

Appendices



Appendix 1—Resources

This section details the department's resources and expenses in 2008–09, as required by the Department of the Prime Minister and Cabinet *Requirements for annual reports for departments, executive agencies and FMA act bodies*, June 2009.

The tables in this appendix correspond to tables in the Portfolio Budget Statements 2008–09:

- the Agency Resource Statement, which provides information about the various funding sources that the department was able to draw upon during the year
- the Total resources for Outcome 1 table, which shows the detail of Budget appropriations and total resourcing for the department's outcome.

Agency Resource Statement, 2008–09

	Actual available appropriations for 2008–09 \$'000 (a)	Payments made in 2008–09 \$'000 (b)	Balance remaining \$'000 (a – b)
Ordinary annual services¹			
Departmental appropriation			
Prior year departmental appropriation	11,974		
Departmental appropriation	20,285		
Section 31 relevant agency receipts ²	893		
Total	33,152	21,896	11,256
Total ordinary annual services	33,152	21,896	
Other services			
Total other services	–	–	
Special Accounts			
Opening balance	–		
Appropriation receipts	–		
Appropriation receipts—other agencies	–		
Non-appropriation receipts to Special Accounts	–		
Payments made		–	
Closing balance			–
Total resourcing and payments	33,152	21,896	

¹ Appropriation (Parliamentary Departments) Bill (No.1) 2008–09.

² s. 31 relevant departmental receipts.

Total resources for Outcome 1, 2008–09

	Budget* 2008–09 \$'000 (a)	Actual expenses 2008–09 \$'000 (b)	Variation \$'000 (a – b)
Output Group 1			
Departmental Outputs			
Clerk's Office	1,074	1,165	–91
Subtotal for Output Group 1.1	1,074	1,165	–91
Output Group 2			
Departmental Outputs			
Table Office	2,570	2,843	–273
Subtotal for Output Group 2	2,570	2,843	–273
Output Group 3			
Departmental Outputs			
Procedure Office	5,651	6,122	–471
Subtotal for Output Group 2	5,651	61,22	–471
Output Group 4			
Departmental Outputs			
Committee Office	8,145	9,046	–901
Subtotal for Output Group 2	8,145	9,046	–901
Output Group 5			
Departmental Outputs			
Black Rod's Office	3,126	3,114	12
Subtotal for Output Group 2	3,126	3,114	12
Total for Outcome 1			
Departmental	20,566	22,290	–1,724
Administered			
Average staffing level (number)		163	

* Full-year budget, including any subsequent adjustment made to the 2008–09 Budget.

Note: This table excludes resources received free of charge.

Appendix 2—Staffing

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*.

The figures in this appendix 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 2009.

Also excluded are those non-ongoing staff employed on a casual or sessional basis who did not work on 30 June 2009, the last working day of the 2008–09 year.

Staff numbers, by classification and gender, 30 June 2009

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)	3	2	5
Parliamentary Executive Level 2 (PE 2)	12	13	25
Parliamentary Executive Level 1 (PE 1)	13	9	22
Parliamentary Service Level 6 (APS 6)	9	31	40
Parliamentary Service Level 5 (APS 5)	3	1	4
Parliamentary Service Level 4 (APS 4)	9	21	30
Parliamentary Service Level 3 (APS 3)	9	21	30
Parliamentary Service Level 1/2 (APS 1/2)	6	5	11
Total	65	104	169

SES = Senior Executive Service

Staff numbers, by classification and employment category, 30 June 2009

Classification	Ongoing	Non-ongoing	Total
Clerk of the Senate	1	—	1
SES Band 2	1	—	1
SES Band 1	5	—	5
PE 2	23	2	25
PE 1	20	2	22
APS 6	32	8	40
APS 5	4	—	4
APS 4	27	3	30
APS 3	22	8	30
APS 1/2	9	2	11
Total	144	25	169

Staff numbers, by classification and participation, 30 June 2009

Classification	Full-time	Part-time	Total
Clerk of the Senate	1	–	1
SES Band 2	1	–	1
SES Band 1	5	–	5
PE 2	25	–	25
PE 1	15	7	22
APS 6	30	10	40
APS 5	4	–	4
APS 4	25	5	30
APS 3	26	4	30
APS 1/2	11	–	11
Total	143	26	169

Full-time equivalent staffing levels (staff years), 2007–08 and 2008–09

Program	2007–08	2008–09
Clerk's Office	4	4
Table Office	17	17
Procedure Office	32	34
Committee Office	53	62
Black Rod's Office	46	46
Total	152	163

Diversity profile at 30 June, 2007–08 and 2008–09

Equal employment opportunity (EEO) staff category	2007–08	2008–09
Male	71	65
Female	102	104
EEO details not provided	2	1
English not first language spoken	3	4
Aboriginal and Torres Strait Islander	–	–
With a disability	–	–

Classifications and salary scales, 30 June 2009

Classification	Salary scale (\$)
Clerk of the Senate	336,080
SES Band 2	176,559–185,851
SES Band 1	145,683–153,003
PE 2	110,284–117,920
PE 1	88,655–99,305
APS 6	73,355–80,467
APS 5	65,123–69,158
APS 4	58,292–62,613
APS 3	51,976–56,149
APS 1/2	40,686–50,928

Appendix 3—Compliance with requirements for government agencies

This appendix provides the department's 2008–09 reports against particular legislated reporting requirements for Australian Government agencies. It also provides a signed statement by the Clerk certifying that the department complies with the Commonwealth Fraud Control Guidelines.

Section 74 of the <i>Occupational Health and Safety Act 1991</i>	In 2008–09, 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 involved contractors who were removing a whiteboard in preparation for painting. The whiteboard fell and severed a power cable. The contractors were made aware of requirements regarding safe work practices. The incident was not investigated by Comcare.
Section 8 of the <i>Freedom of Information Act 1982</i>	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. 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>	In 2008–09, the department paid a total of \$302,792 for advertising. Of the total, \$284,815 was for Senate committee activities, and the balance was for recruitment and other minor advertising, delivered through hma Blaze, the government contractor. No market research, polling, direct mail or creative advertising organisations were engaged during the year.
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>	In 2008–09, the department expended \$3,916 on legal services. This amount does not include \$117,264 for the provision of independent legal advice in supporting the work of the legislative scrutiny committees. There was no expenditure on counsel during the year. 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.



AUSTRALIAN SENATE

CLERK OF THE SENATE

PARLIAMENT HOUSE
CANBERRA A.C.T. 2600
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FAX: (02) 6277 3199
E-mail: clerk.sen@aph.gov.au

ANNUAL REPORT 2008-09 – FRAUD CONTROL CERTIFICATION

In accordance with Guideline 2.8 of the Commonwealth Fraud Control Guidelines 2002 ('the Guidelines'), issued by the Minister for Justice and Customs pursuant to Regulation 19 of the Financial Management and Accountability Regulations 1997, I Harry Evans, Clerk of the Senate, hereby certify to the President of the Senate that I am satisfied that:

- fraud risk assessments and fraud control plans have been prepared that comply with the Commonwealth Fraud Control Guidelines;
- appropriate fraud prevention, detection, investigation and reporting procedures and processes are in place; and
- annual fraud data has been collected and reported that complies with the Commonwealth Fraud Control Guidelines.

Harry Evans
28 August 2009

Appendix 4—Public awareness activities and publications

During 2008–09, 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 made the following presentations to groups, conferences and parliamentary committees:

- Senators' orientation program, 21–24 July 2008 (with other departmental staff)
- Committee for Economic Development of Australia address, 29 July 2008
- Centre for Democratic Institutions, Responsible Parliamentary Governance course, 10 September 2008
- Bicameralism conference, 9–10 October 2008
- Centre for Defence and Strategic Studies presentation, 16 October 2008
- Australian Rural Leadership Program, 10 November 2008 (with other departmental staff)
- The Vincent Fairfax Fellowship, address to delegates, 28 January 2009
- Book launch: *Elective Dictatorship*, 24 February 2009
- Canberra Day Oration, 12 March 2009
- Victorian Legislative Council, Standing Orders Committee, 25 March 2009
- Leadership Ballarat and Western Region Conference, 3 June 2009.

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, 2008–09

Author	Publication	Date
Mr Harry Evans	<i>Parliamentary control is the real issue</i> , published as 'Masters rule over corrupt system', <i>Canberra Times</i>	3 October 2008
	'The case for bicameralism' in Aroney N, Prasser S, Nethercote JR (eds), <i>Restraining elective dictatorship: the upper house solution?</i> , UWA Publishing, Perth	December 2008
	<i>The intertwined history of Canberra and the parliament</i> , Canberra Day Oration, Canberra and District Historical Society	March 2009
Dr Rosemary Laing	<i>Unauthorised disclosure of committee proceedings: putting the onus back on committees</i> , paper for the thirty-ninth Conference of Presiding Officers and Clerks, Adelaide	July 2008
Mr Richard Pye	'Consideration of Legislation by Australian Senate Committees and the Selection of Bills Committee', <i>The Table</i> , Vol. 76	2008

The department maintained and updated an extensive catalogue of publicly available documents and other resources during 2008–09, as listed by category below. Contact details for each publication area are also listed.

Materials which are available on the department's 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 . Materials available on CDROM 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, twelfth 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)

The Senate

(a brochure about the role and functioning of the Senate)

Your Senate online

(a 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 nonlegislative 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 nonlegislative 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. 1–50

(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)

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, multivolume 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 Multitiered 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)

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)

Parliament NOW 

(current information about the Forty-second Parliament and the operations of the Senate and the House of Representatives)

Parliament of Wizards CD 

(teacher resource that introduces primary school students to the parliament through the world of magic)

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 and diagrams)

Unravelling the parliamentary role-play 

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

Publications providing departmental information

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

Publications on the work and procedures of Senate committees

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 5943 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 3396 fax: 02 6277 3199

Appendix 5—Contact details

Contact details for all areas of the department, as at 30 June 2009, are listed in this appendix. Additional contact details for inquiries related to publications are listed in Appendix 4.

Department of the Senate

Australian Senate	phone:	02 6277 7111
Parliament House	fax:	02 6277 3000
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:	senator.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

Mr Brien Hallett	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 services section (information technology and web)	email: websen@aph.gov.au phone: 02 6277 5773 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: senate.hotline@aph.gov.au phone: 02 6277 3500 fax: 02 6277 3000