for Australian teachers and students. The PEO will also continue to enhance and promote its video conferencing programs and other services as a method to engage students and teachers who are unable to visit Canberra. In addition, the outreach program will be reinvigorated in 2023, when it is hoped that planning and execution of the outreach program can be more certain.

Through the ongoing provision of high calibre digital and print content for parliamentarians, teachers, and students, the PEO will continue to provide excellent parliamentary education services for citizens across the country.

Committee Office

Outputs

Secretariat support and procedural advice to the legislative and general purpose standing committees, select committees, and certain joint committees.

Performance information

Performance results

The degree of satisfaction of the chairs of committees, committee members and other senators with the quality and timeliness of advice and support.

Formal and informal feedback, including reference to committee reports during debates in the Senate, shows that senators consider the support provided by the Committee Office to be effective, and performed to a high standard.

Draft reports, reports and other documents are timely, accurate and of a high standard. Tabling deadlines are met.

Accurate advice, documentation, 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 to by committees and deadlines set by the Senate.

Inquiry information, evidence and reports are published promptly upon authorisation.

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

Inquiries from the public regarding committees are handled promptly and professionally.

Telephone and email queries from the public were responded to promptly and accurately.
Members of the public had access to up to date, accurate and relevant material regarding committee activities and procedures.

Overview

Committee Office secretariats supported 16 legislation and references standing committees, seven Senate select committees, two joint select committees and five other joint committees (see figure 12). As in the previous year, secretariats experienced a demanding workload, with large numbers of inquiries and hearings taking place, including by way of video and teleconference. The cost of the office in 2021–22 was \$10.1m (\$10.4m in 2020–21), with staff salaries comprising approximately 96 per cent of the office's total expenses.

The remaining costs were administrative (for example, printing, venue hire and transport and accommodation for secretariat staff attending hearings). Like the previous financial year, these administrative costs were reduced in comparison with pre-pandemic years, largely as a result of a reduced number of interstate hearings.

Committee secretariats provided administrative support to committees, including processing submissions, publishing a range of material to committee websites, arranging private meetings and briefings, liaising with witnesses and stakeholders, and arranging public hearings and site inspections around Australia and by video and teleconference. Staff analysed and collated the evidence committees received, drafted briefing material and reports, arranged for the tabling and publication of reports, and assisted witnesses and others to participate in inquiries. In addition, secretariats provided procedural advice to chairs, committee members and other stakeholders, and responded to requests for information from members of the public about the operation and activities of committees, and about committee practice and procedure.

While the ongoing impact of the COVID-19 pandemic reduced the number of interstate hearings held throughout the year, and restrained the number of hearings that could be held in-person, committees continued to make use of video and teleconference facilities to hold public hearings and private briefings. This ensured that committees could receive the evidence they required in order to meet their inquiry and reporting obligations, and enabled them to hear from a wide range of witnesses from around Australia, and internationally in some circumstances.

Feedback from members of committees when reports are tabled or debated in the Senate, and in the House of Representatives in relation to certain joint committees, and provided informally during the course of the year, indicates that committee members experienced a high level of satisfaction with the quality of the advice and support that is provided by secretariats. As reported last financial year, senators have provided ongoing feedback about service development and improvements, which include the ability for committees to visually broadcast their interstate public hearings, and for targeted training for committee chairs. The department took the opportunity during the election period to develop new training materials to better support chairs of committees and will continue to work with the Department of Parliamentary Services to investigate how an expanded broadcasting service can be provided.

Figure 12 – Elements and responsibilities of the Committee Office

Executive

Toni Matulick, Clerk Assistant
David Sullivan, 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	Joint committee secretariats	Senate select committee secretariats
Community Affairs Pothida Youhorn	JOINT STATUTORY Australian Commission for Law Enforcement Integrity Sean Turner (to 31 May 2022)	Multi-Jurisdictional Management and Execution of the Murray Darling Basin Plan Sean Turner
Economics Mark Fitt (to 31 May 2022) Alan Raine (from 1 June 2022)	Lyn Beverley (from 1 June 2022)	Financial Technology and Regulatory Technology Lyn Beverley
Education and Employment Alan Raine (to 8 April 2022) Jeanette Radcliffe (from 11 April 2022)	Corporations and Financial Services Patrick Hodder (to 31 May 2022)	Autism Alan Raine
Environment and Communications Stephen Palethorpe	Sean Turner (from 1 June 2022)	Foreign Interference through Social Media Lee Katauskas
Finance and Public Administration Sarah Redden (to 31 August 2022) Patrick Hodder (from 1 June 2022)	Law Enforcement Sean Turner (to 31 May 2022) Lyn Beverley (from 1 June 2022)	Temporary Migration Lee Katauskas
Foreign Affairs, Defence and Trade Lyn Beverley (to 31 May 2022) Mark Fitt (from 1 June 2022)	JOINT STANDING National Broadband Network Lee Katauskas	COVID-19 Jeanette Radcliffe
Legal and Constitutional Affairs Sophie Dunstone	National Disability Insurance Scheme Bonnie Allan Joint select	Job Security Tas Larnach
Rural and Regional Affairs and Transport Gerry McInally	Australia's Family Law System Tas Larnach	
Additional Support Unit Lee Katauskas	Parliamentary Standards Lee Katauskas	

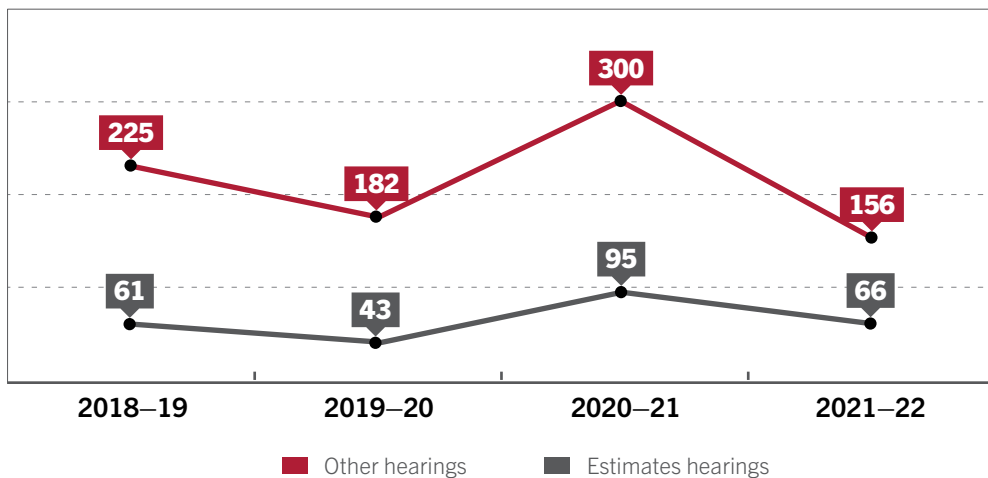
Activity levels and workload

The workload of the Committee Office is determined by decisions of the Senate and of the committees themselves. During this reporting period, the Committee Office continued to deliver secretariat, research, drafting services and administrative support to committees to enable them to conduct inquiries and table reports consistent with the timeframes set by the Senate. The highest number of inquiries managed at one time was 61.

Submissions, public hearings and witnesses

The volume of work undertaken by committee secretariats during 2021–22 is demonstrated by the high level of administrative support provided to committees. This included processing 5026 submissions, down from 5774 submissions in the previous reporting period. This reduction in the quantum of submissions, and other activities, is consistent with the election period falling within this financial year. In addition to processing and publishing submissions, secretariats arranged 222 public hearings (including 66 estimates hearings) at which over 4843 witnesses appeared. Secretariats supported committees by arranging 340 private meetings and one site inspection.

Figure 13 – Number of committee hearings, 2018–19 to 2021–22



To manage this volume of work, the office continued to operate flexibly with staff regularly working across secretariats, supporting different committees, and joining staff in other programs within the department on cross-program project teams when their workload permitted. Demonstrating professional flexibility, and being able to pivot quickly to meet the changing demands of the Senate and its committees is a key capability of Committee Office staff, and supports the department’s ability to deliver high quality services.

Estimates hearings

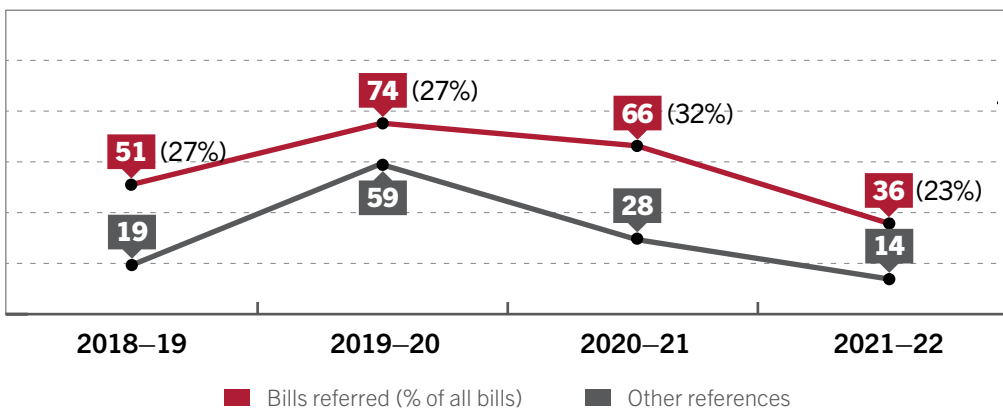
Supplementary budget estimates took place in October 2021, with additional estimates occurring in February 2022. The 2022-23 budget estimates hearings took place in March and April 2022, earlier than the usual May dates due to the timing of the 2022 election. As shown in figure 13, there were 66 estimates hearings, down from 95 hearings in the previous period. During these estimates hearings, 2,171 witnesses appeared.

In order to ensure that estimates hearings took place under COVID-safe conditions, significant planning was undertaken to mitigate risk of COVID-19 transmission. Risk mitigation measures included significant consultation and communication with senators, their staff and officials from Commonwealth government departments and agencies. Committees again made use of expanded access to video and teleconference facilities, implementing a hybrid system where senators and witnesses were able to participate remotely and in-person. This maintained committees' ability to examine and scrutinise the expenditure of the executive, and meet their obligations to report to the Senate, despite the challenges caused by the pandemic.

References and reports

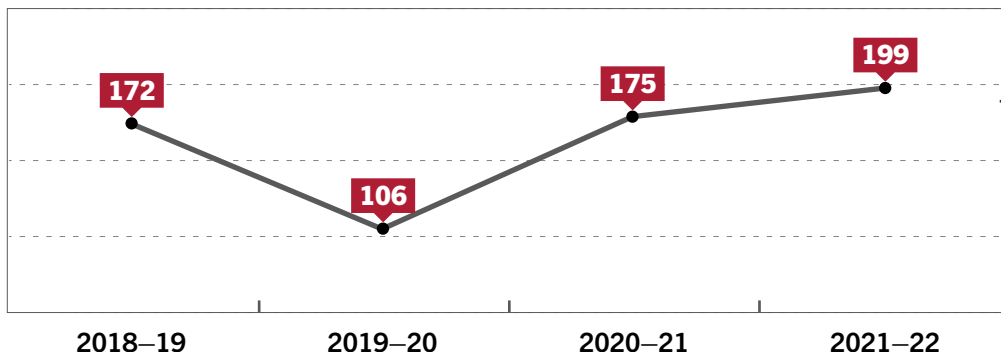
In addition to a high number of legislation inquiries, committees inquired into and reported on diverse topics including the Australian Government's response to the COVID-19 pandemic, job security, the National Disability Insurance Scheme, foreign investment proposals and media diversity in Australia.

Figure 14 – Number of references to committees, 2018–19 to 2021–22



The office supported committees to table a total of 199 reports. Figure 15 indicates how the COVID-19 pandemic, combined with the election period, resulted in fewer reports tabled during the year.

Figure 15 – Reports presented by all committees supported by the Committee Office 2018–19 to 2021–22



Each committee report, while initially drafted by Committee Office staff is, in the end, a committee document which reflects the views of members of the committee undertaking the inquiry. Feedback indicates that despite a sustained high level of workload, combined with the added pressure caused by the pandemic and sometimes short timeframes, the standard of committee reports has been maintained. This has been achieved through the dedication of highly skilled and flexible secretariat staff, with support from staff of other areas of the department when required.

Public information

Providing accurate, accessible and relevant public information about the work of Senate committees is an area of continuing focus.

The Committee Office continued to work with the Senate Public Information Office and the Department of Parliamentary Services on projects to improve the tools, systems and processes for drafting and publishing reports, and to manage the high volume of submissions and answers to questions on notice provided to committees during estimates and other hearings. Tools, systems and processes that enable prompt, accessible publication of committee evidence and reports are an essential part of the Committee Office's responsibility to ensure committee information is processed, analysed, and published in a timely way. They also ensure that information is relevant and accessible, that senators are satisfied with services provided, and that efficiencies can be realised.

To further develop these systems and processes, the Office of the Senior Clerk consolidated additional staff resources to provide a dedicated project team responsible for committee office-specific ICT and web publishing support and training, induction of new staff, and to progress ICT projects in collaboration with the Senate Public Information Office and the Department of Parliamentary Services.

The Committee Office Executive, comprising the Office of the Senior Clerk and the Office of the Clerk Assistant (Committees) continued their focus on recording, analysing and publishing statistics and data generated by the Committee Office, including the twice-yearly publication *Work of Committees* and ensuring that information about committee membership and hearings was up to date and publicly accessible via the Senate website.

Committee Office staff supported the department's seminar program by delivering training sessions to public servants and other members of the public about the operation of Senate committees, as well as delivering training offered by the Parliamentary Library for parliamentary staff.

International engagement

The demand for Committee Office staff to present information to international delegations visiting Australia, and for certain committee secretaries to support outgoing parliamentary delegations, was suspended due to the COVID-19 pandemic. However, during May and June 2022 Committee Office staff provided support to committees of the Parliament of Tonga by way of a virtual mission.

Management and leadership

Committee secretaries met regularly throughout the year to discuss corporate and administrative issues, staff development and organisational capability, and procedural matters. Supporting staff well-being and mitigating the impact of COVID-19 was a focus during these meetings.

All committee office staff met regularly with their at-level cohort as a way of sharing information, building effective relationships and capability, and undertaking peer learning and development.

The election period that commenced in April 2022 afforded all committee office staff the opportunity to undertake extensive learning and development activities, update existing procedural manuals and resources, and to develop new ones. Innovations during the reporting period included the development of a series of podcasts to assist with the induction of research officers, as well as the development of a consistent file sharing and communications platform for use by all committees administered by the Department of the Senate in time for the commencement of the 47th Parliament.

Committee Office staff, in collaboration with the Records Management Unit, undertook a significant corporate project to ensure that all officers within the Committee Office are able to fulfil their records management obligations.

Three Committee Office staff were seconded to the Parliamentary Budget Office (PBO) to support the election costings function of the PBO, providing an opportunity for staff development and transfer of knowledge between our two parliamentary departments.

Staffing levels in the Committee Office were sustained to ensure that there was appropriate support for committees, and to maintain staff well-being by providing sufficient resources and allowing staff to take regular leave.

Performance outlook

The 2021–22 reporting period saw the Committee Office support a sustained number of inquiries, effectively manage the ongoing challenges presented by the pandemic, and devote significant efforts towards ensuring that staff have the tools, skills and capability to perform their roles to a consistently high standard. Despite the reduced committee travel and uncertainty caused by the pandemic, the office continued to deliver high levels of support to committees including the tabling of 199 reports, and the processing of just over 5,000 submissions. Despite reduced committee activity due to the 2022 election, recruiting, training and retaining a dedicated, professional and committed staff will remain a priority of the Committee Office, with committee activity and inquiries expected to increase as the 47th Parliament commences. Staffing levels are expected to be maintained to ensure that the department is equipped to meet the future demands of the Senate and its committees. The office will continue to support staff development through a range of strategies that were employed during this reporting period, and which proved to be particularly effective. These strategies included peer and on-the-job learning, at-level forums, cross-program projects, formal training such as tertiary study, and continuous procedural training.

The Committee Office will continue its focus on staff well-being by offering a rewarding work environment that values collaboration and learning, supports and values innovation by teams and work groups, and where managers demonstrate an active commitment to the health and well-being of their staff, and to developing the capability of their teams.

The Committee Office plans to build on and grow our already strong relationships across the parliamentary service. Opportunities to work on shared projects with colleagues in the Department of Parliamentary Services, the House of Representatives' Committee Office and the Parliamentary Budget Office offer staff the chance to develop relevant skills and knowledge, and enhance our ability to offer high quality services to the Senate and its committees.

The visual broadcast of interstate hearings by the Department of Parliamentary Services, increased training opportunities for chairs of committees, and continuing our work to expand and improve the ways in which members of the public are able to engage with the work of committees will remain a focus of the coming financial year.

Black Rod's Office

Outputs

Chamber, committee room, office and printing support, ceremonial services, and security advice. Corporate services, including payroll services for senators and human resources strategies and services for departmental staff, and support to the Clerk in meeting public governance, performance and accountability and certain record keeping requirements.

Support services, in conjunction with the Department of the House of Representatives, to the Association of Former Members of the Parliament of Australia (AFMPA).

Financial management and human resource corporate services to the Parliamentary Budget Office (PBO).

Performance information	Performance results
Services are provided to the satisfaction of the President, office holders, Senate committees and senators so that they are able to fulfil their roles.	Services were delivered within timeframes and legislative requirements. Consistently positive feedback from senators, including office holders, and their staff was received throughout the reporting period.
Provision of corporate services facilitates the operations of the Senate and meets accountability obligations under the law and to the Senate.	Services were delivered within timeframes. Services supported the Clerk as the accountable authority to meet legislative obligations and the requirements of the Senate.
Services to the AFMPA are of a high standard, are provided promptly and are accurate.	Due to the COVID-19 pandemic, limited assistance was required by the AFMPA.
Provisions of services to the PBO is of a high standard and is in accordance with the memorandum of understanding which includes a service level agreement.	Services were delivered to the satisfaction of the PBO.

Overview

The primary functions of the Black Rod's Office are to provide support services to the Senate, including to Senate committees and to senators at Parliament House, and to deliver certain corporate services to the department. The office is led by the Usher of the Black Rod and has three operational areas, as shown in figure 16.

The Usher of the Black Rod undertakes duties in the Senate chamber, including clerking and ceremonial roles, assisted by three senior staff and the chamber attendant team, among others. A major focus for the Black Rod's Office during this reporting period was supporting the Senate and the department with advice and modifications to continue operations through the COVID-19 pandemic. The office worked closely with health officials at both the Commonwealth and Australian Capital Territory (ACT) Government levels to facilitate senators' travel to parliamentary sitting periods through multiple State COVID-19 travel restrictions and lockdowns in the ACT.

The Usher of the Black Rod represented the department at cross-parliamentary forums including the Parliamentary Administration Advisory Group and the Security Management Board. The Usher of the Black Rod also administered the Presiding Officers' *Rules for Media Related Activity* in Parliament House and its precincts as the President's delegate.

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

The regular work of the Black Rod's Office involves frequent and direct contact with Senate office holders, senators and their staff, and other stakeholders, all of whom provide regular informal feedback which is generally positive. The work of the office was also subject to scrutiny by the Appropriations, Staffing and Security Committee, and by the Finance and Public Administration Legislation Committee in estimates hearings.

The average full-time equivalent staffing level for the Black Rod's Office for 2021–22 was 35.4 (33.9 in 2020–21), and the cost of running the office was \$4.5m (\$4.6m in 2020–21).

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, committee room and message delivery services. Officers from other sections of the department continued to assist with chamber attendant duties to provide additional support as required.

During the reporting period the section also provided certain office support services to senators, their staff and departmental staff.

The printing and delivery services unit continued printing the *Notice Paper* and *Journals of the Senate*. Over the period, service 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.

Figure 16 – Responsibilities of the Black Rod’s Office

Executive

John Begley, Usher of the Black Rod

Procedural, protocol, ceremonial and security advice.
 Advice on corporate and certain parliamentary administrative matters.
 Membership of the Security Management Board.
 Secretariat support to the Senate Standing Committee on Appropriations, Staffing and Security.
 Secretariat support to the House Committee.
 Secretariat support to various departmental committees including the Audit Committee and Workplace Consultative Committee.

Senators’ Services	Human Resource Management	Financial Management
John Baczynski, Deputy Usher of the Black Rod and Director, Senators’ Services Agency security advice and support Information technology security advice Accommodation Equipment management Chamber and committee room support Comcar shuttle liaison and coordination Delivery services Fleet management Office equipment Printing Project board membership	Bianca Wellington, Director, Human Resource Management Recruitment and staffing Pay and conditions Learning and development Workplace well-being, health and safety Rehabilitation coordination Industrial relations Performance management Services to the PBO	Fiona O’Loughlin, Chief Finance Officer Financial management and advice Financial reporting and systems management Asset management Accounts processing Strategic procurement advice Support for senior management decision-making Services to the PBO Corporate governance support and advice Compliance assurance Risk and fraud framework management

The section facilitated 48 suite moves for senators in the Senate wing of Parliament House as a result of vacancies, and ministry and shadow ministry changes.

The section also represented the interests of senators and the department in relation to building projects that continued throughout the reporting period, approving over 861 individual maintenance and building access requests.

Security advice

The Usher of the Black Rod and the Deputy Usher of the Black Rod provided security advice and support to the President, Senate committees, other senators and the department.

In particular, they worked closely with colleagues in the Department of Parliamentary Services' Security Branch, the Serjeant-at-Arms' Office and the Australian Federal Police, providing input into security matters from a Senate perspective.

Human resource management

The Human Resource Management Section delivers people strategy and services across the employee life cycle for departmental staff, in addition to administering certain allowances paid to senators and providing payroll services to the Parliamentary Budget Office. During this period the section focused on initiatives and training to improve staff health, well-being and resilience, supporting staff during the COVID-19 pandemic, and assisting in the department's response to Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces.

Financial management

The Financial Management Section delivers financial management, accounting and budgeting services, and supports the Clerk in meeting his governance and accountability obligations. The section administers the department's financial management information and expense management systems.

During the reporting period, the section continued to provide assurance to the Clerk and other senior officers that the department had complied with financial reporting responsibilities, including producing audited annual financial statements and in relation to procurement. It also supported the department's budget process, including the preparation of the portfolio budget statements and internal budgets.

The section also manages the department's key governance mechanisms including monitoring the department's compliance with relevant legislation, oversight of the department's risk framework and administration of the department's audit committee.

Corporate services for the Parliamentary Budget Office (PBO)

The office also provides certain financial management and human resource corporate services to the PBO on a fee-for-service basis. This is done in accordance with a memorandum of understanding which includes a service level agreement. The PBO expressed satisfaction with the department's delivery of the outsourced corporate services functions during the period. Services provided by the department included transactional human resource and financial management services.

Performance outlook

Key priorities for 2022–23 are to support the Senate and the department to continue to operate effectively during the COVID-19 pandemic and preparations for the opening of the 47th Parliament following the federal election in May 2022. The department will also continue its work on implementation of recommendations of the Jenkins review which relate to the parliamentary departments. This will include capturing a broader range of workforce diversity characteristics to allow reporting in future annual reports as well as strengthening the department's strategies to support workplace diversity and inclusion.



Management and accountability

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Corporate governance

The department's operations for 2021–22 were governed by the *Parliamentary Service Act 1999*, the *Public Governance, Performance and Accountability Act 2013*, provisions of the *Fair Work Act 2009* and other legislation.

Corporate plan

The department's *Corporate Plan 2021–22* outlines our objectives, role and structure, the environment in which we operate, and our approach to maintaining the capabilities of our key resource – our staff. Work reports provided to the Clerk throughout the reporting period showed continued progress in key areas and work tasks. Planned outcomes are explained in the department's portfolio budget statements and performance results, including our annual performance statements, and are included in this report.

Management and assurance

The department's corporate governance mechanisms include two senior committees, the Program Managers' Group, chaired by the Deputy Clerk, and the Audit Committee, chaired by an independent member from outside the department. These committees provide advice, support and assurance to the Clerk to ensure that effective governance and statutory responsibilities for the management of the department are met. The role, membership and activities of these groups are described in figure 17. A copy of the Audit Committee Charter can be found on the Department of the Senate website – www.aph.gov.au/senate/dept.

The department also participates in a range of interdepartmental committees through which the parliamentary departments coordinate common and joint activities. Chief among these were meetings of the heads of the four parliamentary departments, the Parliamentary Administration Advisory Group, the Security Management Board, the Parliamentary ICT Advisory Board (and its subordinate ICT committees), and other bodies managing joint projects. Collaboration with parliamentary colleagues is also supported through informal meetings between parliamentary service officers as required.

Figure 17 – Management and assurance, 2021–22

Program Managers' Group

Role	Coordinate corporate governance matters, including: <ul style="list-style-type: none">• human resource management• risk management and planning• performance reporting• financial planning, and• departmental service quality.
Activities	Five meetings Examined a range of issues in the following areas: <ul style="list-style-type: none">• budget• staffing (including learning and development)• health and well-being strategy (including work, health and safety)• ICT and associated risk strategies• compliance, auditing and reporting requirements• risk management (including risks related to the COVID-19 pandemic)• administrative arrangements, and• administration in common with other parliamentary departments.
Membership	Deputy Clerk and program managers. Chaired by the Deputy Clerk.

Audit Committee

Role	Provide independent advice to the Clerk on the department's financial and performance reporting responsibilities, risk oversight and management, and systems of internal controls.
Activities	Five meetings. Based on the committee's charter, the committee undertook a progressive annual work plan against its four main areas of focus: <ul style="list-style-type: none">• financial reporting• performance reporting• risk oversight and management, and• systems of internal control. An annual report of the committee's activities is provided to the Clerk in December each year.
Membership	Three members (including the Chair). Further information on the members is outlined below. Advisers: Deputy Clerk and one program manager. Observers: Usher of the Black Rod (Secretary), Chief Finance Officer, representatives from the Australian National Audit Office and the department's internal audit service provider.

Figure 18 – Audit Committee member information, 2021–22

Member name	Qualifications, knowledge, skills or experience	Number of meetings attended / total number of meetings held ¹	Total annual remuneration ²
E Montano	<p>Ms Montano holds the degrees of Bachelor of Arts and Bachelor of Laws (UNSW) and is a Fellow of the Australian Institute of Company Directors.</p> <p>She has over twenty years' experience as chair, deputy chair and member of boards and audit committees across a range of government and not for profit entities. She has broad ranging experience in governance and the machinery of government including in financial and performance reporting, risk, assurance and program and project management and oversight.</p> <p>As a former Chief Executive Officer of AUSTRAC, she was the first woman to lead a Commonwealth law enforcement/regulatory agency. Prior to that appointment, she was a consultant and senior lawyer with King & Wood Mallesons.</p>	5/5	\$14,706
S Murtagh	<p>Mr Murtagh holds a Certificate in Governance and Risk Management from the Governance Institute of Australia and is a member of the Risk Management Institute of Australia.</p> <p>He has been a member of public sector audit committees for more than 13 years, informed by a career in the general government sector spanning more than 37 years, and in governance focused roles at branch head or equivalent levels for over 12 years.</p>	5/5	\$11,514
G Knuckey	<p>Mr Knuckey holds a Bachelor of Economics (ANU), is a Fellow Chartered Accountant, Graduate of the Australian Institute of Company Directors and a Registered Company Auditor.</p> <p>He has extensive experience as an audit committee member or chair and is currently serving on audit committees for numerous government entities. He also has extensive experience as a director and serves on boards and audit committees of multiple private sector entities.</p> <p>Mr Knuckey has been a full-time company director and audit committee member since 2009 following a 32 year career with Ernst & Young specialising in Audit and Assurance Services in both the public and private sectors across a range of industries.</p>	5/5	\$8,800

- 1 The comparison relates to the total number of meetings for the reporting period, not the meetings attended during the member's tenure. In addition to attending meetings, the committee members are required to consider material out-of-session including significant preparation for each meeting.
- 2 Total annual remuneration is GST inclusive and excludes any travel costs for interstate members.

Fraud control and risk management

Consistent with the *Public Governance, Performance and Accountability Act 2013*, the *Clerk's Instructions* and associated financial management policies promote the proper use of the department's resources. The *Clerk's Instructions* are reviewed regularly to ensure their applicability and coverage.

The department has in place appropriate fraud prevention, detection, investigation and reporting mechanisms that comply with the Commonwealth Fraud Control Framework. No incidents of fraud were detected in this reporting period.

During 2021–22, risk areas and associated controls and mitigation strategies were routinely considered by senior management and reported to the department's Audit Committee. The framework for managing risk is revised regularly and made available to staff on the department's intranet. Risk oversight and management is a standing agenda item for meetings of the program managers.

External scrutiny

The Senate Finance and Public Administration Legislation Committee and the Senate Standing Committee on Appropriations, Staffing and Security provide means by which senators and others may monitor the department's performance. Matters relating to the structure and functions of the parliamentary departments may also be examined by the Appropriations, Staffing and Security 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 25 October 2021. Matters considered included the Senate committee system and the participation of the department in the Jenkins' review. The department was not required to attend the additional estimates hearings in February 2022 or the budget estimates hearings in April 2022 and was not asked to respond to any questions on notice.

The department's activities were also scrutinised by both an internal audit service provider and the Australian National Audit Office, although that office did not conduct any performance audits covering the department's activities during the reporting period.

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.

While not subject to the *Freedom of Information Act 1982*, the department's policy is to comply with the intent of the Act in relation to its administrative records to the extent practicable, having regard to the legal issues which may arise in the absence of the protections afforded by the Act. In this reporting period the department received one request for information in relation to its administrative records which was complied with in full.

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, after consulting senators. Staff are engaged under section 22 of that Act.

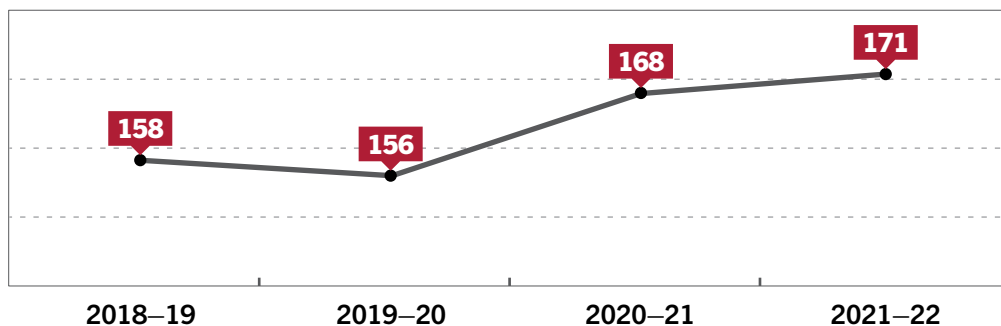
Additional support was provided to the department through secondment arrangements with other Commonwealth and state and territory government agencies, such as the Office of Parliamentary Counsel, as well as by graduates participating in the Parliament of Australia Graduate Program.

Figure 19 shows that the average full-time equivalent staffing level for 2021–22 was 171, an increase from 168 in 2020–21. This reflects the department’s increased support of Senate and Joint Parliamentary Committees over the period.

No employees identified as First Australians, a decrease of two from the previous reporting period.

Further staffing statistics are provided in Appendix 2.

Figure 19 – Full-time equivalent staff numbers, 2018–19 to 2021–22



The department’s learning and development framework supports staff to develop and maintain relevant skills and knowledge. Participation in learning activities is actively promoted and encouraged.

In 2021–22, a total of 28 learning activities were offered, all of which focused on skills for the workplace, leadership, health and well-being and role-specific learning (e.g. subject matter conferences).

Eight learning activities were internal training sessions, with a focus on parliamentary skills and knowledge. Continued learning and development in parliamentary procedure and practice remains a priority for the department, to support our core work providing accurate and timely procedural advice.

In addition to the above learning and development opportunities, the department coordinated an additional 15 sessions with a focus on mental health, physical health and safety, and social well-being and inclusion. These sessions coincided with the election period to encourage staff to reset and focus on achieving personal wellness goals before the commencement of the new Parliament.

Financial assistance or paid leave (or both) is also available under the department's Studybank scheme, to assist ongoing staff to undertake tertiary studies relevant to the department's objectives. In 2021–22, 12 employees accessed Studybank.

The department participated in the 2022 Australian Public Service Employee Census, administered by the Australian Public Service Commission, in May and June 2022. The department's results will be posted publicly on the Australian Parliament House website in line with the release of the APS-wide results.

Employment arrangements

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

The department's five Senior Executive Service (SES) employees are covered by determinations made under subsection 24(1) of the Parliamentary Service Act.

The department's 184 non-SES employees (including casual or sessional employees and those on long-term leave) are covered by the *Department of the Senate Enterprise Agreement 2017–2020*.

On 15 May 2020, the Clerk made the *Department of the Senate Non-SES Employees Remuneration Determination 2020*, to supplement the *Department of the Senate Enterprise Agreement 2017–2020* with salary increases commencing May 2021. This followed a 92 per cent 'yes' vote by eligible employees for this determination in lieu of bargaining for a new enterprise agreement.

Three employees had an Individual Flexibility Arrangement with the Clerk in accordance with clause 7 of the Enterprise Agreement.

Under these various workplace arrangements, staff have access to a range of entitlements, including leave, study assistance, a workplace support allowance, salary packaging, guaranteed minimum superannuation payments and other allowances. Employees can also use other services offered at Parliament House, including the sporting facilities and the Parliamentary Library. None of the department's workplace arrangements provide for performance pay.

All employees work at Parliament House, Canberra.

In response to the continuing impact of the COVID-19 pandemic, the Clerk made the *Department of the Senate Non-SES Employees COVID-19 Determination 2022* and the *Department of the Senate SES Employees COVID-19 Determination 2022*. These determinations continue greater flexibility for staff accessing existing leave entitlements

should they need additional leave as a result of the pandemic, and provide for paid discretionary leave for casual or sessional employees. These determinations reflect similar arrangements made in relation to the Australian Public Service.

The department provides staff a total of four hours of paid discretionary leave to travel to and receive COVID-19 vaccinations. 72 staff accessed this leave in 2021–22.

Work health and safety

The department promotes and protects the physical and mental health and well-being of its workers and others in the workplace by providing a safe, supportive and inclusive environment and meeting its duties and obligations under the *Work Health and Safety Act 2011*. The department's Health and Safety Committee met two times during 2021–22.

The department notifies work health and safety incidents to Comcare as required by the Work Health and Safety Act. There was one incident, a workplace transmission of COVID-19, notified to Comcare in 2021–22. The department was not subject to any investigation or compliance or enforcement measure under that Act.

In response to ongoing COVID-19 pandemic restrictions and precautions, the department updated its work health and safety, well-being and working from home policies and advices to allow greater flexibility and assurance for staff to safely work from home. Specific COVID-Safe advice and support is also provided to staff who undertake official travel. The department, through the Usher of the Black Rod, worked closely with Health Officials to ensure the department continues to operate on a COVID-Safe footing, especially during estimates and sitting periods. Detailed COVID-Safe plans have been made for major undertakings and are updated as needed when conditions change.

Management of financial resources

Procurement

The department applies the requirements of the *Public Governance, Performance and Accountability Act 2013* and the Commonwealth Procurement Rules. No issues were identified with the department's procurement practices during the reporting period.

The department supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website. The department has adopted the Commonwealth Contracting Suite for low-risk procurements valued under \$200,000 and electronic systems and processes are used to facilitate on-time payment performance.

Consultancy and non-consultancy contracts

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 including 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.

Annual reports contain information about actual expenditure on reportable consultancy and non-consultancy contracts. Information on the value of reportable contracts is available on the AusTender website.

Expenditure on reportable consultancy contracts

Reportable consultancy contracts 2021–22	Number	Expenditure ¹ \$
New contracts entered into during the reporting period	-	-
Ongoing contracts entered into during the previous reporting period	4	125,505
Total	4	125,505

Organisations receiving a share of the reportable consultancy contract expenditure 2021–22	Expenditure ¹ \$
KPMG	95,985
Elizabeth Montano	14,706
Storm IT Pty Ltd	11,514
McBeath Pty Ltd	3,300
Total	125,505

1 Expenditure is calculated on a cash basis and includes GST where applicable.

During 2021–22, no new consultancy contracts were entered into. In addition, four ongoing consultancy contracts were active during the period, involving total actual expenditure of \$0.13m.

This amount does not include \$0.16m for the provision of independent legal advice supporting the work of the two legislative scrutiny committees and the Parliamentary Joint Committee on Human Rights.

Expenditure on reportable non-consultancy contracts

Reportable non-consultancy contracts 2021–22	Number	Expenditure ¹ \$
New contracts entered into during the reporting period	12	474,938
Ongoing contracts entered into during the previous reporting period	11	223,432
Total	23	698,370

Organisations receiving a share of the reportable non-consultancy contract expenditure 2021–22	Expenditure ¹ \$
Encore IT Services	229,020
Currie Group	80,000
CanPrint Communications	65,857
Aurion Corporation	50,639
Manuka Newsagent	35,328
Total	460,844

1 Expenditure is calculated on a cash basis and includes GST where applicable.

The above table does not include a payment made in the current year to a reportable non-consultancy as it was reported in the prior year.

Advertising and market research

In 2021–22, the department did not conduct any advertising campaigns or market research.

Report on financial performance

Overview

In 2021–22, the department was appropriated \$25.811m by the *Appropriation (Parliamentary Departments) Act (No. 1) 2021–22*. This revenue included one-off departmental supplementation of \$2.022m to support the elevated levels of committee activity during the financial year.

The department ended the financial year with an operating surplus of \$1.798m (excluding asset-related adjustments). The result reflects the continuing impact of the COVID-19 pandemic which has resulted in a reduction in a number of our large expenditure items. In addition, the increase in the bond rate during the financial year, has led to an overstatement of the leave provisions. However, without the supplementary funding, the department would have been overspent against current resourcing levels.

Net results

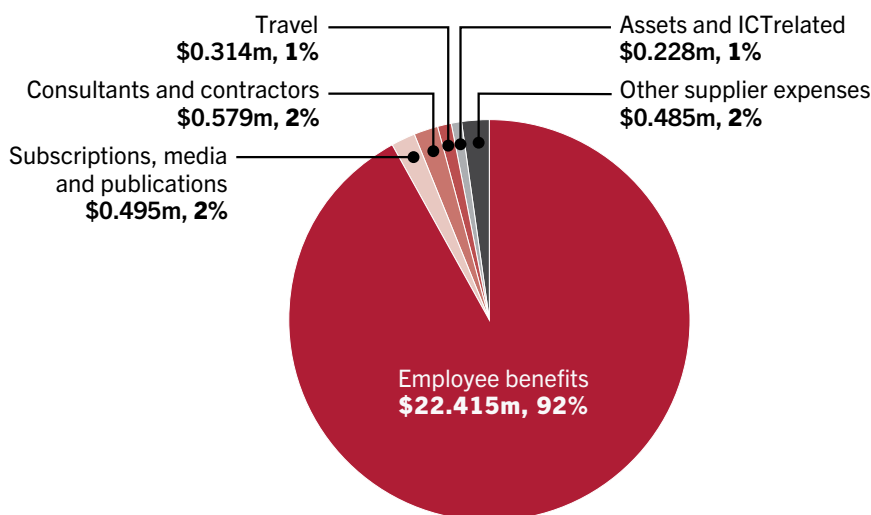
The following table outlines a summary of financial results between 2020–21 and 2021–22:

Statement of comprehensive income	2021–22 (\$'000)	2020–21 (\$'000)	Variance (\$'000)	Variance %
Total own-source revenue	503	451	52	11.4%
Total revenue from government	25,811	25,810	1	0.0%
Total expenses	24,827	24,909	(82)	-0.3%
Net surplus*	1,487	1,352		

* including asset-related adjustments

The department's operating expenses for 2021–22 were \$24.516m (excluding asset-related adjustments). The majority of the expenditure is on employee benefits (\$22.415m), with the remaining eight per cent on supplier related expenses. A further breakdown of the proportion of expenses is shown in the following figure:

Figure 20 – Expenses by type 2021–22



Financial position

The following table outlines a summary of financial position between 2020–21 and 2021–22:

Statement of financial position	2021–22 (\$'000)	2020–21 (\$'000)	Variance (\$'000)	Variance %
Total assets	18,247	17,461	787	4.5%
Total liabilities	7,874	8,674	(800)	-9.2%
Equity/Net assets	10,373	8,787	1,586	18.1%

As at 30 June 2022, the department’s net equity was \$10,373m, representing \$18,247m of assets offset by \$7,874m of liabilities. Most of these assets and liabilities are of a financial nature, with the largest balance being appropriation and other receivables (\$15,773m). The majority of the department’s liabilities relate to employee provisions (\$7.118m) and the remainder largely to short term payable (\$0.745m) for accrued salaries and trade payables.

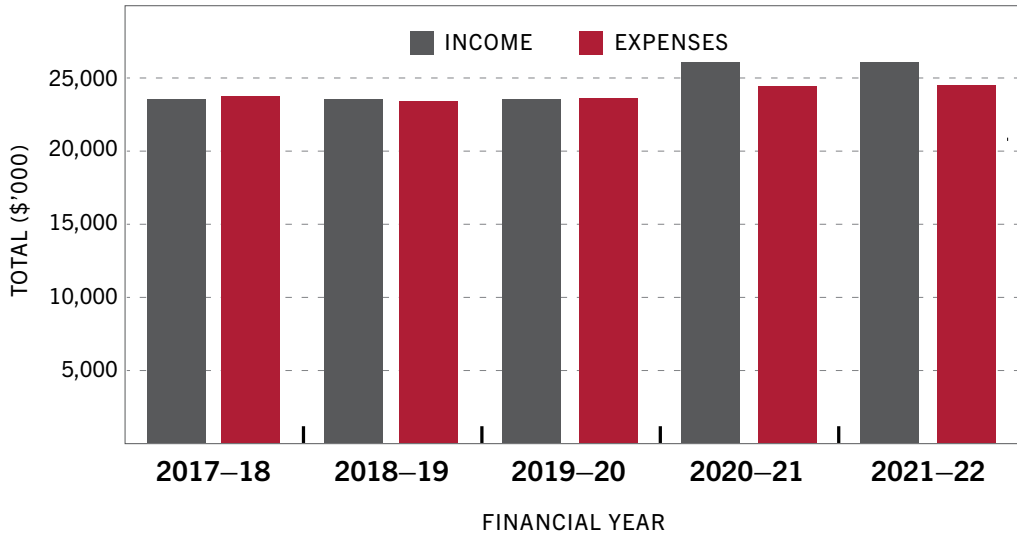
Entity resource statement

The entity resource statement provides additional information about the funding sources that the department had access to during the year. Appendix 1 details the resources available to the department during 2021–22 and sets out a summary of total expenses for Outcome 1.

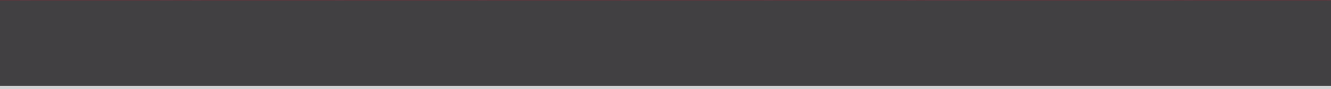
Sustainability

The department's financial performance for the last five years is demonstrated below:

Figure 21 – Financial performance 2017–18 to 2021–22



The department's workload is driven by the needs of the Senate and senators. With the commencement of the 47th Parliament, the level of expenditure is unknown and resourcing will need to be closely monitored. In addition, should the number and duration of committees established by the Senate in the previous parliament continue at the increased level in this and future parliaments, the cost of services cannot be accommodated without further supplementation.



Financial statements

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Independent Auditor's Report



INDEPENDENT AUDITOR'S REPORT

To the President of the Senate

Opinion

In my opinion, the financial statements of the Department of the Senate (the Entity) for the year ended 30 June 2022:

- (a) comply with Australian Accounting Standards – Simplified Disclosures and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Entity as at 30 June 2022 and its financial performance and cash flows for the year then ended.

The financial statements of the Entity, which I have audited, comprise the following as at 30 June 2022 and for the year then ended:

- Statement by the Accountable Authority and Chief Finance Officer;
- Statement of comprehensive income;
- Statement of financial position;
- Statement of changes in equity;
- Cash flow statement; and
- Notes to the financial statements, comprising a summary of significant accounting policies and other explanatory information.

Basis for opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Entity in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) to the extent that they are not in conflict with the *Auditor-General Act 1997*. I have also fulfilled my other responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Accountable Authority's responsibility for the financial statements

As the Accountable Authority of the Entity, the Clerk of the Senate is responsible under the *Public Governance, Performance and Accountability Act 2013* (the Act) for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Simplified Disclosures and the rules made under the Act. The Clerk of the Senate is also responsible for such internal control as the Clerk of the Senate determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Clerk of the Senate is responsible for assessing the ability of the Entity to continue as a going concern, taking into account whether the Entity's operations will cease as a result of an administrative restructure or for any other reason. The Clerk of the Senate is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the assessment indicates that it is not appropriate.

GPO Box 707, Canberra ACT 2601
38 Sydney Avenue, Forrest ACT 2603
Phone (02) 6203 7300

Independent Auditor's Report (continued)

Auditor's responsibilities for the audit of the financial statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian National Audit Office Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit 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 Entity's internal control;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Authority;
- conclude on the appropriateness of the Accountable Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Accountable Authority regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Australian National Audit Office



Rahul Tejani
Executive Director
Delegate of the Auditor-General

Canberra
30 September 2022

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



AUSTRALIAN SENATE

STATEMENT BY THE ACCOUNTABLE AUTHORITY AND CHIEF FINANCE OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2022 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the department will be able to pay its debts as and when they fall due.

Handwritten signature of Richard Pye in blue ink.

(Richard Pye)
Clerk of the Senate

30 September 2022

Handwritten signature of Fiona O'Loughlin in black ink.

(Fiona O'Loughlin)
Chief Finance Officer

30 September 2022

Statement of comprehensive income

for the period ended 30 June 2022

	Notes	2022 \$'000	2021 \$'000	Original Budget \$'000
EXPENSES				
Employee benefits	1.1A	22,415	22,163	23,411
Suppliers	1.1B	4,129	4,362	5,076
Depreciation and amortisation	2.2	207	188	200
Assets transferred to related entities	2.2	103	235	-
Loss on disposal of assets	2.2	1	23	-
Total expenses		26,855	26,971	28,687
LESS:				
REVENUE				
Own-source income				
Revenue from contracts with customers	1.2	503	451	450
Other revenue	1.2	2,028	2,062	2,247
Total own-source income		2,531	2,513	2,697
NET COST OF SERVICES		24,324	24,458	25,990
Revenue from government		25,811	25,810	25,811
Surplus / (Deficit)		1,487	1,352	(179)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation reserve		-	148	-
Total other comprehensive income		-	148	-
Total comprehensive income / (loss)		1,487	1,500	(179)

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

Original budget figures are those published in the department's 2021–22 Portfolio Budget Statements.

Statement of financial position

as at 30 June 2022

	Notes	2022 \$'000	2021 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
Cash and cash equivalents	2.1A	204	147	153
Trade and other receivables	2.1B	15,773	14,848	12,478
Total financial assets		15,977	14,995	12,631
Non-financial assets				
Property, plant and equipment	2.2	1,772	1,897	2,290
Right of use	2.2	11	32	6
Intangibles	2.2	143	178	147
Inventories		118	121	130
Prepayments		226	238	239
Total non-financial assets		2,270	2,466	2,812
Total assets		18,247	17,461	15,443
LIABILITIES				
Payables				
Suppliers	2.3A	139	314	94
Other payables	2.3A	606	549	467
Total payables		745	863	561
Interest bearing liabilities				
Leases	2.3B	11	33	12
Total interest bearing liabilities		11	33	12
Provisions				
Employee provisions	3A	7,118	7,778	7,737
Total provisions		7,118	7,778	7,737
Total liabilities		7,874	8,674	8,310
Net assets		10,373	8,787	7,133
EQUITY				
Contributed equity		2,702	2,603	2,804
Reserves		11,495	11,495	11,347
Accumulated deficit		(3,824)	(5,311)	(7,018)
Total equity		10,373	8,787	7,133

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

Original budget figures are those published in the department's 2021–22 Portfolio Budget Statements.

Statement of changes in equity

as at 30 June 2022

	2022 \$'000	2021 \$'000	Original Budget \$'000
CONTRIBUTED EQUITY			
Opening balance			
Balance carried forward from previous period	2,603	2,915	2,604
Transactions with owners			
Contribution by owners			
Equity injections – appropriation (DCB)	200	401	200
Non-reciprocal transfer – assets	(101)	(713)	-
Total transactions with owners	99	(312)	200
Closing balance as at 30 June	2,702	2,603	2,804
RETAINED EARNINGS			
Opening balance			
Balance carried forward from previous period	(5,311)	(6,663)	(6,839)
Comprehensive income			
Surplus / (Deficit) for the period	1,487	1,352	(179)
Total comprehensive income	1,487	1,352	(179)
Closing balance as at 30 June	(3,824)	(5,311)	(7,018)
ASSET REVALUATION RESERVE			
Opening balance			
Balance carried forward from previous period	11,495	11,347	11,347
Comprehensive income			
Other comprehensive income	-	148	-
Total comprehensive income	-	148	-
Closing balance as at 30 June	11,495	11,495	11,347
TOTAL EQUITY			
Opening balance			
Balance carried forward from previous period	8,787	7,599	7,112
Comprehensive income			
Surplus / (Deficit) for the period	1,487	1,352	(179)
Other comprehensive income	-	148	-
Total comprehensive income	1,487	1,500	(179)
Transactions with owners			
Contribution by owners			
Equity injections – appropriation (DCB)	200	401	200
Non-reciprocal transfer – assets	(101)	(713)	-
Closing balance as at 30 June	10,373	8,787	7,133

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

Original budget figures are those published in the department's 2021–22 Portfolio Budget Statements.

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.

Cash flow statement

for the period ended 30 June 2022

	2022 \$'000	2021 \$'000	Original Budget \$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations	25,592	24,502	25,811
Sale of goods and rendering of services	455	548	450
Net GST received	142	127	263
Total cash received	26,189	25,177	26,524
Cash used			
Employees	23,070	22,097	23,411
Suppliers	2,365	2,153	3,092
Section 74 receipts transferred to OPA	665	913	-
Total cash used	26,100	25,163	26,503
Net cash from operating activities	89	14	21
INVESTING ACTIVITIES			
Cash used			
Purchase of property, plant and equipment	118	88	200
Purchase of intangibles	12	80	-
Other cash used	111	-	-
Total cash used	241	168	200
Net cash used by investing activities	(241)	(168)	(200)
FINANCING ACTIVITIES			
Cash received			
Contributed equity	230	170	200
Total cash received	230	170	200
Cash used			
Principal payments of lease liabilities	21	21	21
Total cash used	21	21	21
Net cash from financing activities	209	149	179
Net increase / (decrease) in cash held	57	(6)	-
Cash and cash equivalents at the beginning of the reporting period	147	153	153
Cash and cash equivalents at the end of the reporting period	204	147	153

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

Original budget figures are those published in the department's 2021–22 Portfolio Budget Statements.

Section 74 receipts are not separately identified in the Portfolio Budget Statements.

Notes to and forming part of the financial statements

for the year ended 30 June 2022

Overview

Note 1: Financial performance

Note 2: Financial position

Note 3: People and relationships

Note 4: Appropriations

Note 5: Explanation of major budget variances

Notes to and forming part of the financial statements

for the year ended 30 June 2022

Overview

Basis of preparation of the financial statements

The financial statements are required by section 42 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

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

- the *Public Governance, Performance and Accountability (Financial Reporting Rule) 2015* (FRR), and
- Australian Accounting Standards and Interpretations – Simplified disclosures for Tier 2 Entities under AASB 1060 issued by the Australian Accounting Standards Board (AASB) 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 and liabilities 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.

Significant accounting judgements and estimates

In the process of applying the accounting policies listed in this note, the department has made the following judgements that have the most significant impact on the amounts recorded in the financial statements:

- leave provisions involve assumptions based on the expected tenure of existing staff, patterns of leave claims and payouts, future salary movements and future discount rates.

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next accounting period.

New accounting standards

All new/revised/amending standards and/or interpretations that were issued prior to the sign-off date and are applicable to the current reporting period did not have a material impact on the department's financial statements.

Future Australian Accounting Standard requirements

No new or revised pronouncements were issued by the AASB prior to the finalisation of the financial statements which are expected to have a material impact on the department in future reporting periods.

Notes to and forming part of the financial statements

for the year ended 30 June 2022

Taxation

The department is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Events after the reporting period

No events have occurred after balance date that should be brought to account or noted in the 2021–22 financial statements.

Notes to and forming part of the financial statements

for the year ended 30 June 2022

Note 1: Financial performance

	2022 \$'000	2021 \$'000
Note 1.1: Expenses		
Note 1.1A: Employee benefits		
Wages and salaries	16,238	15,881
Superannuation		
Defined benefit plans	1,187	1,203
Defined contribution plans	1,924	1,823
Leave and other entitlements	3,066	3,256
Total employee benefits	22,415	22,163

Accounting policy

Superannuation

Employees of the department are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS), Public Sector Superannuation accumulation plan (PSSap) or other elected defined contribution schemes.

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 employees' defined benefit schemes at rates determined by an actuary to be sufficient to meet the current cost to the government and accounts for the contributions as if they were contributions to defined contribution plans.

Leave and other entitlements

Accounting policies for leave and other entitlements are contained at note 3A – Employee Provisions.

Notes to and forming part of the financial statements

for the year ended 30 June 2022

	2022 \$'000	2021 \$'000
Note 1.1B: Suppliers		
Goods and services		
Employee related supplier expenses	215	356
Consultants and contractors	666	499
Assets and ICT related	228	336
Travel	314	370
Hire charges and hospitality	20	80
Subscriptions, media and publications	495	619
General office expenses	193	201
Office accommodation	1,941	1,841
Total goods and services	4,072	4,302
Goods supplied	229	251
Services rendered	3,843	4,051
Total goods and services supplied or rendered	4,072	4,302
Other supplier expenses		
Workers compensation	57	60
Total other supplier expenses	57	60
Total supplier expenses	4,129	4,362

Resources received free of charge are included in the above expense categories.

Accounting policy

Short-term leases and leases of low-value assets

The department has elected not to recognise right-of-use assets and lease liabilities for short-term leases of assets that have a lease term of 12 months or less and leases of low-value assets (less than \$10,000). The department recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

Notes to and forming part of the financial statements

for the year ended 30 June 2022

	2022 \$'000	2021 \$'000
Note 1.2: Own-source income		
Revenue from contracts with customers		
Sale of goods	11	11
Rendering of services	492	440
Total revenue from contracts with customers	503	451
Other revenue		
Resources received free of charge		
Office accommodation at Parliament House	1,941	1,841
Financial statement audit services from ANAO	87	87
Secondment services	-	134
Total other revenue	2,028	2,062
Total own-source income	2,531	2,513
Disaggregation of revenue from contracts with customers		
Major product / service type:		
Provision of corporate services	155	90
Provision of parliamentary education services	337	350
Sale of goods	11	11
Total revenue from contracts with customers	503	451

Notes to and forming part of the financial statements

for the year ended 30 June 2022

Accounting policy

Revenue

The department receives revenue from appropriations, the rendering of services and the sale of goods.

Revenue from sale of goods is recognised when control has been transferred to the buyer.

The department reviews contracts with customers to ascertain if the contract is in scope of AASB 15 and if the performance obligations are required by an enforceable contract and they are sufficiently specific to enable the department to determine when they have been satisfied.

The department had no remaining or unsatisfied performance obligations as at 30 June 2022.

The following is a description of the principal activities from which the department generates its revenue:

- provision of corporate services to other government entities via formal contract – revenue recognised over time as identified performance obligations are fulfilled, i.e. as services are rendered.
- provision of parliamentary education services via formal contract - revenue recognised over time as identified performance obligations are fulfilled, i.e. as services are rendered.
- sale of merchandise and educational materials based on customary business practices – revenue recognised at point of time when payment received and control passes to customer, i.e. upon shipment to customer.

The transaction price is the total amount of consideration to which the department expects to be entitled in exchange for transferring promised goods or services to a customer.

The consideration promised in a contract with a customer may include fixed amounts, variable amounts, or both.

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.

Resources received free of charge

Resources received free of charge are recognised in the statement of comprehensive income as revenue where the amounts can be reliably measured and the services would have been purchased if they had not been provided free of charge. Use of those resources is recognised as an expense.

The department's resources received free of charge relate to audit services from the Australian National Audit Office, accommodation at Parliament House from the Department of Parliamentary Services.

Revenue from government

The departmental appropriation for the financial year (adjusted for any formal additions and reductions) is recognised as revenue from government when the department gains control of the appropriation. Appropriations receivable are recognised at their nominal amounts.

Notes to and forming part of the financial statements

for the year ended 30 June 2022

Note 2: Financial position

	2022	2021
	\$'000	\$'000

Note 2.1: Financial assets

Note 2.1A: Cash and cash equivalents

Cash at bank	204	147
Total cash and cash equivalents	204	147

Note 2.1B: Trade and Other Receivables

Appropriation receivable	15,660	14,805
Goods and services	68	19
GST receivable (from ATO)	45	24
Total receivables	15,773	14,848

Accounting policy

Financial assets

Cash is recognised at its nominal amount. Cash and cash equivalents include cash on hand and deposits in bank accounts.

Receivables for goods and services are recognised at nominal amounts due less any impairment allowance account. Collectability of debts is continually reviewed. Allowances are made on an expected loss basis.

Trade receivables and other receivables are recorded at face value less any impairment.

Trade receivables are recognised when the department becomes party to a contract and has a legal right to receive cash. Loans and receivables are assessed for impairment on initial recognition. Impairment allowances are made on a lifetime expected loss basis.

Trade receivables are derecognised on payment.

The fair values of the department's financial assets and liabilities approximate their carrying amounts.

Notes to and forming part of the financial statements

for the year ended 30 June 2022

			2022		
	\$'000	\$'000	\$'000	\$'000	\$'000
Note 2.2: Non-financial assets					
Reconciliation of opening and closing balances of property, plant and equipment, right of use and intangibles					
	PP&E	Work in progress – PP&E	RoU	Intangibles	Total
As at 1 July 2021					
Gross book value	1,907	-	64	601	2,572
Accumulated depreciation, amortisation and impairment	(10)	-	(32)	(423)	(465)
Total as at 1 July 2021	1,897	-	32	178	2,107
Additions by purchase	107	112	-	12	231
Depreciation/amortisation expense	(139)	-	(21)	(47)	(207)
Disposals					
Gross value of disposals	(1)	-	-	(249)	(250)
Accumulated depreciation on disposals	-	-	-	249	249
Other movements					
Non-reciprocal transfers	-	(101)	-	-	(101)
Transfers to related entities	(103)	-	-	-	(103)
Total as at 30 June 2022	1,761	11	11	143	1,926
Total as at 30 June 2022 represented by:					
Gross book value	1,907	11	64	364	2,346
Accumulated depreciation, amortisation and impairment	(146)	-	(53)	(221)	(420)
Total as at 30 June 2022	1,761	11	11	143	1,926

Right of use and intangible assets are measured and carried at cost. Property, plant and equipment assets are carried at fair value following initial recognition at cost.

The department removed from its asset register a number of furniture assets that were identified as belonging to the Department of Parliamentary Services. These items are recorded as a transfer to a related entity in Note 2.2 and the Income Statement.

The department purchased laptops for its staff during the year and ownership of those laptops was transferred to the Department of Parliamentary Services. These items are recorded as a non-reciprocal transfer in Note 2.2 and Statement of Changes in Equity.

Contractual commitments for the acquisition of plant, equipment and intangible assets

The department has \$43,772 (2021: \$101,548) of contractual commitments payable within 1 year for the acquisition of plant and equipment.

Amounts for capital commitments are GST inclusive.

Notes to and forming part of the financial statements

for the year ended 30 June 2022

Accounting policy

Acquisition of assets

Purchases of non-financial assets are initially recognised at cost in the statement of financial position, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at fair value.

Property, plant and equipment

Revaluations

Following initial recognition at cost, plant and equipment assets (excluding ROU assets) are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Carrying amounts are reviewed every year to determine if an independent valuation is required. 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. Upon revaluation, any accumulated depreciation is eliminated against the gross carrying amount of the asset.

Depreciation

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

Depreciation rates (useful lives), residual values 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	2022	2021
Plant and equipment	5 to 15 years	5 to 15 years
Furniture and fittings	5 to 100 years	5 to 100 years

The depreciation rates for ROU assets are based on the commencement date to the earlier of the end of useful life of the ROU asset or the end of the lease term.

Notes to and forming part of the financial statements

for the year ended 30 June 2022

Impairment

All assets were assessed for indications of impairment at 30 June 2022. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment loss recognised if the asset's recoverable amount is less than its carrying amount.

Derecognition

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Gains or losses from disposal of plant and equipment are recognised when control of the asset has passed to the buyer.

Lease Right of Use (ROU) Assets

Leased ROU assets are capitalised at the commencement date of the lease and comprise of the initial lease liability amount, initial direct costs incurred when entering into the lease less any lease incentives received.

Following initial application, an impairment review is undertaken for any right of use lease asset that shows indicators of impairment and an impairment loss is recognised against any right of use lease asset that is impaired. Lease ROU assets continue to be measured at cost after initial recognition in Commonwealth agency, GGS and Whole of Government financial statements.

Fair value measurement

All property, plant and equipment is measured at fair value in the statement of financial position. When estimating fair value, market prices (with adjustments) are used where available. Where market prices are not available, depreciated replacement cost is used. A reconciliation of movements in property, plant and equipment is included above.

Intangibles

The department's intangible assets comprise of internally developed software and purchased 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 (2021: 3 to 7 years).

All software assets were assessed for indications of impairment as at 30 June 2022.

Inventories

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

Notes to and forming part of the financial statements

for the year ended 30 June 2022

	2022	2021
	\$'000	\$'000

Note 2.3: Payables

Note 2.3A: Supplier and other payables

Trade creditors and accruals	139	314
Salaries and wages	471	419
Superannuation	71	60
FBT payable (to ATO)	64	70
Total supplier and other payables	745	863

The department's only financial liabilities are supplier payables.

Note 2.3B: Interest bearing liabilities

Lease liabilities	11	33
Total interest bearing liabilities	11	33

Lease liabilities analysis

The department's lease liability maturity profile is as follows:

Within 1 year	11	23
Between 1 to 5 years	-	10
Total lease liabilities	11	33

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

Notes to and forming part of the financial statements

for the year ended 30 June 2022

Accounting policy

Payables

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced). Supplier and other payables are derecognised on payment. Supplier payables are settled within 20 days.

The liabilities for salaries and superannuation recognised as at 30 June 2022 represents outstanding contributions for the final pay fortnight of the year.

For all new contracts entered into, the department considers whether the contract is, or contains, a lease. A lease is defined as 'a contract, or part of a contract, that conveys the right to use an asset (the underlying asset) for a period of time in exchange for consideration'.

Once it has been determined that a contract is, or contains, a lease, the lease liability is initially measured at the present value of the lease payments unpaid at the commencement date, discounted using the interest rate implicit in the lease, if that rate is readily determinable, or the department's incremental borrowing rate.

Subsequent to initial measurement, the liability will be reduced for payments made and increased for interest. It is remeasured to reflect any reassessment or modification to the lease. When the lease liability is remeasured, the corresponding adjustment is reflected in the right-of-use asset or profit and loss depending on the nature of the reassessment or modification.

Contingent liabilities and contingent assets

The department had no quantifiable or unquantifiable contingent assets or liabilities as at 30 June 2022 (2021: nil).

Notes to and forming part of the financial statements

for the year ended 30 June 2022

	2022 \$'000	2021 \$'000
Note 2.4: Current / non-current distinction for assets and liabilities		
Assets expected to be recovered in:		
No more than 12 months		
Cash and cash equivalents	204	147
Trade and other receivables	15,773	14,849
Prepayments	226	237
Right of use	11	22
Inventories	118	121
Total no more than 12 months	16,332	15,376
More than 12 months		
Property, plant and equipment	1,772	1,897
Right of use	-	10
Intangibles	143	178
Total more than 12 months	1,915	2,085
Total assets	18,247	17,461
Liabilities expected to be settled in:		
No more than 12 months		
Suppliers	139	314
Other payables	606	549
Leases	11	23
Employee provisions	1,550	1,550
Total no more than 12 months	2,306	2,436
More than 12 months		
Leases	-	10
Employee provisions	5,568	6,228
Total more than 12 months	5,568	6,238
Total liabilities	7,874	8,674

Notes to and forming part of the financial statements

for the year ended 30 June 2022

Note 3: People and relationships

	2022 \$'000	2021 \$'000
Note 3A: Employee provisions		
Leave		
Annual leave	2,156	2,162
Long service leave	4,962	5,616
Total employee provisions	7,118	7,778

Accounting policy

Employee benefits

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

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

The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will apply at the time the leave is taken, plus the department's employer superannuation contribution rates, and applicable on-costs, 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 has been determined by reference to FRR 24.1(a) using the shorthand method as at 30 June 2022. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Notes to and forming part of the financial statements

for the year ended 30 June 2022

Note 3B: Key management personnel remuneration

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the department, directly or indirectly, including any director (whether executive or otherwise) of the department.¹

The department has determined the key management personnel to be the Clerk, Deputy Clerk, Clerk Assistants and the Usher of the Black Rod. Key management personnel remuneration is reported in the table below.

	2022 \$'000	2021 \$'000
Key management personnel remuneration		
Short-term employee benefits	1,543	1,546
Post-employment benefits	237	229
Other long-term employee benefits	36	35
Total key management personnel remuneration	1,816	1,810

The total number of key management personnel included in the above table is six individuals (2021: six).

- 1 The President of the Senate is not considered key management personnel. The powers of the President do not give rise to a capacity to plan, direct or control the activities of the department, or significantly influence the department in its financial or operating policy decisions.

Note 3C: Related party transactions

Related parties to the department are defined as key management personnel and close family members of key management personnel. A related party transaction is a transfer of resources, services or obligations between the department and a related party, regardless of whether a price is charged.

During 2021–22, there were no related party transactions.

Notes to and forming part of the financial statements for the year ended 30 June 2022

Note 3D: Executive remuneration disclosure – Key management personnel

Name	Position title	Short-term benefits			Post-employment benefits			Other long-term benefits			Total remuneration
		Base salary	Bonuses	Other benefits and allowances	Superannuation contributions	Long service leave	Other long-term benefits	Termination benefits	Other long-term benefits		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
R Pye	Clerk of the Senate	394,446	-	1,558	58,575	9,896	-	-	-	464,475	
J Morris	Deputy Clerk of the Senate	240,750	-	27,270	44,194	6,203	-	-	-	318,417	
T Bryant	Clerk Assistant, Table	197,846	-	27,270	37,509	4,979	-	-	-	267,604	
R Callinan	Clerk Assistant, Procedure	199,927	-	27,270	30,291	5,032	-	-	-	262,520	
J Begley	Usher of the Black Rod	193,025	-	27,270	30,745	4,979	-	-	-	256,019	
T Matulick	Clerk Assistant, Committees	180,457	-	25,717	35,871	4,631	-	-	-	246,676	
Total ¹		1,406,451	-	136,355	237,185	35,720	-	-	-	1,815,711	

1. The total amounts outlined in the table above correspond with the disclosure at note 3B.

Notes to and forming part of the financial statements

for the year ended 30 June 2022

Note 3E: Executive remuneration disclosure – Senior executives and other highly paid staff

During the reporting period, all the department senior executives were included in the key management personnel disclosed above (2021: nil).

The department did not have any other highly paid staff that meet the reporting threshold (2021: nil).

Accounting policy

Remuneration policies, practices and governance arrangements

The Clerk of the Senate's remuneration is determined by the President of the Senate, after consultation with the Remuneration Tribunal, under section 63 of the *Parliamentary Service Act 1999*. In practice, the advice of the tribunal and the determinations of the Presiding Officers fix the remuneration of the heads of the four parliamentary departments at the same level. All other Senior Executive Service (SES) staff are remunerated under determinations made by the Clerk of the Senate under subsection 24(1) of the *Parliamentary Service Act 1999*.

For many years the department's policy has been that changes in SES terms and conditions reflect equivalent changes for non-SES employees in the department's enterprise agreements.

The department's remuneration arrangements do not provide for performance pay for any staff. Staff can also use other services offered at Parliament House, including vehicle parking.

Notes to and forming part of the financial statements

for the year ended 30 June 2022

Note 4: Appropriations

	2022 \$'000	2021 \$'000
Note 4A: Annual appropriations (recoverable GST exclusive)		
Annual appropriation	25,811	25,810
PGPA Act – section 74 receipts	665	913
Departmental capital budget (DCB) ¹	200	401
Total appropriation	26,676	27,124
Appropriation applied (current and prior years)	25,822	24,672
Variance	854	2,452

1 The DCB is appropriated through the *Appropriation (Parliamentary Departments) Act (No. 1) 2021–22*. It is not separately identified in the Appropriation Act.

Note 4B: Unspent annual appropriations (recoverable GST exclusive)

Departmental

<i>Appropriation (Parliamentary Departments) Act (No. 1) 2019–20</i>	-	188
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2020–21</i>	360	14,764
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2021–22</i>	15,504	-
Total	15,864	14,952

Unspent appropriation amounts include the cash at bank balance as at 30 June.

Note 4C: Special appropriations managed through third party arrangements (recoverable GST exclusive)

Authority ²

Department of Finance – <i>Parliamentary Superannuation Act 2004, s. 18</i>	2,726	2,754
Department of Finance – <i>Australian Constitution, s. 66</i>	1,340	1,233
Department of Finance – <i>Parliamentary Business Resources Act 2017, s. 59</i>	20,348	20,657
Total	24,414	24,644

2 Arrangements have been entered into with the Department of Finance to allow the department to draw upon these appropriations.

Notes to and forming part of the financial statements

for the year ended 30 June 2022

	2022	2021
	\$'000	\$'000
Note 4D: Net cash appropriation arrangements		
Total comprehensive income – as per the Statement of Comprehensive Income	1,487	1,500
Plus: depreciation/amortisation of assets funded by appropriations (DCB) ¹	186	166
Plus: depreciation of right-of-use assets ²	21	22
Less: lease principal repayments	21	21
Net Cash Operating Surplus	1,673	1,667

- 1 The DCB is appropriated through the Appropriation (Parliamentary Departments) Act (No. 1) 2021–22. It is not separately identified in the Appropriation Act.
- 2 The inclusion of depreciation/amortisation expenses related to ROU leased assets and the lease liability principal repayment amount reflects the impact of AASB 16 Leases, which does not directly reflect a change in appropriation arrangements.

Note 5: Explanation of major budget variances

Explanation of major variance	Variance to budget \$'000	Variance to budget %	Affected line items
Changes in parameters (mainly the bond rate) used to measure employee leave liability balances resulted in an adjustment to employee provisions.	996	4%	Statement of comprehensive income: • Employee benefits
	619	8%	Statement of financial position: • Employee provisions
A transfer of assets to the Department of Parliamentary Services occurred during the year that was not anticipated at the time of the original budget.	103	100%	Statement of comprehensive income: • Assets transferred to related entities
	518	23%	Statement of financial position: • Property, plant and equipment
The Federal election and the continuing impact of the pandemic led to a reduction in supplier expenses, primarily associated with travel related costs, throughout the year compared to the original budget.	947	19%	Statement of comprehensive income: • Suppliers
	727	24%	Cash Flow Statement: • Cash used – suppliers



Appendices

- ▶ 1 – Resources_____121
- ▶ 2 – Staffing_____123
- ▶ 3 – Contact details_____125

Appendix 1 – Resources

Pursuant to paragraph 17AF(1)(b) of the *Public Governance, Performance and Accountability Rule 2014*, the following table provides a summary of the department’s total resources and payments made during the reporting period and corresponds with the department’s portfolio budget statements for 2021–22.

Resource statement, 2021–22

	Actual available appropriations for 2021–22 \$'000 (a)	Payments made in 2021–22 \$'000 (b)	Balance remaining \$'000 (a – b)
Appropriations			
Departmental appropriation			
Prior year departmental appropriations	14,952	14,593	360
Departmental appropriations ¹	26,676	11,172	15,504
Total departmental annual appropriations	41,628	25,766	15,864
Total resourcing and payments	41,628	25,766	15,864

¹ Includes an amount of \$0.2m for the 2021–22 departmental capital budget.

Appendix 2 – Staffing

The figures in these tables 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 2022, as well as non-ongoing staff employed on an irregular or intermittent basis who did not work on 30 June 2022.

Staff numbers, by classification, salary range and gender, 30 June 2022

Classification	Salary (\$)	Gender		Total
		Male	Female	
Clerk of the Senate	443,390*	1	-	1
Deputy Clerk of the Senate (SES Band 2)	229,715–241,805	-	1	1
Clerk Assistants and Usher of the Black Rod (SES Band 1)	189,542–199,068	2	2	4
Parliamentary Executive Level 2 (PEL 2)	146,788–156,951	11	12	23
Parliamentary Executive Level 1 (PEL 1)	117,999–132,176	12	24	36
Parliamentary Service Level 6 (APS 6)	97,635–107,101	11	36	47
Parliamentary Service Level 5 (APS 5)	86,680–92,051	2	4	6
Parliamentary Service Level 4 (APS 4)	77,588–83,339	10	23	33
Parliamentary Service Level 3 (APS 3)	69,180–74,735	4	18	22
Parliamentary Service Level 2 (APS 2)	60,878–67,785	2	1	3
Parliamentary Service Level 1 (APS 1)	54,153–60,143	3	1	4
Total		58	122	180

SES = Senior Executive Service, PEL = Parliamentary Executive Level, APS = Australian Parliamentary Service

* Indicates total remuneration package

Employees by gender

Gender	2021–2022		2020–2021	
	Ongoing	Non-ongoing	Ongoing	Non-ongoing
Female	111	11	108	6
Male	54	4	58	6
Total	165	15	166	12

Full-time and part-time employees

Full-time or part-time	2021–2022		2020–2021	
	Ongoing	Non-ongoing	Ongoing	Non-ongoing
Full-time	144	9	144	8
Part-time	21	6	22	4
Total	165	15	166	12

Employees by classification

Classification	2021–2022		2020–2021	
	Ongoing	Non-ongoing	Ongoing	Non-ongoing
Clerk of the Senate	1	-	-	1
SES2	1	-	1	-
SES1	4	-	4	-
PEL2	23	-	23	-
PEL1	35	1	32	2
APS6	43	4	44	3
APS5	6	-	6	-
APS4	32	1	26	1
APS3	16	6	23	4
APS2	2	1	5	-
APS1	2	2	2	1
Total	165	15	166	12

Appendix 3 – 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

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

Office holders and senior officers of the Senate

PRESIDENT'S OFFICE

President of the Senate

Senator Sue Lines

Email: senator.lines@aph.gov.au

Parliament House

Phone: 02 6277 3300

Electorate Office—West Perth, Western Australia

Phone: 08 9481 4844

Deputy President of the Senate

Senator Andrew McLachlan CSC

Email: senator.mclachlan@aph.gov.au

Parliament House

Phone: 02 6277 3337

Electorate Office—Kent Town, South Australia

Phone: 08 8362 8600

CLERK'S OFFICE

Clerk of the Senate

Richard Pye

Email: clerk.sen@aph.gov.au

Phone: 02 6277 3350

Deputy Clerk of the Senate

Jackie Morris

Email: depclerk.sen@aph.gov.au

Phone: 02 6277 3360

TABLE OFFICE, SENATE PUBLIC INFORMATION OFFICE

Clerk Assistant (Table)

Tim Bryant

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

Phone: 02 6277 3020

PROCEDURE OFFICE, PARLIAMENTARY EDUCATION OFFICE

Clerk Assistant (Procedure)

Rachel Callinan

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

Phone: 02 6277 3380

COMMITTEE OFFICE

Clerk Assistant (Committees)

Toni Matulick

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

Phone: 02 6277 3371

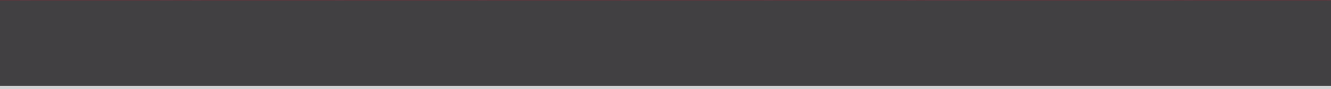
BLACK ROD'S OFFICE

Usher of the Black Rod / Chief Operating Officer

John Begley

Email: blackrod.sen@aph.gov.au

Phone: 02 6277 3398



References

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- ▶ List of requirements_____131
- ▶ Alphabetical index_____135

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 a bill so as to increase a charge or burden on the people. The Senate may, however, 'request' the House of Representatives to make such amendments.
AFMPA	Association of Former Members of the Parliament of Australia
AusTender	Australian Government tender information system
bill	A proposal for a law that is introduced into Parliament. Bills are considered consecutively by 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.
committee of the whole	A committee consisting of all the members of the Senate formed to consider a bill in detail.
COVID-19	Stands for novel coronavirus disease 2019, which is the illness caused by the virus SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).
DPS	Department of Parliamentary Services
estimates hearings	The term commonly used to describe the consideration by Senate legislation committees of the annual and additional estimates of expenditure of government departments and agencies.
IPRO	International and Parliamentary Relations Office
motions	Proposals for the Senate to agree to something, which must be expressed in a way that conforms with the standing orders.
pandemic	A worldwide spread of an infectious disease.
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.
PBO	Parliamentary Budget Office
PBS	Portfolio Budget Statements
PEO	Parliamentary Education Office
PGPA Act	Public Governance, Performance and Accountability Act 2013
PSC	Parliamentary Skills Centre

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.
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.
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.
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.

List of requirements

PGPA Rule reference	Description	Requirement	Location
General			
17AD(g) & 17Al	Letter of transmittal	Mandatory	iii
17AJ(a)	Table of contents	Mandatory	v
17AJ(b)	Alphabetical index	Mandatory	135
17AJ(c)	Glossary and abbreviations list	Mandatory	129
17AJ(d)	List of requirements	Mandatory	131
17AJ(e)	Contact officer	Mandatory	ii, 125
17AJ(f) & (g)	Web address and electronic address of report	Mandatory	iv
Clerk's review			
17AD(a)	A review by the accountable authority	Mandatory	3
Departmental overview			
17AE(1)(a)(i)	Role and functions	Mandatory	9
17AE(1)(a)(ii)	Organisational structure	Mandatory	10
17AE(1)(a)(iii)	Outcome and program structure	Mandatory	11
17AE(1)(a)(iv)	Purposes as included in corporate plan	Mandatory	17
17AE(1)(aa)	Information on the accountable authority	Mandatory	10
17AE(1)(b)	Portfolio structure	Portfolio departments - mandatory	N/A
17AE(2)	Variations to outcomes and programs	If applicable, mandatory	N/A
Report on performance			
Annual performance statements			
17AD(c)(i); 16F	Annual performance statements	Mandatory	15–28
Report on financial performance			
17AF(1)(a)	Discussion and analysis of the department's financial performance	Mandatory	16, 83–85
17AF(1)(b)	Table summarising the total resources and total payments of the department	Mandatory	121
17AF(2)	Significant changes in the financial results	If applicable, mandatory	N/A

PGPA Rule reference	Description	Requirement	Location
Management and accountability			
Corporate governance			
17AG(2)(a)	Information on compliance with section 10 (fraud systems)	Mandatory	76
17AG(2)(b)	Fraud control certification by the accountable authority	Mandatory	iii
17AG(2)(c)	Corporate governance structure and processes	Mandatory	73–75
17AG(2)(d)-(e)	Reportable non-compliance with finance law	If applicable, mandatory	N/A
Audit Committee			
17AG(2A)(a)	Charter of the Audit Committee (direct electronic address)	Mandatory	73
17AG(2A)(b)-(e)	The name, qualifications, knowledge, skills or experience of each member. Information about the attendance of each member at committee meetings and their remuneration.	Mandatory	75
External scrutiny			
17AG(3)	Developments in external scrutiny	Mandatory	77
17AG(3)(a)	Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on operations	If applicable, mandatory	N/A
17AG(3)(b)	Reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a parliamentary committee, or the Commonwealth Ombudsman	If applicable, mandatory	N/A
17AG(3)(c)	Capability reviews on the entity released during the period	If applicable, mandatory	N/A
Management of human resources			
17AG(4)(a)	An assessment of the departments' effectiveness in managing and developing employees to achieve department objectives	Mandatory	78–80
17AG(4)(aa) and (b)	Statistics on the department's APS employees on an ongoing and non-ongoing basis	Mandatory	78–80, 123–124
17AG(4)(c)	Employment arrangements	Mandatory	79–80
17AG(4)(c)(i)	Number of SES and non-SES employees covered by employment agreements	Mandatory	79
17AG(4)(c)(ii)	Salary ranges by classification level	Mandatory	123

PGPA Rule reference	Description	Requirement	Location
17AG(4)(c)(iii)	A description of non-salary benefits provided to employees	Mandatory	79–80
17AG(4)(d)	Performance pay	If applicable, mandatory	N/A
Assets management			
17AG(5)	Effectiveness of assets management where asset management is a significant part of the department's activities	If applicable, mandatory	N/A
Purchasing			
17AG(6)	Department performance against the Commonwealth Procurement Rules	Mandatory	81
Reportable consultancy contracts			
17AG(7)(a) and (b)	Summary statement regarding the number of new and existing reportable consultancy contracts	Mandatory	81
17AG(7)(c)	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged	Mandatory	81
17AG(7)(d)	A statement that <i>'Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website.'</i>	Mandatory	81
Reportable non-consultancy contracts			
17AG(7A)(a)	Summary statement regarding the number of new and existing reportable non-consultancy contracts	Mandatory	82
17AG(7A)(b)	A statement that <i>'Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.'</i>	Mandatory	81
Additional information			
17AGA	Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory	81–82
Australian National Audit Office access clauses			
17AG(8)	Australian National Audit Office access clause	If applicable, mandatory	N/A

PGPA Rule reference	Description	Requirement	Location
Exempt contracts			
17AG(9)	Contracts or standing offers with a value greater than \$10,000 (inclusive of GST) which have been exempted from being published in AusTender	If applicable, mandatory	N/A
Small business			
17AG(10)(a)	Statement regarding support of small business participation	Mandatory	81
17AG(10)(b)	An outline of the ways in which the procurement practices of the department support small and medium enterprises	Mandatory	81
17AG(10)(c)	Statement recognising the importance of ensuring that small businesses are paid on time	If applicable, mandatory	81
Financial statements			
17AD(e)	Financial statements	Mandatory	87
Executive remuneration			
17AD(da)	Executive remuneration	Mandatory	112–113
Other information			
17AH(1)(a)(i)	Statement regarding advertising campaigns	If applicable, mandatory	N/A
17AH(1)(a)(ii)	If the department did not conduct advertising campaigns, a statement to that effect	If applicable, mandatory	82
17AH(1)(b)	A statement that <i>'Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website]'</i>	If applicable, mandatory	N/A
17AH(1)(c)	Outline of mechanisms of disability reporting, including reference to website for further information	Mandatory	N/A
17AH(1)(d)	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found	Mandatory	N/A
17AH(1)(e)	Correction of material errors in previous annual report	If applicable, mandatory	N/A
17AH(2)	Information required by other legislation	Mandatory	N/A

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