

Appendices

Appendix 1—Contact details

Contact details for all areas of the department 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 John Hogg	email:	senator.hogg@aph.gov.au
Parliament House	phone:	02 6277 3300
	fax:	02 6277 3108
Electorate Office—Carina, Queensland	phone:	07 3843 4066
	fax:	07 3843 4077

Deputy President of the Senate

Senator the Honourable Alan Ferguson	email:	alan.ferguson@aph.gov.au
Parliament House	phone:	02 6277 3658
	fax:	02 6277 5822
Electorate Office—Adelaide, South Australia	Phone:	08 8237 7180
	fax:	08 8237 7188

Clerk's Office

Clerk of the Senate

Mr Harry Evans	email:	clerk.sen@aph.gov.au
	phone:	02 6277 3350
	fax:	02 6277 3199

Deputy Clerk of the Senate

Dr Rosemary Laing	email:	depclerk.sen@aph.gov.au
	phone:	02 6277 3360
	fax:	02 6277 3199

Table Office

Clerk Assistant (Table)

Ms Maureen Weeks	email:	ca.table.sen@aph.gov.au
	phone:	02 6277 3020
	fax:	02 6277 3098

Inquiries

	phone:	02 6277 3010
	fax:	02 6277 3448

Procedure Office

Clerk Assistant (Procedure)

Mr Richard Pye	email:	ca.procedure.sen@aph.gov.au
	phone:	02 6277 3380
	fax:	02 6277 3289

Committee Office

Clerk Assistant (Committees)

Mr Cleaver Elliott	email:	ca.committees.sen@aph.gov.au
	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

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: senate.hotline@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 technology section	email: websen@aph.gov.au phone: 02 6277 3047 fax: 02 6277 3678
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 below.

Reports against particular legislation, 2007–08

<p>Section 74 of the Occupational Health and Safety Act 1991</p>	<p>In 2007–08, one occupational health and safety incident was reported to Comcare under section 68 of the <i>Occupational Health and Safety Act 1991</i>. The incident, which involved the book-binding machine in the Print Unit, was investigated. The recommended improvements, including the installation of an additional guard and clearer signage, were implemented.</p>
<p>Section 8 of the Freedom of Information Act 1982</p>	<p>The department is not subject to the provisions of the <i>Freedom of Information Act 1982</i>. However, the department’s policy is 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>Privacy Act 1988</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 Commonwealth Electoral Act 1918</p>	<p>In 2007–08, the department paid a total of \$211,157 for advertising. Of the total, \$201,331 was for Senate committee activities, and the balance was for recruitment and other minor advertising, delivered through hma Blaze, the government contractor.</p> <p>No market research, polling, direct mail or creative advertising organisations were engaged during the year.</p>
<p>Section 516A of the Environment Protection and Biodiversity Conservation Act 1999</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>
<p>Legal Services Directions 2005</p>	<p>In 2007–08, the department expended \$132,986 on legal services. Of this amount, \$114,305 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.</p> <p>In accordance with the <i>Legal Services Directions 2005</i>, the Clerk of the Senate certified to the Office of Legal Services Coordination compliance with certain matters under paragraph 11.2 of the directions.</p>
<p>Commonwealth Fraud Control Guidelines 2002</p>	<p>In accordance with the <i>Commonwealth Fraud Control Guidelines 2002</i>, the department collected and reported fraud data and provided this fraud control information to the Australian Institute of Criminology.</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*.

The figures in this appendix exclude staff on leave without pay and staff on temporary movements out of the department at 30 June 2008. Also excluded are those non-ongoing staff employed on a casual or sessional basis who did not work on 30 June 2008, the last working day of the 2007–08 financial year.

Staff numbers, by classification and gender, 30 June 2008

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)	15	10	25
Parliamentary Executive Level 1 (PE 1)	10	12	22
Parliamentary Service Level 6 (APS 6)	8	27	35
Parliamentary Service Level 5 (APS 5)	4	2	6
Parliamentary Service Level 4 (APS 4)	10	21	31
Parliamentary Service Level 3 (APS 3)	9	19	28
Parliamentary Service Level 1/2 (APS 1/2)	12	8	20
Total	71	102	173

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

Staff numbers, by classification and employment category, 30 June 2008

Classification	Ongoing	Non-ongoing	Total
Clerk of the Senate	1	–	1
SES Band 2	1	–	1
SES Band 1	4	–	4
PE 2	24	1	25
PE 1	18	4	22
APS 6	24	11	35
APS 5	5	1	6
APS 4	26	5	31
APS 3	23	5	28
APS 1/2	14	6	20
Total	140	33	173

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

Staff numbers, by classification and participation, 30 June 2008

Classification	Full-time	Part-time	Total
Clerk of the Senate	1	–	1
SES Band 2	1	–	1
SES Band 1	4	–	4
PE 2	24	1	25
PE 1	12	10	22
APS 6	28	7	35
APS 5	6	–	6
APS 4	26	5	31
APS 3	26	2	28
APS 1/2	15	5	20
Total	143	30	173

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

Full-time equivalent staffing levels (staff years), 2006–07 and 2007–08

Program	2006–07	2007–08
Clerk's Office	4	4
Table Office	17	17
Procedure Office	31	32
Committee Office	52	53
Black Rod's Office	46	46
Total	150	152

Diversity profile at 30 June, 2006–07 and 2007–08

Equal employment opportunity (EEO) staff category	2006–07	2007–08
Male	66	71
Female	96	102
EEO details not provided	1	2
English not first language spoken	4	3
Aboriginal and Torres Strait Islander	–	–
With a disability	–	–



Classifications and salary scales, 30 June 2008

Classification	Salary scale (\$)
Clerk of the Senate	321,280
SES Band 2	169,768–178,703
SES Band 1	140,080–147,118
PE 2	106,042–113,385
PE 1	85,245–95,486
APS 6	70,533–77,373
APS 5	62,618–66,498
APS 4	56,050–60,205
APS 3	49,976–53,990
APS 1/2	39,121–48,970

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

Appendix 4—Senate and departmental publications

The department maintained and updated an extensive catalogue of publicly available documents and other resources during 2007–08, as listed by category below. Contact details for each publication area are also listed.

Materials which are 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 . Materials which are available in hard copy are marked with the symbol .

Publications by subject area

Publications on the work and procedures of the Senate

Bills List and Daily Bills Update  

(details of the status of bills before the parliament)

Brief Guides to Senate Procedure, Nos 1–23  

(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 *Brief guides to Senate Procedure*)

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  

(a practical introduction to the chamber)

Senators' Handbook—A guide to services, entitlements and facilities for senators  


(information for senators and their support staff, also available on the departmental intranet)

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)

Publications on 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* ; and *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 and 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 list 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 publications

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 1–48  
(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 publications

Australia's Constitution  

(a pocket-sized edition of the Australian Constitution)

Australia's Constitution CD 

(a double-CD edition of the Australian Constitution for people with a vision or print disability)

Closer Look—A Comparison of US and Australian Federal Legislatures 

(a comparison of the political systems of Australia and 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 

(a description of the origins and development of the parliament)

Closer Look—Australia's Parliament House 

(a brief history of the buildings used by the parliament)

Closer Look—The Australian Constitution 

(details on the Australian Constitution and its history and significance)

Closer Look—The First Parliament of Australia: the ceremony 

(details of the opening ceremony of the First Parliament)

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 parliament)

FAQ 

(over 200 questions and answers about the parliament)

Hands-on Lesson Plans 

(12 complete lesson plans for teachers of middle to upper secondary students)

Kidsview  

(interactive games and activities for students and teachers)

Parliament in Pictures 

(10 posters and a classroom guide introducing teachers and students to the parliament)

Parliamentary glossary 

(parliamentary terms and definitions)

Appendix 5—Public awareness activities undertaken by departmental officers

During 2007–08, the Clerk and other senior officers made presentations on aspects of the Senate, Senate committees and parliamentary procedure to various Australian and international audiences, including:

- parliamentary committees
- individual members of parliament and their staff
- departmental staff, other parliamentary officers and staff from a wide range of Australian Public Service agencies
- overseas visitors, including parliamentary delegations
- participants in conferences and seminars, including a number as part of programs conducted by the Australian National University Parliamentary Studies Centre and the Centre for Democratic Institutions
- schoolchildren and members of the public.

In particular, the Clerk:

- gave specialised presentations to the Vincent Fellowship Ethics in Leadership Program and The Benevolent Society's Sydney Leadership Program
- gave evidence to
 - the Senate Standing Committee on Finance and Public Administration on its inquiry into the Lobbying Code of Conduct
 - the Joint Committee of Public Accounts and Estimates, Parliament of Victoria, on its inquiry into strengthening government and parliamentary accountability in Victoria.

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

Papers produced by departmental officers, 2007–08

Author	Publication	Date
Mr Harry Evans	'Parliamentary control of finance: bringing back the revolution', <i>The Table</i> , Vol. 75	2007
	<i>Parliamentary control and transparency of public finance: two Senate committee reports</i> , paper for the Thirty-eighth Conference of Presiding Officers and Clerks, Cook Islands	July 2007
	<i>Overhaul of 'Westminster' could leave us behind</i> , published as 'Brown's reforms impact on Australia', <i>Canberra Times</i>	July 2007
	<i>The Senate, accountability and government control</i> , paper for the Australian National University Parliamentary Studies Centre (PSC) Strengthening Parliamentary Institutions project	November 2007
	<i>Accountability and corporate governance in the new parliament</i> , paper for the Eleventh Annual Corporate Governance in the Public Sector Conference, Institute for International Research	March 2008
	<i>Refurbishing parliamentary processes</i> , published as chapter entitled 'Parliament', in Manne, R (ed.), <i>Dear Mr Rudd: ideas for a better Australia</i> , Black Inc. Agenda, Melbourne	March 2008
Ms Sophie Power and Ms Jackie Morris	<i>Factors which affect participation in Senate committee inquiries</i> , paper for the PSC Strengthening Parliamentary Institutions project	December 2007
Dr Richard Grant and Mr Glenn Ryall	<i>Can we account for parliamentary committees? A survey of committee secretaries</i> , paper for the PSC Strengthening Parliamentary Institutions project	February 2008
Dr Ian Holland	<i>Senate committees and the legislative process</i> , paper for the PSC Strengthening Parliamentary Institutions project	June 2008