



DEPARTMENT
OF THE SENATE

2018–19

Annual Report



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Letter of transmittal



DEPARTMENT
OF THE SENATE

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D19/107326

11 October 2019

Senator the Hon Scott Ryan
President of the Senate
Parliament House
Canberra ACT 2600

Mr President

Pursuant to section 65 of the *Parliamentary Service Act 1999*, I give you a report for presentation to the Senate on the activities of the Department of the Senate for the year ended 30 June 2019.

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 subsection 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 black 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 2019.

The report is presented in six parts.

Overviews	Commentary by the Clerk on performance and significant matters that affected the department, and a description of role, aims, structure and functions
Report on performance	A summary of overall performance, the department's annual performance statement, and a description of each office's contribution to the department's outcome
Management and accountability	A report on corporate governance and the management of resources
Financial statements	The auditor's report and audited financial statements
Appendices	<ol style="list-style-type: none">1. Resources2. Staffing3. Contact details
References	Tools to assist the reader: <ul style="list-style-type: none">• a glossary and abbreviations list• an index showing how the report complies with annual reporting requirements• an alphabetical index

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

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

The report is available on the department's website:

www.aph.gov.au/senate/dept/annreps/2019

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Clerk's review

The core functions of the Senate department can be identified in its role as secretariat to the Australian Senate. We provide the secretariat to the Senate itself – enabling its legislative and accountability activities – and to dozens of parliamentary committees, whose work encompasses the Senate's scrutiny functions and its exercise of Parliament's broad inquiry powers. In doing so, we provide the Senate, its committees, the President and other senators with expert, impartial advice about Senate and committee operations.

There are numerous activities we undertake each year in support of these functions. We process, store and ensure access to the thousands of documents presented to the Senate each year, including government documents, legislative instruments and committee reports. We publish the Senate's records and produce an array of information resources, so that people may understand and engage in its work. We also promote an understanding of the role and work of Parliament through seminars, lectures and other information projects; and through our world-class Parliamentary Education Office, which provided experiential learning on-site for 93,000 students during the year, and for many more through its outreach programs and presence online. More broadly, we provide administrative advice and support to senators and their staff, particularly in Parliament House. Our corporate plan provides further details of these activities, which are also summarised on page 15 of this report.

We succeed in our purpose – to use the current terms of art in public governance legislation – when the Senate and its committees meet in accordance with their decisions, and when senators and others receive the advice and support they need to participate in those meetings.

The decisions senators make in connection with those meetings largely determine our work and our workload. Their decisions about the Senate's legislative work drive demand for procedural advice and legislative drafting. Their decisions about committee work 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. These activities carry with them the challenges of managing unpredictable workloads and deadlines, and ensuring that our advice and support is consistent, professional and impartial; underpinned by expert procedural knowledge. The largest part of the Senate's work is delegated to its network of committees, and facilitating those committees in gathering evidence, deliberating and reporting their findings has grown to be our largest function.

Significant factors influencing the demand for our services include the electoral cycle and the political composition of the Parliament, which in turn affect the level of committee and legislative activity in the Senate. These influences were evident during the year in review; the third year of the 45th Parliament and an election year.

In any election year, there are inevitably fewer sitting days and fewer estimates hearings. Committee activity slows during the election period, while legislative activity – the work of the two Houses – falls away. This activity ramps up again as the new parliament gets

underway. Although constrained by the Constitution and by electoral law, the precise timing of elections is a matter for government. While it was known that the 45th Parliament would end during 2018–19, it was not known when. The timing remained a matter for speculation throughout the year.

As it transpired, the Spring sittings of 2018 were typical of the mid-years of any parliament: 32 sitting days cast across 8 weeks, a week of estimates hearings and elevated levels of committee activity throughout. By contrast, the first half of 2019 was entirely shaped by the electoral cycle. Only five Senate sitting days were scheduled ahead of the election, their timing dictated by the government's decision to schedule an early Budget and accommodate the usual non-sitting period leading up to it, and by the Senate's decision to ensure that estimates hearings were scheduled in its wake.

As has been noted, our workload is principally determined by senators themselves; by the decisions they make, individually and collectively, in the course of their work. Trends noted in recent years – substantial demand for procedural and legislative support, and intense levels of committee activity – were again evident, as they have been since the advent of a larger, more diverse crossbench in the 44th Parliament. The composition of the crossbench was maintained until the election, comprising 19 senators in nine different groupings. At the same time the 45th Parliament saw an unprecedented turnover of Senate seats, necessitating additional support for new senators. Earlier in the parliament, to meet this demand, we shifted the focus of a number of staff to provide additional procedural and legislative support. During the year in review, this involved further training for staff in legislative drafting and Senate procedure. We also sought to maintain staffing resources at a level appropriate to support sustained, elevated levels of committee activity.

For non-government senators, procedural and legislative advice and support is principally provided through the Procedure Office. During 2018–19 that office continued to assist senators by drafting bills and legislative amendments. Thirty-seven private senators' bills were prepared and introduced (compared with 31 last year), while 473 legislative amendments were prepared and circulated in the Senate (1011 last year; the decrease reflecting the reduced number of sitting days). The office also provides procedural advice and documentation, preparing 689 procedural scripts for senators' use, consistent with levels last year. Similar procedural support is provided by the Table Office for the President and Deputy President, and for ministers and committee chairs, with around 1,150 procedural scripts provided. The level of demand for formal, written advice was consistent with recent years, as were other metrics, such as bills passed and documents tabled.

The level of committee activity supported during much of the reporting period was also consistent with that of the past few years, while demand tapered off as expected as the end of the Parliament approached. Our Committee Office managed 70 new references; arranged around 290 hearings and twice as many private meetings; analysed the evidence from around 5,400 submissions and 6,000 witnesses; and prepared more than 170 reports for tabling. To take a broader view, across the 45th Parliament the office supported more than 345 inquiries, arranging more than 950 hearings and drafting over 530 reports. These statistics echo those for the 44th Parliament. In addition, the department supported the three legislative scrutiny committees in producing

reports each sitting week, analysing bills and legislative instruments, and the Senate's other domestic committees in producing ad hoc reports as required. This remains an impressive body of work by any standard.

The performance statements beginning on page 13 of this report demonstrate the department's success in supporting these endeavours, and senators' satisfaction with the advice and support provided.

In 2016 the election period comprised some 16 weeks, from the dissolution of the two Houses on 9 May until the Parliament reconvened on 30 August. The election timetable in 2019 was somewhat shorter, at 11 weeks, with the Parliament summoned to meet again on 2 July, 6 weeks after polling day. During that time we prepared for the opening of the 46th Parliament – a large, logistical exercise involving staff from across and outside the parliamentary service – as well as for the swearing in of Australia's 27th Governor-General in the Senate chamber on 1 July. I particularly thank the Usher of the Black Rod and his team for their adept planning for these occasions. At the same time, we planned and delivered an orientation program for 18 senators newly elected at the 18 May election, or filling casual vacancies earlier in the year. We also updated the resources needed to provide training and resources to staff of new senators, and staff in new roles. Following changes to the electoral law requiring candidates to lodge detailed statements of eligibility under section 44, the department put in place arrangements to administer the new Register of Qualifications established by the Senate, to be overseen by the Standing Committee on Senators' Interests.

As foreshadowed in last year's report, projects to revamp our online statistical collection, and to deliver live, updatable programs for estimates hearings were finalised during the year. We also progressed further enhancements to systems used by our committee staff, while work continued on developing a system to receive and publish digital copies of government documents. We participated in the development of a new digital strategy for the Australian Parliament, led by DPS, and undertook work to redevelop the PEO website, which will be launched early in the next period. A list of our achievements and current work on ICT projects can be seen at page 37 of this report. Although the parliament's ICT functions were consolidated in DPS some years ago, the ongoing requirement to support the development and governance of shared ICT systems and digital resources has revealed a strain on current staffing resources, which will be carefully monitored.

The department is nothing without its people. Our capacity to meet the needs of senators and the Senate rests on the knowledge, skill, motivation and professionalism of our staff. They form a team that I am honoured to lead. While different learning and development activities were available throughout the year, the election period provided a particular opportunity to focus on training across the department. Our goal here is institutional continuity. Achieving this requires the recruitment of exceptionally capable staff, in numbers commensurate with workload (subject, of course, to budgetary constraints); the provision of ongoing staff training and support; and the production of authoritative procedural guides and reference works. Over the past year we have renewed our focus on the health and well-being of our staff, including through the release of a Health and

Well-being Strategy in May 2019, after substantial consultation across the department. The strategy documents the department's commitment to supporting staff working in the often charged and challenging parliamentary environment.

I'd like to again thank my colleagues, David Elder, Rob Stefanic and Jenny Wilkinson, for their cooperative engagement throughout the year, particularly (but not only) in our formal quarterly meetings. I was pleased to be invited to make some remarks recently upon David's retirement as Clerk of the House, having worked with him in various guises over the years, and to reflect on the high degree of collegiality found across the Parliamentary Service. Such collegiality serves the Parliament well. Examples may be found of staff at all levels working toward the goal of more seamless support to the Parliament, whether in ICT projects, managing parliamentary business or consolidating aspects of parliamentary administration. In that vein, I look forward to working closely with the new Clerk of the House, Claessa Surtees.

Looking ahead

In 2019–20, we will support the first year of the 46th Parliament. This will no doubt entail charting and adapting to the levels of legislative and committee activity in the new Senate, with its changed composition. The department recorded a very small surplus for 2018–19 (before depreciation), noting that parliamentary activity tapered off toward year's end. We will monitor whether our current resources remain adequate during the full program of sittings and committee work expected in 2019–20. During the year we will also engage with staff in relation to our enterprise agreement, in advance of the expiration of our current agreement in late 2020.

Among other administrative priorities, we will continue to work with DPS to examine whether a centralised model for processing corporate transactions for the parliamentary departments is feasible, cost-effective and appropriate to the needs of the department, the Senate and senators. If a business case can be made, the department will seek the views of senators through the Appropriations, Staffing and Security Committee, which examines proposed changes to the structure and responsibilities of the parliamentary departments. We will also work with the other parliamentary departments, led by DPS, in refining ICT governance arrangements for the Parliament. A priority here will be modernisation of the core parliamentary business systems that underpin the work of the Houses and their committees, as foreshadowed in the new Digital Strategy.

Richard Pye
Clerk of the Senate

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, and
- Capability, governance and accountability.

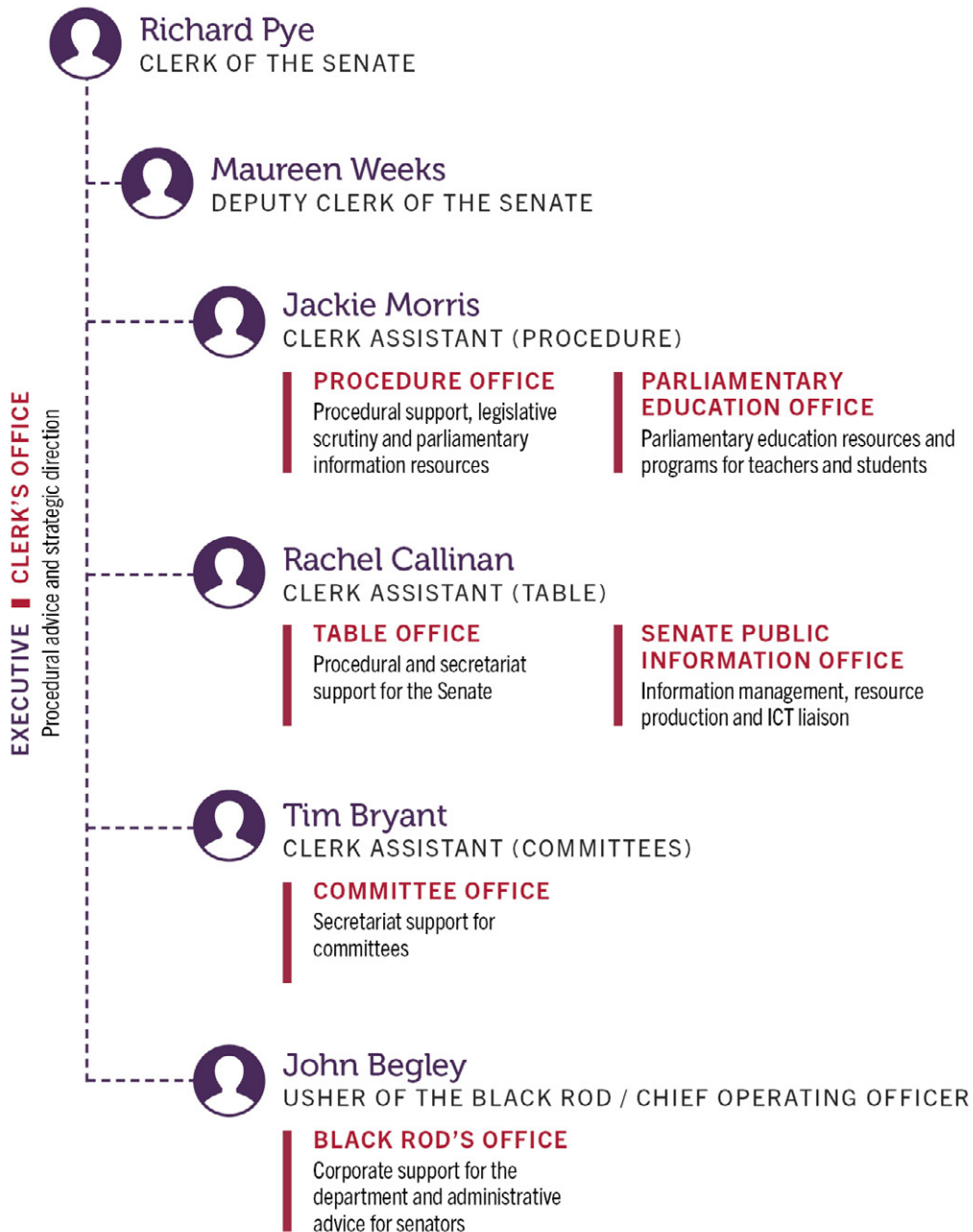
In undertaking its functions the department is responsible not to the government of the day but to the Senate and all senators, maintaining complete impartiality in serving equally senators from all political parties and independent senators.

Before turning to the department's performance during 2018–19, this overview sets out the department's organisational structure, program structure and objectives.

Organisational structure

The department is responsible to the Senate through the President of the Senate, Senator the Honourable Scott Ryan, who was elected to that position on 13 November 2017. The accountable authority for the department is the Clerk of the Senate, Mr Richard Pye, who was appointed 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

In order to achieve its outcome, the department's objectives are to:

- continue to develop expertise in the constitutional and procedural bases of the Senate and its committees
- ensure the highest standard of accurate and prompt procedural advice
- maintain and improve services to the Senate, its committees, senators and other users of departmental resources using efficient and up-to-date technology
- publish a greater range of information about the Senate's role and work, faster and in a variety of formats, and
- ensure our workforce planning, recruitment and staff development practices deliver a highly skilled, knowledgeable and motivated workforce.

The department delivers its outcome through a single departmental program, which is described in the next chapter.

The department also participates on a range of interdepartmental committees through which the parliamentary departments coordinate common and joint activities. Chief among these are regular 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 numerous bodies managing joint projects and endeavours such as the implementation of the Parliament's Reconciliation Action Plan.

Reporting on performance

The next chapter contains the annual performance statement for 2018–19. It also contains a performance report for the six offices of the department, each of which commences with a table reporting results against the criteria contained in the department's portfolio budget statement 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 2018–19, 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
11 October 2019

Performance reporting framework

Overview

In 2018–19, the department successfully achieved its purpose of facilitating all 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:

- published a range of materials on the role and work of the Senate and the Parliament, and delivered effective education and information programs
- managed its staff in accordance with its enterprise agreement, provided learning and development opportunities, and undertook a number of health and well-being initiatives to maintain the department's capabilities, and
- delivered its services in a cost-effective manner and in accordance with accountability requirements.

At the end of the reporting period, the department:

- provided an intensive induction program for new senators appointed following casual vacancies or elected at the 2019 election, so that they could perform their constitutional roles, and
- facilitated arrangements for the swearing-in of the Governor-General for 1 July 2019, and coordinated and planned the opening of the 46th Parliament for 2 July 2019, both in partnership with colleagues from the Department of the House of Representatives.

The department continued to work with the other parliamentary departments to deliver its services, to improve support for the Parliament and the work of its members and to enhance the strategic direction of the parliamentary service. In this reporting period our collaborative work included the development of the *Australian Parliament Digital Strategy 2019–2022*, a number of joint ICT projects such as a new online system for parliamentarians to lodge their interests' statements, and planning for the opening of the 46th Parliament.

The department's financial result of the year was a surplus of \$0.037m (excluding depreciation). This result reflects that current resourcing levels were adequate in a reporting period with the tapering demand of an election year. The department will need to give further consideration to the adequacy of resources to sustain the department into the future. An analysis of the department's financial performance and the financial statements commence at page 75.

These annual performance statements record the department's results against the planned performance table in figure 2 (right), which is derived from its *Corporate Plan 2018–19* and *Portfolio Budget Statements 2018–19*. They are based on records of services provided by the department, feedback recorded by departmental staff and comments made by relevant groups and committees. The department's performance framework was examined in two phases by the internal auditors. The first phase reviewed the department's draft performance information for the 2019–20 PBS, while the second phase assessed whether the department's internal framework supported its performance reporting. The audit found that the department maintains an appropriate internal suite of specific measures for each performance criteria.

In summary, this data shows both a high level of demand for the department's services and advice, and satisfaction with what is provided. The Senate's requirements in the final year of an electoral cycle peak before tapering off as the Parliament is prorogued for the election. This was evident in the demand for the department's services. Factors influencing demand are analysed further below.

Results

Advice about the operations of the Senate and its committees

ASSESSMENT

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



One of the key outputs of the department is advice about the operations of the Senate and its committees. Much of this advice is given verbally and instantaneously by the 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 verbally and in writing. Committee secretaries are supported in providing advice by the Clerk Assistant (Committees) and Senior Clerk of Committees, ensuring advice to committees is consistent and accurate.

Figure 2 – Planned performance

PURPOSE

The Senate department is the secretariat to the Australian Senate. All of our functions derive from this purpose and our work is substantially driven by the requirements of the Senate and senators.

We facilitate meetings of the Senate and its committees. We succeed when the Senate and its committees meet in accordance with their decisions, and when senators and others receive the advice and support they need to participate in those meetings.

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.

These services are delivered through a single program.

PROGRAM 1

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

DELIVERY

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

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

ASSESSMENT

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

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

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

Public information and parliamentary education programs are current and accessible to target audiences.

All known governance and accountability obligations to the Senate and under statute are met.

Senators and other recipients of written advice continued to acknowledge its value, and advice was provided within agreed timeframes to meet the purposes for which it was sought. On numerous occasions during the year, recipients of advice published it as a contribution to public debate, at the same time subjecting it to public scrutiny. When committees seek the Clerk's advice it is almost always for the purpose of publishing it, to show the basis on which committees may have taken particular decisions or reached particular conclusions. No committee expressed dissatisfaction with advice received.

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

Advice provided by the department was also tested during estimates hearings and in other Senate proceedings and senators relied on such advice throughout the year. In addition to comments made by senators recorded in *Hansard*, feedback from senators, particularly at the conclusion of the 45th Parliament, 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 capacity of officers to provide advice and support.

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 2018–19 through two program components.

1. Secretariat support for the Senate

The department provided secretariat support for the Senate on each of its 37 sitting days.

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 acknowledged the value and accuracy of this advice and support.

The Black Rod's Office provided formal and ceremonial support for sittings, including the swearing in of five new senators.

The Table Office and Senate Public Information Office (SPIO) published the Senate's formal records and 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. Increasingly, documents and business information are published online, enhancing the ability of senators and others to follow and participate in Senate proceedings, and further improvements to digital publishing processes and online measures were implemented during the reporting period.

2. Secretariat support for committees

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

Secretariat support for committees encompasses:

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

The Committee Office experienced another sustained period of very high workload, tapering slightly as the end of the Parliament neared. The office supported 16 legislation and references committees, seven select committees and six joint committees, undertaking between them, at one point, 66 separate inquiries. Secretariat staff in the Committee Office processed more than 5,400 submissions, arranged 286 public hearings (which heard from almost 6,000 witnesses) and 522 private meetings. The Senate made 70 references during the year and the office assisted in drafting 172 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 in supporting committees and, in particular, work closely with the chair in preparing draft reports. This provides an ongoing opportunity for direct feedback about senators' satisfaction. Despite the considerable workload, this direct feedback continued to indicate high levels of satisfaction.

Senators referring to committee reports during debates in the Senate also indicated their 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.

A significant focus of the office in the fourth quarter of 2018–19 were preparations for the swearing in of the Governor-General, planned for 1 July 2019 and the opening of the 46th Parliament, scheduled for 2 July 2019. The preparation for these events required significant coordination between the parliamentary departments, the Department of the Prime Minister and Cabinet, the High Court and Government House.

The office also made arrangements for the retirement of senators on 30 June 2019 and the commencement of new senators' terms on 1 July 2019, including office accommodation movements and payroll activities. The timing of the new Senate and the scheduling of the major events required a great deal of logistical coordination and planning. Informal feedback received from senators and other stakeholders was positive in regards to the preparation and efforts to accommodate all arrangements.

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 DPS Security Branch and the Serjeant-at-Arms' Office, and with the Australian Federal Police, providing the Senate's perspective on security matters.

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 generally 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 and parliamentary education programs are current and accessible to target audiences



The department continued its program of providing public information programs, including 25 seminars, eight training programs for senators and their staff and seven public lectures this reporting period; as well as publishing material on the role of the Senate and its committees. The formal and informal feedback regarding these services indicated that the programs effectively met their objectives.

Through the Parliamentary Education Office (PEO), the department also delivered a comprehensive education program to students visiting Parliament House from more than 1,600 Australian schools, as well as an outreach program to students in Western Australia, South Australia, Victoria and New South Wales. Attendance levels, requests for training and educational programs and feedback collected from these sessions indicated high levels of satisfaction among those accessing these services. Continuing growth in the number of users of the PEO website illustrated high levels of satisfaction with educational information and resources provided online.

SPIO develops and publishes a range of public information resources to support the operation of the Senate, including on sitting days the *Dynamic Red* and *Senate Daily Summary* and during estimates hearings *Live Estimates*, and manages the department's web presence and twitter account @AuSenate. The office also collates statistics on Senate activity and in this reporting period completed a significant project to redesign the statistical database, *StatsNet*. These resources were provided on all sitting days, and accurate, reader-friendly public information resources were delivered within established timeframes.

Governance and accountability

ASSESSMENT

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, particularly through its appearance before estimates hearings. The Clerk and other officers appeared at estimates hearings of the Finance and Public Administration Legislation Committee during each round of Senate estimates and also provided responses to five estimates questions on notice, which were published on that committee's web pages. These activities provide an important accountability mechanism by which senators may test advice provided by departmental officers and evaluate the department's performance in a public forum. 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.

ASSESSMENT

All known governance obligations are met



As the accountable authority, the Clerk complied with all known public governance and accountability obligations, including in relation to the matters certified in this report.

The department's services are enabled by its governance and accountability arrangements. These facilitate the department's work and provide assurance to the Clerk, as its accountable authority, in fulfilling accountability obligations to the Senate, under the *Parliamentary Service Act 1999* and under the *Public Governance, Performance and Accountability Act 2013*.

The department's Audit Committee provides independent advice to the Clerk. The Clerk used this advice in meeting his responsibilities under the *Public Governance, Performance and Accountability Act 2013*. In line with its charter, the committee reviewed and provided advice on the appropriateness of the department's financial reporting, performance reporting, risk management and system of internal controls; and provided advice that appropriate systems and practices were in place to support the department's compliance and reporting obligations.¹

The department's activities are also scrutinised by both an internal audit service provider and the Australian National Audit Office. These activities inform the work of the department's Audit Committee. Further details are set out in the Management and Accountability chapter.

The department also 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*.

Analysis

The department reports against the performance indicators contained in its portfolio budget statements, tabled in the Senate in May 2018, and those in its Corporate Plan for 2018–19. 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.

¹ Some reporting measures relating to legislative compliance and corporate performance will be reported as part of the department's compliance framework in future.

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. 2018–19 was the third and final year of the 45th Parliament, and the Senate's large and diverse cross-bench continued to affect the level of demand for advice, and the character of advice and support required.


The Senate sat on 37 days, and the number of sitting days in the second half of the reporting period was far lower than average, even for the final stage of a parliamentary cycle, with five sitting days between January and June 2018.


During this time, which included the usual pre- and post-election period, each office of the department finalised the work and records of the 45th Parliament, undertook a range of projects to enhance the support provided by the department to the Senate and its committees, and prepared for the commencement of the 46th Parliament. The department also embarked on an extensive staff training program.


Committee activity levels were similar to the previous parliament. The need to support this activity saw commensurate levels of staff numbers in committee secretariats and other offices managed within the department's current appropriation.

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 feedback about services and performance, and an avenue for addressing concerns as they are raised. As noted throughout this report, this direct feedback was positive across all service areas during the year, 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 overwhelmingly positive during 2018–19. 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 generally positive. The direct accountability of the department to the Senate through its committees was noted, above, at page 17.

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 this statement. As noted above, this was the subject of a recent internal audit, which provided assurance of this process. The measures have also 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.

Governance structures advance the department's accountability and the achievement of its outcome.

Governance forums achieved all significant targets for the year, including managing budgeting and staffing targets.

Contributions to interdepartmental forums advanced the strategic aims of parliamentary administration.

Advice, documentation, publications and draft reports are accurate, of a high standard and produced to meet the required timeframes.

All advice, documents and draft reports produced in support of committees supported by the office were of a high standard and met required timeframes; none were shown to be inaccurate.

Odgers' Australian Senate Practice is updated to reflect significant changes in the Senate.

The *Procedural Information Bulletin* was produced promptly after sitting periods and estimates hearings.

The *Procedural Information Bulletin* is produced after each sitting period and other procedural resources are updated and augmented as required.

Procedural and administrative information for senators was published to intranet site, *Senate Connect*.

Overview

The Clerk of the Senate, Richard Pye, manages the department in accordance with the *Parliamentary Service Act 1999*. 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, Maureen Weeks, 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 representative on the Audit Committee and as chair of the Program Managers' Group. The cost of the office for 2018–19 was \$1.1m (\$1.1m in 2017–18).

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. Much advice is provided orally and instantaneously, particularly in the Senate chamber, in private meetings of committees, and to senators who seek advice in person. Such advice is impossible to quantify in any meaningful way, but the number and kinds of written advices provide some indication of work undertaken.

Written advice

As forecast in the last report, an election during the year saw a decrease in the number of requests for written advice. Topics on which senators sought advice included constitutional matters such as section 44 (qualification of senators) and the Senate's new Qualifications Register, prorogation and casual vacancies. Perennial topics, such as the powers of committees and the protection of witnesses, continued to feature. Advice was also sought on a number of aspects of parliamentary privilege and on procedural matters. Figure 3 shows the number of written advices provided by topic, while figure 4 shows demand over recent years. The trend to shorter, less formal advice continued.

Figure 3 – Types of written advice provided by the Clerk, 2018–19

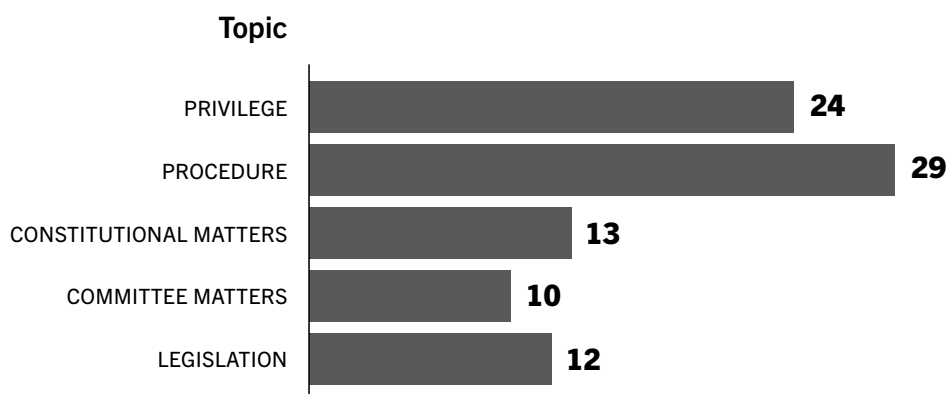
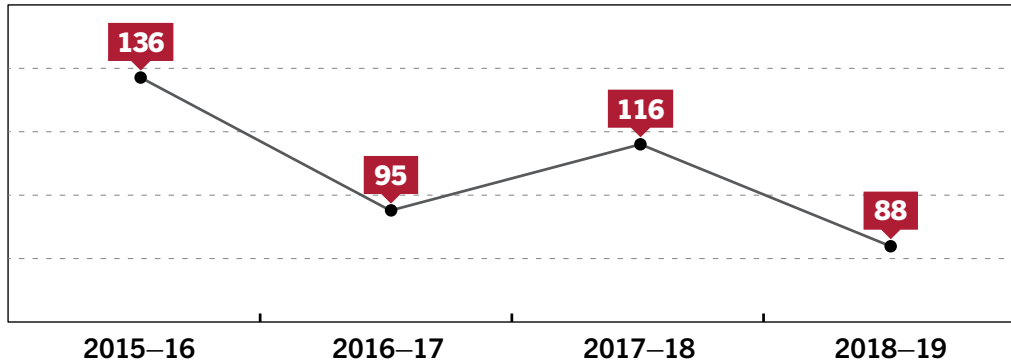


Figure 4 – Number of advices provided by the Clerk’s Office, 2015–16 to 2018–19



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

Advice provided by the office was tested during estimates hearings and in other Senate and committee proceedings.

Procedural information

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

A supplement to the 14th edition of *Odgers’ Australian Senate Practice* was being prepared at the end of the reporting period.

The Clerk and Deputy Clerk prepared and presented sessions in the department’s learning and development activities, and in other forums for parliamentary staff. They also provided introductory briefings to five senators whose terms commenced during the year. Eighteen new and returning senators participated in the two day orientation program presented by the Clerk and others prior to the commencement of the 46th Parliament.

The shift in the parliamentary calendar resulting from the May election and the associated reduction in the number of sitting days, created an opportunity to review and update critical documents. Procedural documents and templates including the manual for temporary chairs of committees were revised for the commencement of the 46th Parliament.

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.

During the year the committee met four times and presented four reports; two in September 2018, one in November 2018 and one in April 2019. The first of the September reports considered a proposal to replace the parliamentary prayer with an invitation to prayer or reflection. The reference required the committee to seek submissions on this inquiry and it received approximately 820. It concluded that there was no real momentum for a change and therefore did not recommend any amendment to the relevant standing order. The second September report considered the question of disorder occurring outside formal proceedings of the Senate. The committee did not recommend any change to the standing orders.

Recognising the 45th Parliament was drawing to a close, the 2019 report considered a range of matters, including the Closing the Gap statement and Indigenous Australian languages and changes to formal business. The committee flagged these matters as warranting further consideration in the next parliament. The committee also considered, but did not recommend, the adoption of a Parliamentary Code of Conduct for senators.

Committee of Privileges

The Deputy Clerk served as secretary to the Committee of Privileges, which met 13 times in 2018–19 (13 in 2017–18) and presented six reports. The committee protects the integrity of Senate and committee proceedings by considering matters possibly amounting 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.

The committee's 172nd and 174th reports arose from a claim of privilege made over documents seized under search warrant. The 172nd Report recommended that the claim of privilege be upheld and was tabled and adopted by the Senate on 26 November 2018. The 174th Report considered whether, in the execution of the search warrants, there was a possible improper interference with the Parliament that required further examination. In the report tabled on 2 April 2019, the committee concluded the best course of action was to further amend the protocols for the execution of search warrants. The committee emphasised that current processes fail to recognise and respect the work of the Parliament.

A possible contempt relating to the improper interference with a senator in the free performance of his duties was investigated in the 175th Report and tabled on 2 April 2019. This matter related to party disputes between senators. The committee did not consider that a contempt had occurred and noted that parliamentary privilege and the associated

resolutions of the Senate are designed to protect the Parliament, its committees and individual senators in the performance of their parliamentary duties, not as a mechanism to resolve internal party politics or quarrels between senators.

The committee also administers the right-of-reply mechanism for people seeking to respond to adverse comment made about them in the Senate. Three requests were received and reported on during the year in the 171st, 173rd and 176th reports. The Senate adopted the recommendation of each report that the replies be incorporated in *Hansard*.

Governance

The Deputy Clerk chaired the Program Managers' Group whose focus included delivery of a new health and well-being strategy and further development of the department's performance framework. The deputy is also the department's senior representative on its Audit Committee

During the financial year, the Clerk attended four meetings of the Heads of the Parliamentary Departments. This group generally meets quarterly and provides a forum across the parliamentary departments on administrative matters and strategic direction across the parliamentary service. At the commencement of the calendar year, the department relinquished the secretariat duties of the group which is rotated on a yearly basis.

More broadly, the Clerk and other senior officers liaised with their counterparts in the other parliamentary departments on matters connected to parliamentary administration.

The Clerk approved a new Audit Committee charter, which takes into account the latest guidance from government on the role of audit committees. The new charter provides for an annual review.

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

Performance outlook

The next reporting period, the first year in an electoral cycle, will see a return to a more extensive sitting pattern, increased legislative activity, and increased demand for the services of the Clerk's Office. The number of requests for advice is also likely to increase. The office will continue to support new and returning senators in their parliamentary work.

After the opening of the new Parliament and the program for new senators early in the reporting period, the office will move to other matters, including publishing a supplement to the 14th edition of *Odgers' Australian Senate Practice*. The supplement will take into account the recent procedural developments, as well as the succession of High Court judgments relating to disqualification of senators. Other priorities will include training for senators newly undertaking duties in the Chair of the Senate, and further learning and development for officers rostered at the Table of the Senate.

Work for the Procedure Committee will focus on those matters that were flagged as requiring further attention in the last report of the 45th Parliament, while in the parliamentary privilege space work on the development of a privilege manual will commence.

In the area of governance and administration the next year will see work commence on a new enterprise agreement for the department which is due in late 2020. The department will continue to monitor the maturity of its performance framework under the *Public Governance, Performance and Accountability Act 2013*.

Table Office

Outputs

Programming and procedural support to the Senate and the legislative process.

Publication of formal and informal records of Senate business.

Receipt, dissemination and storage of documents.

Inquiries service.

Secretariat support for the Appropriations, Staffing and Security; Publications; Selection of Bills; and Senators' Interests committees.

Performance information	Performance results
Procedural advice and legislative documents are accurate and timely.	Advice was given as required. Legislative documents were accurate and produced within required timeframes.
<i>Order of Business, Notice Paper</i> and <i>Journals of the Senate</i> are accurate and published within required timeframes. Other publications are accurate and timely.	All information resources were accurate and published according to required timeframes, including the <i>Order of Business</i> and <i>Notice Paper</i> published in advance of each sitting day and proof <i>Journals of the Senate</i> published at the end of each sitting day (followed by final <i>Journals</i> before the next sitting period).
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.
Inquiries assistance is effective and supported by online information services.	Inquiries were responded to immediately, or within reasonable or agreed timeframes for more complex queries.
Committees are supported; advice, documentation, publications and draft reports are accurate and timely.	Committee meetings were held, documents provided and reports prepared within agreed timeframes.

Overview

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

Figure 5 – Elements and responsibilities of the Table Office

Executive and programming

Rachel Callinan, 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

Ivan Powell, Director

Processing legislation

Processing and custody of documents

Inquiries services

Secretary to the Publications Committee

Journals and Notice Paper

James Warmenhoven, Director

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

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

Secretary to the Appropriations, Staffing and Security Committee

The Table Office provided support for the Senate on each of its 37 sitting days in this reporting period – fewer than the usual number of sitting days in a 12 month timeframe, but characteristic of the number in an election year. All performance results, as outlined in the above table, were achieved within established timeframes. Project work was completed or has continued, as forecast.

Much of the work of the Table Office involves direct contact with senators and their staff, as well as other clients. This presents an ongoing opportunity to receive and respond to ad hoc feedback about the services provided by the office. Ad hoc feedback received during the year from senators, their staff and others was almost invariably positive.

Staff numbers remained steady during the reporting period, with an average full-time equivalent level of 13.3. The cost of the office was \$2.3m (2.3m in 2017–18).

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 (1,150 in 2018–19, 31 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 provide procedural advice to Government office holders in relation to programming and the management of

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

Formal records

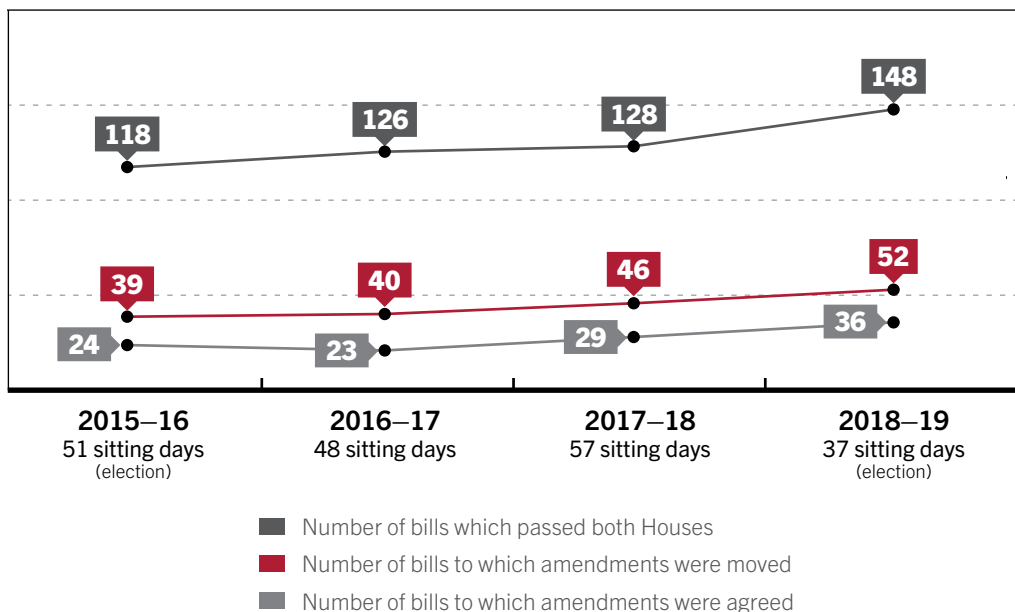
The *Notice Paper* is the formal agenda of the Senate. The *Notice Paper* was produced and published by the Table Office in advance of each sitting day. The *Journals of the Senate* is the official record of decisions made by the Senate. *Proof Journals* were published online shortly after the end of each sitting day, and printed versions distributed the next morning. Final *Journals* were subsequently produced following thorough checking of source material. In 2018–19, *Notice Papers* and *Journals* were produced for each of the 37 sitting days.

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 2018–19, 182 messages were prepared, of which 155 related to the passage of bills (the remaining related to matters such as committee memberships). These figures compare to 180 messages, of which 138 related to the passage of bills, in 2017–18. Figure 6 reflects the level of legislative activity in recent years.

Figure 6 – Senate legislative activity, 2015–16 to 2018–19



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

In 2018–19, the office processed all notices of motions received for inclusion in the *Notice Paper* – 657 for this reporting period compared to 630 in the previous period. These notices signal senators’ intentions to move particular motions on specified days. The office also processed eight petitions (with 132,917 signatories) which senators had lodged for presentation to the Senate (compared to 15 petitions with 112,233 signatures in 2017–18).

Another frequently used means of obtaining information about matters of concern to the Senate are orders for the production of documents. During 2018–19, the office processed the 39 orders for the production of documents made by the Senate, some of which were then the subject of follow-up orders.

Documents

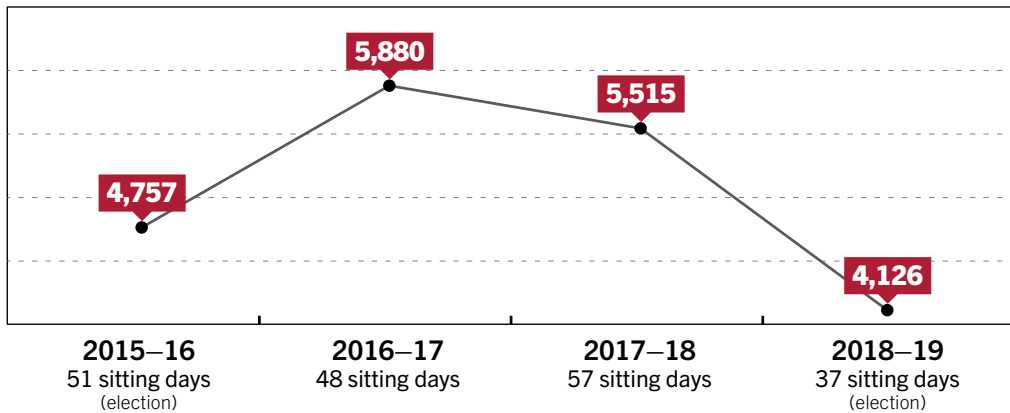
The office received and processed all of the 4,126 documents provided for tabling in the Senate in this reporting period, recorded their details in the *Journals* and *Index to the Papers Presented to Parliament*, and archived them. This figure is comparable to the 5,515 documents tabled in the previous period. The documents presented to the Senate in 2018–19 added approximately 25 metres of boxed documents to the archive. Figure 7 shows the number of documents tabled in the Senate in recent years.

Documents from ministers, the Auditor-General and committees may also be presented when the Senate is not sitting. The office administers this procedure, which facilitates the timely publication of material of interest to, or required by, the Parliament. In 2018–19, a total of 752 documents (or approximately 18 per cent of all documents tabled in the Senate) were presented using this procedure. This compares with 627 documents (or 11 per cent of all documents tabled) during the previous year.

All documents presented to the Senate in the reporting period were digitised and made publicly available in the ParInfo database (accessible on the Parliament’s website) on or as soon as possible after receipt, or otherwise published by the Senate Public Information Office on the Parliament’s website (in the case of certain committee documents) or by the Office of Parliamentary Counsel on the Federal Register of Legislation (in the case of legislative instruments).

Significant work was also undertaken in the reporting period to organise and rationalise the office’s holdings of hardcopy materials. This work will continue in the next reporting period to ensure the preservation of historically important material and the efficient use of the office’s document storage areas.

Figure 7 – Documents tabled in the Senate, 2015–16 to 2018–19



Inquiries

Hard copies of all documents presented to the Senate are made available on request through the inquiries and distribution services provided by the office. The inquiries service also fields a range of queries about Senate proceedings from senators and their staff, government agencies and others. In 2018–19, 2,918 inquiries were received (approximately 25 per cent from senators or their staff). This compares to 3,063 inquiries in the previous reporting year. The majority of inquiries – which are communicated face to face, by telephone or email – were responded to immediately, with other more complex inquiries responded to within timeframes agreed with the requestor. While these figures are drawn from formal statistics kept for performance reporting purposes, the staff of the office (as do other staff of the department) also respond to considerably more requests for information from senators and their staff as they go about their duties on sitting days.

Support for committees

During the year, the office provided secretariat support to four 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. She is also secretary to the Senators' Interests Committee, and the Registrar of Senators' Interests, with responsibility to administer the Register of Senators' Interests which is published online. In this reporting period, arrangements were put in place to implement a new online system for senators to make their interests declarations, and to support the new Register of Senators' Qualifications requirements commencing at the start of the 46th Parliament.

In addition, the offices' two directors provided secretariat support to the Senate Publications Committee and the Senate Appropriations, Staffing and Security Committee.

Performance outlook

In 2019–20, 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 continue to remain appropriate, with a few minor adjustments as has been reflected in the offices' 2019–20 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 *Journals* – produced by the office will be refreshed to reflect the evolving style of Senate and departmental documents, and a continued emphasis will be placed on making procedural content available electronically to support accessibility and efficiency and to reduce printing costs.

The office will also continue to support various ICT related activities, including contributing to the ongoing maintenance, enhancement and testing of existing systems that support the work of the office and the Senate, as well an involvement in projects such as the development of a new system to facilitate the electronic receipt and publication of tabled documents which will be implemented in the 2020–21 reporting period.

The key staffing focus for the next reporting period will continue to be the sharing of skills and knowledge among staff in the office, as well as bringing in staff from other areas of the department from time-to-time, to ensure that expertise in relation to specific tasks is not unduly concentrated.

Senate Public Information Office

Outputs

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

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

Performance information	Performance results
Manage the production of: <i>Dynamic Red</i> (ParlWork); <i>Senate Daily Summary</i> ; <i>The Week Ahead</i> ; <i>StatsNet</i> ; and <i>Senate Discovery</i> .	All publications were published within agreed timeframes set out in the 2018–19 office work plan.
Coordinate the Senate’s public information resources and produce and publish material for the department in multiple formats.	Current, accurate and relevant information was available about the role and work of the Senate and its committees as required. Ongoing improvements were made to the availability and accessibility of information resources.
Develop, manage and participate in projects to improve information dissemination.	A number of projects to streamline work practices and to improve the delivery of information were successfully implemented.
Liaise with DPS and the other parliamentary departments on ICT matters.	The requirements of the Senate and the department were effectively represented in the ICT priorities of the Parliament.
Manage the Senate’s Twitter account.	Through @AuSenate, the department engaged with and informed followers about the work of the Senate.

Overview

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

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

SPIO also coordinates the department's involvement in forums and projects affecting the production and dissemination of Senate and departmental information resources. In October 2018, the office underwent a strategic realignment by combining its project and web administration support functions, to build capacity and streamline and consolidate a number of work practices. The cost of the office for 2018–19 was \$1.4m (\$1.2m in 2017–18), with staffing levels maintained at an average of 10 full time equivalent.

Information resources

SPIO supported each of the 37 sitting days in this reporting period by producing and publishing the following information resources relevant to the meetings of the Senate, with corresponding performance results met:

- *The Week Ahead* – 10 editions
- *Dynamic Red* (and ParlWork web-application) – 37 editions with an average of 121 updates per day
- *Senate Daily Summary* – 37 editions
- *Senate Discovery* – 7 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:

- a redesigned *Order of Business* ('the Red')
- *Guides to Senate Procedure* (PDF, ePub and online) and related pocket guides
- *Senators' Handbook* and other resources to support the induction of senators' following the general election
- producing video, print and web resources for the Parliamentary Education Office (PEO); notably *Teaching Civics and Citizenship – A classroom guide* and new visual aids that support video conferencing activities
- production of the department's corporate reporting and planning documents, and
- ongoing development of the *Senate Connect* (Senators' intranet) and *SENNET* (departmental intranet).

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

Projects and support

During the reporting period, SPIO continued to collaborate with DPS and the Department of the House of Representatives (DHR) on a number of ICT projects to enhance the systems that underpin our work and to create new resources. During this period six projects were completed:

- redevelopment of the department's statistical collection, *StatsNet* – completed July 2018
- enhancements to the Shared Committees Information Database – completed August 2018
- development of *Estimates Live*, which provides live update on estimates hearings – completed October 2018
- enhancements to *Dynamic Red* and ParlWork to improve user experience – completed October 2018
- implementation 'Report Builder', a tool for preparing committee reports – completed June 2019, and
- implementation of a digital workflow for senators' declarations of interests – completed June 2019.

Other significant work during 2018–19 which is expected to be completed in the next reporting period includes:

- improvements to Senate business information resources and redesign of the *Notice Paper* and *Journals*
- *Procedural Hub*, an online resource for senators to assist their engagement with Senate proceedings
- PEO website redevelopment project
- Online Tabled Documents project (with DPS, DHR and the Department of the Prime Minister and Cabinet), a system to receive and publish digital copies of tabled documents
- enhancement of Committee Office systems that support the estimates questions on notice process, and
- participation in the Common Data Access Platform project, a project to improve the information and data management capabilities of the Parliament.

Performance outlook

In 2019–20, 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 play a key role as the *Australian Parliament Digital Strategy 2019–22* is implemented, including the development of the underpinning 'road maps', by representing the department in various governance forums and providing input reflecting the needs of the Senate. 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 departments' work, and being responsive to DPS' increased emphasis on 'agile' delivery methodology. As well as the ongoing projects mentioned above, others include the creation of a digital platform for recording and publishing voting outcomes in the Senate, a new document management and publishing system to support the legislative scrutiny committees and the consolidation of the Senate digitised historical records collection.

In addition, SPIO will have a renewed focus on capacity building throughout the department to support digital innovation and change, with the purpose of mitigating 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.
 Secretariat support for legislative scrutiny committees.
 Procedural research services.
 Parliamentary information for public servants and the community.
 Policy support and funding for inter-parliamentary relations.

Performance information	Performance results
Procedural advice is sound and timely, enabling the instructing senator to fulfil their role.	Senators and their staff continued to acknowledge the accuracy and value of procedural advice.
Legislative amendments and private senators' bills are constitutionally and legally sound and meet the requirements of instructing senators.	Legislative amendments and bills were accurate, and were prepared within required timeframes and to the satisfaction of senators.
Secretariat support to the Regulations and Ordinances Committee, the Scrutiny of Bills Committee and the Parliamentary Joint Committee on Human Rights is accurate, of a high standard and timely.	Advice and documents prepared for the legislative scrutiny committees were accurate, of a high standard and provided within the timeframes set by the Senate and the committees.
Parliamentary research information is accurate, timely and comprehensive.	Accurate and comprehensive parliamentary research was provided within required timeframes.
Seminars, lectures and other parliamentary information projects are provided to increase the awareness of the work and role of the Parliament.	Seminars and lectures were held in accordance with the programmed schedule, and public information projects were delivered in accordance with the required timeframes. Training was provided to the satisfaction of participants, demonstrated by positive feedback obtained through evaluation processes.
Inter-parliamentary functions are supported to the satisfaction of participants.	Inter-parliamentary functions were carried out to the satisfaction of participants.

Overview

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

Figure 8 – Elements and responsibilities of the Procedure Office

Executive and legislative drafting

Jackie Morris, Clerk Assistant

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

Procedural support and public information

Toni Matulick, Director, Procedure and Research

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

Legislative scrutiny

Anita Coles, Secretary, Scrutiny of Bills Committee and Regulations and Ordinances Committee

Toni Dawes, Secretary and Zoe Hutchinson, Acting Secretary, Parliamentary Joint Committee on Human Rights¹

Secretariat, advisory and administrative support to the committees

The office provides a range of advisory, research and public information services closely aligned with the role and work of the Senate, including legislative drafting services and support for the Parliament's legislative scrutiny committees.

The demand for procedural and legislative advice and support is driven by the requirements of senators and the Senate. 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 Procedure Office monitors levels of satisfaction with its performance through formal and informal channels such as seminar evaluation forms and direct advice from senators and their staff, and members of the public.

The full-time equivalent staffing level for the Procedure Office in 2018–19 was 20.1 (29.5 in 2017–18). The cost of providing the services of the Procedure Office in 2018–19 was \$4.3m (\$5.7m in 2017–18). Staffing and budget figures have reduced significantly because the 2017–18 figures include staff and funding for the Parliamentary Education Office (PEO) which was separated from the Procedure Office at the beginning of 2018–19 to better reflect the distinct role of the PEO.

¹ Toni Dawes, September–December 2018 and Zoe Hutchinson, July–September 2018 and January–June 2019.

Procedural support

In 2018–19, the office assisted non-executive senators and their staff by providing advice relating to the role and work of the Senate and its committees. There was strong demand for such advice, particularly during sitting periods. Advice was provided on many procedural issues, including the constitutional powers of the Senate, the legislative process, the process for disallowance of delegated legislation, reference of matters to committees, orders for production of documents and opportunities for debate. The office also provided research support to the Clerk and Deputy Clerk on procedural matters.

Staff ensured the accuracy of advice by researching appropriate precedents and consulting other departmental officers, particularly the Clerk and the Deputy Clerk. Advice was non-partisan, consistent, and provided to senators and their staff in a timely fashion often within very short time frames.

In 2018–19, the office prepared an average of 19 procedural scripts per sitting day for use by senators in the chamber, and a total of 689 scripts for the year. This represented a significant increase in scripts per day on the previous year when an average of 13 scripts per sitting day were drafted. These scripts assist senators to pursue matters of concern to them through, for example, orders for the production of documents, committee references and the introduction of bills.

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

Legislative drafting

In 2018–19, the office provided legislative support to senators by drafting amendments and private senators' bills, primarily for non-government senators.

The office prepared and circulated 26 second reading amendments (a small decrease on the previous year, when 30 second reading amendments were circulated). The office also drafted and circulated 122 sets of committee of the whole amendments, comprising 473 individual amendments in 2018–19. This represented a significant decrease on the 1,011 amendments circulated on 177 sheets in the previous year primarily as a result of there being fewer sitting weeks due to the election in May 2019.

A further 65 sets of amendments were requested and drafted, but not circulated. 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, four sets of amendments were framed as requests to the House of Representatives. For these requests, the office produced statements of reasons to explain why the amendments were framed as requests, as required by the Senate's procedures.

Senators continued to use private senators' bills as a means of furthering debate on policy issues and, in some cases, influencing the government to pursue legislative action. In 2018–19, the office received requests for 50 private senators' bills, and 39 private senators' bills were introduced. This was a surprisingly high level of demand for drafting and introduction of private senators' bills in the context of an election year with a reduced number of sitting weeks. Two private senators' bills were passed by the Senate during 2018–19.

Figure 9 summarises legislative drafting and procedural services provided to senators over the past four years.

Figure 9 – Legislative drafting and procedural advice services provided to senators

Service	2015–16	2016–17	2017–18	2018–19
Committee of the whole amendments circulated	1,158	667	1011	473
Second reading amendments circulated	22	43	30	26
Private senators' bills introduced	17	21	31	39
Procedural scripts prepared	593	701	727	689

Informal feedback from senators and staff from various political parties, confirmed the quality of the procedural advice and legislative drafting service provided by the office including where support was provided within tight time constraints. As a result of the timing of the election, the next formal survey of senators regarding these services will be held in 2019–20.

Support for legislative scrutiny committees

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

The committees examine all bills and instruments according to each committee's terms of reference. The committees report each sitting week on the scrutiny review undertaken and also report annually, outlining their work for each year and highlighting the significant matters they have pursued.

The Regulations and Ordinances Committee secretariat examined 1,202 legislative instruments (1,838 in 2017–18) and drafted 10 reports, containing comments on 229 legislative instruments, raising matters related to the committee's scrutiny terms of reference (under Senate standing order 23). In addition, the committee conducted an inquiry and tabled a report on its role and future direction, and the adequacy of the existing framework for parliamentary scrutiny of delegated legislation. The committee made several recommendations, and identified a number of changes to its practices, to strengthen that framework.

The Scrutiny of Bills Committee secretariat examined 192 bills (260 in 2017–18) and drafted 10 reports, containing comments on 73 bills (117 in 2017–18), raising matters relating to the committee’s scrutiny terms of reference (under Senate standing order 24).

The Parliamentary Joint Committee on Human Rights secretariat examined 181 bills (266 in 2017–18) and drafted nine reports containing comments on 49 bills (71 in 2017–18), raising matters relating to the committee’s scrutiny terms of reference (contained in the *Human Rights (Parliamentary Scrutiny) Act 2011*). The secretariat also examined 1,144 disallowable and exempt legislative instruments (1,697 in 2017–18) and drafted comments on 24 instruments (62 in 2017–18).

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

Public information and parliamentary research

The Procedure and Research section helps increase knowledge of the role and work of the Senate by coordinating a range of lectures, seminars and public information activities and producing parliamentary resources.

Training programs

Procedural training for senators and staff was a particular focus in 2018–19. The section organised orientation seminars for new senators who filled casual vacancies or will commence their terms on 1 July 2019. The one-day program in August 2018 and two-day program in June 2019 focused on key concepts and contacts for advice and practical assistance. As with the previous year, a number of one-on-one sessions were also provided to new senators by senior officers. Formal and informal feedback indicated that the program is regarded by new senators as an essential part of their preparation for their parliamentary duties.

Work commenced on a joint project, with the Senate Public Information Office, to develop a central online source of practical procedural information and resources for senators and staff: the *Procedural Hub*. This online material will augment training programs offered to senators’ staff on conducting business in the Senate.

The number of attendees at seminars provided to public service agencies held steady in 2018–19 while demand for bespoke programs continued to grow. The number of senators’ staff training sessions in 2018–19 was reduced due to the election year. Specialised training sessions and a professional development placement were also offered to Senate staff to deepen procedural and drafting skills within the department.

Open Day 2018

Open Day in October 2018 celebrated the 30th anniversary of Parliament House. The department provided displays and public access to the Senate chamber and private areas including the President’s and Government Whip’s offices. Over 8,600 visitors attended.

50th anniversary of the Senate committee system

The section also commenced a project to mark 50 years since the establishment of the Senate committee system in June 1970. A new website under development will present historic information on the work of committees through interactive maps, timelines and other data visualisations.

Figure 10 – Seminars, training programs and lectures, 2015–16 to 2018–19

Service	2015–16	2016–17	2017–18	2018–19
Senators' orientation sessions	nil	2	1	2
Senators' staff training sessions	9	10	12	6
Seminars for public service officers				
• number of seminars	19	21	28	25
• number of attendees	372	519	573	573
Public lectures				
• number of lectures	7	10	7	7
• number of attendees	695	1077	631	648
• live online views	n/a	236	379	376

Inter-parliamentary relations and capacity building

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

The program's activities and projects in 2018–19 were coordinated by the International and Parliamentary Relations Office (IPRO) and the Parliamentary Skills Centre (PSC), with input from all four parliamentary departments. IPRO manages incoming and outgoing delegation programs, membership of inter-parliamentary organisations, and the international interests and travel of senators and members. The PSC is responsible for all parliamentary strengthening and capacity building programs of the Australian Parliament, including study programs for visiting parliamentarians and staff of other parliaments.

IPRO and PSC are offices administered by the Department of the House of Representatives, and IPRO is funded jointly by the Department of the Senate and the Department of the House of Representatives. A detailed description of the work of IPRO and PSC is provided in the annual report of the Department of the House of Representatives.

Performance outlook

The reduction in the number of senators on the cross-bench, as a result of the 2019 election, is likely to moderate demand for procedural and legislative drafting support over the course of 2019–20. However, in the short term, it will require increased focus upon training and support for a large number of new senators and staff. This will be addressed through the delivery of scheduled and tailored training sessions for senators' staff, and the completion of a project to enhance the online procedural resources available to senators and their staff.

The election period provided an opportunity to focus upon procedural and legislative drafting training of staff in the Procedure and Research Section as well as a broader pool of staff across the department. Further development of the procedural knowledge and legislative drafting skills of departmental staff will continue to be a focus in 2019–20.

The Legislative Scrutiny Unit will continue to highlight and support the work of the parliamentary scrutiny committees. In particular, it will work to implement recommendations of the Regulations and Ordinances Committee inquiry into parliamentary scrutiny of delegation in order to strengthen the framework for parliamentary scrutiny and control of delegated legislation, and the role of the scrutiny committees within this framework.

In terms of public education, a key focus in 2019–20 will be the delivery of an online project to celebrate the 50th anniversary of the Senate committee system with a new website which presents historic information on committees.

Parliamentary Education Office

Outputs

Parliamentary education resources and programs.

Performance information	Performance results
Curriculum-aligned programs for students and teachers are delivered onsite, offsite and digitally to encourage ongoing engagement with Australia's parliament.	Feedback from teachers using Parliamentary Education Office services indicates 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 illuminate the aims and achievement standards of the Australian Curriculum.	Parliamentary Education Office websites and publications are promptly updated to ensure accuracy.
Provision of a range of resources and services that facilitate parliamentary engagement with community in order to increase citizen understanding of and engagement with Parliament.	Senators and members are satisfied with the provision of services and support.

Overview

Jointly funded by the Department of the Senate and the Department of the House of Representatives, the Parliamentary Education Office (PEO) is led by the Clerk Assistant (Procedure) and the Director PEO, Angela Casey. The PEO delivers parliamentary education services to teachers, students and others across Australia. To date, over 2 million students have expanded their knowledge of the Australian Parliament through participating in a PEO program.

In addition to operational management from both departments, the PEO is guided by the PEO Advisory Committee. The committee is comprised of interested members and senators, meets twice a year and reports to the Presiding Officers.

The full time equivalent staffing level for the PEO in 2018–19 was 10.6 (in 2017–18 the full-time equivalent staffing level of the PEO was 11.1.) The cost of providing the service of the PEO in 2018–19 was \$1.6m (in 2017–18 the cost of providing the service of the PEO was \$1.6m).

Education programs: on site, digital and outreach

The PEO delivers education programs on site at Parliament House, in classrooms across Australia, through our outreach program, and digitally through video conferencing.

The PEO's immersive learning program at Parliament House is regarded as a highly effective method of parliamentary education. The program continued to run at capacity, with 93,225 students from 1,677 schools across Australia participating in 2018–19. These figures represent a 4.4 per cent increase on 2017–18 student participation rates.

The PEO also delivered tailored programs, including 'Rotary Adventures in Citizenship', a week-long program for 36 Year 11 students from around Australia and the National Youth Science Forum for 280 Year 12 students.

In 2018–19, the PEO delivered outreach to 2,952 participants in four states: Western Australia, South Australia, Victoria and New South Wales. Additional outreach is planned for the 2019 calendar year to Queensland.

The PEO continues to increase the number of students and teachers who take part in a video conferencing program, with 1,296 participants in the financial year. This relatively new method of program delivery is facilitating excellent engagement with students unable to travel to Canberra and provides another avenue for the PEO to deliver teacher professional learning.

Content: online and print

The PEO's websites continued to perform strongly. These websites provide information about parliament and curriculum-aligned teaching resources for all Australian teachers and students. A total of 1,227,935 users (representing 2.81 million unique page views) were recorded over the past year, representing an increase of 22 per cent on 2017–18 users.

The PEO produced and distributed a range of publications during the reporting period, including the redeveloped Teaching Civics and Citizenship: a classroom guide; Australian Constitution pocket edition, produced in partnership with the Australian Government Solicitor; and Get Parliament, an easy-to-understand booklet that explores Australia's system of government.

Services for members and senators

The PEO provides dedicated support to encourage and assist members and senators to engage with schools and students. Members and senators are offered a complimentary annual allocation of education and information materials for students, teachers and others in their communities. Senators and members can also request a tailored brochure Representing You – to assist them when explaining their work as an elected representative. In 2018–19, 134 parliamentarians requested their allocation.

Performance outlook

In late 2019, the renewed PEO website will be launched and this, along with the PEO video conferencing program, will provide support for students and teachers unable to visit Canberra.

As another strategy to amplify its capacity to reach larger numbers of students, the PEO will also continue to increase engagement with the education profession, actively looking for opportunities to deliver teacher professional learning face-to-face, offsite and via digital platforms.

With advance bookings for learning programs at Parliament House likely to remain high, the PEO will continue to operate at capacity and will continue to explore strategies to effectively meet demand while ensuring program quality in 2019–20.

Committee Office

Outputs

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

Performance information

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

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

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

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

Performance results

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.

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 by committees and deadlines set by the Senate.

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

Telephone and email queries from the public were responded to promptly and accurately.

Members of the public had ready access to the material they requested regarding committee activities or procedures.

Overview

Committee Office secretariats supported the eight legislative and general purpose standing committees, seven select committees, five joint committees and one joint select committee (see figure 11). As in the previous year, committees continued to experience a significant workload, with high numbers of inquiries and hearings, tapering as the 2019 election approached. The cost of the office in 2018–19 was \$10.1m (\$11.1 in 2017–18), with staff salaries comprising approximately 81 per cent of the office's total expenses.

The remaining costs continued to be administrative (for example, transport and accommodation for secretariat staff attending hearings, printing and venue hire). These administrative costs continue to be high due to the high numbers of interstate committee hearings.

Committee secretariats provided administrative support to committees, including processing submissions, publishing material to committee websites and arranging hearings around Australia. Staff also analysed 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. Finally, secretariats provided advice to chairs and committee members, including in relation to matters which raised complex procedural issues.

The significant workload of committees in the first half of the reporting period brought the familiar workload pressures on secretariats and senators, requiring discussions about which inquiries to prioritise and the need for extensions. This moderated in the second half of the reporting period in preparation for the 2019 federal election.

Again, comments made in the Senate when committee reports are tabled or debated indicated high levels of satisfaction with the quality of the advice and support provided by secretariats.

Activity levels and workload

The workload of the committees supported by the Committee Office is determined by decisions of the Senate and of the committees themselves. During this reporting period, the Committee Office again faced a significant workload in terms of the number of committees and inquiries supported, although the level of committee activity tapered as the 2019 election approached. The highest number of inquiries managed at one time was 66 in August 2018.

Submissions, public hearings and witnesses

The continuing significant workload of committee secretariats during the first half of 2018–19 is evident in the administrative support provided to committees in relation to the processes committees use to collect evidence. This included processing 5,400 submissions. This figure does not include the more than 9,000 emails and form letters linked to various campaigns such as those received in the course of the inquiry into the Sex Discrimination Amendment (Removing Discrimination Against Students) Bill 2018. In addition, secretariats arranged 286 public hearings (including 61 estimates hearings) at which 5,952 witnesses appeared (including 2,641 witnesses at estimates hearings). Secretariats also supported committees by arranging 522 private meetings and 11 site inspections.

Figure 11 – Elements and responsibilities of the Committee Office

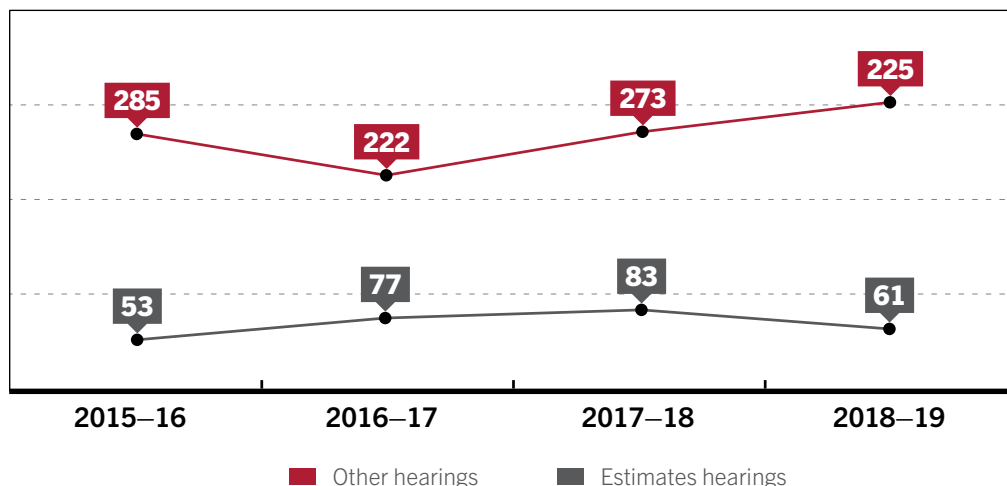
Executive

Tim Bryant, Clerk Assistant
David Sullivan, Senior Clerk of Committees

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

Legislative and general purpose standing committee secretariats	Joint committee secretariats	Senate select committee secretariats
Community Affairs Jeanette Radcliffe	Joint statutory Australian Commission for Law Enforcement Integrity Sophie Dunstone	Charity Fundraising in the 21 st Century Bonnie Allan
Economics Mark Fitt	Corporations and Financial Services Patrick Hodder	Electric Vehicles Ann Palmer
Education and Employment Stephen Palethorpe	Law Enforcement Sophie Dunstone	Future of Work and Workers Stephen Palethorpe
Environment and Communications Christine McDonald	Joint standing National Broadband Network Ann Palmer	Obesity Epidemic in Australia Gerry McInally
Finance and Public Administration Ann Palmer	National Disability Insurance Scheme Gerry McInally	Red Tape Gerry McInally
Foreign Affairs, Defence and Trade Lyn Beverley	Joint select Oversight of the implementation of redress related recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse Sean Turner	Stillbirth Research and Education Sophie Dunstone
Legal and Constitutional Affairs Sean Turner		Fair Dinkum Power Ann Palmer
Rural and Regional Affairs and Transport Jane Thomson		
Additional Support Unit Bonnie Allan		

Figure 12 – Number of committee hearings, 2015–16 to 2018–19



Again, to manage this volume of work, the office continued to operate in a highly flexible manner with staff regularly working across committees in order to deal with peaks in workload.

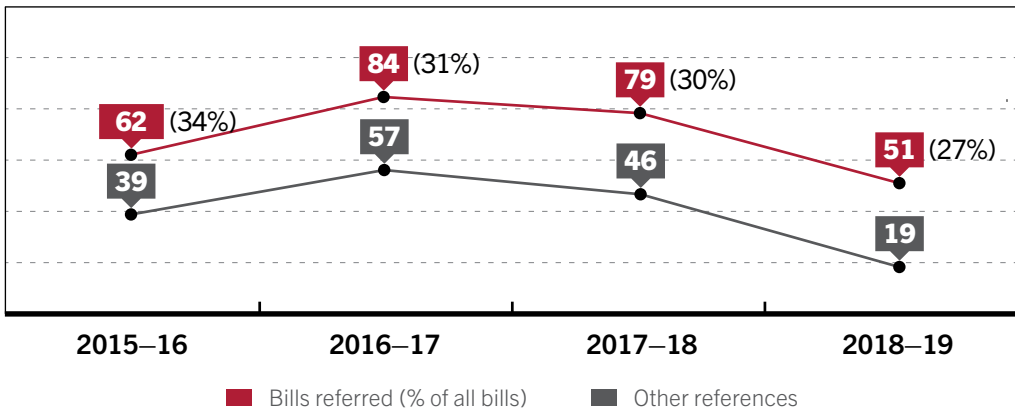
Estimates hearings

Supplementary (October 2018) and additional (February 2019) estimates hearings proceeded generally as scheduled. However, the Budget estimates hearings were unusual in that they commenced on the Thursday of a sitting week, partly in anticipation of the calling of the 2019 election. The hearings were truncated when the election was called in the following week. The 61 hearings that were held in 2018–19 continue the trend of high numbers of hearings since the 2014–15 changes to standing orders permitted the holding of extra estimates hearings.

References and reports

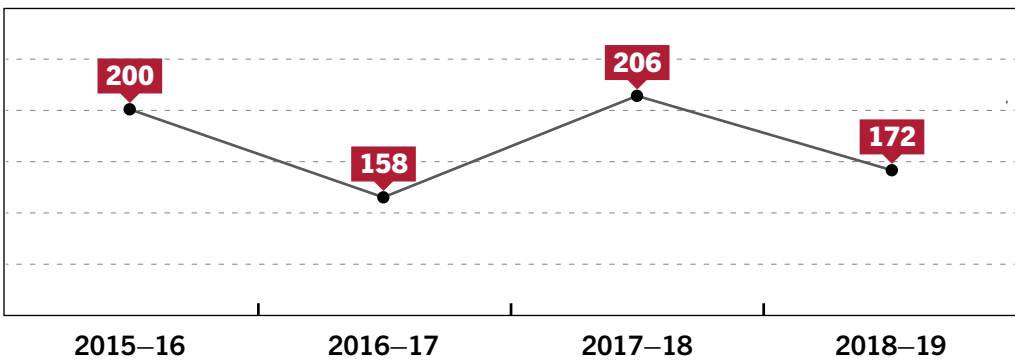
In addition to a considerable number of legislation inquiries, committees inquired into and reported on a diverse array of topics including support for Australia’s thalidomide survivors, the United Nations Sustainable Development Goals, electric vehicles, and allegations of political interference in the Australian Broadcasting Corporation.

Figure 13 – Number of references to committees, 2015–16 to 2018–19²



The office supported committees to table a total of 172 reports. Figure 14 indicates clearly how the election cycle influences the workload of Senate committees. The two low points in the graph coincide with election years.

Figure 14 – Reports presented by all committees supported by the Committee Office 2015–16 to 2018–19



The quality of reports remains inherently difficult to measure as each report, while initially drafted by Committee Office staff is, in the end, a committee document which reflects the views of senators undertaking the inquiry. Nevertheless, feedback from senators and some participants in inquiries suggests that, despite the pressure created by the volume and short time frame of many inquiries, the high quality of committee reports continues to be maintained. This was achieved through the dedication and expertise of secretariat staff, on occasion supplemented by staff from other areas of the department providing research and drafting assistance.

² These figures refer to packages of bills referred to committees not to the number of individual bills referred.

Activities following the prorogation of the 45th Parliament

The prorogation of Parliament afforded the Committee Office an opportunity to finalise work from the 45th Parliament and prepare for the 46th. These activities included extensive training drawing on the lessons learned from the 45th Parliament, updating manuals, checklists and guidelines, and seeking opportunities for staff development via secondment to other departments and parliaments. The prorogation also provided an opportunity to move interested staff to different secretariats so as to have a new set of professional challenges in the new parliament.

Public information

The provision of information to the public about the work of Senate committees is an area of ongoing focus for the Committee Office.

The office continued to work with the Senate Public Information Office on projects to improve systems for writing reports and managing the high volume of answers to questions on notice provided to committees during estimates. *Live Estimates*, an online platform for providing live updates about Senate estimates hearings, was fully implemented.

Committee Office staff also 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.

International engagement

Committee Office staff acted as presenters for international delegations visiting Australia. The usual pattern of committee secretaries supporting parliamentary delegations was temporarily paused in anticipation of the 2019 election.

Management and leadership

Under standing order 25(10) a Chairs' Committee, comprising the chairs of standing committees and Senate select committees, may be convened by the Deputy President to discuss any matter relating to their operations. The Clerk Assistant (Committees) is the secretary. During 2018–19, this committee met to consider issues related to the operations of committees including levels of committee activity and satisfaction of senators with committee support processes.

Committee secretaries also met regularly throughout the year to discuss administrative issues and procedural matters.

Performance outlook

The 2018–19 reporting period again saw the Committee Office support a large number of inquiries, tapering slightly as the 2019 election approached. Similar levels of activity are expected in 2019–20.

Black Rod's Office

Outputs

Chamber, committee room, office and printing support, ceremonial services, and security advice.

Corporate services, including payroll services for senators and human resources strategies and services for departmental staff, and support to the Clerk in meeting public governance, performance and accountability and certain record keeping requirements.

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

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

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

Overview

The primary function of the Black Rod's Office is 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 15. The Usher of the Black Rod is supported by an Executive Officer.

The Usher of the Black Rod undertakes duties in the Senate chamber, including clerking and ceremonial roles, assisted by four senior staff and the chamber attendant team, among others. A major focus for the Black Rod's Office during this reporting period was assisting with various accommodation moves in the Senate wing of Parliament House due

to the high number of vacancies that occurred as a result of decisions of the High Court in relation to section 44 of the Constitution, casual vacancies and the 2019 election.

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

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

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

The average full-time equivalent staffing level for the Black Rod's Office for 2018–19 was 35.5 (36.2 in 2017–18), and the cost of running the office was \$3.3m (\$3.3m in 2017–18).

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.

The section facilitated 52 suite moves for senators in the Senate wing of Parliament House as a result of vacancies, and ministry and shadow ministry changes.

The furniture replacement project continued and the furniture has been replaced in approximately 98 per cent of suites.

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.

Figure 15 – Responsibilities of the Black Rod’s Office

Executive

John Begley, Usher of the Black Rod³

Procedural, protocol, ceremonial and security advice.

Advice on corporate and certain parliamentary administrative matters.

Membership of the Security Management Board.

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
<p>John Baczynski, Deputy Usher of the Black Rod and Director, Senators’ Services</p> <p>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 Furniture replacement project</p>	<p>Olivia Rankin, Director, Human Resource Management⁴</p> <p>Recruitment and staffing Pay and conditions Learning and development Work health and safety Rehabilitation coordination Industrial relations Performance management Records management Services to the PBO</p>	<p>Fiona O’Loughlin, Acting Chief Finance Officer⁵</p> <p>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</p>

3 From September 2018 (previously Brien Hallett).

4 From March 2019 (previously Anthony Szell).

5 From June 2019 (previously Michelle Crowther).

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. Security matters continued to have an increased profile in Parliament House during the reporting period as a range of physical security upgrades continued to be rolled out.

The Usher of the Black Rod and Deputy Usher of the Black Rod worked 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 the period the section focused on initiatives to improve staff health and well-being, including a week of activities during the election break.

Records management

The Human Resource Management Section, which is also responsible for the administration of certain records and the department's information management system, continued work on digitisation of records.

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 system and oversees the fraud control framework.

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 audited annual financial statements and procurement. It also supported the department's budget process, including the preparation of the portfolio budget statements and internal budgets.

Corporate services for the Parliamentary Budget Office

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 2019–20 are the opening of the 46th Parliament, supporting the swearing-in of the Governor-General and working with the Department of Parliamentary Services on the scoping of a transactional business centre.



Management and accountability

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Corporate governance

The department's operations for 2018–19 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 2018–19* 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. These committees provide advice, support and assurance to the Clerk to ensure that effective governance and statutory responsibilities for the management of the department are met. The role, membership and activities of these groups are described in figure 16.

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.

Figure 16 – Management and assurance, 2018–19

Audit Committee

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

Program Managers’ Group

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

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 annually 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 2018–19, risk areas and associated controls and mitigation strategies were routinely considered by senior management and reported to the department's Audit Committee. The framework for managing risk is revised regularly and made available to staff on the department's intranet. Risk oversight and management is a standing agenda item for meetings of the program managers. The risk management and fraud control framework will be reviewed in the coming year.

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 22 October 2018 and 8 April 2019. Matters considered included committee workload and resourcing, office support to senators, and arrangements for security at Parliament House. The department also provided responses to five estimates questions on notice. These 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.

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

Management of human resources

Staffing

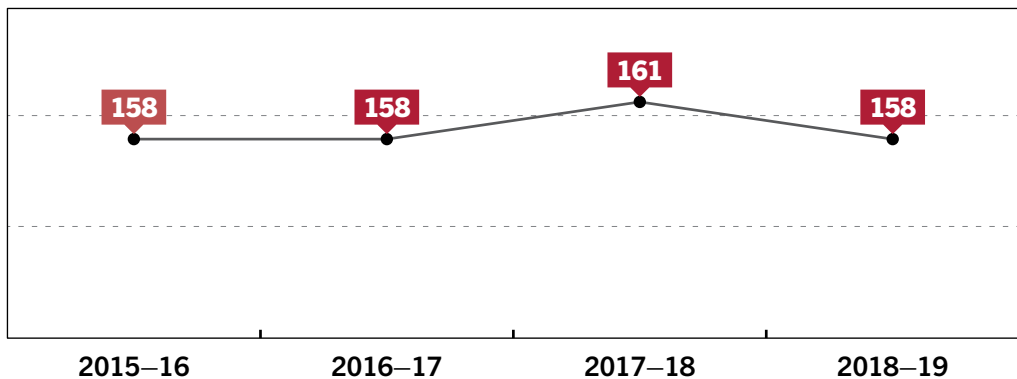
The Clerk of the Senate is appointed by the President of the Senate under subsection 58(1) of the *Parliamentary Service Act 1999* after consulting senators. Staff are engaged under section 22 of that Act.

Additional support was provided to the department through secondment arrangements with the Office of Parliamentary Counsel, and by graduates participating in the Parliament of Australia Graduate Program.

Figure 17 shows that the average full-time equivalent staffing level for 2018–19 was 158, a decrease from 161 in 2017–18, chiefly reflecting the natural conclusion of contracts aligned to the 45th Parliament.

Further staffing statistics are provided in Appendix 2.

Figure 17 – Full-time equivalent staff numbers, 2015–16 to 2018–19



The department’s learning and development framework supports staff to develop and maintain relevant skills and knowledge. In 2018–19, the department offered 17 internal training sessions that focused on parliamentary skills and knowledge. Participation in learning activities is encouraged to ensure that staff continue to develop expertise in parliamentary practice and promotes capability of the highest standard of accurate and timely procedural advice. Thirty-five learning activities that focused on skills for the workplace, leadership, health and well-being and role specific learning (eg subject matter conferences) were also undertaken by staff in 2018–19. Financial assistance or paid leave (or both) is available under the department’s Studybank scheme, to assist ongoing staff to undertake tertiary studies relevant to the department’s objectives. In 2018–19, 13 employees accessed Studybank.

The department administered the 2019 Australian Public Service Employee Census in June 2019, with 102 staff choosing to share their views. The results will be analysed in the next reporting period.

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 1999*.

The department's 179 non-SES employees are covered by the *Department of the Senate Enterprise Agreement 2017 – 2020*. One employee had an Individual Flexibility Arrangement with the Clerk in accordance with clause 7 of the enterprise agreement.

Employees work at Parliament House, Canberra. Two employees identified as Indigenous, compared with one in the previous reporting period.

In addition to salary, certain 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. The department's employment arrangements do not provide for performance pay.

Work health and safety

In accordance with Schedule 2, Part 4 of the *Work Health and Safety Act 2011*, the department reports on certain work health and safety matters. In 2018–19 there were no incidents which required the giving of notice under section 38 of the Work Health and Safety Act and no investigations or notices under sections 90, 191 and 195 of that Act.

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.

Consultants

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

During 2018–19, two new consultancy contracts were entered into involving total actual expenditure of \$14,196. In addition, three ongoing consultancy contracts were active during the period, involving total actual expenditure of \$142,370. This amount does not include \$173,133 for the provision of independent legal advice supporting the work of the two legislative scrutiny committees and the Joint Parliamentary Committee on Human Rights. Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.

Advertising and market research

In 2018–19, the department did not conduct any advertising campaigns or market research.

Report on financial performance

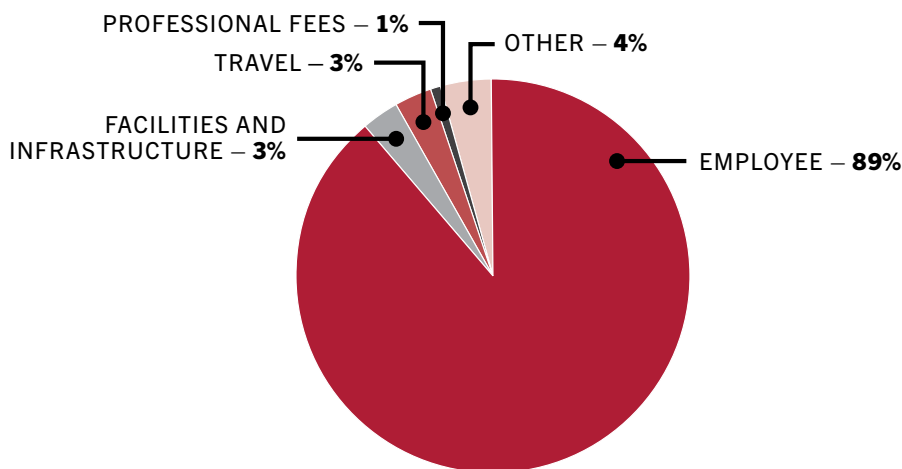
Overview

In 2018–19, the department was appropriated \$23.5m as specified in the *Appropriation (Parliamentary Departments) Act (No. 1) 2018–19*. The department ended the financial year with an operating surplus of \$0.37m (excluding depreciation). This result was due to lower than budgeted employee expenditure, largely attributed to reduced activity and leave taken during the 2019 election period.

Expense impacts

The department's total expense for 2018–19 was \$26.0m (excluding depreciation). The majority of the department's expenditure is on employee related expenses (\$21.2m), followed by infrastructure (\$0.60m) and travel (\$0.66m). All staff are based in Canberra. Staff travel to various interstate locations largely to support the work of Senate committees. The types of expenses are shown in the following figure:

Figure 18: Expense by type 2018–19



Financial position

Most of the department's assets and liabilities at 30 June 2019 are of a financial nature. The department has \$14.9m of assets, the majority of which are appropriation receivables. The department has \$7.4m of liabilities primarily relating to employee provisions (\$6.9m) and the remainder to year end payables (\$0.5m). The department has sufficient financial reserves to meet all current and non-current liabilities.

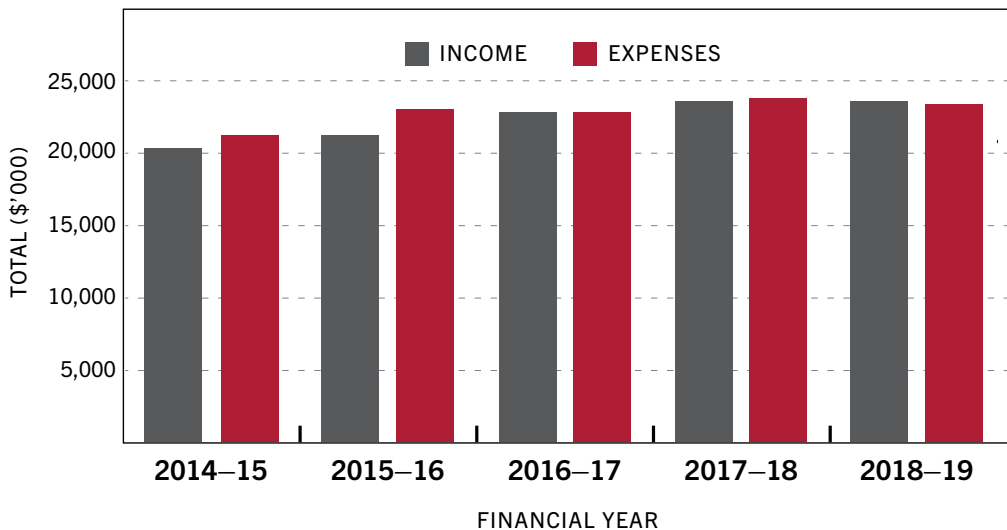
Entity resource statement

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 2018–19 and sets out a summary of total expenses for Outcome 1.

Sustainability

The department’s financial performance for the past five years is demonstrated below:

Figure 19: Financial performance 2014–15 to 2018–19



The department budgets to remain financially sustainable into the forward estimates, and continues managing resources to operate within the allocated funding envelope.



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 for the year ended 30 June 2019:

- (a) comply with Australian Accounting Standards – Reduced Disclosure Requirements and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Department of the Senate as at 30 June 2019 and its financial performance and cash flows for the year then ended.

The financial statements of the Department of the Senate, which I have audited, comprise the following statements as at 30 June 2019 and for the year then ended:

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

Basis for Opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Department of the Senate 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* (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 Department of the Senate the Clerk of the Senate is responsible under the *Public Governance, Performance and Accountability Act 2013* for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Reduced Disclosure Requirements and the rules made under that 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 and fair presentation 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 Department of the Senate's ability 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.

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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 those charged with governance 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



Mark Vial
Senior Director
Delegate of the Auditor-General
Canberra
25 September 2019

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 2019 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

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

Handwritten signature of Richard Pye in black ink.

(Richard Pye)
Clerk of the Senate

25 September 2019

Handwritten signature of Fiona O'Loughlin in black ink.

(Fiona O'Loughlin)
Acting Chief Finance Officer

25 September 2019

Statement of comprehensive income

for the period ended 30 June 2019

	Notes	2019 \$'000	2018 \$'000	Original Budget ¹ \$'000
EXPENSES				
Employee benefits	2A	21,184	20,692	20,926
Suppliers ²	2B	4,760	5,348	2,987
Depreciation and amortisation	4	158	624	400
Loss on disposal of assets		84	17	-
Total expenses		26,186	26,681	24,313
LESS:				
REVENUE				
Other revenue				
Sale of goods and rendering of services		475	489	450
Resources received free of charge ²		2,127	2,069	-
Total other revenue		2,602	2,558	450
NET COST OF SERVICES		23,584	24,123	23,863
Revenue from government		23,463	23,387	23,463
Surplus / (deficit)		(121)	(736)	(400)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation reserve		-	(29)	-
Total other comprehensive income / (loss)		-	(29)	-
Total comprehensive income / (loss)		(121)	(765)	(400)

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

- 1 The department's original budgeted financial statement presented to the Parliament in the 2018–19 Portfolio Budget Statements. Refer to Note 8 for budget variance explanations.
- 2 Resources received free of charge are not included in the Portfolio Budget Statements.

Statement of financial position

as at 30 June 2019

	Notes	2019 \$'000	2018 \$'000	Original Budget ¹ \$'000
ASSETS				
Financial assets				
Cash and cash equivalents		224	210	157
Trade and other receivables	3	12,124	11,118	7,631
Total financial assets		12,348	11,328	7,788
Non-financial assets				
Property, plant and equipment	4	2,117	1,877	5,464
Intangibles	4	30	59	2,190
Inventories		133	86	67
Prepayments		236	237	237
Total non-financial assets		2,516	2,259	7,958
Total assets		14,864	13,587	15,746
LIABILITIES				
Payables				
Suppliers		232	227	78
Other payables		238	210	-
Total payables		470	437	78
Provisions				
Employee provisions		6,916	6,326	5,336
Total provisions		6,916	6,326	5,336
Total liabilities		7,386	6,763	5,414
Net assets		7,478	6,824	10,332
EQUITY				
Contributed equity		2,514	1,739	4,768
Reserve		11,347	11,347	11,376
Retained surplus / (accumulated deficit)		(6,383)	(6,262)	(5,812)
Total equity		7,478	6,824	10,332

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

- 1 The department's original budgeted financial statement presented to the Parliament in the 2018–19 Portfolio Budget Statements. Refer to Note 8 for budget variance explanations.

Statement of changes in equity

as at 30 June 2019

	2019 \$'000	2018 \$'000	Original Budget ¹ \$'000
CONTRIBUTED EQUITY			
Opening balance			
Balance carried forward from previous period	1,739	3,079	3,993
Transactions with owners			
Equity injections – appropriation	775	914	775
Non-reciprocal transfer – assets	-	(2,254)	-
Total transaction with owners	775	(1,340)	775
Closing balance as at 30 June	2,514	1,739	4,768
RETAINED EARNINGS			
Opening balance			
Balance carried forward from previous period	(6,262)	(5,526)	(5,412)
Comprehensive income			
Surplus / (deficit) for the period	(121)	(736)	(400)
Closing balance as at 30 June	(6,383)	(6,262)	(5,812)
ASSET REVALUATION RESERVE			
Opening balance			
Balance carried forward from previous period	11,347	11,376	11,376
Comprehensive income			
Other comprehensive income (loss)	-	(29)	-
Total comprehensive income	-	(29)	-
Closing balance as at 30 June	11,347	11,347	11,376
TOTAL EQUITY			
Opening balance			
Balance carried forward from previous period	6,824	8,929	9,957
Comprehensive income			
Surplus / (deficit) for the period	(121)	(736)	(400)
Other comprehensive income (loss)	-	(29)	-
Transactions with owners			
Equity injections – appropriation	775	914	775
Non-reciprocal transfer – assets	-	(2,254)	-
Closing balance as at 30 June	7,478	6,824	10,332

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

- 1 The department's original budgeted financial statement presented to the Parliament in the 2018–19 Portfolio Budget Statements. Refer to Note 8 for budget variance explanations.

Cash flow statement

for the period ended 30 June 2019

	2019 \$'000	2018 \$'000	Budget ¹ \$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations	23,087	23,015	24,963
Sale of goods and rendering of services	466	520	450
Net GST received ²	217	305	-
Total cash received	23,770	23,840	25,413
Cash used			
Employees	20,566	19,962	20,926
Suppliers	2,932	3,463	2,987
Section 74 receipts transferred to OPA ³	696	663	-
Total cash used	24,194	24,088	23,913
Net cash from / (used by) operating activities	(424)	(248)	1,500
INVESTING ACTIVITIES			
Cash received			
Proceeds from sale of property, plant and equipment	-	5	-
Total cash received	-	5	-
Cash used			
Purchase of property, plant and equipment	435	610	2,275
Purchase of intangibles	-	-	-
Total cash used	435	610	2,275
Net cash (used by) investing activities	(435)	(605)	(2,275)
FINANCING ACTIVITIES			
Cash received			
Contributed equity	873	906	775
Total cash received	873	906	775
Net cash from financing activities	873	906	775
Net increase / (decrease) in cash held	14	53	-
Cash and cash equivalents at the beginning of the reporting period	210	157	157
Cash and cash equivalents at the end of the reporting period	224	210	157

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

1 The department's original budgeted financial statement presented to the Parliament in the 2018–19 Portfolio Budget Statements. Refer to Note 8 for budget variance explanations.

2,3 Net GST received and section 74 receipts are not separately identified in the Portfolio Budget Statements.

Notes to and forming part of the financial statements

for the year ended 30 June 2019

- Note 1: Summary of significant accounting policies
- Note 2: Expenses
- Note 3: Financial assets
- Note 4: Non-financial assets
- Note 5: Aggregate assets and liabilities
- Note 6: Key management personnel compensation, related parties and executive remuneration
- Note 7: Appropriations
- Note 8: Budget variances

Notes to and forming part of the financial statements

for the year ended 30 June 2019

Note 1: Summary of significant accounting policies

The Department of the Senate is a not-for-profit entity. Its activities are classified as departmental. Departmental activities involve the use of assets, liabilities, revenues and expenses controlled or incurred by the department in its own right within its one outcome. Further details are contained in the statement of comprehensive income and the statement of financial position, and in the resource statement on page 101.

1.1 Basis of preparation of the financial report

The financial statements are general purpose financial statements and are required by section 42 of the *Public Governance Performance and Accountability Act 2013*.

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 – Reduced Disclosure Requirements 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 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.

1.2 Significant accounting judgements and estimates

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

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

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

Notes to and forming part of the financial statements

for the year ended 30 June 2019

1.3 New Australian accounting standards

Adoption of new Australian Accounting Standard requirements

All new or revised standards and interpretations issued prior to the signing of the Statement by the Clerk and Chief Finance Officer that were applicable to the current reporting period had no material financial impact on the department, and are not expected to have a future financial impact.

Future Australian Accounting Standard requirements

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

1.4 Revenue

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

- the amount of revenue, stage of completion and transaction costs incurred can be reliably measured, and
- the probable economic benefits associated with the transaction will flow to the entity.

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

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.

Resources received free of charge

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

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

Notes to and forming part of the financial statements

for the year ended 30 June 2019

1.5 Transactions with the government as owner

Equity injections

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

1.6 Employee benefits

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

Leave

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

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

The liability for long service leave has been determined by reference to FRR 24.1(a) using the shorthand method. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

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.

Notes to and forming part of the financial statements

for the year ended 30 June 2019

The liability for superannuation recognised as at 30 June 2019 represents outstanding contributions for the final pay fortnight of the year.

1.7 Leases

Operating lease payments are recognised as an expense on a straight-line basis which is representative of the pattern of benefits derived from the leased assets.

The department manages two operating leases on behalf of Senate office-holders; non-cancellable three year motor vehicle leases of \$9,697 (2018: \$31,023). There is no purchase option available. Both lease agreements will be replaced in 2019. The reporting requirements of AASB16 *Leases* will apply to these new lease agreements.

1.8 Financial assets

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

Trade receivables and other receivables are held for the purpose of collecting contractual cash flows and measured, and carried, at amortised cost.

1.9 Financial liabilities

Financial liabilities are measured at amortised cost.

1.10 Contingent liabilities and contingent assets

The department had no quantifiable or unquantifiable contingent assets or liabilities as at 30 June 2019 (2018: nil).

1.11 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 their fair value.

Notes to and forming part of the financial statements

for the year ended 30 June 2019

1.12 Property, plant and equipment

Revaluations

Following initial recognition at cost, plant and equipment are carried at fair value. 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. A revaluation of the department's assets was last undertaken as at 30 June 2018.

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. Heritage and cultural assets are not depreciated.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date.

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

Asset class	2019	2018
Plant and equipment	5 to 15 years	5 to 15 years
Furniture and fittings	5 to 100 years	5 to 100 years

Impairment

All assets, including software, were assessed for indications of impairment at 30 June 2019. 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.

Notes to and forming part of the financial statements

for the year ended 30 June 2019

Derecognition

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

1.13 Fair value measurement

All property, plant and equipment is measured at fair value in the statement of financial position. When estimating fair value, market prices (with adjustments) were used where available. Where market prices were not available, depreciated replacement cost was used. A reconciliation of movements in property, plant and equipment has been included in Note 4.

1.14 Intangibles

The department's intangibles 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 (2018: 3 to 7 years).

1.15 Taxation

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

1.16 Events occurring after the reporting period

No events have occurred after balance date that should be brought to account or noted in the 2018–19 financial statements.

Notes to and forming part of the financial statements

for the year ended 30 June 2019

	2019 \$'000	2018 \$'000
--	----------------	----------------

Note 2: Expenses

Note 2A: Employee benefits

Wages and salaries	14,299	14,664
Superannuation		
Defined benefit plans	1,520	1,354
Defined contribution plans	1,379	1,413
Leave and other entitlements	3,986	3,261
Total employee benefits	21,184	20,692

Note 2B: Suppliers

Goods and services

Professional and financial fees	363	318
Facilities and infrastructure	603	990
Recruitment and staff development	88	103
Hire charges and hospitality	176	223
Travel	668	805
Media and communications	134	157
General office	386	442
Printing	136	146
Resources received free of charge		
DPS – Accommodation at Parliament House	2,041	1,986
ANAO – 2018–19 audit fee	86	83
Total goods and services	4,681	5,253
Other supplier expenses		
Workers compensation	79	95
Total other supplier expenses	79	95
Total supplier expenses	4,760	5,348

Notes to and forming part of the financial statements

for the year ended 30 June 2019

	2019 \$'000	2018 \$'000
--	----------------	----------------

Note 3: Financial assets

Appropriation receivable	12,079	11,105
Trade and other receivables	23	1
GST receivable (from ATO)	22	12
Total trade and other receivables	12,124	11,118

	2019	
	\$'000	\$'000

Note 4: Non-financial assets

Reconciliation of opening and closing balances of property, plant and equipment and intangibles

	PP&E	Intangibles	Total
As at 1 July 2018			
Gross book value	1,877	841	2,718
Accumulated depreciation, amortisation and impairment	-	(782)	(782)
Total as at 1 July 2018	1,877	59	1,936
Additions by purchase	453	-	453
Depreciation/amortisation expense	(129)	(29)	(158)
Disposals	(84)	-	(84)
Total as at 30 June 2019	2,117	30	2,147
Total as at 30 June 2019 represented by:			
Gross book value	2,246	841	3,087
Accumulated depreciation, amortisation and impairment	(129)	(811)	(940)
Total as at 30 June 2019	2,117	30	2,147

Notes to and forming part of the financial statements

for the year ended 30 June 2019

	2019 \$'000	2018 \$'000
Note 5: Aggregate assets and liabilities		
Assets expected to be recovered in:		
No more than 12 months	12,717	11,651
More than 12 months	2,147	1,936
Total assets	14,864	13,587
Liabilities expected to be settled in:		
No more than 12 months	1,672	1,627
More than 12 months	5,714	5,136
Total liabilities	7,386	6,763

Note 6: Key management personnel compensation, related parties and executive remuneration

Note 6A: Key management personnel compensation

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.

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 compensation is reported in the table below.

	2019 \$'000	2018 \$'000
Key management personnel compensation		
Short-term employee benefits	1,528	1,582
Post-employment benefits	236	214
Other long-term employee benefits	35	35
Total key management personnel compensation	1,799	1,831

The total number of key management personnel, included in the above note, relate to seven employees.

Note 6B: Related party transactions

Related parties to this 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 2018–19, there were no related party transactions.

Notes to and forming part of the financial statements
for the year ended 30 June 2019

Note 6: Key management personnel compensation, related parties and executive remuneration (continued)

Note 6C: Executive remuneration disclosure – Key management personnel

Name	Position title	Short-term benefits			Other benefits and allowances		Post-employment benefits		Other long-term benefits		Termination benefits	Total remuneration
		Base salary	Bonuses	Other benefits and allowances	Superannuation contributions	Long service leave	Other long-term benefits	Termination benefits				
									\$	\$		
R Pye	Clerk of the Senate	384,680	-	1,169	56,538	9,671	-	-	-	452,058		
M Weeks	Deputy Clerk of the Senate	251,693	-	26,689	42,207	5,968	-	-	-	326,557		
J Morris	Clerk Assistant, Procedure	186,600	-	26,689	36,083	4,829	-	-	-	254,201		
T Bryant	Clerk Assistant, Committees	193,699	-	26,689	35,430	4,814	-	-	-	260,632		
R Callinan	Clerk Assistant, Table	196,321	-	26,689	29,301	4,807	-	-	-	257,118		
B Hallett ¹	Usher of the Black Rod	24,028	-	14,707	18,794	920	-	-	-	58,449		
J Bagley ²	Usher of the Black Rod	147,840	-	20,817	17,988	3,654	-	-	-	190,299		
Total³		1,384,861	-	143,449	236,341	34,663	-	-	-	1,799,314		

1 Retired on 22 January 2019

2 Commenced on 17 September 2018

3 The total amounts outlined in this table correspond with the disclosure at Note 6A

Note 6D: 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 (2018: Nil). The department does not have any other highly paid staff that meet the reporting threshold (2018: Nil).

Notes to and forming part of the financial statements

for the year ended 30 June 2019

	2019 \$'000	2018 \$'000
--	----------------	----------------

Note 7: Appropriations

Note 7A: Annual appropriations (recoverable GST exclusive)

Annual appropriation	23,463	23,387
PGPA Act – section 74 receipts	696	663
Departmental capital budget (DCB) ¹	775	914
Total appropriation	24,934	24,964
Appropriation applied (current and prior years)	23,960	23,921
Variance	974	1,043

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

Note 7B: Unspent annual appropriations (recoverable GST exclusive)

Departmental

<i>Appropriation (Parliamentary Departments) Act (No. 1) 2016–17</i>	-	110
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2017–18</i>	150	11,206
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2018–19</i>	12,153	-
Total	12,303	11,316

Note 7C: Special appropriations managed through third party arrangements (recoverable GST exclusive)

Authority²

Department of Finance – <i>Parliamentary Entitlements Act 1990</i> (s. 11)	-	72
Australian Public Service Commission – <i>Remuneration Tribunal Act 1973</i> (s. 7) ³	-	9,605
Department of Finance – <i>Parliamentary Superannuation Act 2004</i> (s. 18)	2,495	2,398
Department of Finance – Commonwealth of Australia Constitution (s. 66)	1,516	1,604
Department of Finance – <i>Parliamentary Business Resources Act 2017</i> (s. 59)	20,099	9,829
Total	24,110	23,508

- 2 Arrangements have been entered into with the Department of Finance and the Australian Public Service Commission (for 2017–18) to allow the department to draw upon these appropriations.
- 3 From 1 January 2018, following the commencement of the *Parliamentary Business Resources Act 2017*, the department ceased making payments on behalf of the Australian Public Service Commission.

Notes to and forming part of the financial statements

for the year ended 30 June 2019

Note 8: Budget variances

The comparison of the unaudited original budget as presented in the 2018–19 Portfolio Budget Statements to the 2018–19 final outcome as presented in accordance with Australian Accounting Standards and Interpretations – Reduced Disclosure Requirements is included in the statement of comprehensive income, the statement of financial position, the statement of changes in equity and the cash flow statement. Explanations of major variances are those within the control of the department.

Major variances

Explanation of major variance	"Variance to budget \$'000"	% of budget	Affected line items
The <i>Trade and other receivables</i> balance was higher than originally budgeted primarily due to higher than anticipated appropriation receivable balance. The contributing factors for this difference were the reduced supplier expenditure due to lower than anticipated departmental activity as a result of the election period and the significantly lower than budgeted asset purchases due to delays in ICT projects and under spends in furniture acquisitions.	(4,493)	-59%	"Statement of financial position: – Trade and other receivables"
The <i>Property, plant and equipment, Intangibles and Contributed equity</i> balances were lower than budgeted due to assets transferred to Department of Parliamentary Services late in 2017–18, after the budget was passed.	3,347	43%	"Statement of financial position: – Property, plant and equipment"
	2,160	99%	"Statement of financial position: – Intangibles"
	2,254	47%	"Statement of changes in equity: – Contributed equity"
The variance of <i>Employee provisions</i> to budget is primarily due a revision of the methodology for calculating the provision which occurred after the original budget was set in the 2017–18 PBS. In addition, the significant reduction of the 10 year bond rate has resulted in an increase in the discounting factor applied to the leave balances.	(1,580)	-30%	"Statement of financial position: – Employee provisions"



Appendices

- ▶ 1—Resources_____101
- ▶ 2—Staffing_____103
- ▶ 3—Contact details_____105

Appendix 1—Resources

Pursuant to section 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 2018–19.

Resource statement, 2018–19

	Actual available appropriations for 2018–19 \$'000 (a)	Payments made in 2018–19 \$'000 (b)	Balance remaining \$'000 (a – b)
Appropriation ¹			
Departmental appropriation			
Prior year departmental appropriation	11,316		
Annual appropriation ²	24,238		
Section 74 receipts (net)	696		
Total	36,250	23,716	12,534
Total available annual appropriations and payments	36,250	23,716	12,534
Total net resourcing and payments	36,250	23,716	12,534

1 *Appropriation (Parliamentary Departments) Act (No.1) 2018–19.*

2 Includes an amount of \$0.775m in 2018–19 for the 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 2019, as well as non-ongoing staff employed on an irregular or intermittent basis who did not work on 30 June 2019.

Staff numbers, by classification, salary range and gender, 30 June 2019

Classification	Salary (\$)	Gender		Total
		Male	Female	
Clerk of the Senate	434,690*	1	-	1
Deputy Clerk of the Senate (SES Band 2)	225,875–237,763	-	1	1
Clerks Assistant and Usher of the Black Rod (SES Band 1)	186,374–195,740	2	2	4
Parliamentary Executive Level 2 (PEL 2)	141,088–150,857	10	12	22
Parliamentary Executive Level 1 (PEL 1)	113,417–127,043	10	18	28
Parliamentary Service Level 6 (APS 6)	93,844–102,942	13	23	36
Parliamentary Service Level 5 (APS 5)	83,314–88,476	3	3	6
Parliamentary Service Level 4 (APS 4)	74,575–80,103	7	20	27
Parliamentary Service Level 3 (APS 3)	66,494–71,833	6	16	22
Parliamentary Service Level 2 (APS 2)	58,514–65,153	3	3	6
Parliamentary Service Level 1 (APS 1)	52,050–57,808	-	2	2
Total		55	100	155

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

* Indicates total remuneration package

Employees by classification

Classification	2018–2019		2017–2018	
	Ongoing	Non-ongoing	Ongoing	Non-ongoing
Clerk of the Senate	-	1	-	1
SES2	1	-	1	-
SES1	4	-	4	-
PEL2	22	-	21	-
PEL1	28	1	27	2
APS6	35	1	38	6
APS5	6	-	6	-
APS4	26	1	25	3
APS3	21	1	19	5
APS2	5	1	5	-
APS1	2	-	2	-
Total	151	4	148	17

Full-time and part-time employees

Full-time or part-time	2018–2019		2017–2018	
	Ongoing	Non-ongoing	Ongoing	Non-ongoing
Full-time	132	4	125	15
Part-time	19	-	23	2
Total	151	4	148	17

Employees by gender

Gender	2018–2019		2017–2018	
	Ongoing	Non-ongoing	Ongoing	Non-ongoing
Female	99	1	94	12
Male	52	3	54	5
Total	151	4	148	17

Appendix 3—Contact details

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

Department of the Senate

Parliament House, Canberra ACT 2600

Phone: 02 6277 7111

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

Office holders and senior officers of the Senate

President's Office

President of the Senate

Senator the Hon. Scott Ryan

Email: senator.ryan@aph.gov.au

Parliament House

Phone: 02 6277 3300

Electorate Office— Moonee Ponds, Victoria

Phone: 03 9370 9120

Deputy President of the Senate

Senator Sue Lines

Email: senator.lines@aph.gov.au

Parliament House

Phone: 02 6277 3804

Electorate Office—West Perth, Western Australia

Phone: 08 9481 4844

Clerk's Office

Clerk of the Senate

Richard Pye

Email: clerk.sen@aph.gov.au

Phone: 02 6277 3350

Deputy Clerk of the Senate

Maureen Weeks

Email: depclerk.sen@aph.gov.au

Phone: 02 6277 3360

Table Office, SPIO

Clerk Assistant (Table)

Rachel Callinan

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

Phone: 02 6277 3020

Procedure Office, PEO

Clerk Assistant (Procedure)

Jackie Morris

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

Phone: 02 6277 3380

Committee Office

Clerk Assistant (Committees)

Tim Bryant

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

Phone: 02 6277 3371

Black Rod's Office

Usher of the Black Rod

John Begley

Email: blackrod.sen@aph.gov.au

Phone: 02 6277 3398



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Glossary and abbreviations list

amendments and requests for amendments	Proposals to alter a bill, which may be moved by any senator or member. Any amendments made by one House must be agreed to by the other House before a bill can become law. The Senate may not amend bills imposing taxation or appropriating money for the Commonwealth's ordinary annual services; nor may it amend an appropriation bill so as to increase a charge or burden on the people. The Senate may, however, 'request' the House of Representatives to make such amendments.
AFMPA	Association of Former Members of the Parliament of Australia
AusTender	Australian Government tender information system
bill	A proposal for a law that is introduced into Parliament. Bills are considered consecutively by the House of Representatives and the Senate. The two Houses must agree to a bill in identical terms before it can be transmitted to the Governor-General for assent, which marks its passage into law.
committee of the whole	A committee consisting of all the members of the Senate formed to consider a bill in detail.
DPS	Department of Parliamentary Services
estimates hearings	The term commonly used to describe the consideration by Senate legislation committees of the annual and additional estimates of expenditure of government departments and agencies.
IPRO	International and Parliamentary Relations Office
motions	Proposals for the Senate to agree to something, which must be expressed in a way that conforms with the standing orders.
parliamentary privilege	Two significant aspects of the law relating to parliament: the privileges or immunities of the Houses of the Commonwealth Parliament; and the powers of the Houses to protect the integrity of their processes, particularly the power to punish contempts.
PBO	Parliamentary Budget Office
PBS	Portfolio Budget Statements
PEO	Parliamentary Education Office
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
PSC	Parliamentary Skills Centre

Presiding Officers	The President of the Senate and the Speaker of the House of Representatives are the Presiding Officers. Each presides over the proceedings of his or her respective House. Administratively, each is responsible for his or her respective House department and together they are responsible for the Department of Parliamentary Services and the Parliamentary Budget Office.
procedural scripts	Scripts containing both routine and complex wording to be used by senators to ensure compliance with standing orders when taking part in proceedings in the Senate.
questions on notice	When referred to in the context of the Senate, these are written questions to ministers from other senators. Questions on notice in the context of estimates proceedings are written or oral questions from committee members to a minister and/or the minister's departmental officers, which require written answers from the minister or the minister's department.
second reading amendments	Proposed resolutions which comment on or affect the passage of bills, but do not propose specific changes to the text of bills.
SES	Senior Executive Service
SPIO	Senate Public Information Office
Standing Orders	Procedural rules that govern the conduct of proceedings in the Senate and its committees.
TOPS	Table Offices Production System

List of requirements

PGPA Rule reference	Description	Requirement	Location
General			
17AI & 17AD(g)	Letter of transmittal	Mandatory	iii
17AJ(a)	Table of contents	Mandatory	v
17AJ(b)	Alphabetical index	Mandatory	115
17AJ(c)	Glossary and abbreviations list	Mandatory	109
17AJ(d)	List of requirements	Mandatory	111
17AJ(e)	Contact officer	Mandatory	ii, 105
17AJ(f) & (g)	Web address and electronic address of report	Mandatory	iv
Clerk's review			
17AD(a)	A review by the accountable authority	Mandatory	3
Departmental overview			
17AE(1)(a)(i)	Role and functions	Mandatory	7
17AE(1)(a)(ii)	Organisational structure	Mandatory	7–8
17AE(1)(aa)	Information on the accountable authority	Mandatory	7
17AE(1)(a)(iii)	Outcome and program structure	Mandatory	9
17AE(1)(a)(iv)	Purposes as included in corporate plan	Mandatory	15
17AE(1)(b)	Portfolio structure	Portfolio departments - mandatory	N/A
17AE(2)	Variations to outcomes and programs	If applicable, mandatory	N/A
Report on performance			
Annual performance statements			
17AD(c)(i); 16F	Annual performance statements	Mandatory	13–22

PGPA Rule reference	Description	Requirement	Location
Report on financial performance			
17AF(1)(a)	Discussion and analysis of the department's financial performance	Mandatory	14, 72–73
17AF(1)(b)	Table summarising the total resources and total payments of the department	Mandatory	101
17AF(2)	Significant changes in the financial results	If applicable, mandatory	N/A
Management and accountability			
Corporate governance			
17AG(2)(a)	Information on compliance with section 10 (fraud systems)	Mandatory	67
17AG(2)(b)	Fraud control certification by the accountable authority	Mandatory	iii
17AG(2)(c)	Corporate governance structure and processes	Mandatory	65–69
17AG(2)(d)-(e)	Reportable non-compliance with finance law	If applicable, mandatory	N/A
External scrutiny			
17AG(3)	Developments in external scrutiny	Mandatory	68
17AG(3)(b)	Reports on operations of the entity by the Auditor General (other than report under section 43 of the Act), a parliamentary committee, or the Commonwealth Ombudsman	If applicable, mandatory	N/A
17AG(3)(c)	Capability reviews on the entity released during the period	If applicable, mandatory	N/A
Management of human resources			
17AG(4)(a)	An assessment of the departments' effectiveness in managing and developing employees to achieve department objectives	Mandatory	69–70
17AG(4)(aa) and (b)	Statistics on the department's APS employees on an ongoing and non-ongoing basis	Mandatory	69–70 103–104
17AG(4)(c)	Employment arrangements	Mandatory	70

PGPA Rule reference	Description	Requirement	Location
17AG(4)(c)(i)	Number of SES and non-SES employees covered by employment agreements	Mandatory	70
17AG(4)(c)(ii)	Salary ranges by classification level	Mandatory	103
17AG(4)(c)(iii)	A description of non-salary benefits provided to employees	Mandatory	70
17AG(4)(d)(i)	Performance pay	If applicable, mandatory	N/A
Assets management			
17AG(5)	Effectiveness of assets management where asset management is a significant part of the department's activities	If applicable, mandatory	N/A
Purchasing			
17AG(6)	Department performance against the <i>Commonwealth Procurement Rules</i>	Mandatory	71
Consultants			
17AG(7)(a) and (b)	Summary statement regarding number of new and existing consultancy contracts	Mandatory	71
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	71
17AG(7)(d)	A statement that 'Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website'	Mandatory	71
Australian National Audit Office access clauses			
17AG(8)	Australian National Audit Office access clause	If applicable, mandatory	N/A
Exempt contracts			
17AG(a)	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

PGPA Rule reference	Description	Requirement	Location
Small business			
17AG(10)(a)	Statement regarding support of small business participation	Mandatory	71
17AG(10)(b)	An outline of the ways in which the procurement practices of the department support small and medium enterprises	Mandatory	71
17AG(10)(c)	Statement recognising the importance of ensuring that small businesses are paid on time	If applicable, mandatory	71
Financial statements			
17AD(da)	Executive remuneration	Mandatory	93–94
Other information			
17AH(1)(a)(i)	Statement regarding advertising campaigns	If applicable, mandatory	N/A
17AH(1)(a)(ii)	If the department did not conduct advertising campaigns, a statement to that effect	If applicable, mandatory	71
17AH(1)(b)	A statement that ‘Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity’s website]’	If applicable, mandatory	N/A
17AH(1)(c)	Outline of mechanisms of disability reporting, including reference to website for further information	Mandatory	N/A
17AH(1)(d)	Website reference to where the entity’s Information Publication Scheme statement pursuant to Part II of FOI Act can be found	Mandatory	N/A
17AH(1)(e)	Correction of material errors in previous annual report	If applicable, mandatory	N/A
17AH(2)	Information required by other legislation	Mandatory	N/A

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