

Appendices

Appendix 1—Contact details

Contact details for all areas of the department, as at 30 June 2005, are listed below. For inquiries related to publications, additional contact details are provided in Appendix 4.

Department of the Senate

The Senate	phone:	02 6277 7111
Parliament House	fax:	02 6277 3387
Canberra ACT 2600	web address:	www.aph.gov.au/senate

Office-holders and senior officers of the Senate

President's Office		
<i>President of the Senate</i>		
Senator the Honourable Paul Calvert	email:	senator.calvert@aph.gov.au
Parliament House	phone:	02 6277 3300 fax: 02 6277 3108
Electorate Office—Hobart, Tasmania	phone:	03 6244 8533 fax: 03 6244 8521
<i>Deputy President of the Senate</i>		
Senator John Hogg	email:	senator.hogg@aph.gov.au
Parliament House	phone:	02 6277 3545 fax: 02 6277 3578
Electorate Office—Carina, Queensland	phone:	07 3843 4066 fax: 07 3843 4077
Clerk's Office		
<i>Clerk of the Senate</i>		
Mr Harry Evans	email:	clerk.sen@aph.gov.au
	phone:	02 6277 3350 fax: 02 6277 3199
<i>Deputy Clerk of the Senate</i>		
Miss Anne Lynch	email:	depclerk.sen@aph.gov.au
	phone:	02 6277 3360 fax: 02 6277 3199
Table Office		
<i>Clerk Assistant (Table)</i>		
Dr Rosemary Laing	email:	ca.table.sen@aph.gov.au
	phone:	02 6277 3020 fax: 02 6277 3098
<i>Inquiries</i>	phone:	02 6277 3010 fax: 02 6277 3448
Procedure Office		
<i>Clerk Assistant (Procedure)</i>		
Mr Cleaver Elliott	email:	ca.procedure.sen@aph.gov.au
	phone:	02 6277 3380 fax: 02 6277 3289
Committee Office		
<i>Clerk Assistant (Committees)</i>		
Mr John Vander Wyk	email:	ca.committees.sen@aph.gov.au
	phone:	02 6277 3371 fax: 02 6277 3199
<i>Inquiries</i>	phone:	02 6277 3555 fax: 02 6277 3899
Black Rod's Office		
<i>Usher of the Black Rod</i>		
Ms Andrea Griffiths	email:	blackrod.sen@aph.gov.au
	phone:	02 6277 3398 fax: 02 6277 3199

Other areas of interest

Accounts	email: finance.sen@aph.gov.au phone: 02 6277 3772 fax: 02 6277 3085
Annual report	email: blackrod.sen@aph.gov.au phone: 02 6277 3398 fax: 02 6277 3199
Committee room bookings	email: blackrod.sen@aph.gov.au phone: 02 6277 3377 fax: 02 6277 3000
Committees	email: seniorclerk.committees.sen@aph.gov.au phone: 02 6277 3555 fax: 02 6277 3899
Information services section	email: websen@aph.gov.au phone: 02 6277 3047 fax: 02 6277 3678
Inter-Parliamentary Union	email: neil.bessell@aph.gov.au phone: 02 6277 3015 fax: 02 6277 5784
Legislation	email: table.legislation.sen@aph.gov.au phone: 02 6277 3455 fax: 02 6277 3448
Parliamentary Education Office	email: info@peo.gov.au phone: 02 6277 3147 (<i>general inquiries</i>) phone: 02 6277 3508 (<i>school visits</i>) fax: 02 6277 5775
Parliamentary research	email: research.sen@aph.gov.au phone: 02 6277 3078 fax: 02 6277 5838
Registrar of Senators' Interests	email: depclerk.sen@aph.gov.au phone: 02 6277 3360 fax: 02 6277 3199
Senators' services	email: blackrod.sen@aph.gov.au phone: 02 6277 3377 fax: 02 6277 3000

Appendix 2—Reports addressing requirements of legislation

As an Australian Government agency, the department reports annually on its performance in relation to several legislated provisions, as detailed in the following table.

Reports against particular legislation, 2004–05

<p>Section 74 of the <i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i></p>	<p>During the year, there were no occupational health and safety accidents or dangerous occurrences that required notification to Comcare under section 68 of the <i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i>.</p> <p>Additional information on occupational health and safety performance is included in the 'Management and accountability' section of this report.</p>
<p>Section 8 of the <i>Freedom of Information Act 1982</i></p>	<p>The department is not subject to the provisions of the <i>Freedom of Information Act 1982</i>. However, it is departmental policy to comply with the intent of the Act to the extent practicable, having regard to the legal issues which may arise through the non-application to the department of the protections afforded by the Act.</p> <p>No requests for information were received during the year.</p>
<p>The <i>Privacy Act 1988</i></p>	<p>The department is not subject to most of the provisions of the <i>Privacy Act 1988</i>. The provisions relating to tax file numbers apply, and the department has common-law obligations in relation to the handling of personal information. It is departmental policy to observe, as far as practicable, the Privacy Principles set out in the Act.</p> <p>No privacy issues were raised with the department during the year.</p>
<p>Section 311A of the <i>Commonwealth Electoral Act 1918</i></p>	<p>During 2004–05, the department paid a total of \$176,280 for advertising. Of the total, \$140,121 was for Senate committee activities, and the balance was for recruitment and other minor advertising, delivered through hma Blaze, the government contractor.</p> <p>The department did not engage market research, polling, direct-mail or creative-advertising organisations.</p>
<p>Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i></p>	<p>Although the department was not subject to the provisions of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>, it adopted policies and practices that contributed to best environmental performance during the year. Most aspects of the parliament's environmental management are coordinated by the Department of Parliamentary Services, and details are provided in that department's annual report.</p>

Appendix 3—Staffing statistics

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

Staff employed under the *Members of Parliament (Staff) Act 1984* are not included in the tables below.

The figures exclude staff on leave without pay and those on temporary movements out of the department at 30 June 2005.

Also excluded are those non-ongoing staff employed on a casual or sessional basis who did not work on 30 June 2005, the last working day of the 2004–05 year.

Staff numbers by classification and gender, 30 June 2005

Classification	Male	Female	Total
Clerk of the Senate	1	–	1
Deputy Clerk of the Senate (SES Band 2)	–	1	1
Clerks Assistant and Usher of the Black Rod (SES Band 1)	2	2	4
Parliamentary Executive Level 2 (PE 2)	16	9	25
Parliamentary Executive Level 1 (PE 1)	7	12	19
Parliamentary Service Level 6 (APS 6)	11	25	36
Parliamentary Service Level 5 (APS 5)	2	1	3
Parliamentary Service Level 4 (APS 4)	8	22	30
Parliamentary Service Level 3 (APS 3)	6	22	28
Parliamentary Service Level 1/2 (APS 1/2)	11	8	19
Total	64	102	166

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

Staff numbers by classification and employment category, 30 June 2005

Classification	Ongoing	Non-ongoing	Total
Clerk of the Senate	1	–	1
SES Band 2	1	–	1
SES Band 1	4	–	4
PE 2	25	–	25
PE 1	17	2	19
APS 6	27	9	36
APS 5	3	–	3
APS 4	28	2	30
APS 3	24	4	28
APS 1/2	15	4	19
Total	145	21	166

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

Staff numbers by classification and participation, 30 June 2005

Classification	Full-time	Part-time	Total
Clerk of the Senate	1	–	1
SES Band 2	1	–	1
SES Band 1	4	–	4
PE 2	25	–	25
PE 1	16	3	19
APS 6	26	10	36
APS 5	3	–	3
APS 4	28	2	30
APS 3	24	4	28
APS 1/2	15	4	19
Total	143	23	166

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

Full-time equivalent staffing levels/staff years

Program	2003–04	2004–05
Clerk's Office	5	4
Table Office	17	16
Procedure Office	31	31
Committee Office	62	58
Black Rod's Office	71	51
Total	186	160

Diversity data, 30 June 2005



Equal employment opportunity (EEO) staff category	2004–05
Male	64
Female	102
EEO details not provided	2
English not first language spoken	12
Aboriginal and Torres Strait Islander	–
With a disability	–

Classifications and salary scales, 30 June 2005

Classification	Salary scale
Clerk of the Senate	\$195,500
SES Band 2	\$149,188
SES Band 1	\$95,651–\$123,547
PE 2	\$86,007–\$95,650
PE 1	\$74,346–\$80,039
APS 6	\$58,570–\$65,671
APS 5	\$53,117–\$56,805
APS 4	\$47,642–\$51,317
APS 3	\$42,508–\$45,897
APS 1/2	\$33,221–\$41,518

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

























Appendix 4—Senate and departmental publications

The Department of the Senate maintained and updated an extensive catalogue of publications during 2004–05, as listed by category below. Documents which are publicly available on the Senate website (www.aph.gov.au/senate) or the Parliamentary Education Office website (www.peo.gov.au) are marked with the symbol . Documents which are publicly available in hard copy are marked with the symbol . Contact details for each publication area are also listed.















Subject area

The work and procedures of the Senate







-
- A guide to services, entitlements and facilities for senators* 
(information for senators and their support staff, also available on the departmental intranet)
- Bills List and Daily Bills Update*  
(details of the status of bills before the parliament)
- Brief Guides to Senate Procedure*, Nos 1–21  
(practical guides to common practices and procedures)
- Business of the Senate*  
(a comprehensive summary of business)
- Journals of the Senate*  
(the minutes of chamber proceedings)
- List of Senators*  
(details of senators' contact information, terms of service and state and party representation)
- Odgers' Australian Senate Practice*, eleventh edition  
(a comprehensive procedural reference work)
- Order of Business*  
(the Senate 'Red' or daily program)
- Pocket Guide to Senate Procedure* 
(a consolidation of the *Brief Guides*)
- Preparing Private Senators' Bills, Explanatory Memoranda and Second Reading Speeches: A Guide for Senators* 
(information about legislation for senators and their support staff, also available on the departmental intranet)
- Privileges Committee 107th Report—Parliamentary Privilege: Precedents, Procedures and Practice in the Australian Senate 1966–2002*  
- Procedural Information Bulletin*  
(a regular digest of events of procedural significance)
- Questions on Notice Summary*  
(a statistical analysis of questions placed on notice by senators)
- Senate Briefs*, Nos 1–14  
(general introductions to aspects of the Senate, including elections, legislation, parliamentary privilege, the committee system and ministers in the Senate)
- Senate Daily Summary* 
(a daily digest of Senate business)
- Senate Notice Paper*  
(the Senate's daily agenda)
- Senate Statistical Summary*  
(weekly statistics on Senate business)
-






















	<p><i>Senators' Guide to Procedures</i> </p> <p><i>Standing Orders and Other Orders of the Senate</i>   (rules and resolutions governing the Senate's proceedings)</p> <p><i>Statsnet</i>  (on-line statistical databases)</p>
The work and procedures of Senate committees	<p><i>A Handbook for Senators' Staff</i> (an outline of Senate committee operations and procedures for staff and senators, available on the departmental intranet)</p> <p><i>Bills referred to committees</i>  (an up-to-date list of bills referred to committees)</p> <p><i>Business of Committees</i>   (the Senate committee 'Red' or daily program)</p> <p><i>Consolidated Register of Senate Committee Reports</i> (1970–2004 and annual supplements)   (a list of committee reports presented to the Senate since 1970)</p> <p><i>Delegated Legislation Monitor</i>  (information on every disallowable legislative and non-legislative instrument tabled in the Senate)</p> <p><i>Disallowance Alert</i>  (an updated list of disallowance actions initiated by the Regulations and Ordinances Committee and individual senators, together with outcomes)</p> <p><i>Guidelines for Committee Chairs</i> (a procedural handbook for chairs of committees—available on the departmental intranet site)</p> <p><i>How to Make a Submission to a Senate Committee Inquiry</i> </p> <p><i>Notes for Guidance of Witnesses appearing before Senate Committees</i> </p> <p><i>Procedures to be observed by Senate Committees for the Protection of Witnesses</i>  (three types of information for members of the public with an interest in participating in the work of Senate committees)</p> <p><i>Public Hearings/Meetings</i>   (a forward program of scheduled meetings)</p> <p><i>Scrutiny of Bills Committee Alert Digests</i>   (a document which notifies senators and members of the public about issues arising in relation to bills and acts)</p> <p><i>Scrutiny of Bills Committee Reports</i>   (the committee's observations and recommendations in relation to bills and acts)</p> <p><i>Scrutiny of Disallowable Instruments</i>  (a list of disallowable legislative and non-legislative instruments on which the Regulations and Ordinances Committee has raised concerns)</p> <p><i>Senate Disallowable Instruments List</i>  (a listing of tabled instruments for which disallowance motions may be moved in the Senate, published for each sitting)</p> <p><i>Work of Committees</i>   (a comprehensive summary of committee business)</p>

Parliamentary, constitutional and historical information

- 1903–2003: One Hundred Years of Women’s Suffrage in Australia* 
(poster commemorating the 100th anniversary of the first federal election at which women of all Australian states voted)
- A Nation at Last: the Story of Federation* 
(the book based on the exhibition of the same name)
- Australia’s Parliament* 
(a visitor guide, available in English and multilingual editions)
- Business of the Senate 1901–1910* (two volumes) 
(commemorative issues relating to the first parliaments)
- Can Responsible Government Survive in Australia?* David Hamer, revised edition, 2004  
(a comparative study of the powers and procedures of 20 commonwealth legislatures, by a former senator and member)
- Eureka and the Prerogative of the People*, John Molony, 2004 
(booklet commemorating the 150th anniversary of the Eureka Stockade rebellion)
- Papers on Parliament*, Nos 1–43  
(the department’s journal, which publishes the texts of occasional lectures and other essays)
- Platypus and Parliament: The Australian Senate in Theory and Practice*, Stanley Bach, 2003 
(a comprehensive analysis of the Senate by a former Senate Fellow)
- Questions and Answers on the Commonwealth Parliament* 
(a general reference book about the Commonwealth Parliament)
- Records of the Australasian Federal Conventions of the 1890s* 
(the complete transcripts of the founding debates of the nation)
- Records of the Centenary of Federation Joint Commemorative Meeting of the Senate and the House of Representatives, 9 May 2001, and of the Sitting of the Senate, 10 May 2001* 
(a general history of the Senate’s committee system)
- Senate Legislative and General Purpose Standing Committees—The First 20 Years, 1970–1990* 
(a general history of the Senate’s committee system)
- Senate Standing Committee on Legal and Constitutional Affairs—The Twentieth Anniversary of the Committee* 
(a general history of one committee)
- The Biographical Dictionary of the Australian Senate* 
(a multi-volume work of reference on Australia’s senators; Volume 1 covers the period 1901–1929, Volume 2 covers the period 1929–1962)

Parliamentary Education Office (PEO) information for schools, teachers, and students

- A Federation Musical* 
(a play written by a PEO fellow as a Centenary of Federation project and set to music)
- And SOSE say all of us* (full report ) (executive summary )
(summary report from the 2003 Conference into the Studies of Society and Environment Curriculum)
- A Short History of Parliament* 
(origins and development of the Australian parliament)
- Australia’s Constitution*  
(a pocket-sized edition of the Constitution)
-

-
- Cockatoo Island* 
(a teaching resource for lower primary school)
- Comparison of US and Australian Federal Legislatures* 
(a resource for high-school students)
- Elections 2004*  (archived)
(a simple guide to the 2004 election)
- Fact Sheet series* 
(nine titles on aspects of parliamentary government for primary and junior secondary school students)
- Fact Sheets on Parliament* 
(seven downloadable titles on aspects of parliamentary government for primary and junior secondary school students)
- Facts about Parliament* 
(a general information resource)
- FAQ: Questions and Answers about Australia's Parliament* 
(a general information resource)
- Glossary* 
(a guide to parliamentary vocabulary)
- House at Work: ordinary people in an extraordinary building* 
(original compositions by people working in Parliament House)
- Immigration Restriction Act 1901* 
(a role-play based on historical speeches)
- Kidsview* 
(interactive resources for primary school students)
- Our Constitution* 
(a booklet and teacher's resource about the Australian Constitution for students in years 7–9)
- Parliament House: The Building* 
(an in-depth look at the building)
- Parliamentary Government in Australia* 
(a student's guide to the Commonwealth Parliament)
- Peeling Back Parliament* 
(a resource for upper primary and lower secondary school teachers and their students)
- PEO Profiler*  (archived)
(a discontinued PEO newsletter)
- Poster of House of Representatives Chamber* 
Poster of Senate Chamber 
- Project on Parliament* 
(resources to assist school students with homework and projects on Parliament)
- Role-play scripts and instructions—Debating a Bill, Question Time, Committee of Inquiry 
(kits for running role-plays in the classroom)
- Scripts, Speeches and Suggestions* 
(notes for teachers on running follow-up programs in the classroom after visiting Parliament House)
-

Systems of Government 

(poster comparing the systems of government of Australia, the United Kingdom and the United States)

The Prime Minister and Parliament 

(a fact sheet outlining the Prime Minister’s main parliamentary tasks)

Timeline of events leading to Federation 


(a summary of major dates and events in the 50 years before Federation)

The Customs Tariff Acts 1901 and 1999 

(two role-plays comparing the passage of two acts)

The House of Representatives Photo and Seating Plan 

(includes a photo of the House of Representatives chamber, an indication of party numbers and a seating plan for the Forty-first Parliament)

The Senate Photo and Seating Plan 

(includes a photo of the Senate Chamber, an indication of party numbers and a seating plan for the Forty-first Parliament)

The Tom Roberts painting and the opening of the first Commonwealth Parliament 

(resources about the opening of the First Parliament)

Two Way Street Magazine  (discontinued; back issues archived on website)

(a resource for middle and upper level secondary school students that explores current issues)

Units of Work 


(downloadable resources about parliamentary government for primary school teachers)

Unravelling the Parliamentary Role Play 

(a publication to assist teachers who have seen the role-play program at Parliament House to replicate it in the classroom)

Useful Websites 

(a list of on-line resources that would be useful for teachers and students)

You and your ... series  (archived)

(downloadable adult education resources providing information on local and state government, federal voting, democracy, law-making processes and federal government, and a glossary)

Departmental publications

Annual Report of the Department of the Senate  

Corporate Plan  

Portfolio Budget Statements  

Contact details by subject area

Publications on the work and procedures of the Senate		
<i>Senate Table Office</i>	email: table.inquiries.sen@aph.gov.au	
	phone: 02 6277 3010	fax: 02 6277 3448
Committee publications		
<i>Senate Committee Office</i>	email: seniorclerk.committees.sen@aph.gov.au	
	phone: 02 6277 3555	fax: 02 6277 3899
Parliamentary, constitutional and historical publications		
<i>Procedure Office</i>	email: research.sen@aph.gov.au	
	phone: 02 6277 3072	fax: 02 6277 5838
<i>Biographical Dictionary Unit</i>	email: ann.millar@aph.gov.au	
	phone: 02 6277 3061	fax: 02 6277 5933
Parliamentary Education Office publications		
<i>Parliamentary Education Office</i>	email: info@peo.gov.au	
	phone: 02 6277 3147	fax: 02 6277 5775
Publications providing departmental information		
<i>Black Rod's Office</i>	email: blackrod.sen@aph.gov.au	
	phone: 02 6277 3396	fax: 02 6277 3199

Appendix 5—Public awareness activities undertaken by departmental officers

During 2004–05, the Clerk and other senior officers made presentations to various groups of interested people, such as:

- parliamentary officers and interns
- visitors' guides at Parliament House and Old Parliament House
- parliamentary committees
- overseas visitors, including parliamentary delegations
- individual members of parliament and their staff
- participants in the Australian Defence Force Parliamentary Program, the Australian Rural Leadership Program, and the Australian Public Service Commission Senior Executive Service Orientation Program.

Senior officers also conducted professional development seminars for new senators, senators' staff, staff from a wide range of Australian Public Service agencies, and departmental staff participating in the PEP UP and STEP UP programs.

The Clerk Assistant (Procedure) gave specialised presentations on the powers, procedures and operations of the Senate and its committees, to audiences from:

- academic institutions, including the Australian National University Legal Workshop and the Parliamentary–University Partnership Program
- the Australian Public Service Commission Senior Women in Management Program
- the Department of Foreign Affairs and Trade Leadership and Development Program for Locally Engaged Staff
- the Ho Chi Minh National Political Academy
- an Australian Political Exchange Council delegation from the United States
- the Chinese Vice Minister for Finance and an accompanying delegation
- the Australian Electoral Commission Executive Level Leadership Program
- a Vietnamese National Assembly staff study tour
- Telstra (on appearing before estimates committees)
- the Australian Broadcasting Corporation (on parliament, privilege and accountability)
- the Office of Parliamentary Counsel (on legislative procedures for drafters)
- new members of the Niue Assembly, in Niue (a one-week training seminar)
- the Deputy Chairman, and members and staff of the Indonesian Senate (an intensive one-week program).

Departmental officers also presented and published papers on the powers, procedures and operations of the Senate or related issues, as shown in the following table.

Papers produced by departmental officers

Clark, Geoff	'Role Play and Civics Education', Teacher	March 2005
Evans, Harry	'The traditional, the quaint and the useful: pitfalls of reforming parliamentary procedures', Thirty-fifth Presiding Officers' and Clerks' Conference, Melbourne	July 2004
	'Government advertising', submission to the Senate Finance and Public Administration References Committee	August 2004
	'Parliamentary privilege and party discipline', <i>The Parliamentarian</i>	2004
	'Law research and parliamentary activities: a major impact', <i>Australian Law Librarian</i>	September 2004
	'Statutes Amendment (Parliament Finance and Services) Bill', submission to the South Australian House of Assembly	October 2004
	'The future of the Senate committee system', Committee Bulletin	November 2004
	'Mandate theory: a bundle of fallacies', <i>Impact</i>	Summer 2005
	'Beware the monarchical gargoyles in our Constitution', <i>The Canberra Times</i>	25 February 2005
	'Unauthorised disclosure of committee proceedings', submission to the Senate Committee of Privileges	April 2005
	'The Senate after 1 July: a revolution?', Committee for Economic Development of Australia briefing	April 2005
	'Executive and Parliament', Howard's 2nd and 3rd Governments, eds. C Aulich and R Wettenhall, UNSW Press	2005
	'A day spent in the public gallery would shock the founding fathers', <i>Sydney Morning Herald</i>	21 June 2005
	'Abuse of majority too risky', <i>The Australian</i>	21 June 2005
Garnett, Ali	'Cockatoo Island and Hadedas Island: a link between Africa and Australia in parliamentary education', paper given at the Environmental Education Association of South Africa's international conference in Lusaka, Zambia	May 2005
Holland, Ian	Submission to the Senate Committee of Privileges on its inquiry into unauthorised disclosure of committee proceedings	April 2005
	Participation in 'The Australian Senate: Democratic and Federal Dimensions—Lessons for Canada?', a seminar held by the Political Science Program, Research School of Social Sciences, Australian National University	7 June 2005
Vander Wyk, John, and Lilley, Angie	'Reference of Bills to Australian Senate Committees with particular reference to the role of the Selection of Bills Committee', Papers on Parliament, No. 43, Department of the Senate	June 2005