

Corporate Plan



DEPARTMENT OF THE
SENATE

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DEPARTMENT OF THE SENATE

Introduction

The Corporate Plan outlines the department's strategic direction in providing non-partisan advice, support and information to senators, and information about the Senate and its committees to the public.

Through this plan, and other continuing planning mechanisms such as work plans and workplace agreements, managers and staff commit to providing advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties (the department's desired outcome).



Our aim

To achieve the desired outcome, our aim is to provide effective services to support the functioning of the Senate as a House of the Commonwealth Parliament.

Our services

Our four main areas of service provision, our outputs, are:

Senate support - advice and secretariat support for the functioning of the Senate.

Committee support - advice and secretariat support for the operation of Senate and some joint committees.

Senators' services - provision of office services, information technology and other support services to senators and Senate officeholders in Parliament House.

Public education and awareness - promotion of public knowledge and awareness of the role and activities of the Senate and its committees.

These services are reflected in the outputs described in our portfolio budget statements. We provide these services through our program areas:

- Clerk's Office
- Table Office
- Procedure Office
- Committee Office
- Black Rod's Office

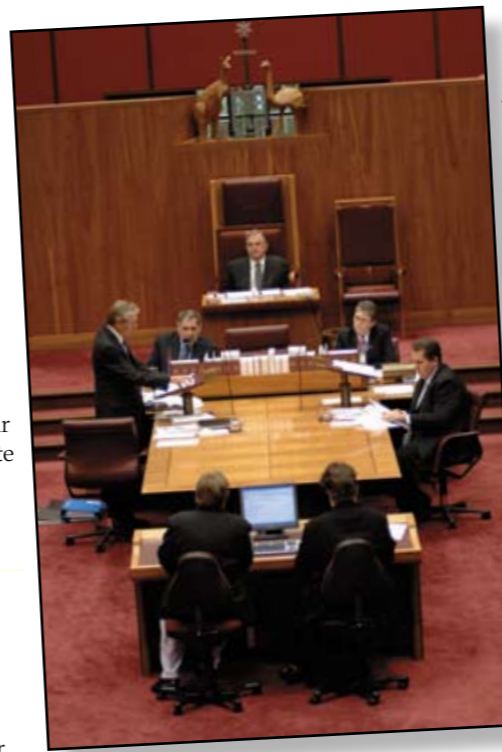
Details of specific activities and responsibilities for services and programs are published in annual workplans. A guide to our program structure can be found on our website [www.aph.gov.au/Senate/dept/about.htm].

Our objectives

We will:

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

The department's annual report outlines progress on achieving our objectives. [www.aph.gov.au/Senate/dept/index.htm].



Our values

As Senate departmental staff, we will uphold the Parliamentary Service Values and Code of Conduct, which are enshrined in the *Parliamentary Service Act 1999*. They encompass:

Independence and integrity:

We will provide timely, high quality, impartial advice and support services to the Senate and its committees and to all senators.

We will demonstrate the highest standards of ethical behaviour and maintain a professional and objective approach to our work.

Good management and continuous improvement:

We will provide effective leadership, practise non-discriminatory management and ensure that

workplace relations are based on consultation and communication.

We will focus on achieving results and effective performance, and strive for excellence in all that we do by continually improving our skills and knowledge.

Probity and accountability:

We will use resources properly and cost-effectively, and be fully accountable for our actions to the Parliament.

Full details of the Parliamentary Service Values and Code of Conduct can be found on our website [www.aph.gov.au/departments/parl_serv_leg.htm].



Our agreements

To achieve these objectives, uphold these values and retain skilled, motivated staff, we are committed to a series of principles, goals and conditions of service, which are reflected in our workplace agreements.

In broad terms, the agreements seek to continue to improve individual and departmental performance, enabling us to deliver high quality services and are revised with close consultation between managers and staff, to reflect changing demands and priorities and the work environment. The current agreement can be viewed on our website [www.aph.gov.au/Senate/dept/index.htm].



Further information

Further information on the role of the department, its publications and administration can be found on our website [www.aph.gov.au/Senate].



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