

Appendices

Appendix 1—Contact details

Contact details for all areas of the department, as at 30 June 2007, are listed below. For inquiries related to publications, see contact details 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

President of the Senate

Senator the Honourable Paul Calvert

Senator Calvert has subsequently resigned

From 14 August 2007:

Senator the Honourable Alan Ferguson

Parliament House

phone: 02 6277 3300

fax: 02 6277 3108

Electorate Office—Adelaide, South Australia

phone: 08 8237 7180

fax: 08 8237 7188

Deputy President of the Senate

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

Clerk of the Senate

email: clerk.sen@aph.gov.au

Mr Harry Evans

phone: 02 6277 3350

fax: 02 6277 3199

Deputy Clerk of the Senate

email: depclerk.sen@aph.gov.au

Dr Rosemary Laing

phone: 02 6277 3360

fax: 02 6277 3199

Table Office

Clerk Assistant (Table)

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

Mr Richard Pye

phone: 02 6277 3020

fax: 02 6277 3098

Inquiries

phone: 02 6277 3010

fax: 02 6277 3448

Procedure Office

Clerk Assistant (Procedure)

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

Mr Cleaver Elliott

phone: 02 6277 3380

fax: 02 6277 3289

Committee Office

Clerk Assistant (Committees)

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

Ms Maureen Weeks

phone: 02 6277 3371

fax: 02 6277 3199

Inquiries

phone: 02 6277 3555

fax: 02 6277 3899

Black Rod's Office

Usher of the Black Rod

email: blackrod.sen@aph.gov.au

Ms Andrea Griffiths

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: ca.table.sen@aph.gov.au phone: 02 6277 3020 fax: 02 6277 3098
Committee room bookings	email: blackrod.sen@aph.gov.au phone: 02 6277 3500 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: senators.interests@aph.gov.au phone: 02 6277 3360 fax: 02 6277 3199
Senators' services	email: blackrod.sen@aph.gov.au phone: 02 6277 3500 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, 2006–07

Section 74 of the <i>Occupational Health and Safety Act 1991</i>	During the year, no occupational health and safety incidents required reporting to Comcare under section 68 of the <i>Occupational Health and Safety Act 1991</i> . Additional information on occupational health and safety performance is included in the 'Management and accountability' section of this report.
Section 8 of the <i>Freedom of Information Act 1982</i>	The Department of the Senate 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. No requests for information were received during the year.
<i>Privacy Act 1988</i>	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. No privacy issues were raised with the department during the year.
Section 311A of the <i>Commonwealth Electoral Act 1918</i>	During 2006–07, the department paid a total of \$276,780 for advertising. Of the total, \$268,188 was for Senate committee activities, and the balance was for recruitment and other minor advertising, delivered through hma Blaze, the government contractor. The department did not engage market research, polling, direct mail or creative advertising organisations.
Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>	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.
<i>Legal Services Directions 2005</i>	During 2006–07, the department expended \$118,141 on legal services. Of this amount, \$110,061 was directed towards the provision of independent legal advice in supporting the work of the legislative scrutiny committees. There was no expenditure on counsel during the year.
<i>Commonwealth Fraud Control Guidelines 2002</i>	In accordance with the <i>Commonwealth Fraud Control Guidelines 2002</i> , the department provided fraud control information to the Australian Institute of Criminology.

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 Act.

The figures in this appendix exclude staff on leave without pay and those on temporary movements out of the department at 30 June 2007.

Also excluded are those non-ongoing staff employed on a casual or sessional basis who did not work on 29 June 2007, the last working day of the 2006–07 year.

Staff numbers, by classification and gender, 30 June 2007

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)	12	10	22
Parliamentary Executive Level 1 (PE 1)	9	13	22
Parliamentary Service Level 6 (APS 6)	9	27	36
Parliamentary Service Level 5 (APS 5)	3	1	4
Parliamentary Service Level 4 (APS 4)	10	19	29
Parliamentary Service Level 3 (APS 3)	10	17	27
Parliamentary Service Level 1/2 (APS 1/2)	10	6	16
Total	66	96	162

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

Staff numbers, by classification and employment category, 30 June 2007

Classification	Ongoing	Non-ongoing	Total
Clerk of the Senate	1	—	1
SES Band 2	1	—	1
SES Band 1	4	—	4
PE 2	22	—	22
PE 1	19	3	22
APS 6	26	10	36
APS 5	4	—	4
APS 4	24	5	29
APS 3	23	4	27
APS 1/2	13	3	16
Total	137	25	162

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

Staff numbers, by classification and participation, 30 June 2007

Classification	Full-time	Part-time	Total
Clerk of the Senate	1	—	1
SES Band 2	1	—	1
SES Band 1	4	—	4
PE 2	22	—	22
PE 1	15	7	22
APS 6	27	9	36
APS 5	4	—	4
APS 4	24	5	29
APS 3	26	1	27
APS 1/2	12	4	16
Total	136	26	162

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

Full-time equivalent staffing levels (staff years)

Program	2005–06	2006–07
Clerk's Office	4	4
Table Office	16	17
Procedure Office	32	31
Committee Office	56	52
Black Rod's Office	44	46
Total	152	150

Diversity data, 30 June 2007

Equal employment opportunity (EEO) staff category	2006–07
Male	66
Female	96
EEO details not provided	1
English not first language spoken	4
Aboriginal and Torres Strait Islander	—
With a disability	—

Classifications and salary scales, 30 June 2007

Classification	Salary scale
Clerk of the Senate	\$300,900
SES Band 2	\$171,830
SES Band 1	\$141,460
PE 2	\$101,964–\$109,024
PE 1	\$81,966–\$91,813
APS 6	\$67,821–\$74,397
APS 5	\$60,210–\$63,941
APS 4	\$53,895–\$57,889
APS 3	\$48,054–\$51,913
APS 1/2	\$37,616–\$47,086

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 ongoing publications during 2006–07, 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 available in hard copy are marked with the symbol . Contact details for each publication area are also listed.

Publications by 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)

Chamber support services for senators 

(a guide to documents and services provided to the chamber)

Dynamic Red  

(the daily Order of Business, updated online during each sitting day)

Journals of the Senate  

(the minutes of chamber proceedings)

List of senators  

(senators' contact information, terms of service and state and party representation)

Odgers' Australian Senate Practice, eleventh edition and supplements  

(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 125th Report—Parliamentary privilege: Precedents, procedures and practice in the Australian Senate 1966–2005  

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)

Routine of business  

(shows the routine of business for sittings days and the time limits for debate)

Senate Briefs, Nos 1–16  

(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)

Senators' Guide to Procedures 

Standing orders and other orders of the Senate  

(rules and resolutions governing the Senate's proceedings)

StatsNet 

(online statistical databases)

Your Senate online here 

(brochure outlining how to access information about the Senate online)

The work and procedures of Senate committees

Bills referred to committees 

(an up-to-date list of bills referred to committees)

Business of Committees  

(the Senate 'Committee Red' or daily program)

Committee style guide 

(style guide for the preparation of Senate committee reports)

Consolidated Register of Senate Committee Reports (1970–2004 and annual supplements );

(1970–2007 

(a list of committee reports presented to the Senate since 1970)

Delegated Legislation Monitor 

(information on every disallowable legislative and non-legislative instrument tabled in the Senate)

Disallowance Alert 

(an updated list of disallowance actions initiated by the Regulations and Ordinances Committee and individual senators, together with outcomes)

Guide to committee procedure and practice 

(an easy-reference guide for committee staff)

How to make a submission to a Senate committee inquiry 

Notes for the guidance of witnesses appearing before Senate committees 

Procedures to be observed by Senate committees for the protection of witnesses 

(three types of information for members of the public with an interest in participating in the work of Senate committees)

Public hearings/meetings

(a program of scheduled meetings)

RSS feeds

(alert service for new Senate committee inquiries, recently tabled Senate committee reports, public hearings)

Scrutiny of Bills Committee Alert Digests

(a document which notifies senators and the public about issues arising in relation to bills and Acts)

Scrutiny of Bills Committee Reports

(the committee's observations and recommendations in relation to bills and Acts)

Scrutiny of Disallowable Instruments

(a list of disallowable legislative and non-legislative instruments about which the Regulations and Ordinances Committee has raised concerns)

Senate Disallowable Instruments List

(a listing of tabled instruments for which disallowance motions may be moved in the Senate, published for each sitting)

Work of Committees

(a comprehensive summary of committee business)

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 1–46

(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

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, 1991* 
(a general history of one committee)

The Biographical Dictionary of the Australian Senate 
(an ongoing, multi-volume work of reference on Australia's senators, Volume 1 covering 1901–1929, Volume 2 covering 1929–1962, volumes 3 and 4 forthcoming)

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

Australia's Constitution  
(a pocket-sized edition of the Australian Constitution)

Closer Look—A Comparison of US and Australian Federal Legislatures 
(a comparison of the Australian political system and that of the United States)

Closer Look—A Multi-tiered System: governing Australia 
(an explanation with examples of how Australia is governed)

Closer Look—A Short History of Parliament 
(the origins and development of the Commonwealth Parliament)

Closer Look—Australia's Parliament House 
(a brief history of the buildings used by the federal Parliament)

Closer Look—The First Parliament of Australia: the ceremony 
(details of the opening ceremony of the first Parliament of the Commonwealth of Australia)

Cockatoo Island series 
(a teaching resource for teachers and students of lower primary)

DIY role-play in the classroom 
(hints, tips and instructions for teachers running a parliamentary role-play)

Fact sheet series 
(56 fact sheets covering many aspects of the role and function of the federal Parliament)

FAQ 
(over 200 questions and answers about Australia's federal Parliament)

Friends & Colleagues 
(The year in review plus news from the PEO and the PEO's professional colleagues)

Hands-on Lesson Plans 
(12 complete lesson plans for teachers of middle to upper secondary students)

House at work: ordinary people in an extraordinary building 
(original stories and artwork by people working in Parliament House)

House of Representatives NOW 
(current information about the operations of the House of Representatives)

Image library 
(over 300 photographs and diagrams describing a range of parliamentary topics)

Kidsview 
(10 online interactive resources for students and teachers)

Our Constitution

(the development and workings of the Australian Constitution for teachers and students)

Parliamentary glossary

(parliamentary terms and definitions)

Parliamentary Government in Australia (archived)

(a student's guide to the Commonwealth Parliament)

Parliament NOW

(current information about the 41st Parliament)

Peeling back Parliament

(magazine format information and activities for upper primary and lower secondary teachers and students)

Poster of the House of Representatives Chamber

(A2-sized colour poster of the House of Representatives chamber)

Poster of the Senate Chamber

(A2-sized colour poster of the Senate chamber)

Role-play toolkit

(role-play resources for teachers, including scripts, templates, rubrics, diagrams etc)

Senate NOW

(current information about the operations of the Senate)

Unravelling the Parliamentary role-play

(activities and instructions for using parliamentary role-play in the classroom)

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		
Senate Table Office	email: table.inquiries.sen@aph.gov.au	
	phone: 02 6277 3010	fax: 02 6277 3448
Committee publications		
Senate Committee Office	email: seniorclerk.committees.sen@aph.gov.au	
	phone: 02 6277 3555	fax: 02 6277 3899
Parliamentary, constitutional and historical publications		
Procedure Office	email: research.sen@aph.gov.au	
	phone: 02 6277 3072	fax: 02 6277 5838
Biographical Dictionary Unit	phone: 02 6277 3061	fax: 02 6277 5933
Parliamentary Education Office publications		
Parliamentary Education Office	email: info@peo.gov.au	
	phone: 02 6277 3147	fax: 02 6277 5775
Publications providing departmental information		
Black Rod's Office	email: blackrod.sen@aph.gov.au	
	phone: 02 6277 3500	fax: 02 6277 3199

Appendix 5—Public awareness activities undertaken by departmental officers

During 2006–07, the Clerk and other senior officers made presentations to various groups of interested people, such as:

- parliamentary committees
- individual members of parliament and their staff
- overseas visitors, including parliamentary delegations
- participants in the Australian Defence Force Parliamentary Program, the Australian Rural Leadership Program, the annual conference of the Victorian Commercial Teachers' Association, the Australian Public Service Commission Senior Executive Service orientation program and the Interparliamentary Study Program
- parliamentary officers and interns
- visitors' guides at Parliament House and Old Parliament House
- schoolchildren and members of the public.

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

The Clerk gave specialised presentations on the Senate and accountability to the Vincent Fairfax Fellowship Ethics in Leadership Program; members of the Centre for Democratic Institutions Political Party Development Program; and participants in the ANU Parliamentary Studies Centre and the Centre for International and Public Law, ANU College of Law seminar, 'Reforming the Senate committee system'.

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 ANU Legal Workshop and the ANU College of Law—Advanced Military Administrative Law course
- the Department of Foreign Affairs and Trade Leadership and Development Program for locally engaged staff
- a delegation from the Malaysian Senate
- a delegate of parliamentary officers from the Hashemite Kingdom of Jordan
- the Public Service and Merit Protection Commission Indigenous graduates program
- the Indonesian upper house (Dewan Perwakilan Daerah)
- the National Assembly of Vietnam
- the Centrelink annual senior staff conference (appearing before estimates committees)
- a delegation of MPs from Sri Lanka.

Departmental officers also presented and published papers on the powers, procedures and operations of the Senate or related issues.

Papers produced by departmental officers, 2006–07

Kathleen Dermody

At GovNet International Conference, ANU: 'Reflections on a Senate Committee' November 2006

Cleaver Elliott

'Taking parliament to the people: public hearings and public consultation by the Australian Senate'—paper presented at the International Seminar on a Comparative Review of the Norms and Standards for Consultation at the Provincial and Local Levels, National People's Congress, Beijing, People's Republic of China July 2006

'Mechanisms for legislative oversight of off-budget agency funding: the Australian experience'—paper presented at the International Conference on Mechanisms for Management of Off-budget Funding, Ho Chi Minh City, Vietnam December 2006

Harry Evans

'Monarchical and parliamentary government in Australia', Insurance Council of Australia, Canberra Conference 10 August 2006

'Best stick with terms we've got', *Australian Financial Review* 28 August 2006

'Democracy: the wrong message', Democratic Audit of Australia, discussion paper 24/06 August 2006

'The government majority in the Senate: a nail in the coffin of responsible government?', Australasian Study of Parliament Group, Victorian Chapter, seminar in honour of David Hamer, former Deputy President of the Senate 3 October 2006

'Constitutionalism, bicameralism and the control of power', ANU Research School of Social Sciences/Australia and New Zealand School of Government Seminar 4 October 2006

'The Senate', Chapter 10 in *Silencing Dissent*, ed. C Hamilton and S Maddison, Allen & Unwin 2006

'Ethics and public service governance', CPA Australia, ACT Congress 16 November 2006

'The estimates test: a safeguard against illegality and impropriety', *The Canberra Times, Public Sector Informant* 5 November 2006

Ian Holland

'Parliamentary committees as an arena for policy work', in H Colebatch (ed.), *Beyond the Policy Cycle: The Policy Process in Australia*, Allen & Unwin, Sydney, pp. 66–90 July 2006

At GovNet International Conference, ANU: 'Scrutinising capacity and negotiating outcomes'—panel discussion November 2006

Rosemary Laing

'Updates on Parliamentary Privilege—Notes from the Australian Senate', 37th Conference of Australian and Pacific Presiding Officers and Clerks, Perth July 2006

'Accounting and Accountability', Australasian Study of Parliament Group annual conference, Wellington, New Zealand September 2006

'Accounting and Accountability', *Australasian Parliamentary Review*, 22(1): 19–27 Autumn 2007

Anthony Marinac

'On the first paragraph of section 55', 34 <i>Federal Law Review</i> 355	2006
'Shaking the Foundations of Parliamentary Privilege', <i>Online Opinion</i>	18 September 2006
'The Cole Report: implications for responsible government', <i>Online Opinion</i>	12 December 2006
'Dworkin on the half forward flank: the jurisprudence of AFL's spirit of the laws', <i>Marquette Sports Law Review</i> , Marquette University, Milwaukee, 17(2)	2007
'The year in the Senate—2006', <i>Australasian Parliamentary Review</i> , 22(1)	2007
'Who pays the piper?', <i>Online Opinion</i>	19 February 2007
'Questions of conscionability', <i>Online Opinion</i>	29 May 2007
'A standing committee system on the American model', <i>American Society of Legislative Clerks and Secretaries Professional Journal</i> , 13(1)	2007

Evidence to committees, 2006–07

The Clerk

Joint Standing Committee on Electoral Matters: Civics and electoral education (appearance)	7 August 2006
Finance and Public Administration Committee: Transparency and accountability of Commonwealth public funding and expenditure (appearance)	8 September 2006
Finance and Public Administration Committee: Transparency and accountability of Commonwealth public funding and expenditure (supplementary submission)	21 September 2006
Finance and Public Administration Committee: Senate order for contracts—proposed revocation (written submission and supplementary submission)	4 September and 12 October 2006
Finance and Public Administration Committee: Senate order for contracts—proposed revocation (appearance)	27 November 2006