



DEPARTMENT  
OF THE SENATE

2022–23

Annual Report



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### **Use of the Coat of Arms**

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# Letter of transmittal



DEPARTMENT  
OF THE SENATE

Clerk of the Senate  
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D23/48284

10 October 2023

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 2023.

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 2023.

The report is presented in six parts.

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<b>Overviews</b>	Commentary by the Clerk on performance and significant matters that affected the department, and a description of the role, aims, structure and functions
<b>Report on performance</b>	A summary of overall performance, the department's annual performance statement, and a description of each office's contribution to the department's outcome
<b>Management and accountability</b>	A report on corporate governance and the management of resources
<b>Financial statements</b>	The auditor's report and audited financial statements
<b>Appendices</b>	<ol style="list-style-type: none"><li>1. Resources</li><li>2. Staffing</li><li>3. Contact details</li></ol>
<b>References</b>	Tools to assist the reader: <ul style="list-style-type: none"><li>• a glossary and abbreviations list</li><li>• an index showing how the report complies with annual reporting requirements</li><li>• an alphabetical index</li></ul>

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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/2023](http://www.aph.gov.au/senate/dept/annreps/2023)**

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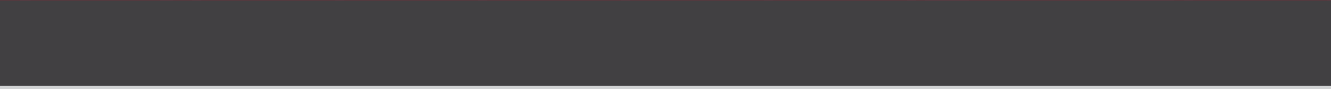
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# Overviews

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# Clerk's review

After a couple of years of disruption, there was a much more business-as-usual narrative to our work during 2022–23, albeit complicated by the continuing effects of COVID-19. The Senate department undertook a range of activities associated with a new Parliament, the arrival of newly-elected senators and the election of a new Government. We continued to support elevated levels of legislative and committee activity, and saw an increase in demand for legislative drafting. A number of important ICT projects were delivered during the year, making some of our core tasks more efficient and enhancing the availability of tabled documents and other parliamentary information. At the same time, information and education programs returned to a more normal footing, with increased in-person attendance. These activities are described throughout this report.

## **Legislative and committee activity**

The focus of this review is on the entrenched level of demand for the advice and support we provide to senators in the context of their legislative and committee work. The department provides the secretariat for the Senate and for dozens of parliamentary committees. We arrange their meetings, facilitate their work and report their outcomes. Our core services are described in terms of advice and support. We succeed in our work when the Senate and its committees can meet in accordance with their own decisions, and when senators and others have the advice and support they require to participate in and shape those meetings. We also advise senators on other matters affecting the operation of the Parliament and its committees, and provide administrative advice and support to senators and their staff, particularly in Parliament House. More broadly, we seek to explain the role and work of the Senate, including through public information and education programs.

Many of these activities carry with them the challenges of managing unpredictable workloads and deadlines. Our work is substantially driven by the requirements of the Senate and senators themselves. This brings into focus the two main factors influencing our work: the electoral cycle and the political dynamics of the Senate.

Our corporate plans focus on the year ahead but gaze out over four years. This brings the ebb and flow of the electoral cycle into consideration. An election year typically involves a lull in legislative and committee activity; the next year sees that activity ramp up, and this is generally sustained through the following year.

The year just past – the first year of the 47<sup>th</sup> Parliament – followed that pattern. The downturn in activity associated with the election occurred in the previous reporting period, with the new Parliament meeting for the first time in July 2022. In that month the department arranged and presented an orientation program for new senators, and worked with our colleagues across the parliament to deliver the Opening of Parliament, on 26 July 2022. This is a large logistical exercise, for which the Black Rod's Office has particular responsibility. In the sittings that followed, committee activity quickly reached the elevated levels seen in recent years and legislative activity increased in line with the number of sitting days.

Beyond the electoral cycle, our work and workload is largely determined by senators themselves, through the decisions they make – individually and collectively – in relation to their legislative and committee work.

In relation to legislative activity, the Senate sets its own schedule of sittings, which affects the level of demand for procedural advice. The demand for legislative drafting support depends on the scope of the government’s legislative program and the extent to which non-government senators seek our assistance in drafting amendments and private senators’ bills. The past year has shown how the political composition of the Senate can influence the level of demand. Compared with the previous parliament, the Senate has fewer government senators, more opposition senators and a larger, more diverse crossbench. Having more, and more diverse, party groupings and independent senators typically increases the demand for procedural advice and support, and for assistance in drafting legislative amendments and private senators’ bills.

Because of the electoral cycle, it can be useful to look at indicators of activity from one Parliament to the next, rather than simply year-on-year. Levels of legislative activity in the past year were broadly comparable with those in the first year of the previous parliament. For example, there were 56 sitting days in 2022–23, compared with 58 days in the first year of the 46<sup>th</sup> Parliament (2019–20), necessitating the usual levels of procedural advice and support from the Table Office (for the President, government senators and committee chairs) and the Procedure Office (for non-government senators). The Table Office and Senate Public Information Office also produced a suite of formal documents and informal guides in support of those sittings.

The Senate passed fewer bills – 114 compared with 153 in 2019–20 – and amended around the same number (32 compared with 30). However, there was a much higher level of demand for the legislative drafting work undertaken by Procedure Office staff, which is one of our more specialised and labour-intensive services.

In all, 228 sheets of amendments (comprising almost 750 amendments) were drafted and circulated during the reporting period, compared with 170 sheets (608 amendments) in the first year of the previous parliament. Typically the office also draft around a third as many additional amendments, which do not ultimately proceed to the Senate. Slightly fewer private senators’ bills were introduced in 2022–23: 26 compared with 32 in 2019–20. However, the demand for drafting was considerably higher, with the office receiving requests for 63 bills, compared with 48 in the first year of the previous parliament and only 26 requests in 2021–22. While the department has taken steps to bring more resources to bear on legislative drafting services, it can be difficult to meet the elevated demand for private senators’ bills, and priority has to be given to drafting amendments to bills before the Senate.

These political dynamics of the Senate can also be seen in relation to committee activity. The Senate delegates to its network of committees a range of scrutiny, accountability and investigative functions. Senators collectively determine the number of operative committees and the nature of their inquiries, in turn driving demand for the advice, administrative support, research and writing undertaken by our committee staff.

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. Record numbers of select and joint select committees were established during the previous parliament, and eight (six Senate and two joint) were established during 2022–23.

The Senate Appropriations, Staffing and Security Committee recognised that recent elevated levels of committee activity have become entrenched, endorsing the President’s bid for additional funds for committee support. In the Budget in May this year the government accepted that position, providing ongoing supplementation in the order of \$2.2 million. This effectively returns the department’s budget to the funding levels that applied in the previous parliament, as a result of short-term supplementation.

In 2022–23, Committee Office staff supported 29 distinct committees, including six Senate select committees and two joint select committees. They processed almost 12,000 submissions, arranged 256 public hearings and 508 private meetings, and drafted around 120 reports. Our narrative around committee activity tends to focus on secretariats in the Committee Office, although staff in other offices also undertake committee work. For instance, staff in the Procedure Office supported the Parliament’s three legislative scrutiny committees, assisting their examination of around 200 bills and 2,000 items of delegated legislation, and drafting a further 35 reports.

These remain impressive statistics, reflecting continued high levels of demand for secretariat support. The annual performance statements beginning on page 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.

More broadly, those statements describe the criteria by which we measure our success in service delivery, with a focus on accuracy, timeliness and the satisfaction of senators, and outline the formal and informal means of assessing those criteria. These include a rolling series of surveys across different areas of service delivery and activity, which continue to show high levels of satisfaction.

In last year’s review I noted that Governments at all levels were unwinding the public health measures associated with the pandemic. For much of 2021–22 we continued arrangements for staff to work from home, particularly as senators came to Canberra for sitting periods, while committees and the Senate itself sat in hybrid modes with senators and witnesses frequently participating by videoconference.

For the most part, such measures fell away during 2022–23, although the incidence of COVID-19 cases continued to affect our staff and our operations. The Opening of Parliament was a slimmed-down affair, with a very restricted list of guests allowing most members to attend in the Senate’s galleries, rather than crowding onto the Senate floor. The system for ‘remote participation’ in the sittings of the Senate has not been used during the new parliament, while the widespread practice of wearing face masks

did not continue beyond the first sitting fortnight. Senators and witnesses continue to participate in committee hearings by video, although not to nearly the extent they did in the previous year.

Post-pandemic, logistics for committee hearings – particularly for arranging and managing interstate hearings – have become more complex, necessitating additional administrative work and contingencies (for example, to adapt to the increasing incidence of cancelled flights).

Throughout the year we have also continued to support the implementation of the recommendations of *Set the Standard*, the report of the Independent Review into Commonwealth Parliamentary Workplaces. Implementation is being driven by a leadership taskforce, comprising eight members and senators drawn from around the Parliament and an independent chair, which was re-established early in the new parliament. We continue to engage with the work of the taskforce through different working groups and leaders forums. The taskforce continues to provide regular updates on its work.

The majority of the report's recommendations sit somewhat apart from our own administrative responsibilities, as they are chiefly directed to improving employment arrangements for political staff and shifting the political culture of the parliament. However, we have been happy to work with colleagues from across and outside of the parliament to enhance the working environment for our staff and those they work with. A key change over the year has included folding the leadership of the new Parliamentary Workplace Support Service (PWSS) into the broader parliamentary administration. We expect that this will be formalised in the near future. We also expect to work with the PWSS to expand our reporting on gender equality, diversity and inclusion over the next two reporting periods.

## Looking ahead

All indications are that the elevated levels of demand for our services experienced in the first year of the 47<sup>th</sup> Parliament will be sustained into the next. In looking ahead, it makes sense to borrow from our Corporate Plan for 2023–24.

A key task over coming months will be the negotiation of a new enterprise agreement for staff. The government's bargaining framework for non-APS agencies requires the department to have regard to the common terms and conditions that emerge from the APS service-wide bargaining round that is currently on foot. I expect that a key feature of our bargaining process will be determining how to apply those conditions within our environment. As this is the first full bargaining round for many years, I expect that bargaining representatives will also bring their own ideas to the table. One of our aims throughout the process will be to ensure that the department's new agreement supports our capacity to attract and retain high performing staff.

Following adoption of an updated policy on diversity and inclusion, we will continue work to develop and implement our new diversity and inclusion action plan. We'll also continue to work with our colleagues across the Parliamentary Service to implement recommendations of the *Set the Standard* report. This will include working closely with the Parliamentary Workplace Support Service as it expands its operations.

We are also planning to participate this year in the Australian Public Service Commission (APSC) census, having adopted the approach of taking part every second year. In doing so we will be hoping to replicate the gratifying results from the 2022 census, which reflected a high performing, engaged and motivated workforce, with great clarity about their duties and responsibilities.

The next four years promise to be a period of continuing challenge in terms of consistent high demand for the services the department provides. Meeting that challenge will involve maintaining institutional capability by ensuring the department attracts, develops and retains staff from the broadest possible talent pool. It also presents particular opportunities to assure the department's future capability by enhancing the diversity of our staff and ensuring we foster an environment where all staff can best contribute to our work providing the Senate, its committees and senators with advice and support.



# 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.

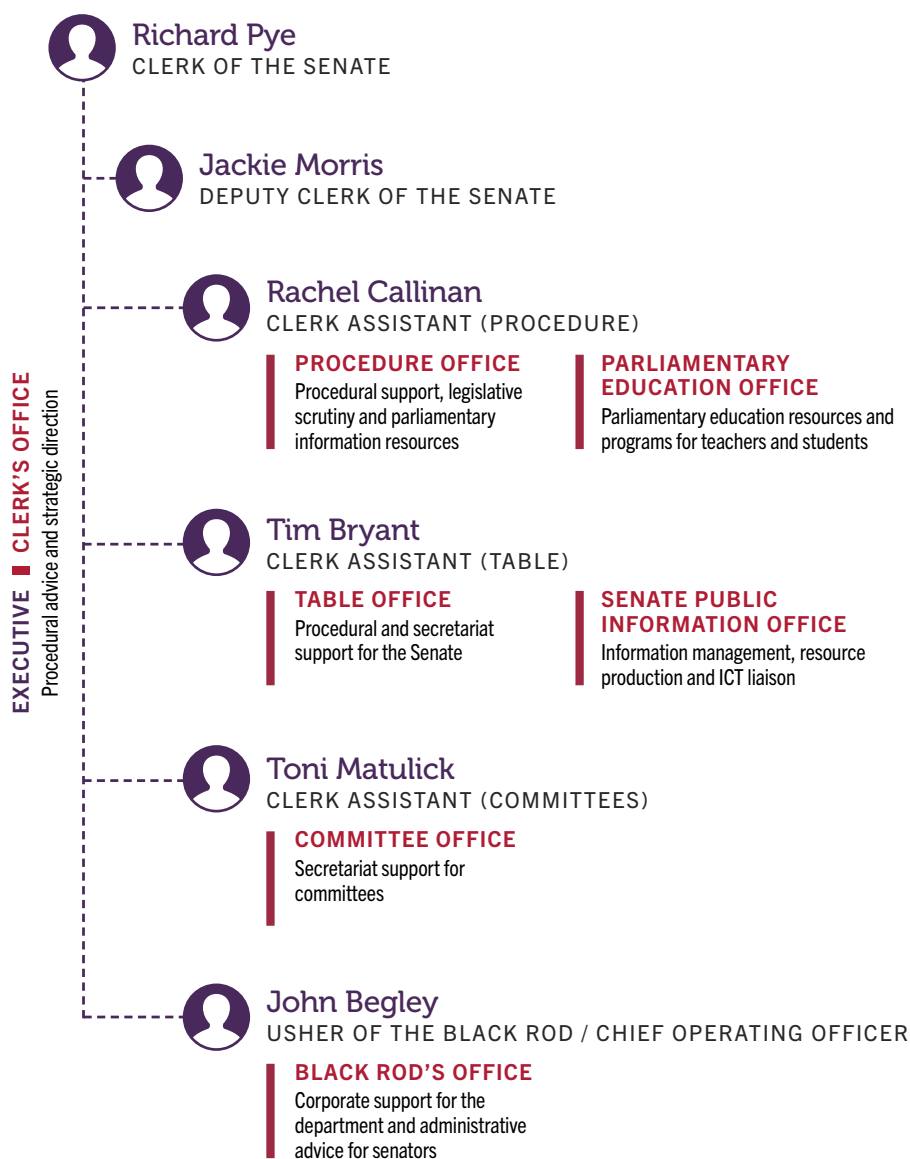
Before turning to the department's performance during 2022–23, this overview sets out the department's organisational structure, program structure and objectives.

## Organisational structure

The department is responsible to the Senate through the President of the Senate. Senator Slade Brockman held that role until 25 July 2022. Senator the Hon. Sue Lines was elected President on 26 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 for 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: Report on the Independent Review into 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 2022–23. 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 2022–23, as required by subsection 39(1) of the *Public Governance, Performance and Accountability Act 2013*. In my view, these statements are based on properly maintained records, accurately reflect the department's performance and comply with subsection 39(2) of that Act.



(Richard Pye)  
Clerk of the Senate  
28 September 2023

## Performance reporting framework

### Overview

In 2022–23, the department supported the first year of a new Parliament following the May 2022 election and successfully achieved its purpose of facilitating and supporting all parliamentary meetings required under decisions of the Senate and its committees. 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:

- supported the opening of the 47<sup>th</sup> Parliament and the induction of new senators (see 2021–22 Annual Report for detail of preparations)
- published a range of materials on the role and work of the Senate and the Parliament, and delivered effective education and information programs
- managed its staff in accordance with its enterprise agreement, and provided learning and development opportunities
- 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 worked closely with the other parliamentary departments and other entities in the broader parliamentary environment to deliver its services, to improve support for the Parliament and the work of its members, and to support collaborative and efficient parliamentary administration. During the reporting period this collaborative work included further implementation of the recommendations of the *Set the Standard* report and a number of joint ICT projects such as improvements to systems which support the production and publication of committee reports.

The department's financial result for the year was a deficit of \$1.923m (excluding asset-related adjustments). The deficit was due to increased expenses incurred as a result of continuing elevated level of support required for committees. In this regard, the department welcomes the ongoing funding agreed to in the 2023–24 Budget which returns the department to a sustainable financial position over the forward estimates.

An analysis of the department's financial performance and the financial statements is located at the '*Management and accountability*' and '*Financial statements*' sections of this report.

These annual performance statements record the department's results against the planned performance table in figure 2 (on page 17), which is derived from its 2022–23 Corporate Plan and 2022–23 Portfolio Budget Statements. 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 beginning of the 47<sup>th</sup> Parliament continued to be driven by a large crossbench and sustained high levels of committee and legislative activity. Factors influencing demand are analysed further throughout this report.

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 provided in relation to a committee inquiry into a government bill (see figure 3, on page 18). The case study builds on previous case studies by demonstrating the support the department provides to the Senate, its committees and senators to inquire into and report on legislative proposals.

## 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
- Sustaining capability, governance and accountability.

### ASSESSMENT

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

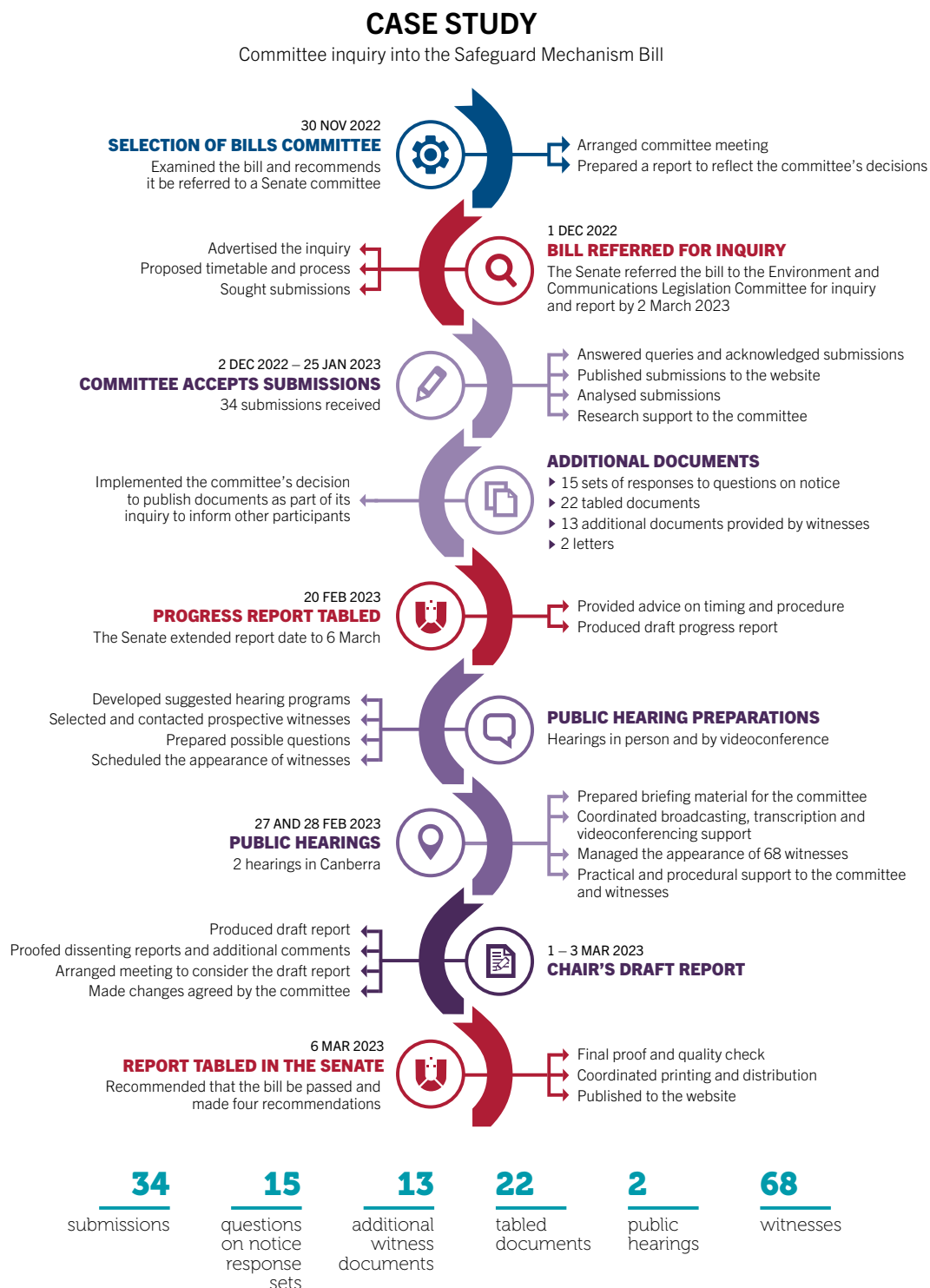
Senators (and others) have the advice and support they require to participate in meetings of the Senate and its committees.

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**





## Case study narrative – Committee inquiry into the Safeguard Mechanism Bill

Case studies illustrate the types of support the Department of the Senate provides to the Senate, its committees and senators and how that support is affected by the electoral cycle. Previous case studies considered the support the department provided to the opening of the Parliament, to the Senate 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 department's role in supporting an inquiry into the Safeguard Mechanism (Crediting) Amendment Bill 2022 (the Bill). The case study was selected by the department in April 2023.<sup>1</sup>

Like most bills which are referred for committee inquiry, the referral of this bill was effected by the Senate adopting a recommendation of the Selection of Bills Committee. The Selection of Bills Committee meets each sitting week to consider which bills introduced to Parliament should be referred for a committee inquiry. The Clerk Assistant (Table) and his team provided secretariat support to the committee including arranging its meeting on the evening of 30 November 2022 and preparing a report to reflect the committee's decisions. In this case, the committee's recommendation to refer the bill for an inquiry was accepted by the Senate without any changes being proposed. Where a senator wishes to propose changes to the bills referred for inquiry or the date for an inquiry to report, the department assists with the drafting and circulation of those procedural amendments.

The Bill was referred to the Environment and Communications Legislation Committee (the committee) on 1 December 2022. The committee secretariat then completed initial work to advertise the inquiry and seek submissions. This included confirming a closing date for submissions with the committee. Secretariats usually propose a timetable and process for the inquiry to the committee. For example, they generally suggest a closing date which ensures submissions are received in time to hold public hearings some days before the reporting date which has been set by the Senate. However, it is the committee which determines these matters.

The committee published 34 submissions. This a typical number for a bill inquiry. The secretariat supported the committee in several ways during the period the inquiry was receiving submissions. There were firstly the administrative tasks associated with acknowledging and publishing submissions to the website. The secretariat also provided research support to the committee, analysing submissions and using them as the main source for developing suggested hearing programs and possible questions for committee members to put to witnesses.

The secretariat managed the receipt and publication of a large volume of additional documents for this inquiry including 15 sets of responses to questions on notice, 22 tabled documents and 13 additional documents provided by witnesses.

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1 A different bill had been selected earlier in the reporting cycle however it was not referred to a committee supported by the department. The replacement bill was selected with a view to choosing a case study which met the same criteria namely that: it was legislation that may be familiar to the public and was sufficiently contentious so that the committee had received submissions and held hearings.

The secretariat implemented the committee's decisions to publish these documents as part of its inquiry including ensuring they were available as soon as possible on the committee's website in order to inform other participants in the inquiry.

The committee also published a letter from the Minister for Climate Change and Energy raising a public interest immunity claim in relation to information requested by the committee and a letter correcting evidence provided by Orica, a company that appeared at a public hearing.

The Minister's letter followed a process set down by the Senate where ministers who wish to resist providing information to an inquiry must specify the harm to the public interest that would arise from disclosure of the information. These are the types of procedural matters that committee secretariats routinely provide advice about to committee members and people providing evidence to inquiries.

On 27 and 28 February 2023, the committee held two public hearings in Canberra including some witnesses and senators participating via videoconference. In the days leading up to the hearings, the secretariat supported the committee by contacting prospective witnesses and advising them of any specific details about the hearings and the protections that parliamentary privilege provides to all witnesses. The secretariat managed the appearance of 68 witnesses from environmental groups, academic experts, think tanks, mining companies, peak business and industry bodies, unions and government departments and agencies. This is a relatively large number of witnesses for a bill inquiry reflecting the intense political interest in this bill.

The secretariat provided both practical and procedural support to the committee and witnesses in relation to the hearings including scheduling the appearance of witnesses, answering queries from witnesses, preparing briefing material for the committee and coordinating with officers from the Department of Parliamentary Services who provide the broadcasting and transcription support to the hearings. While participation in hearings using videoconferencing is now very common, it does involve some additional coordination with witnesses and the broadcasting team in the Department of Parliamentary Services.

The secretariat supported the committee with procedural advice, which in this case included the process for the committee to seek an extension of time to report when the Senate was not sitting. The committee was initially instructed to report to the Senate by 2 March. Occasionally committees seek additional time to complete their inquiry. In this case, the committee sought an extension to 6 March by tabling a progress report on 20 February seeking the extension. Such a report meets the technical requirement for the committee to report by the date set by the Senate while flagging the committee's request for more time to finalise its substantive report. In this case, the extension allowed the committee to consider and incorporate in its reports the evidence received at its public hearings.

Under the Senate's standing orders, the secretariat is required to draft an initial report on the instructions of the committee chair. If resources permit, the secretariat may also assist with dissenting reports or additional comments from committee members who disagree or wish to elaborate on the committee's main report. For this bill inquiry, the chair's draft was produced against a very tight timeframe with only three business days between completion of the hearings and tabling of the final report of the committee on 6 March 2023. Secretariats often receive limited explicit instructions from chairs but are able to produce a draft close to the chair's requirements by developing a detailed understanding of the chair's policy positions and their drafting preferences.

The secretariat arranged a private meeting of the committee to consider the chair's draft report. Once the committee had agreed to the report, the secretariat made changes agreed by the committee. The secretariat also proofed and formatted a dissenting report for Coalition senators, a dissenting report for Australian Greens senators and additional comments from Senator David Pocock. The department's printing team produced the final report for tabling (ie the formal presentation of the report to the Senate) and, as soon as the report tabled, the Senior Clerk's Office published the report on the internet.

The report of the majority of the committee recommended that the bill be passed but also made four other recommendations related to: an amendment to the bill; the implementation of recommendations made by Professor Chubb's independent review of carbon credits; further consideration of a proposal raised in evidence for the government to implement a carbon border adjustment mechanism; and additional monitoring and reporting associated with the Safeguard Mechanism. Non-government senators also made recommendations in their dissenting reports or additional comments, many of which were reflected in amendments they subsequently moved to the bill during debate in the Senate. The inquiry process often helps to crystallise the policy positions of senators with respect to legislation and informs the amendments they then propose in the Senate.

To put this case study into broader context, the Senate referred 75 bills to committees during 2022–23.

## Results

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

### 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 the 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 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 and their staff 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 2022–23 through two program components.

#### 1. Secretariat support for the Senate

The department provided secretariat support for the Senate on each of its 56 sitting days (an increase on the 33 sitting days in the previous financial year), including an additional sitting day on 15 December (when the Senate was recalled to consider a government bill) and several sitting days where the Senate agreed to sit for additional hours.

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 Opening of Parliament and the swearing in of a new senator who filled a casual vacancy 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 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 and training for new chairs of committees
- logistical support for meetings (including interstate hearings and meetings via videoconference) and site visits
- preparation of meeting documents, including briefing documents, 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, six Senate select committees, two joint select committees and five other joint committees, undertaking between them, at one point, 65 separate inquiries. Secretariat staff in the Committee Office processed more than 11,926 submissions, arranged 256 public hearings, including 91 estimates hearings (which heard from 5,520 witnesses) and 508 private meetings. The Senate made 125 references during the year and the office drafted 121 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 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. Secretariat staff have been able to tailor their service delivery to respond to feedback received from senators during the survey of chairs, and also from other senators and their staff during the year.

Despite the significant workload, 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 2022–23 was supporting the suite accommodation needs of senators, which is always a large and complicated task following a change in government. The office facilitated 56 suite moves during the year in addition to the vacating of suites by senators not returning after the election. Accommodating all senators following the election was particularly challenging with ministerial arrangements resulting in a shortfall of available suites in the Senate wing. Temporary accommodation was provided for three senators in the House of Representatives wing while additional suites were constructed. All senators were accommodated in the Senate wing by May 2023.

The first half of the year saw a number of ceremonial events supported by the Usher of the Black Rod's office. The Opening of Parliament occurred on 26 July 2022, requiring a significant coordination effort across the parliamentary departments and key central agencies. A spike in COVID-19 cases necessitated a change to arrangements from prior years with a smaller contingent of invited guests and changed arrangements for the seating of members of the House of Representatives.

In addition, the passing of Her Majesty Queen Elizabeth II and the proclamation and accession of His Majesty King Charles III in September 2022 was marked at Parliament House with a number of formal ceremonies. The Usher of the Black Rod's office assisted with the organisation of the events and facilitated the ceremonies as appropriate.

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](http://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 20 seminars for public service officers and community groups, 26 training sessions for senators and their staff, and three public lectures, as well as publishing material on the role and work of the Senate and its committees to both internal and external audiences. 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 via videoconference across Australia. 2,247 education programs were provided to school groups at Parliament House and 357 programs were delivered via videoconference. Feedback collected indicated high levels of satisfaction with all programs. The PEO website ([peo.gov.au](http://peo.gov.au)) continues to be well utilised, with approximately 1.4 million individual users. 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* (a live update on proceedings) and *Senate Daily Summary* (an informal summary of each day's proceedings) 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 estimates hearings in November 2022 and February and May 2023. 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 also responded to 25 questions on notice which were published on the committee's website.

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.



## Analysis

The department reports against the performance indicators contained in its portfolio budget statements, tabled in the Senate in April 2022 and then revised for the October 2022–23 Budget, and those in its Corporate Plan for 2022–23. 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. 2022–23 was the first year of the 47<sup>th</sup> 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.

One significant factor during this reporting period was the change of government, following the 2022 election, and the resulting need to provide support and training to new senators and senators taking on new roles.

The Senate sat on 56 days. High levels of committee activity continued, with six Senate select and two joint select committees supported during the year in addition to the 16 legislative and general purpose committees, and the five joint statutory committees.

### 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 2022–23, 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 2022–23. 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.

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 supported collaborative and efficient 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, Fourth supplement to the 14<sup>th</sup> edition</i> – Updates to 30 June 2022, was published (tabled 26 September 2022). 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 and briefing notes for clerks at the table were updated.

## Overview

The Clerk of the Senate, Richard Pye, manages the department in accordance with the Parliamentary Service Act and other legislation. 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 2022–23 was \$1.0m (\$0.9m in 2021–22).

## 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 change in government, a key responsibility of the office was providing briefings and support to the new President, Senator the Hon. Sue Lines, the new Deputy President, Senator Andrew McLachlan CSC, and other senators assuming new offices.

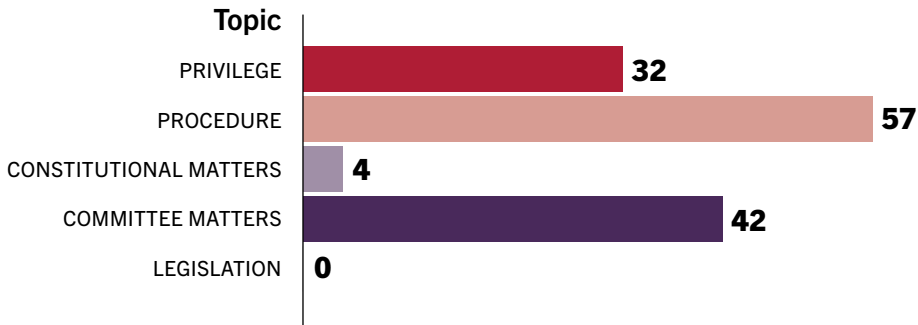
The Presiding Officers commenced negotiations for a new memorandum of understanding (MOU) regarding the exercise of covert investigative powers where parliamentary privilege may be involved. The Deputy Clerks of the Senate and House of Representatives provided secretariat support to a working group of parliamentarians led by the Presiding Officers to negotiate the terms of this MOU with the Australian Federal Police (AFP) and the Attorney-General's Department.

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.

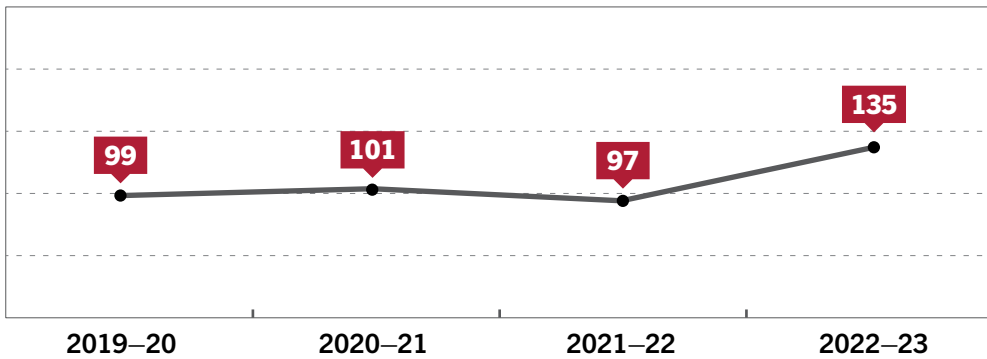
### Written advice

The number of requests for written advice was significantly higher than previous financial years, with some of that demand reflecting the need to support senators in new roles. 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. The Clerk's Office continued the approach of providing succinct, less formal advice, where appropriate, with a view to directly addressing the needs of the senator requesting the advice.

**Figure 4 – Types of written advice provided by the Clerk, 2022–23**



**Figure 5 – Number of advices provided by the Clerk’s Office, 2019–20 to 2022–23**



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 several occasions during the year, recipients of advice published it which allows it to be tested through public scrutiny. The reliance of senators and committees on unpublished advice also allows its accuracy and utility to be tested (though not publicly demonstrated). 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 ten issues of the *Procedural Information Bulletin* summarising the major procedural developments and matters of procedural interest arising during each sitting period and the three rounds of estimates hearings. Updates on procedural and administrative matters affecting senators were also published to an intranet site for senators and their staff, *Senate Connect*.

The fourth supplement to the 14<sup>th</sup> edition of *Odgers' Australian Senate Practice* was published in September 2022. Most notably, this updated supplement recorded procedural changes made to accommodate lockdown and quarantine requirements in the work of the Senate and its committees in 2021; the evolution of the thinking of the Committee for the Scrutiny of Delegated Legislation on disallowance principles; and contests between the Senate and executive over public interest immunity claims.

The Clerk and Deputy Clerk prepared and presented sessions in the department's learning and development program, and in other forums for parliamentary staff and officers from Commonwealth agencies. They also provided 19 procedural training sessions to senators (including an initial orientation program for senators whose terms commenced after the 2022 election) and 15 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 two reports during the year. The first tabled in September 2022 and examined the Senate's hours of meeting and routine of business. The second report tabled in March 2023 and examined a proposal from Senator Roberts that senators be able to privately review documents subject to a claim of public interest immunity.

### Committee of Privileges

The Deputy Clerk served as secretary to the Committee of Privileges, which met eight times in 2022–23 (ten in 2021–22) 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.

On 7 March 2023, the committee reported on an inquiry relating to possible obstruction of the work of the Parliamentary Joint Committee on Law Enforcement. The inquiry related to allegations that Senator Thorpe may have impeded the work of the joint committee. Unusually, Senator Thorpe initiated the referral to the Committee of Privileges. On the basis of the evidence it received, the committee was satisfied that the joint committee had not been impeded. The Senate adopted the committee's conclusion that no contempt should be found.

## 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. The long-term priorities of the senior executive remained maintaining workforce capability and the adoption of enhanced ICT capabilities. In relation to workforce capability, an important area of focus this year was strengthening the department's workforce diversity and inclusion policies and plans. During the election period, a small team of departmental staff from various offices developed draft action plans for different diversity characteristics. This work formed the basis of consultation with staff and the first of these specific actions plans was finalised during the year. The department also updated its overarching workplace diversity and inclusion policy and action plan.

In close collaboration with our ICT colleagues in the Department of Parliamentary Service, projects to implement a new online tabled documents system and upgrade the system used to produce and publish committee reports were delivered during the year. These projects improve the efficiency of the department's operations by improving integration of information technology systems into the processes of the Senate and its committees. Further details of these projects are set out in the chapters detailing the activities of the office which led each project.

The Deputy Clerk was the department's senior adviser to its Audit Committee and chaired the Program Managers' Group. An important area of work for Program Managers was ensuring the department's policies and practices supported its capacity to recruit and retain staff in a tightening employment market.

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.

The Clerk and other senior officers continued to collaborate with their counterparts in the other parliamentary departments in relation to parliamentary administration. This collaboration is essential for the departments to provide effective support to the Parliament and its committees but it also delivered efficiencies particularly for the smaller departments in the parliamentary service. During the year, the newly established Parliamentary Workplace Support Service was increasingly drawn into these arrangements.

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

## Performance outlook

The next reporting period, the second year in an electoral cycle, is likely to see sustained high levels of committee and legislative activity. However, the number of requests for procedural advice may ease as senators enter their second year as office holders or in new committee roles.

Work will continue on the 15<sup>th</sup> 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. Updating of these core procedural resources 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 policies, processes and systems to ensure it maintains the capability of its workforce and improves the efficiency of its operations. This will include completion and implementation of diversity and inclusion action plans which help to ensure the department recruits and retains the strongest possible team and all officers are supported to best contribute to our work.



# Table Office

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## Outputs

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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.

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### 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.

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## 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 56 sitting days in this reporting period – a considerable increase on the 33 sitting days last year which was consistent with the number in an election year. All performance results, as outlined in the table on page 35, 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. Senators and their staff were surveyed in March 2023 about their satisfaction with services provided by the Table Office. Thirty three responses were received (15 senators and 18 staff) all of which noted that the service was good or excellent. Staff numbers remained steady during the reporting period, with an average full-time equivalent level of 14.1. The cost of the office was \$2.1m (\$2.1m in 2021–22).

#### 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 (1,169 in 2022–23, averaging 21 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

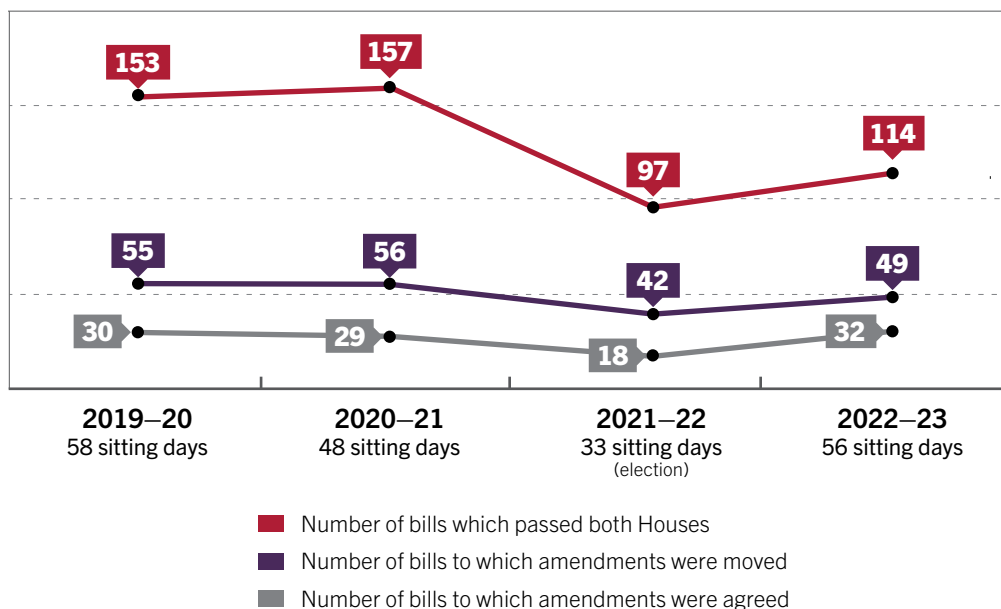
The *Notice Paper* is the formal agenda of the Senate. The *Notice Paper* was produced and published by the Table Office in advance of each sitting day (apart from the Opening of Parliament). The *Senate Journals* is the official record of decisions made by the Senate. Proof *Senate Journals* were published 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 2022–23, 156 messages were prepared, of which 116 related to the passage of bills (the remaining related to matters such as committee memberships). These figures compare to 101 messages, of which 89 related to the passage of bills, in 2021–22. Figure 7 reflects the level of legislative activity in recent years.

**Figure 7 – Senate legislative activity, 2019–20 to 2022–23**



## 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, 2,232 questions were asked on notice. These were processed and published to a searchable database on the Parliament’s website within established timeframes.

In 2022–23, the office processed all notices of motion received for inclusion in the *Notice Paper* – 386 for this reporting period compared to 254 in the previous period. These notices signal senators’ intentions to move particular motions on specified days. The office also processed three petitions which senators had lodged for presentation to the Senate (compared to four petitions in 2021–22).

Another frequently used means of obtaining information about matters of concern to the Senate are orders for documents. During 2022–23, the office processed 105 orders for documents made by the Senate, compared to 51 in the previous year.

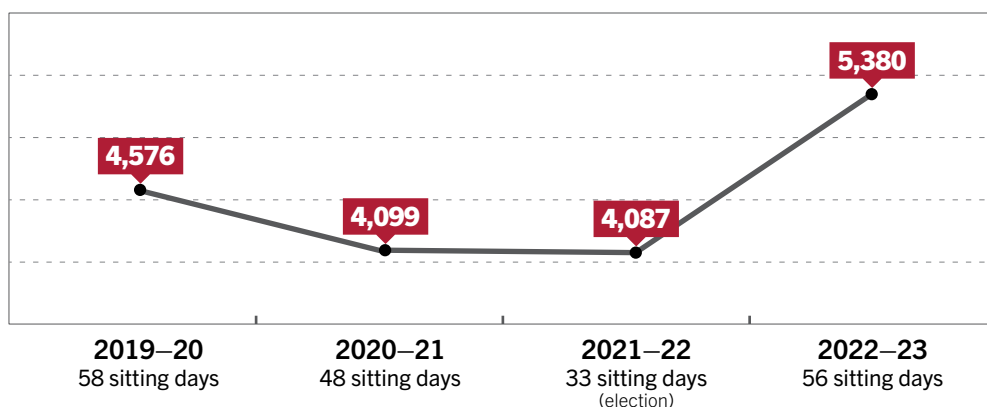
## Documents

The office received and processed all of the 5,380 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 a significant increase on the 4,087 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. A new website to facilitate the receipt and publication of documents electronically was also implemented.

**Figure 8 – Documents tabled in the Senate, 2019–20 to 2022–23**



## 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 2023–24, 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 2023–24 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.

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. The recent completion of a new system to facilitate the receipt and publication of tabled documents in digital format promises significant efficiencies. 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 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

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## Outputs

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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.

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### Performance information

### Performance results

Manage the production of:  
*Dynamic Red* (ParlWork); *Senate Daily Summary*; *The Week Ahead*; *StatsNet*; and *Senate Discovery*.

All publications were published within agreed timeframes set out in the 2022–23 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.

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## 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 cost of the office for 2022–23 was \$1.3m (\$1.4m in 2021–22), with staffing levels maintained at an average of 8.1 full-time equivalent.

## Information resources

SPIO supported each of the 56 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* – 15 editions
- *Dynamic Red* (and ParlWork web-application) – 56 editions with an average of 105 updates a day
- *Senate Daily Summary* – 56 editions
- *Senate Discovery* – three 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:

- producing video, print and web resources for the Parliamentary Education Office (PEO), redeveloping the Federal Parliament history timeline, producing the online version of the Parliament in Pictures poster series, and developing a web booking system for professional learning workshops
- maintaining the Senate YouTube channel
- updating video training resources
- producing the department's corporate reporting and planning documents
- implementing new page designs across a range of Senate committee web pages, notably the redesign of the department's corporate information pages on the Parliament website, and



- ongoing enhancements to *Senate Connect* (senators' intranet) and *SENNET* (departmental intranet) including the redesign of the *Procedure Hub* senators' resource and the development of the Committee procedure and practice hub for secretariat staff.

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 has been able to increase its outreach and respond quickly to requests for information. Recent developments at Twitter mean that its use for this purpose will be reviewed in 2023–24.

## 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 four projects were completed:

- Senators' Interests Committee – new search interface for the committee's webpage, completed in May 2023
- Report builder online phase 2 – implementation of a new system used for drafting and publishing committee reports, completed in December 2022
- CommDocs replacement – a new application to replace ageing technology that supports the management of committee documents, completed in February 2023
- Online Tabled Documents phase 2 – refinements to the website search interface, functionality to support delegated legislation, reporting and government response tracking, completed in June 2023.

Other significant work during 2022–23 which is expected to be completed in the next reporting period includes:

- Report builder online phase 3 – implementation of a digital workflow and integration with the Online Tabled Documents system, redesign and implementation of webpage templates for reports to improve accessibility and user experience
- Development of a new system to support the work and information management of the Legislative Scrutiny Unit.

## Performance outlook

In 2023–24, 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 this regard, SPIO will support the department's transition to cloud computing and upgrade to Windows 11, and the development of a parliament-wide digital strategy.

In addition to the ongoing work noted above, SPIO will coordinate the take up and use, by executive departments of the Online Tabled Documents system, and will work closely with the PEO to redevelop the Australian Constitution website as well as other educational resources. 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.	Procedural advice and support provided was accurate and prepared within required timeframes and to the satisfaction of senators.
Legislative amendments and private senators' bills are legally sound and meet the requirements of instructing senators.	Amendments and bills were accurate, met requirements, were prepared to the satisfaction of senators and were generally prepared within requested timeframes (due to high demand, timeframes in relation to some requests for private senators' bills were revised in consultation with the requesting senator).
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 training 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 and to the satisfaction of requestor. 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.
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 requirements and 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, procedural advice and legislative drafting

##### Rachel Callinan, Clerk Assistant (Procedure)

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

##### Procedural support and public information

##### Glenn Ryall, Director, Procedure and Research

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

##### Legislative scrutiny

##### Anita Coles, Secretary, Parliamentary Joint Committee on Human Rights

**Laura Sweeney (to 6 November 2022) and Fattimah Imtoul (from 16 January 2023)**  
**Acting Secretary, Scrutiny of Bills Committee and Scrutiny of Delegated Legislation Committee**

Secretariat, advisory and administrative support to the committees

The Procedure Office provides advisory, legislative drafting, training, research and public information services to support the work of senators and the Senate, as well as providing secretariat support for the Parliament's three 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, their staff and members of the public.

The full-time equivalent staffing level for the Procedure Office in 2022–23 was 23.4 (24.7 in 2021–22). The cost of providing the services of the Procedure Office in 2022–23 was \$4.8m (\$4.4m in 2021–22).

## Procedural support

The Procedure Office Executive and the Procedure and Research Section assists non-government senators and their staff by providing advice relating to the role and work of the Senate and its committees. The section also provides procedural drafting services to assist senators conduct business in the Senate. In 2022–23, as usual, there

was strong demand for such advice and drafting, particularly during sitting periods. Advice was provided on a range of procedural issues, including the constitutional powers of the Senate, the legislative process, the disallowance of delegated legislation, orders for production of documents and opportunities for debate. The section also provided research support to the Clerk and Deputy Clerk and senators on matters relating to Senate practice and procedure. Staff ensured the accuracy of procedural advice, drafting and research by drawing on appropriate resources and precedents and consulting with other departmental officers as required. Services were provided on a confidential, non-partisan and consistent basis and in a timely fashion, often within extremely short deadlines.

In 2022–23, the section prepared an average of seven procedural scripts each sitting day for use by senators in the chamber, with a total of 368 scripts for the year. These scripts assist senators to conduct business in the Senate 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. The total number of scripts drafted reflects an increase from the previous reporting period where 275 scripts were produced, possibly because there were fewer sitting weeks in the previous period due to the election in May 2022. The section also frequently responded to requests to draft procedural motions for senators or review motions prepared by senators’ staff. These included motions for orders for the production of documents or to refer matters to committees for inquiry.

## Legislative drafting

The Procedure Office Executive and the Procedure and Research Section provide support to senators in relation to the legislative process by drafting private senators’ bills and amendments to government bills. Procedural amendments to the motions that mark the key stages of the passage of bills are also prepared. This drafting support is provided primarily to non-government senators, but also to government senators who are not part of the ministry (i.e. non-executive government senators).

In 2022–23, 63 second reading amendments – amendments to the procedural motion that a bill be read a second time – were prepared and circulated (a significant increase on the previous period, when 31 such amendments were circulated). The section also drafted and circulated 228 ‘sheets’ of committee of the whole amendments, comprising 747 individual amendments (compared to 668 amendments circulated on 151 sheets in the previous period). These are referred to as ‘committee of the whole’ amendments as they propose amendments to the text of bills and are debated and voted on during the stage of a bill’s passage when the Senate resolves itself into the ‘committee of the whole’ to consider the details of a bill and any amendments proposed. Committee of the whole amendments vary in complexity and can be resource intensive to prepare.

A further 86 sheets 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.

In accordance with section 53 of the Constitution, six sets of amendments were framed as ‘requests’ to the House of Representatives. For each of these requests, the section also produced a ‘statement of reasons’ to explain why the amendments were framed as requests, as required by the Senate’s procedures.

In 2022–23, the section received requests for 63 private senators’ bills (compared to 26 requests in 2021–22), which were progressed in accordance with senators’ instructions. 26 private senators’ bills were introduced in this reporting period (compared to 23 in the previous 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 cases influencing the government to pursue legislative action. Depending on their complexity, private senators’ bills can take between a week to many months to prepare. The level of demand has required careful management of workload and resources, and discussion with senators’ offices regarding timeframes.

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, 2019–20 to 2022–23**

Outputs	2019–20	2020–21	2021–22	2022–23
Committee of the whole amendments circulated	608	740	668	747
Second reading amendments circulated	52	59	31	63
Private senators’ bills introduced	32	18	23	26
Procedural scripts prepared	977	677	275	368

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. As noted above, there has been a high demand for private senators’ bills and not all requests have been met within the timeframes originally proposed by senators. The detail of each drafting request, including timeframes, is discussed with senators’ offices and managed within existing resources.

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 Parliament's three legislative scrutiny committees:

- 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.

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 (and occasionally outside of sittings) on the bills and legislative instruments scrutinised. They also report annually on their work and the significant matters they have pursued during the year.

The work of the committees in scrutinising bills and 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 houses, 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, finalising reports for tabling and preparing any necessary procedural advice or documentation.

The Human Rights Committee secretariat examined 198 bills (163 in 2021–22) and drafted 11 reports containing comments on 31 bills (43 in 2021–22) 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 2,038 disallowable and exempt legislative instruments (1,438 in 2021–22) and drafted comments on 19 instruments (18 in 2021–22). The secretariat also supported the committee in the initial stages of an inquiry referred by the Attorney-General in March 2023 into Australia's Human Rights Framework, including processing submissions and organising a public hearing (with the inquiry to continue until 2024).

The Scrutiny of Bills Committee secretariat examined 217 bills (165 in 2021–22) and drafted 12 reports, containing comments on 99 bills (71 in 2021–22) raising matters relating to the committee's terms of reference under Senate standing order 24.

The secretariat to the Scrutiny of Delegated Legislation Committee (formerly the Regulations and Ordinances Committee) examined 2,236 legislative instruments (1,549 in 2021–22) against its terms of reference set out in Senate standing order 23, including 271 exempt instruments (165 in 2021–22). The secretariat prepared 12 reports, identifying 271 instruments as potentially raising scrutiny concerns (294 in 2021–22) and identifying 115 instruments for the attention of the Senate (100 in 2021–22).

During this period the unit also worked with the Department of Parliamentary Services' Information Services Division on a project to develop a contemporary document management system for managing the work of the unit. This system will result in greater efficiencies in, and accessibility to, the work of the committees. This project will continue throughout 2023.

## 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 training sessions, lectures and public information activities, as well as by producing parliamentary resources published both internally and externally.

### Training and resources

The provision of training via videoconference, initially introduced in response to the impacts of the pandemic, continues to enable the section to deliver interactive and engaging training to participants regardless of their location. To ensure consistency and quality in the provision of training, in this period the section continued to develop its training curriculum and complementary presentation material, invest in its delivery capacity and provide ongoing support to presenters.

An orientation program for new senators, primarily those elected at the 2022 election, was held on 21 and 22 July 2022, with preparations for the program commencing in the 2021–22 reporting period. The program, for which the section provided organisational support, provided new senators with an introduction to the Senate, with a focus on practical guidance to assist them to settle into their new roles both within and outside the chamber.

In addition to supporting the orientation program and ad hoc training sessions for senators, the section delivered a comprehensive ongoing program of training for senators' staff. Presented via videoconference 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 and hybrid modes of delivery.

Following a successful pilot in 2021–22, an online training program for not-for-profit organisations was offered again in this reporting period. The three session series provides not-for-profit organisations with an understanding of the opportunities for public and community engagement with the Senate and its committees. The first session was held in this reporting period, with 22 attendees from 13 organisations.



For the first time since the start of the pandemic, the section was able to facilitate in-person attendance for all lectures in the Senate Lecture Series delivered during the reporting period. A total of 191 people attended the three lectures in-person, with an additional 308 unique live online views. All lectures were Auslan interpreted in real time.

In addition to delivering the Senate Lecture Series, the section coordinated the drafting and publication of eight short-form public interest articles on *Senate matters* on the Australian Parliament House website. Written by Senate officers and promoted via the Senate’s social media accounts, the articles increase awareness of the work and role of the Parliament by providing insight into the Senate’s operations, traditions and practices.

**Figure 11 – Training programs and lectures, 2019–20 to 2022–23**

Service	2019–20	2020–21	2021–22	2022–23
<b>Senators’ orientation sessions</b>	2	0	3	2
<b>Senators’ staff training sessions</b>	11	14	10	2
<b>Training for public service officers</b>				
• number of training sessions	25	13	19	21
• number of attendees	573	331	413	476
<b>Public lectures</b>				
• number of lectures	7	3	4	3
• number of attendees	648	188	45	191
• live online view	376	228	677	308

## 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). IPRO manages incoming and outgoing delegation programs, membership of inter-parliamentary organisations, and the international interests and travel of senators and members. IPRO is also responsible for the parliamentary strengthening and capacity building programs of the Australian Parliament, including study programs for visiting parliamentarians and staff of other parliaments.

IPRO is administered by the Department of the House of Representatives, and 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 provided delegation secretaries to support three parliamentary delegations, to Papua New Guinea, Vietnam and the European Parliament.

The Senate Department also provides secretariat support to the Australian Delegation to the Inter-Parliamentary Union (IPU) which in this period included attendance at the 145<sup>th</sup> IPU Assembly in Kigali, Rwanda in October 2022 and 146<sup>th</sup> IPU Assembly in Manama, Bahrain in March 2023. Secretariat support also included assisting the head of the delegation, the Speaker of the House of Representatives, and current Chairperson of the Asia-Pacific Group, the Hon. Milton Dick MP, to chair a meeting of the IPU geopolitical group at the 146<sup>th</sup> IPU Assembly and to host a webinar for the group on engaging youth in the work of parliament in the Asia-Pacific region in June 2023.

A detailed description of the work of IPRO 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 2023–24 for the Procedure Office Executive and the team of staff in the Procedure and Research Section who provide legislative and procedural drafting and advice, will be to manage the high workload for legislative amendments and private senators' bills which is expected to continue in the next reporting period.

Another focus of the Procedure and Research Section will be to update and diversify existing procedural training resources and delivery models. This will include expanding on-demand training offerings to incorporate e-learning modules and producing new video content for incorporation in the *Procedure Hub* and training programs.

The Legislative Scrutiny Unit, in addition to its usual work supporting the three parliamentary scrutiny committees in their important scrutiny work, will support the Parliamentary Joint Committee on Human Rights to conduct its extensive inquiry into Australia's Human Rights Framework. Work will also continue on the development of the unit's new document management system, creating a more efficient and effective tool for conducting and publishing the work of the committees.

# Parliamentary Education Office

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## Outputs

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Parliamentary education resources and programs.

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### Performance information

### Performance results

Curriculum-aligned programs for students and teachers are delivered at Parliament House, online and off-site to encourage ongoing engagement with the Australia's parliament.

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.

Relevant and accurate print and digital resources are produced that explore the role and value of the Australian Parliament and are aligned to the Australian Curriculum.

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

PEO website evaluation showed users have a high level of satisfaction with the information they found on the website.

Provision of a range of resources and services to support members of parliament in their engagement with communities and to increase citizen understanding of and engagement with Parliament.

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

## Overview

The Parliamentary Education Office (PEO) is led by the Acting Director, PEO, Lee Katauskas within the program responsibilities of the Clerk Assistant (Procedure). The PEO delivers parliamentary education services on behalf of the Australian Parliament to students, teachers and others across Australia. To date, more than 2.4 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 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 2022–23 was 14.2 (in 2021–22 the FTE staffing level was 10.8.) The cost of providing the services of the PEO in 2022–23 was \$2.0m (\$1.5m in 2021–22).

## 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 on-site at Parliament House and in classrooms across Australia through its video conference program and outreach program.

By the end of the reporting period, school visits to Parliament House started to return to pre-pandemic levels, with the PEO delivering 2,247 onsite programs to school students from across Australia. This is a 74% increase from 2021–22.

The PEO expanded its video conference program offerings this year with the launch of its *Introducing Parliament* and the *Australian Constitution: past, present and future* programs. Demand for video conference programs remained strong, with the PEO delivering 357 video conference programs in 2022–23. While this is a 20% decrease from 2021–22, the levels indicate that while on-site programs are expected to return to pre-pandemic levels in the next reporting period, the demand for videoconference programs will remain much higher than pre-pandemic levels.

The PEO did not conduct its outreach program in 2022–23 (due to a combination of pandemic and resourcing constraints), however the program will recommence in the next reporting period. The PEO's teacher professional learning (TPL) program was expanded to further the PEO's delivery of parliamentary education across Australia. The TPL program provides professional learning for teachers and pre-service teachers to support the delivery of an informative and engaging parliamentary and civics and citizenship curriculum for students.

In 2022–23, the PEO introduced the *Referendum masterclass* program to complement its existing TPL programs, *Teaching civics and citizenship: a parliamentary approach* and the *Constitution masterclass*, which is delivered in collaboration with the National Archives and the High Court of Australia. In 2022–23, the PEO delivered 25 TPL programs, one fewer than in the previous reporting period.

## Content: online and print

While the number of users to the PEO websites decreased by 7% in 2022–23, demand and interest in the PEO website remained very strong with 1.4 million users (representing 3.4 million unique page views) accessing high-quality information about Australia’s system of government and the Australian Parliament. These websites include the PEO website (peo.gov.au) which provides information about parliament and curriculum-aligned teaching resources for all Australian teachers and students and the Australian Constitution online (ausconstitution.peo.gov.au).

In 2022–23, the PEO website was further enhanced by the addition of interactive posters on the key features of Australia’s system of government and the Australian Parliament.

The PEO also produced, refined and distributed a range of print publications during the reporting period. These include the *Australian Constitution pocket edition*, *Your Parliament* (an introduction to the work of the Parliament) and *Parliament in pictures* (a set of 10 posters with accompanying Classroom Guide). Demand for PEO print products increased over the reporting period, with a notable increase in demand for the pocket edition of the Constitution.

## Services for members and senators

The PEO provides educational resources to senators and members to support their engagement with teachers, students and community groups across Australia. Members of parliament are offered a complimentary annual allocation of education and information materials for students, teachers, and others in their communities.

In 2022–23, to support senators and members, the PEO:

- provided customised resources in-person and virtual briefings on request;
- delivered five on-site and virtual information sessions for senators, members and their staff on PEO content, programs and bespoke resources;
- facilitated referendum information sessions for parliamentarians and their staff, delivered by the Australian Electoral Commission; and
- supported the Speaker’s *Parliament in Schools program* through the provision of information sessions, bespoke resources, and briefings for parliamentarians and staff.

In this reporting period, the PEO Advisory Committee was re-established for the 47<sup>th</sup> Parliament, with the PEO providing secretariat services to support three committee meetings.

## Performance outlook

Over the next reporting period, the PEO will scope a range of engagement activities to support the development of young Australians as active citizens.

In 2023–24 the *Federal Parliament history timeline* and the *Australian Constitution online* websites will be redeveloped and the PEO website will undergo a five-year review to ensure it continues to meet the needs of users and the PEO into the future.

The PEO will also continue to enhance and promote its video conference and TPL programs to engage students and teachers who are unable to visit Canberra.

In addition, the outreach program will be reinvigorated in 2023–24, with a focus on visiting electorates with high levels of relative disadvantage.

# Committee Office

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## Outputs

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

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### 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.

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## Overview

Committee Office secretariats supported 16 legislation and references standing committees, six Senate select committees, two joint select committees and five other joint committees (see figure 12). The office of the Clerk Assistant (Committees) also provides the secretariat to the Chairs' Committee which is chaired by the Deputy President of the Senate.

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 2022–23 was \$10.7m (\$10.1m in 2021–22), with staff salaries comprising approximately 96.5 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). Committee secretariats provided administrative support to committees to allow them to undertake their inquiries in accordance with the rules of the Senate, and in a way that was consistent with decisions made by the committees themselves. Secretariat staff processed submissions, published a range of material to committee websites, arranged private meetings and briefings, liaised with witnesses and stakeholders, and arranged public hearings and site inspections around Australia, including 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.

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 over the past two financial years, senators have provided ongoing feedback about service development and improvements, which includes the ability for committees to visually broadcast their interstate public hearings, and for targeted training for committee chairs. Targeted training for committee chairs and their staff has been offered to all chairs, and the department's collaborative work with the Department of Parliamentary Services and the Department of the House of Representatives resulted in agreement to trial a visual broadcast of some public hearings held outside of Canberra during the 2022–23 financial year. Feedback from committee chairs, other senators and senators' staff allowed the committee office to tailor provision of some services, for example, developing and implementing a consistent file sharing system across secretariats to make accessing information more efficient for senators and their staff.



## Figure 12 – Elements and responsibilities of the Committee Office

### Executive

**Toni Matulick, Clerk Assistant**

**Jeanette Radcliffe, Senior Clerk of Committees**

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

#### Legislative and general purpose standing committee secretariats

Community Affairs

**Pothida Youhoun**

Economics

**Alan Raine**

Education and Employment

**Jeanette Radcliffe**

(until 3 February 2023)

**Sarah Redden**

(from 6 February 2023)

Environment and Communications

**Stephen Palethorpe**

Finance and Public Administration

**Patrick Hodder**

Foreign Affairs, Defence and Trade

**Mark Fitt**

**Mark Fitt**

Legal and Constitutional Affairs

**Sophie Dunstone**

Rural and Regional Affairs and Transport

**Gerry McInally**

**Gerry McInally**

Additional Support Unit

**Lee Katauskas**

(until 11 July 2022)

**Jane Thomson**

(until 3 April 2023)

**Bonnie Allan**

(from 4 April 2023)

#### Joint committee secretariats

JOINT STATUTORY

Australian Commission for

Law Enforcement Integrity

**Lyn Beverley**

Corporations and Financial

Services

**Sean Turner**

Law Enforcement

**Lyn Beverley**

National Anti-Corruption

Commission

**Lyn Beverley**

JOINT STANDING

National Disability

Insurance Scheme

**Bonnie Allan**

(until 3 April 2023)

**Jane Thomson**

(from 4 April 2023)

JOINT SELECT

Parliamentary Standards

**Tas Larnach**

Northern Australia

**Patrick Hodder**

#### Senate select committee secretariats

Australia's Disaster Resilience

**Mark Fitt**

Cost of Living

**Sophie Dunstone**

Foreign Interference through

Social Media

**Jane Thomson**

(until 3 April 2023)

**Bonnie Allan**

(from 4 April 2023)

Perth Mint and Commonwealth

regulatory compliance

**Bonnie Allan**

Provision of and Access to

Dental Services in Australia

**Gerry McInally**

Work and Care

**Jane Thomson**

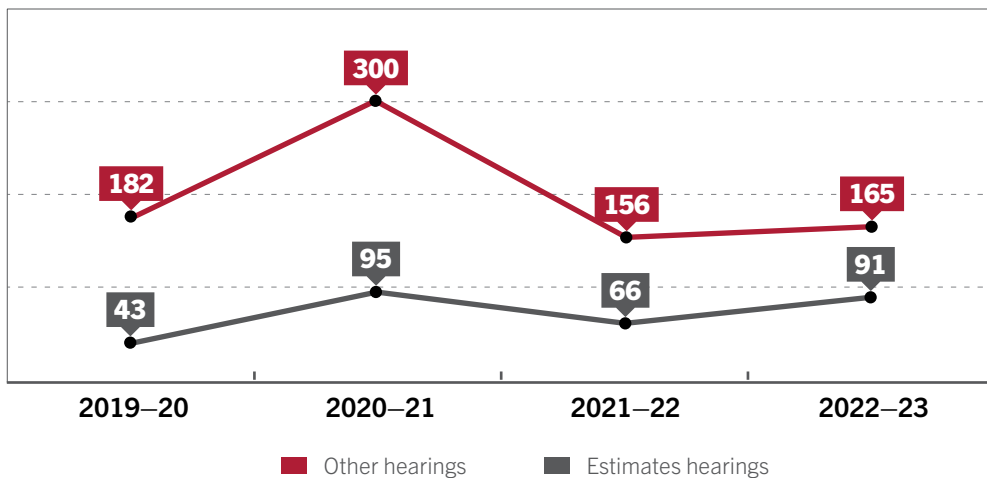
## Activity levels and workload

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 65.

### Submissions, public hearings and witnesses

The volume of work undertaken by committee secretariats during 2022–23 is demonstrated by the increased level of administrative support provided to committees. This included processing 11,926 submissions, which is more than double the number of submissions published in the previous reporting period. In addition to publishing and processing this high level of submissions, secretariats arranged 256 public hearings (including 91 estimates hearings) at which over 5,520 witnesses appeared. Secretariats supported committees by arranging 508 private meetings (up from 340 in the previous year) and three site inspections.

**Figure 13 – Number of committee hearings, 2019–20 to 2022–23**



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 ongoing ability to deliver high quality services. In addition, it allows staff to expand their professional skills and develop relationships across teams and the parliamentary departments.

## Estimates hearings

The 2022–23 budget estimates hearings took place in October and November 2022, later than usual due to the timing of the 2022 election. Supplementary Budget estimates were then held in February and March 2023, followed by the 2023-24 Budget hearings in May and June 2023. As shown in figure 13, there were 91 estimates hearings, up from 66 hearings in the previous period. During these estimates hearings, 2,754 witnesses appeared.

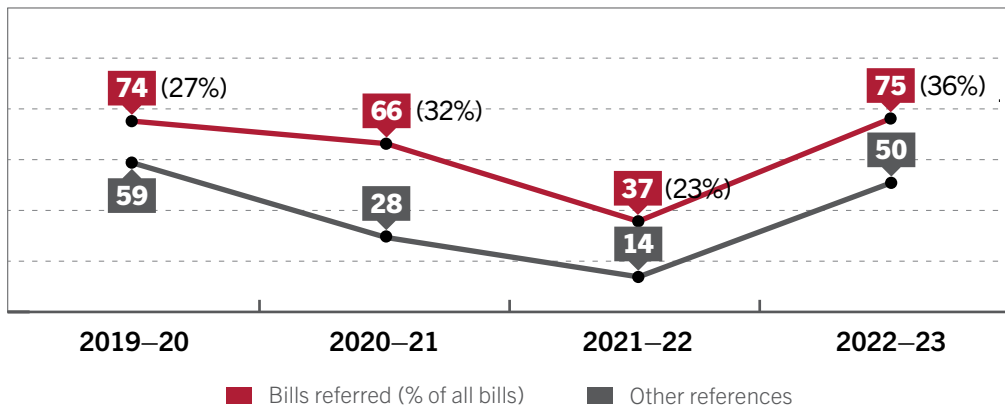
Committees continued to make use of video and teleconference facilities to allow for remote participation when agreed by the committee.

## References and reports

In addition to a high number of legislation inquiries with 75 bills referred during the year, committees inquired into and reported on diverse topics including reproductive healthcare, administration of the referendum into an Aboriginal and Torres Strait Islander Voice, work and care, oil and gas exploration and production in the Beetaloo Basin, and the fisheries quota system.

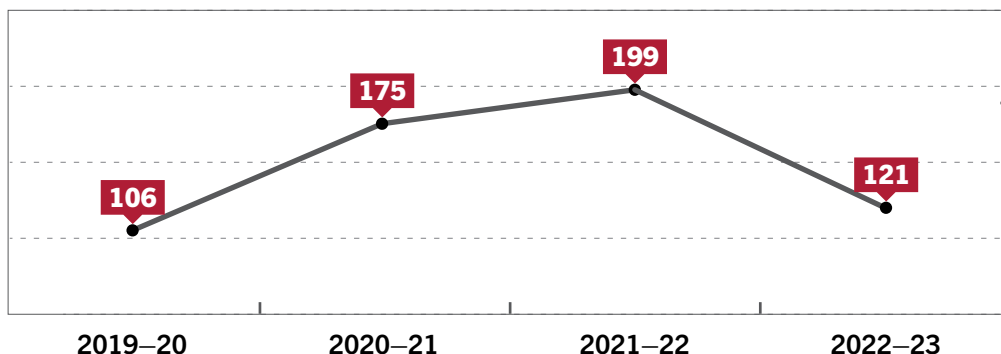
The Joint Committee on the Australian Commission for Law Enforcement Integrity tabled its final report in June 2023, with the Australian Commission for Law Enforcement Integrity absorbed into the National Anti-Corruption Commission from 1 July 2023.

**Figure 14 – Number of references to committees, 2019–20 to 2022–23**



The office supported committees to table a total of 121 reports. Figure 15 indicates how the election cycle impacts the number of reports tabled during the year.

**Figure 15 – Reports presented by all committees supported by the Committee Office 2019–20 to 2022–23**



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.

## 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. Notably, a redeveloped version of the Committee Office’s bespoke drafting program, *Report Builder*, was delivered in collaboration with the Department of the House of Representatives 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

Committee Office staff presented information to international delegations visiting Australia, and supported two outgoing parliamentary delegations.

## 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 building staff capability through learning and development activities 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.

Projects during this reporting period included implementation of a consistent file sharing program for use by all committees administered by the Department of the Senate, training for new chairs of committees and their staff and developing materials and support for new staff to support their effective induction.

Staffing levels in the Committee Office grew 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 2022–23 reporting period saw the Committee Office support an increased amount of activity, largely as a result of being the first year of the 47<sup>th</sup> Parliament, and with a change of government. Effectively supporting the work of committees requires a continued focus on ensuring that our staff have the skills and capabilities they need to perform their roles well, that we make process improvements wherever we can to ensure that administrative tasks are undertaken as efficiently as possible, and that senators and their staff have the procedural and other information they need to undertake their important scrutiny and accountability functions. In 2023–24, staffing levels are expected to increase slightly to ensure that there is an appropriate level of support to meet the anticipated high levels of workload, including meeting changing expectations of the level of support that should be available to witnesses, senators and their staff, and to our staff when participating in challenging and sensitive inquiries. This includes measures such as offering onsite counsellors during hearings and having additional staff available during these hearings. 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. Explicit induction materials designed to offer new staff a more rewarding experience in their first weeks and months of joining the committee office will be enhanced.

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 increase skills and knowledge, and enhance our ability to offer high quality services to the Senate and its committees. Opportunities for shared learning and development activities with other parliamentary departments will be actively explored.

Supporting the trial of visual broadcast of interstate hearings by the Department of Parliamentary Services, increased training opportunities for chairs of committees, and expanding and improving the ways in which members of the public are able to engage with the work of committees remains a focus of the coming financial year. The Committee Office will endeavour to expand the reach of public information about the work of committees to ensure that this information is accessible to people and communities who may be less likely to engage with this aspect of the work of the Senate.

# Black Rod's Office

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## Outputs

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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).

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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.

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## 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 ceremonial events associated with the opening of the 47<sup>th</sup> parliament, the passing of Her Majesty Queen Elizabeth II, the proclamation and accension of His Majesty King Charles III and supporting senators with the allocation and management of office accommodation.

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

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 2022–23 was 33.2 (35.4 in 2021–22), and the cost of running the office was \$4.6m (\$4.5m in 2021–22).

## 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 / Chief Operating Officer

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
<b>John Baczynski, Deputy Usher of the Black Rod and Director, Senators’ Services</b> 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	<b>Bianca Wellington, Director, Human Resource Management</b> 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	<b>Fiona O’Loughlin, Chief Finance Officer</b> 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 46 suite moves for senators in the Senate wing of Parliament House as a result of the commencement of the 47<sup>th</sup> parliament, a casual vacancy and other ad-hoc moves as required. The section also represented the interests of senators and the department in relation to building projects that continued throughout the reporting period, approving over 1,100 individual maintenance and building access requests, representing a 28 per cent increase over the prior period.

## 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, 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 2023–24 are to continue its work on implementation of recommendations of the *Set the Standard* report as they relate to the parliamentary departments and strengthening the department's strategies to support workplace diversity and inclusion. The department will also be engaged in bargaining for a new staff enterprise agreement consistent with guidance from the Australian Public Service Commission.



# Management and accountability

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- ▶ External scrutiny\_\_\_\_\_77
- ▶ Management of human resources\_\_\_\_\_78
- ▶ Management of financial resources\_\_\_\_\_82
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# Corporate governance

The department's operations for 2022–23 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 2022–23* 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 effective governance and that 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.

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. The leaders of the Parliamentary Workplace Support Service have been folded in to a number of these forums.

**Figure 17 – Management and assurance, 2022–23**

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### **Program Managers' Group**

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

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### **Audit Committee**

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<b>Role</b>	Provide independent advice to the Clerk on the department's financial and performance reporting responsibilities, risk oversight and management, and systems of internal controls.
<b>Activities</b>	Six meetings. Based on the committee's <b>charter</b> , the committee undertook a progressive annual work plan against its four main areas of focus: <ul style="list-style-type: none"><li>• financial reporting</li><li>• performance reporting</li><li>• risk oversight and management, and</li><li>• systems of internal control.</li></ul> An annual report of the committee's activities is provided to the Clerk in December each year.
<b>Membership</b>	Three members (including the Chair). Further information on the members is outlined in figure 18. 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.

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**Figure 18 – Audit Committee member information, 2022–23**

<b>Member name</b>	<b>Qualifications, knowledge, skills or experience</b>	<b>Meetings attended<sup>1</sup></b>	<b>Total annual remuneration<sup>2</sup></b>
<b>E Montano</b>	<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 &amp; Wood Mallesons.</p>	6 (of 6)	\$17,175
<b>G Knuckey</b>	<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 &amp; Young specialising in Audit and Assurance Services in both the public and private sectors across a range of industries.</p>	6 (of 6)	\$10,175
<b>A Young<sup>3</sup></b>	<p>Mr Young holds a Certificate in Governance Practice and is a Fellow of the Governance Institute of Australia. He has tertiary qualifications in the Arts, Business and Law and a policing qualification with the AFP. He had 25 years of experience in the Parliaments of Western Australia and Victoria, completing his tenure as Clerk of the Legislative Council and Clerk of the Parliaments in Victoria in 2022. His responsibilities as Clerk included being an employer and accountable officer for his own department and significant involvement in the whole of Parliament governance.</p>	2 (of 6)	\$4,343

Member name	Qualifications, knowledge, skills or experience	Meetings attended <sup>1</sup>	Total annual remuneration <sup>2</sup>
<b>S Murtagh<sup>3</sup></b>	<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>	4 (of 6)	\$7,046

- 1 The comparison relates to the total number of audit committee meetings conducted during the reporting period (as per reporting requirements). Committee members attended all of the meetings they were entitled to attend. 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 (where applicable) and excludes any travel costs for interstate members.
- 3 Mr Murtagh served on the committee until 31 January 2023 of the reporting period, and was replaced by Mr Young on 1 February 2023.

## 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 2022–23, risk areas and associated controls and mitigation strategies were routinely considered by senior management and reported to the department's Audit Committee. The frameworks for managing risk and fraud control 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.

## Significant non-compliance issues with finance law

The department did not identify any instances of significant non-compliance with the finance law during 2022–23. The finance law incorporates the PGPA Act, any rules and instruments created under the PGPA Act, and appropriation and supply Acts.

# 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 7 November 2022, 13 February 2023 and 22 May 2023. Matters considered by the Committee included the Senate committee system and its workload, and further budget supplementation for the department. The department also provided responses to 25 estimates questions on notice, which are published on the committee's web pages.

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.

# 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.

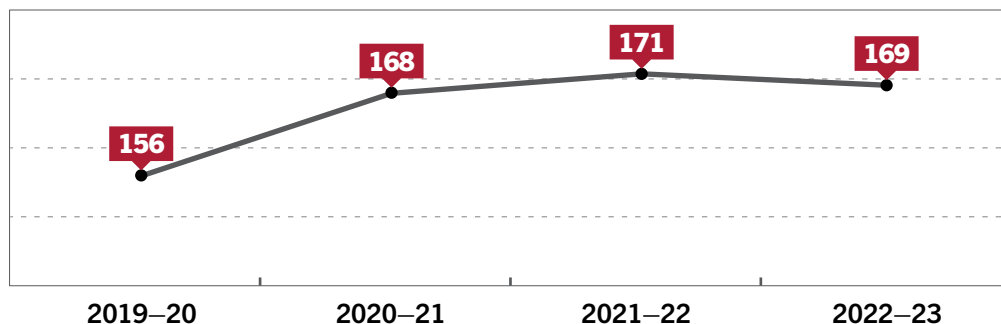
Additional support was provided to the department through secondment arrangements with other Commonwealth and state and territory government agencies, such as the Office of Parliamentary Counsel, as well as by graduates participating in the Parliament of Australia Graduate Program.

Figure 19 shows that the average full-time equivalent staffing level for 2022–23 was 169, a decrease from 171 in 2021–22.

The department participated in the 2022 Australian Public Service Employee Census. Of the 119 employees who responded (response rate of 64%), no employees identified as an Australian Aboriginal and/or Torres Strait Islander person.

Further staffing statistics are provided in Appendix 2.

**Figure 19 – Full-time equivalent staff numbers, 2019–20 to 2022–23**



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 2022–23, a total of 21 learning activities were offered, all of which focused on skills for the workplace, leadership, diversity, health and well-being and role-specific learning.

Thirteen 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 four sessions for staff in specific roles where there was a need to focus on mental health, physical health and safety (WH&S), and social well-being and inclusion.

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 2022–23, 15 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 are 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 201 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 three further salary increases, commencing May 2021, November 2021 and November 2022. This followed a 92 per cent 'yes' vote by eligible employees for this determination in lieu of bargaining for a new enterprise agreement.

On 8 November 2022, the Clerk made a further determination, the Parliamentary Service (Subsection 24(1) – Department of the Senate Non-SES Employees) Amendment Determination 2022, to amend the salary increase commencing 9 November 2022 from 2% to 3%, in line with the Public Sector Interim Workplace Arrangements 2022.

One employee 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.

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 continued greater flexibility for staff accessing existing leave entitlements should they need additional leave as a result of the pandemic, and provided for paid discretionary leave for casual or sessional employees, until 12 April 2023. These determinations reflected similar arrangements applying to the Australian Public Service during the period.

The department provides staff a total of four hours of paid discretionary leave to travel to and receive COVID-19 vaccinations. 32 staff accessed this leave in 2022–23.

All employees work at Parliament House, Canberra.

A Notice of Employee Representational Rights, the first mandatory step in the bargaining process for a new enterprise agreement, was issued to all non-SES employees in the department on 30 June 2023.

## 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 five times during 2022–23.

A new HR Advice on health and well-being support for employees experiencing menopause was published on 15 March 2023. Also, consistent with recommendation 28 of the Set the Standard Report regarding alcohol policies, in July 2022, the department published a new HR Advice for employees on *Alcohol at Work*.

The department notifies work health and safety incidents to Comcare as required by the Work Health and Safety Act. There were no incidents notified to Comcare in 2022–23. The department was not subject to any investigation or compliance or enforcement measure under that Act.

The department continued to monitor the impacts of COVID-19 on staff. Instances of exposure and infection were recorded (where reported) and staff were provided with tailored support to suit their circumstances, particularly where staff were returning to work as they recover from long COVID symptoms.

Specific guidance for supervisors and employees on managing long-term health impacts from COVID-19 was published on 16 February 2023.

COVIDSafe travel packs and advice continue to be available to all staff.

## Workplace diversity and inclusion

The department's new Policy on Workplace Diversity and Inclusion and action plan identifying shared actions across the diversity groups was published on 9 May 2023.

The diversity groups identified in the Policy are: First Nations' people, people with disabilities, gender diversity, people from culturally and linguistically diverse backgrounds, mature aged persons, carers, and lesbian, gay, bisexual, trans, queer/questioning, intersex, asexual + (LGBTQIA+) persons.

Specific action plans for each diversity group are also being developed. Workshops led by program managers and other senior leaders are being held with interested staff. Workshops on action plans for LGBTQIA+ persons and people from culturally and linguistically diverse backgrounds were held in April and June 2023 respectively.

Action plans will be regularly reviewed and updated as required, to keep up to date with developments in best practice, address intersecting diversities, or to incorporate and align with new whole-of-Parliamentary Service measures.

The department also continues to participate in meetings of the Parliamentary Departments, including through the new Access and Inclusion Champions Group, to discuss our respective departments' diversity and inclusion activities, and potential for further cross-parliamentary activities.

The department has expanded the scope of diversity information employees can provide using our HR information management system, Aurion. This will supplement the diversity information that is already collected through our recruitment process, which we will continue to refine.

The department also voluntarily participated in the 2022 pilot public sector reporting program run by the Workplace Gender Equality Agency.

The department will use the information available to us through these data collection and reporting mechanisms to improve our measurement and reporting of diversity characteristics, including in future annual reports, and to further strengthen our strategies to support workplace diversity and inclusion.

## Ethical standards and behaviour

The department works within a strong ethical framework guided by the Parliamentary Service Values, Parliamentary Service Employment Principles and the Parliamentary Service Code of Conduct set out in the *Parliamentary Service Act 1999*.

New staff are inducted and advised of the department's workplace values and ethical standards of behaviour.

Breaches of the Parliamentary Service Code of Conduct are taken seriously and managed appropriately according to the Parliamentary Service Act. In 2022–23, no employees were investigated for breaches of the Code of Conduct.

# 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.

Decisions to engage consultants during 2022–23 were made in accordance with the PGPA Act and related regulations, including the Commonwealth Procurement Rules and relevant internal policies.

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 2022–23	Number	Expenditure <sup>1</sup> \$
New contracts entered into during the reporting period	2	12,466
Ongoing contracts entered into during a previous reporting period	4	93,808
<b>Total</b>	<b>6</b>	<b>106,274</b>



<b>Organisations receiving a share of the reportable consultancy contract expenditure 2022–23</b>	<b>Expenditure<sup>1</sup> \$</b>
KPMG	59,413
Elizabeth Montano	17,175
McBeath Pty Ltd	10,175
Synergy Group Australia	8,123
Storm IT Pty Ltd	7,046
<b>Total</b>	<b>101,931</b>

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

During 2022–23, two new consultancy contracts were entered into involving total expenditure of \$0.01m. In addition, four ongoing consultancy contracts were active during the period, involving total actual expenditure of \$0.09m.

This amount does not include \$0.17m 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

<b>Reportable non-consultancy contracts 2022–23</b>	<b>Number</b>	<b>Expenditure<sup>1</sup> \$</b>
New contracts entered into during the reporting period	6	415,220
Ongoing contracts entered into during a previous reporting period	16	538,230
<b>Total</b>	<b>22</b>	<b>953,450</b>

<b>Organisations receiving a share of the reportable non-consultancy contract expenditure 2022–23</b>	<b>Expenditure<sup>1</sup> \$</b>
designcraft	361,330
Encore IT Services	145,728
TechnologyOne	86,544
Currie Group	46,500
Aurion Corporation	44,314
<b>Total</b>	<b>684,417</b>

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

# Report on financial performance

## Overview

In 2022–23, the department was appropriated \$23.937m by the *Appropriation (Parliamentary Departments) Act (No. 1) 2022–23*.

The department ended the financial year with an operating loss of \$1.923m (excluding asset-related adjustments). The result reflects the increased expenses (largely employee related) incurred as a result of continuing elevated level of support required for committees in the Parliament. Additional ongoing funding was agreed in the 2023–24 Budget, returning the department’s budget to a sustainable level over the forward estimates.

## Net results

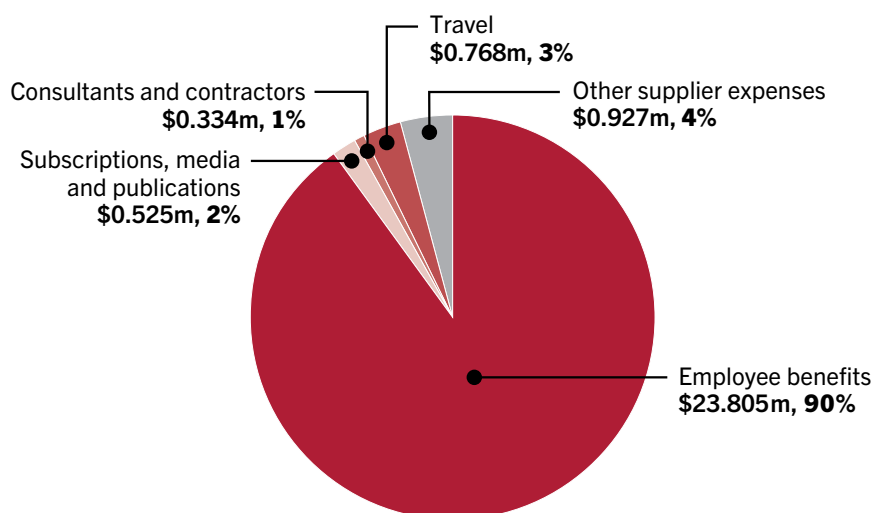
The following table outlines a summary of financial results between 2021–22 and 2022–23:

Statement of comprehensive income	2022–23 (\$'000)	2021–22 (\$'000)	Variance (\$'000)	Variance %
Total own-source revenue	499	503	(4)	-0.7%
Total revenue from government	23,937	25,811	(1,874)	-7.3%
Total expenses	26,568	24,827	1,741	7.0%
Net surplus/(deficit)*	(2,132)	1,487		

\* including asset-related adjustments

The department’s operating expenses for 2022–23 were \$26.359m (excluding asset-related adjustments). The majority of the expenditure is on employee benefits (\$23.805m), with the remaining ten per cent on supplier related expenses. Revenue from government in the prior year included \$2.0m supplementation. A further breakdown of the proportion of expenses is shown in figure 20.

**Figure 20 – Expenses by type 2022–23**



## Financial position

The following table outlines a summary of financial position between 2021–22 and 2022–23:

Statement of financial position	2022–23 (\$'000)	2021–22 (\$'000)	Variance (\$'000)	Variance %
Total assets	17,068	18,247	(1,179)	-6.5%
Total liabilities	8,562	7,874	688	8.7%
Equity/Net assets	8,506	10,373	(1,867)	-18.0%

As at 30 June 2023, the department's net equity was \$8.506m, representing \$17.068m of assets offset by \$8.562m of liabilities. Most of the assets and liabilities are of a financial nature, with the largest balance being appropriation and other receivables (\$14.313m). The majority of the department's liabilities relate to employee provisions (\$7.414m) and the remainder largely to short term payables (\$1.098m) in relation to accrued salaries and trade payables. The reduction in equity relates to the deficit described above.

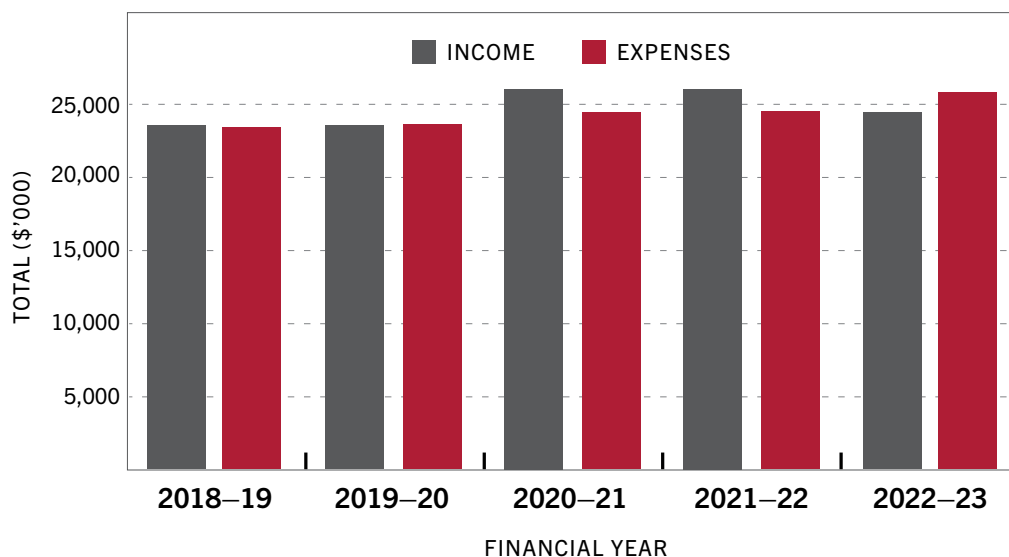
## Entity resource statement

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 2022–23 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 2018–19 to 2022–23**



The demand for the department's services is driven by the needs of the Senate and senators. The 2022–23 financial year has seen the continuation of the high level of committee activity and the return to pre-pandemic levels of committee travel. These factors have put intense pressure on the department's budget and resulted in a significant operating loss in the 2022–23 financial year. The loss has been funded from cash reserves generated through prior year unspent appropriations.

Additional ongoing funding of approximately \$2.2m per year was agreed in the 2023–24 Budget returning the department to a financially sound footing for future financial years. In addition, the department continues to have sufficient cash reserves to meet short and long term liabilities and is financially sustainable.

# Other information

## Advertising and market research

In 2022–23, the department did not conduct any advertising campaigns or market research.

## Child Safe Framework

The Department of the Senate is committed to promoting a culture that does not permit or tolerate child harm or abuse, and protects children by creating and maintaining behaviours and practices that are safe for children.

The majority of the department's involvement with children is through the work of the Parliamentary Education Office, which provides education programs to school children at Parliament House, through outreach visits to schools and through video conference programs. From time to time, the department may also have contact with children through our work providing secretariat support to Parliamentary committees. For example, committee inquiries may involve interaction with children during hearings or site visits. The department may also interact with children through our support of special events, such as Parliament House open day.

We are compliant with the Commonwealth Child Safe Framework, and the department has in place a *Policy on Child Safety* detailing its commitment to child safety and what is required by departmental employees to support this commitment. In 2022, the department undertook a risk assessment which determined that the overall child safety risk rating for the department is 'low'. Consistent with previous years, the assessment confirms the appropriateness of the department's child safety measures, training and systems.

The department understands that managing child safety risks is an ongoing process and will continue to regularly analyse and review the measures we have in place to mitigate risks.

## Disability reporting mechanism

Australia's Disability Strategy 2021–2031 (the Strategy) is the overarching framework for inclusive policies, programs and infrastructure that will support people with disability to participate in all areas of Australian life. The Strategy sets out where practical changes will be made to improve the lives of people with disability in Australia. It acts to ensure the principles underpinning the United Nations Convention on the Rights of Persons with Disabilities are incorporated into Australia's policies and programs that affect people with disability, their families and carers. All levels of government have committed to deliver more comprehensive and visible reporting under the Strategy. A range of reports on progress of the Strategy's actions and outcome areas will be published and available at [www.disabilitygateway.gov.au/ads](http://www.disabilitygateway.gov.au/ads).

The department seeks to align its actions to improve accessibility and inclusion for people with disabilities with this strategy including through work with other parliamentary departments through the Access and Inclusion Champions Group. Updates to the

department’s HR management information system, described earlier in this report, will support more detailed measurement and reporting of diversity characteristics in future annual reports.

## Freedom of information

While the Department of the Senate is not subject to the application of the *Freedom of Information Act 1982* (FOI Act), 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.

## Ecologically sustainable development and environmental performance

The Department of the Senate is located within the Australian Parliament House, therefore all facilities and environmental management activities are undertaken by DPS. DPS reports on its environmental performance in accordance with the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) in its annual report.

### APS Net Zero Emissions 2030—Greenhouse Gas Emissions Inventory

The below table reports on emissions data relevant to the Department of the Senate. Further detail about Parliament House emissions can be found in the DPS annual report.

Emission Source	Scope 1 kg CO2-e	Scope 2 kg CO2-e	Scope 3 kg CO2-e	Total kg CO2-e
Electricity	N/A	-	-	-
Natural Gas	-	N/A	-	-
Fleet Vehicles	452	N/A	115	567
Domestic Flights	N/A	N/A	50,718	50,718
Other Energy	-	N/A	-	-
<b>Total kg CO2-e</b>	<b>452</b>	<b>-</b>	<b>50,833</b>	<b>51,285</b>







# 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 2023:

- (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 2023 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 2023 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;
- 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



Colin Bienke  
Audit Principal

Delegate of the Auditor-General

Canberra  
29 September 2023

# 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 2023 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.

(Richard Pye)  
Clerk of the Senate

28 September 2023

(Fiona O'Loughlin)  
Chief Finance Officer

28 September 2023

## Statement of comprehensive income

for the period ended 30 June 2023

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
<b>EXPENSES</b>				
Employee benefits	1.1A	23,805	22,415	21,788
Suppliers	1.1B	4,854	4,129	4,869
Depreciation and amortisation	2.2	205	207	200
Assets transferred to related entities	2.2	-	103	-
Loss on disposal of assets	2.2	4	1	-
<b>Total expenses</b>		<b>28,868</b>	<b>26,855</b>	<b>26,857</b>
<b>LESS:</b>				
<b>OWN-SOURCE INCOME</b>				
Revenue from contracts with customers	1.2A	499	503	450
Other revenue	1.2B	2,300	2,028	2,292
<b>Total own-source income</b>		<b>2,799</b>	<b>2,531</b>	<b>2,742</b>
<b>NET COST OF SERVICES</b>		<b>26,069</b>	<b>24,324</b>	<b>24,115</b>
Revenue from government		23,937	25,811	23,937
<b>Surplus / (Deficit)</b>		<b>(2,132)</b>	<b>1,487</b>	<b>(178)</b>

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

Original budget figures are those published in the department's 2022–23 Portfolio Budget Statements.

## Statement of financial position

as at 30 June 2023

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
<b>ASSETS</b>				
<b>Financial assets</b>				
Cash and cash equivalents	2.1A	226	204	204
Trade and other receivables	2.1B	14,313	15,773	15,773
<b>Total financial assets</b>		<b>14,539</b>	15,977	15,977
<b>Non-financial assets</b>				
Plant and equipment	2.2	2,051	1,783	1,950
Intangibles	2.2	99	143	103
Inventories		122	118	118
Prepayments		257	226	226
<b>Total non-financial assets</b>		<b>2,529</b>	2,270	2,397
<b>Total assets</b>		<b>17,068</b>	18,247	18,374
<b>LIABILITIES</b>				
<b>Payables</b>				
Suppliers	2.3A	317	139	139
Other payables	2.3A	781	606	606
<b>Total payables</b>		<b>1,098</b>	745	745
<b>Interest bearing liabilities</b>				
Leases	2.3B	50	11	51
<b>Total interest bearing liabilities</b>		<b>50</b>	11	51
<b>Provisions</b>				
Employee provisions	3A	7,414	7,118	7,118
<b>Total provisions</b>		<b>7,414</b>	7,118	7,118
<b>Total liabilities</b>		<b>8,562</b>	7,874	7,914
<b>Net assets</b>		<b>8,506</b>	10,373	10,460
<b>EQUITY</b>				
Contributed equity		2,967	2,702	2,967
Reserves		11,495	11,495	11,495
Accumulated deficit		(5,956)	(3,824)	(4,002)
<b>Total equity</b>		<b>8,506</b>	10,373	10,460

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

Original budget figures are those published in the department's 2022–23 Portfolio Budget Statements.

## Statement of changes in equity

as at 30 June 2023

	2023 \$'000	2022 \$'000	Original Budget \$'000
<b>CONTRIBUTED EQUITY</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	2,702	2,603	2,702
<b>Transactions with owners</b>			
<b>Contribution by owners</b>			
Equity injections – appropriation (DCB)	265	200	265
Non-reciprocal transfer – assets	-	(101)	-
<b>Total transactions with owners</b>	<b>265</b>	<b>99</b>	<b>265</b>
<b>Closing balance as at 30 June</b>	<b>2,967</b>	<b>2,702</b>	<b>2,967</b>
<b>RETAINED EARNINGS</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	(3,824)	(5,311)	(3,824)
<b>Comprehensive income</b>			
Surplus / (Deficit) for the period	(2,132)	1,487	(178)
<b>Total comprehensive income</b>	<b>(2,132)</b>	<b>1,487</b>	<b>(178)</b>
<b>Closing balance as at 30 June</b>	<b>(5,956)</b>	<b>(3,824)</b>	<b>(4,002)</b>
<b>ASSET REVALUATION RESERVE</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	11,495	11,495	11,495
<b>Closing balance as at 30 June</b>	<b>11,495</b>	<b>11,495</b>	<b>11,495</b>
<b>TOTAL EQUITY</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	10,373	8,787	10,373
<b>Comprehensive income</b>			
Surplus / (Deficit) for the period	(2,132)	1,487	(178)
Other comprehensive income	-	-	-
<b>Total comprehensive income</b>	<b>(2,132)</b>	<b>1,487</b>	<b>(178)</b>
<b>Transactions with owners</b>			
<b>Contribution by owners</b>			
Equity injections – appropriation (DCB)	265	200	265
Non-reciprocal transfer – assets	-	(101)	-
<b>Closing balance as at 30 June</b>	<b>8,506</b>	<b>10,373</b>	<b>10,460</b>

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

Original budget figures are those published in the department's 2022–23 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 2023

	2023 \$'000	2022 \$'000	Original Budget \$'000
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations	26,038	25,592	23,937
Sale of goods and rendering of services	545	455	450
Net GST received	179	142	245
<b>Total cash received</b>	<b>26,762</b>	26,189	24,632
<b>Cash used</b>			
Employees	23,382	23,070	21,788
Suppliers	2,520	2,365	2,822
Section 74 receipts transferred to OPA	849	665	-
<b>Total cash used</b>	<b>26,751</b>	26,100	24,610
<b>Net cash from operating activities</b>	<b>11</b>	89	22
<b>INVESTING ACTIVITIES</b>			
<b>Cash used</b>			
Purchase of plant and equipment	378	118	265
Purchase of intangibles	-	12	-
Other cash used – purchases of ICT equipment	-	111	-
<b>Total cash used</b>	<b>378</b>	241	265
<b>Net cash used by investing activities</b>	<b>(378)</b>	(241)	(265)
<b>FINANCING ACTIVITIES</b>			
<b>Cash received</b>			
Contributed equity	406	230	265
<b>Total cash received</b>	<b>406</b>	230	265
<b>Cash used</b>			
Principal payments of lease liabilities	17	21	22
<b>Total cash used</b>	<b>17</b>	21	22
<b>Net cash from financing activities</b>	<b>389</b>	209	243
<b>Net increase in cash held</b>	<b>22</b>	57	-
Cash and cash equivalents at the beginning of the reporting period	204	147	204
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>226</b>	204	204

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

Original budget figures are those published in the department's 2022–23 Portfolio Budget Statements.

Section 74 (of PGPA Act) 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 2023

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Overview

Note 1: Financial performance

Note 2: Financial position

Note 3: People and relationships

Note 4: Funding

Note 5: Explanation of major budget variances

## Notes to and forming part of the financial statements

for the year ended 30 June 2023

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### Overview

The department is the secretariat to the Australian Senate. All functions derive from this purpose and its work is substantially driven by the requirements of the Senate and senators. The department is a non-corporate Commonwealth entity, domiciled in Australia. The registered office is Parliament House, Canberra.

### Basis of preparation

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.

### New accounting standards

All new/revised/amending standards 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.

### 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 2022–23 financial statements.

## Notes to and forming part of the financial statements

for the year ended 30 June 2023

### Note 1: Financial performance

	2023 \$'000	2022 \$'000
<b>Note 1.1: Expenses</b>		
<b>Note 1.1A: Employee benefits</b>		
Wages and salaries	17,412	17,326
Superannuation		
Defined benefit plans	1,127	1,187
Defined contribution plans	2,034	1,924
Leave and other entitlements	3,232	1,978
<b>Total employee benefits</b>	<b>23,805</b>	<b>22,415</b>

Expenses have been reclassified to reflect total Wages and salaries. Comparative figures have been adjusted accordingly.

#### 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 2023

	2023 \$'000	2022 \$'000
<b>Note 1.1B: Suppliers</b>		
<b>Goods and services</b>		
Employee related supplier expenses	168	215
Consultants and contractors	334	431
Audit fees	208	235
Travel	768	314
Hire charges and hospitality	134	20
Subscriptions, media and publications	525	495
General office expenses	450	421
Office accommodation	2,211	1,941
<b>Total goods and services</b>	<b>4,798</b>	<b>4,072</b>
Goods supplied	309	229
Services rendered	4,489	3,843
<b>Total goods and services supplied or rendered</b>	<b>4,798</b>	<b>4,072</b>
<b>Other supplier expenses</b>		
Workers compensation	56	57
<b>Total other supplier expenses</b>	<b>56</b>	<b>57</b>
<b>Total supplier expenses</b>	<b>4,854</b>	<b>4,129</b>

Prior year expenses have been reclassified to apply to the categories listed. Audit fees include internal audit expenses and ANAO's estimated audit services fee (a resource received free of charge).

### 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 per asset). 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 2023

	2023 \$'000	2022 \$'000
<b>Note 1.2: Own-source income</b>		
<b>Note 1.2A: Revenue from contracts with customers</b>		
Sale of goods	60	50
Rendering of services	439	453
<b>Total revenue from contracts with customers</b>	<b>499</b>	<b>503</b>
<b>Disaggregation of revenue from contracts with customers</b>		
Major product / service type:		
Provision of corporate services	115	154
Provision of parliamentary education services	324	299
Sale of goods	60	50
	<b>499</b>	<b>503</b>
Type of customer:		
Australian Government entities (related parties)	458	464
Non-government entities	41	39
	<b>499</b>	<b>503</b>
Timing of transfer of goods and services:		
Overtime	365	251
Point in time	134	252
	<b>499</b>	<b>503</b>
<b>Note 1.2B: Other revenue</b>		
Resources received free of charge		
Office accommodation at Parliament House	2,211	1,941
Financial statement audit services from ANAO	89	87
<b>Total other revenue</b>	<b>2,300</b>	<b>2,028</b>

## Notes to and forming part of the financial statements

for the year ended 30 June 2023

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### 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 2023.

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 a fair value 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 and 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 2023

### Note 2: Financial position

	2023 \$'000	2022 \$'000
<b>Note 2.1: Financial assets</b>		
<b>Note 2.1A: Cash and cash equivalents</b>		
Cash at bank	226	204
<b>Total cash and cash equivalents</b>	<b>226</b>	<b>204</b>
<b>Note 2.1B: Trade and Other Receivables</b>		
Appropriation receivable	14,267	15,660
Goods and services	8	68
GST receivable (from ATO)	38	45
<b>Total receivables</b>	<b>14,313</b>	<b>15,773</b>

#### 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 2023

	2023			
	\$'000	\$'000	\$'000	
<b>Note 2.2: Non-financial assets</b>				
Reconciliation of opening and closing balances of plant and equipment (P&E) and intangibles				
	P&E	Work in progress – P&E	Intangibles – computer software	Total
<b>As at 1 July 2022</b>				
Gross book value	1,971	11	364	2,346
Accumulated depreciation, amortisation and impairment	(199)	-	(221)	(420)
<b>Total as at 1 July 2022</b>	<b>1,772</b>	<b>11</b>	<b>143</b>	<b>1,926</b>
Additions				
Purchases	389	(11)	-	378
Right-of-use assets	55	-	-	55
Depreciation/amortisation expense	(145)	-	(44)	(189)
Depreciation on right-of-use assets	(16)	-	-	(16)
Disposals				
Gross value of disposals	(4)	-	(17)	(21)
Accumulated depreciation on disposals	-	-	17	17
<b>Total as at 30 June 2023</b>	<b>2,051</b>	<b>-</b>	<b>99</b>	<b>2,150</b>
<b>Total as at 30 June 2023 represented by:</b>				
Gross book value	2,411	-	347	2,758
Accumulated depreciation, amortisation and impairment	(360)	-	(248)	(608)
<b>Total as at 30 June 2023</b>	<b>2,051</b>	<b>-</b>	<b>99</b>	<b>2,150</b>
Carrying amounts of right-of-use assets	39	-	-	39

Right-of-use and intangible assets are measured and carried at cost. Plant and equipment assets are carried at fair value following initial recognition at cost.

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

The department has no (2022: \$43,772) 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 2023

### 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.

#### Plant and equipment

##### Revaluations

Following initial recognition at cost, plant and equipment assets (excluding right-of-use 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	2023	2022
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 right-of-use assets are based on the commencement date to the earlier of the end of the useful life of the asset or the end of the lease term.

## Notes to and forming part of the financial statements

for the year ended 30 June 2023

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### Impairment

All assets were assessed for indications of impairment at 30 June 2023 and none were identified.

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. The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset.

### Derecognition

An item of 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 assets

Leased right-of-use 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. These assets are accounted for by Commonwealth lessees as separate asset classes to corresponding assets owned outright, but included in the same column as where the corresponding underlying assets would be presented if they were owned.

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

### Fair value measurement

All 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 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 (2022: 3 to 7 years).

All software assets were assessed for indications of impairment as at 30 June 2023.

### 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 2023

	2023	2022
	\$'000	\$'000

### Note 2.3: Payables

#### Note 2.3A: Supplier and other payables

Trade creditors and accruals	317	139
Salaries and wages	611	471
Superannuation	90	71
FBT payable (to ATO)	80	64
<b>Total supplier and other payables</b>	<b>1,098</b>	<b>745</b>

The department's only financial liabilities are supplier payables.

#### Note 2.3B: Interest bearing liabilities

Lease liabilities	50	11
<b>Total interest bearing liabilities</b>	<b>50</b>	<b>11</b>

#### Lease liabilities analysis

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

Within 1 year	21	11
Between 1 to 5 years	29	-
<b>Total lease liabilities</b>	<b>50</b>	<b>11</b>

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 2023

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### 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 2023 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 2023 (2022: nil).

## Notes to and forming part of the financial statements

for the year ended 30 June 2023

	2023 \$'000	2022 \$'000
<b>Note 2.4: Current / non-current distinction for assets and liabilities</b>		
<b>Assets expected to be recovered in:</b>		
<b>No more than 12 months</b>		
Cash and cash equivalents	226	204
Trade and other receivables	14,313	15,773
Prepayments	257	226
Plant and equipment (right-of-use assets)	21	11
Inventories	122	118
<b>Total no more than 12 months</b>	<b>14,939</b>	<b>16,332</b>
<b>More than 12 months</b>		
Plant and equipment	2,001	1,772
Plant and equipment (right-of-use assets)	29	-
Intangibles – computer software	99	143
<b>Total more than 12 months</b>	<b>2,129</b>	<b>1,915</b>
<b>Total assets</b>	<b>17,068</b>	<b>18,247</b>
<b>Liabilities expected to be settled in:</b>		
<b>No more than 12 months</b>		
Suppliers	317	139
Other payables	781	606
Leases	21	11
Employee provisions	1,596	1,550
<b>Total no more than 12 months</b>	<b>2,715</b>	<b>2,306</b>
<b>More than 12 months</b>		
Leases	29	-
Employee provisions	5,818	5,568
<b>Total more than 12 months</b>	<b>5,847</b>	<b>5,568</b>
<b>Total liabilities</b>	<b>8,562</b>	<b>7,874</b>

## Notes to and forming part of the financial statements

for the year ended 30 June 2023

### Note 3: People and relationships

	2023 \$'000	2022 \$'000
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#### Note 3A: Employee provisions

##### Leave

Annual leave	2,183	2,156
Long service leave	5,231	4,962
<b>Total employee provisions</b>	<b>7,414</b>	<b>7,118</b>

#### 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. 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.

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 using the shorthand method issued by the Department of Finance. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and enterprise agreements.

## Notes to and forming part of the financial statements

for the year ended 30 June 2023

### 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.<sup>1</sup>

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.

	2023 \$'000	2022 \$'000
<b>Key management personnel remuneration</b>		
Short-term employee benefits	1,577	1,543
Post-employment benefits	243	237
Other long-term employee benefits	33	36
<b>Total key management personnel remuneration</b>	<b>1,853</b>	<b>1,816</b>

The total number of key management personnel included in the above table is six individuals (2022: 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 2022–23, there were no related party transactions (2022: nil).



## Notes to and forming part of the financial statements

for the year ended 30 June 2023

### 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	Total		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
R Pye	Clerk of the Senate	416,099	-	1,650	59,729	9,363	-	-	-	486,841	
J Morris	Deputy Clerk of the Senate	255,725	-	27,361	46,353	5,789	-	-	-	335,228	
T Bryant	Clerk Assistant, Table	180,704	-	27,361	37,569	4,197	-	-	-	249,831	
R Callinan	Clerk Assistant, Procedure	202,921	-	27,361	30,835	4,691	-	-	-	265,808	
J Begley	Usher of the Black Rod	201,375	-	27,361	30,775	4,675	-	-	-	264,186	
T Matulick	Clerk Assistant, Committees	181,137	-	27,425	37,901	4,233	-	-	-	250,696	
<b>Total</b> <sup>1</sup>		<b>1,437,961</b>	<b>-</b>	<b>138,519</b>	<b>243,162</b>	<b>32,948</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,852,590</b>	

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 2023

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### **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 (2022: nil).

The department did not have any other highly paid staff that meet the reporting threshold (2022: 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 2023

### Note 4: Funding

	2023 \$'000	2022 \$'000
<b>Note 4A: Annual appropriations (recoverable GST exclusive)</b>		
Annual appropriation	23,937	25,811
Departmental capital budget (DCB) <sup>1</sup>	265	200
Adjustments to appropriation (PGPA Act – s. 74 receipts)	849	665
<b>Total appropriation</b>	<b>25,051</b>	<b>26,676</b>
Appropriation applied (current and prior years)	26,444	25,822
<b>Variance</b>	<b>(1,393)</b>	854

1 The DCB is appropriated through the *Appropriation (Parliamentary Departments) Act (No. 1) 2022–23*. 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) 2020–21</i>	-	360
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2021–22</i>	153	15,504
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2022–23</i>	14,340	-
<b>Total</b>	<b>14,493</b>	<b>15,864</b>

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 <sup>1</sup>

Department of Finance – <i>Parliamentary Superannuation Act 2004</i> , s. 18	2,856	2,726
Department of Finance – <i>Australian Constitution</i> , s. 66	749	1,340
Department of Finance – <i>Parliamentary Business Resources Act 2017</i> , s. 59	22,020	20,348
<b>Total</b>	<b>25,625</b>	<b>24,414</b>

1 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 2023

	2023 \$'000	2022 \$'000
<b>Note 4D: Net cash appropriation arrangements</b>		
Total comprehensive income – as per the Statement of Comprehensive Income	(2,132)	1,487
Plus: depreciation/amortisation of assets funded by appropriations (DCB) <sup>1</sup>	189	186
Plus: depreciation of right-of-use assets <sup>2</sup>	16	21
Less: lease principal repayments	17	21
<b>Net Cash Operating Surplus</b>	<b>(1,944)</b>	1,673

- 1 The DCB is appropriated through the *Appropriation (Parliamentary Departments) Act (No. 1) 2022–23*. 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.

## Notes to and forming part of the financial statements

for the year ended 30 June 2023

### Note 5: Explanation of major budget variances

Explanation of major variance	Variance to budget \$'000	Variance to budget %	Affected line items
The original employee benefits budget was based on estimated salary expense for staffing levels significantly lower than the actual levels required to support committees. In addition, movements in economic parameters increased the leave liabilities and the employee benefits expense.	2,017	8%	Statement of comprehensive income: <ul style="list-style-type: none"><li>• Employee benefits</li></ul>
	1,594	7%	Cash Flow Statement: <ul style="list-style-type: none"><li>• Cash used – employees</li></ul>
The budget did not include supplementation on the assumption that demand for support to parliamentary committees would abate post election. This did not eventuate and elevated staffing requirements remained resulting in an operating loss.	(1,460)	-10%	Statement of financial position: <ul style="list-style-type: none"><li>• Trade and other receivables</li><li>• Accumulated deficit</li></ul>
	(1,954)	-92%	Statement of changes in equity: <ul style="list-style-type: none"><li>• Retained earnings</li></ul>
Appropriation applied (current and prior year) to service the expenses of the department was not anticipated at the time of the original budget.	2,101	8%	Cash Flow Statement: <ul style="list-style-type: none"><li>• Cash received – appropriations</li></ul>



# Appendices

- ▶ 1 – Resources\_\_\_\_\_123
- ▶ 2 – Staffing\_\_\_\_\_125
- ▶ 3 – Contact details\_\_\_\_\_127





# 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 2022–23.

## Resource statement, 2022–23

	Actual available appropriations for 2022–23 \$'000 (a)	Payments made in 2022–23 \$'000 (b)	Balance remaining \$'000 (a – b)
<b>Appropriations</b>			
<b>Departmental appropriation</b>			
Prior year departmental appropriations	15,864	15,711	154
Departmental appropriations <sup>1</sup>	25,051	10,711	14,340
<b>Total departmental annual appropriations</b>	<b>40,915</b>	<b>26,422</b>	<b>14,493</b>
<b>Total resourcing and payments</b>	<b>40,915</b>	<b>26,422</b>	<b>14,493</b>

1 Includes an amount of \$0.265m for the 2022–23 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 2023, as well as non-ongoing staff employed on an irregular or intermittent basis who did not work on 30 June 2023.

### Staff numbers, by classification and salary range, 30 June 2023

Classification	Salary (\$)	Total
Clerk of the Senate	443,390*	1
Deputy Clerk of the Senate (SES Band 2)	236,606–249,059	1
Clerk Assistants and Usher of the Black Rod (SES Band 1)	195,228–205,040	4
Parliamentary Executive Level (PEL 2)	151,192–161,660	22
Parliamentary Executive Level (PEL 1)	121,539–136,141	38
Australian Parliamentary Service (APS 6)	100,564–110,314	46
Australian Parliamentary Service (APS 5)	89,280–94,813	4
Australian Parliamentary Service (APS 4)	79,916–85,839	33
Australian Parliamentary Service (APS 3)	71,255–76,977	24
Australian Parliamentary Service (APS 2)	62,704–69,819	5
Australian Parliamentary Service (APS 1)	55,778–61,947	3

\* Indicates total remuneration package

## Staff numbers, by classification and gender category, 30 June 2023

Classification	Gender					Total
	Man/ Male	Woman/ Female	Non- binary	Prefers not to answer	Uses a different term	
Clerk of the Senate	1	-	-	-	-	1
Deputy Clerk of the Senate (SES Band 2)	-	1	-	-	-	1
Clerk Assistants and Usher of the Black Rod (SES Band 1)	2	2	-	-	-	4
PEL 2	11	11	-	-	-	22
PEL 1	10	28	-	-	-	38
APS 6	14	32	-	-	-	46
APS 5	1	3	-	-	-	4
APS 4	11	22	-	-	-	33
APS 3	10	14	-	-	-	24
APS 2	5	-	-	-	-	5
APS 1	2	1	-	-	-	3
<b>Total</b>	<b>67</b>	<b>114</b>	-	-	-	<b>181</b>

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

**Employees by gender**

Gender	2022–2023		2021–2022	
	Ongoing	Non-ongoing	Ongoing	Non-ongoing
Man/Male	59	8	54	4
Woman/Female	98	16	111	11
Non-binary	-	-	N/A	N/A
Prefers not to answer	-	-	N/A	N/A
Uses a different term	-	-	N/A	N/A
<b>Total</b>	<b>157</b>	<b>24</b>	<b>165</b>	<b>15</b>

**Full-time and part-time employees**

Full-time or part-time	2022–2023		2021–2022	
	Ongoing	Non-ongoing	Ongoing	Non-ongoing
Full-time	141	17	144	9
Part-time	16	7	22	6
<b>Total</b>	<b>157</b>	<b>24</b>	<b>165</b>	<b>15</b>

**Employees by classification**

Classification	2022–2023		2021–2022	
	Ongoing	Non-ongoing	Ongoing	Non-ongoing
Clerk of the Senate	1	-	1	-
SES2	1	-	1	-
SES1	4	-	4	-
PEL2	22	-	23	-
PEL1	31	7	35	1
APS6	40	6	43	4
APS5	4	-	6	-
APS4	31	2	32	1
APS3	18	6	16	6
APS2	4	1	2	1
APS1	1	2	2	2
<b>Total</b>	<b>157</b>	<b>24</b>	<b>165</b>	<b>15</b>

# 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](http://www.aph.gov.au/senate/dept)

## Office holders and senior officers of the Senate

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### PRESIDENT'S OFFICE

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#### **President of the Senate**

Senator the Hon. Sue Lines

Email: [senator.lines@aph.gov.au](mailto: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](mailto:senator.mclachlan@aph.gov.au)

Parliament House

Phone: 02 6277 3337

Electorate Office—Kent Town, South Australia

Phone: 08 8362 8600

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### CLERK'S OFFICE

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#### **Clerk of the Senate**

Richard Pye

Email: [clerk.sen@aph.gov.au](mailto:clerk.sen@aph.gov.au)

Phone: 02 6277 3350

#### **Deputy Clerk of the Senate**

Jackie Morris

Email: [depclerk.sen@aph.gov.au](mailto:depclerk.sen@aph.gov.au)

Phone: 02 6277 3360

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### TABLE OFFICE, SENATE PUBLIC INFORMATION OFFICE

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#### **Clerk Assistant (Table)**

Tim Bryant

Email: [ca.table.sen@aph.gov.au](mailto:ca.table.sen@aph.gov.au)

Phone: 02 6277 3020

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### PROCEDURE OFFICE, PARLIAMENTARY EDUCATION OFFICE

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#### **Clerk Assistant (Procedure)**

Rachel Callinan

Email: [ca.procedure.sen@aph.gov.au](mailto:ca.procedure.sen@aph.gov.au)

Phone: 02 6277 3380

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### COMMITTEE OFFICE

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#### **Clerk Assistant (Committees)**

Toni Matulick

Email: [ca.committees.sen@aph.gov.au](mailto:ca.committees.sen@aph.gov.au)

Phone: 02 6277 3371

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### BLACK ROD'S OFFICE

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#### **Usher of the Black Rod / Chief Operating Officer**

John Begley

Email: [blackrod.sen@aph.gov.au](mailto:blackrod.sen@aph.gov.au)

Phone: 02 6277 3398



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# Glossary and abbreviations list

<b>amendments and requests for amendments</b>	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.
<b>AFMPA</b>	Association of Former Members of the Parliament of Australia
<b>AusTender</b>	Australian Government tender information system
<b>bill</b>	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.
<b>committee of the whole</b>	A committee consisting of all the members of the Senate formed to consider a bill in detail.
<b>COVID-19</b>	Stands for novel coronavirus disease 2019, which is the illness caused by the virus SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).
<b>DPS</b>	Department of Parliamentary Services
<b>estimates hearings</b>	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.
<b>IPRO</b>	International and Parliamentary Relations Office
<b>motions</b>	Proposals for the Senate to agree to something, which must be expressed in a way that conforms with the standing orders.
<b>pandemic</b>	A worldwide spread of an infectious disease.
<b>parliamentary privilege</b>	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.
<b>PBO</b>	Parliamentary Budget Office
<b>PBS</b>	Portfolio Budget Statements
<b>PEO</b>	Parliamentary Education Office
<b>PGPA Act</b>	<i>Public Governance, Performance and Accountability Act 2013</i>

<b>Presiding Officers</b>	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.
<b>procedural scripts</b>	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.
<b>questions on notice</b>	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.
<b>second reading amendments</b>	Proposed resolutions which comment on or affect the passage of bills, but do not propose specific changes to the text of bills.
<b>SES</b>	Senior Executive Service
<b>SPIO</b>	Senate Public Information Office
<b>Standing Orders</b>	Procedural rules that govern the conduct of proceedings in the Senate and its committees.

# List of requirements

<b>PGPA Rule reference</b>	<b>Description</b>	<b>Requirement</b>	<b>Location</b>
<b>General</b>			
17AD(g) & 17Al	Letter of transmittal	Mandatory	iii
17AJ(a)	Table of contents	Mandatory	v
17AJ(b)	Alphabetical index	Mandatory	137
17AJ(c)	Glossary and abbreviations list	Mandatory	131
17AJ(d)	List of requirements	Mandatory	133
17AJ(e)	Contact officer	Mandatory	ii, 127
17AJ(f) & (g)	Entity website and electronic address of report	Mandatory	iv
<b>Clerk's review</b>			
17AD(a)	A review by the accountable authority	Mandatory	3
<b>Departmental overview</b>			
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
<b>Report on performance</b>			
<b>Annual performance statements</b>			
17AD(c)(i); 16F	Annual performance statements	Mandatory	15–28
<b>Report on financial performance</b>			
17AF(1)(a)	Discussion and analysis of the department's financial performance	Mandatory	16, 84–86
17AF(1)(b)	Table summarising the total resources and total payments of the department	Mandatory	123
17AF(2)	Significant changes in the financial results	If applicable, mandatory	N/A

<b>PGPA Rule reference</b>	<b>Description</b>	<b>Requirement</b>	<b>Location</b>
<b>Management and accountability</b>			
<b>Corporate governance</b>			
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	73–76
17AG(2)(d)-(e)	Reportable non-compliance with finance law	If applicable, mandatory	76
<b>Audit Committee</b>			
17AG(2A)(a)	Charter of the Audit Committee (direct electronic address)	Mandatory	74
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	75–76
<b>External scrutiny</b>			
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	77
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	77
17AG(3)(c)	Capability reviews on the entity released during the period	If applicable, mandatory	N/A
<b>Management of human resources</b>			
17AG(4)(a)	An assessment of the departments' effectiveness in managing and developing employees to achieve department objectives	Mandatory	78–81
17AG(4)(aa) and (b)	Statistics on the department's APS employees on an ongoing and non-ongoing basis	Mandatory	78–81, 125–126
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	125

<b>PGPA Rule reference</b>	<b>Description</b>	<b>Requirement</b>	<b>Location</b>
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
<b>Assets management</b>			
17AG(5)	Effectiveness of assets management where asset management is a significant part of the department's activities	If applicable, mandatory	N/A
<b>Purchasing</b>			
17AG(6)	Department performance against the Commonwealth Procurement Rules	Mandatory	82
<b>Reportable consultancy contracts</b>			
17AG(7)(a) and (b)	A summary and statement regarding the number of new and existing reportable consultancy contracts, including total actual expenditure	Mandatory	82–83
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	82–83
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	82–83
<b>Reportable non-consultancy contracts</b>			
17AG(7A)(a)	A summary statement regarding the number of new and existing reportable non-consultancy contracts, including total actual expenditure	Mandatory	83
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	82
<b>Additional information</b>			
17AD(daa) & 17AGA	Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory	82–83
<b>Australian National Audit Office access clauses</b>			
17AG(8)	Australian National Audit Office access clause	If applicable, mandatory	N/A

<b>PGPA Rule reference</b>	<b>Description</b>	<b>Requirement</b>	<b>Location</b>
<b>Exempt contracts</b>			
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
<b>Small business</b>			
17AG(10)(a)	Statement regarding support of small business participation	Mandatory	82
17AG(10)(b)	An outline of the ways in which the procurement practices of the department support small and medium enterprises	Mandatory	82
17AG(10)(c)	Statement recognising the importance of ensuring that small businesses are paid on time	If applicable, mandatory	82
<b>Financial statements</b>			
17AD(e)	Financial statements	Mandatory	91
<b>Executive remuneration</b>			
17AD(da)	Executive remuneration	Mandatory	115–116
<b>Other information</b>			
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	87
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	87–88
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	88
17AH(1)(e)	Correction of material errors in previous annual report	If applicable, mandatory	N/A
17AH(2)	Information required by other legislation	Mandatory	87–88

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