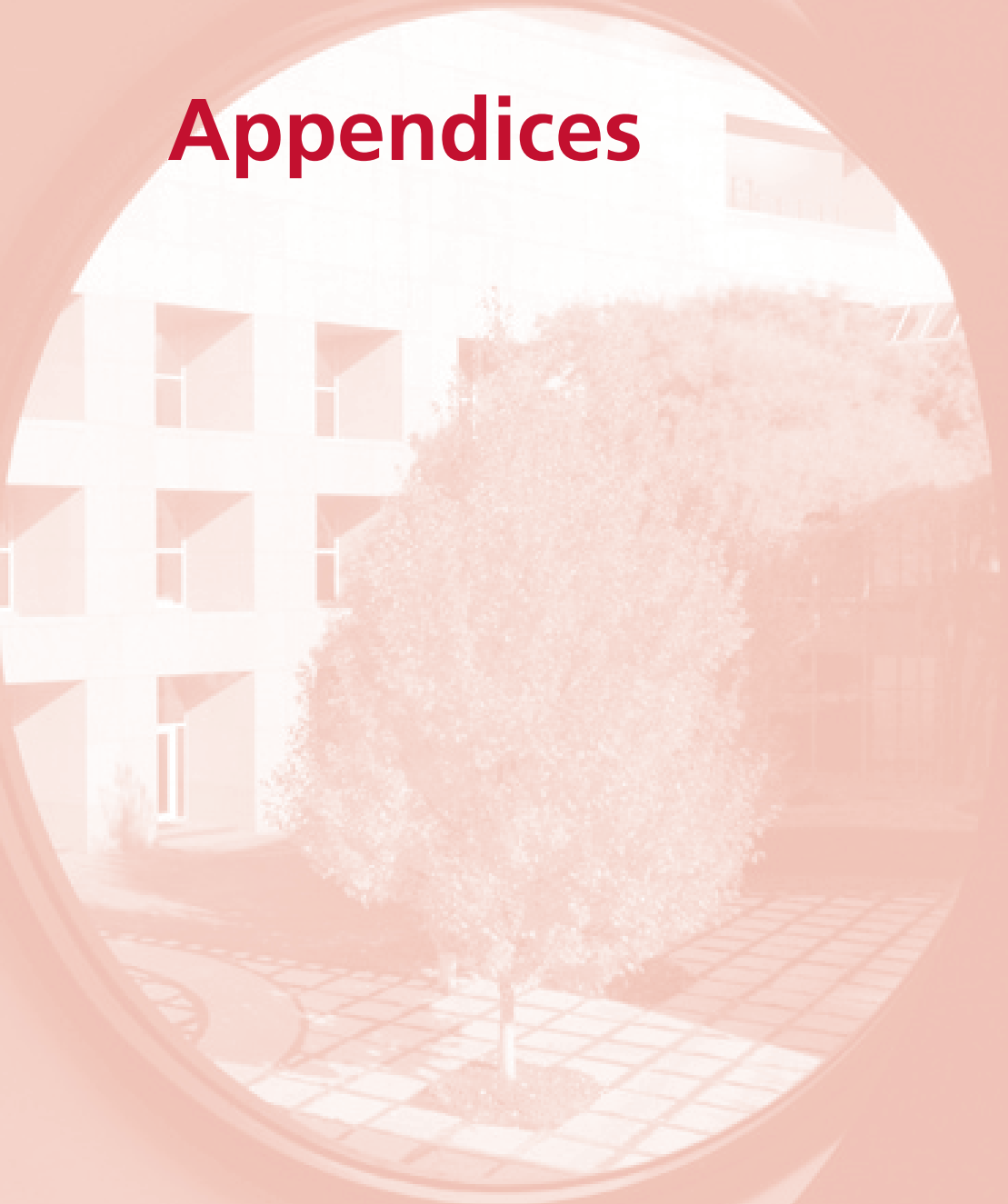# Appendices

Appendix 1—Resources

This section details the department's resources and expenses in 2010–11, as required by the Department of Prime Minister and Cabinet *Requirements for annual report for department, executive agencies and FMA Act bodies*, 8 July 2011.

The tables in this appendix correspond to tables in the department's portfolio budget statements for 2010–11:

- the resources statement, which provides information about the various funding sources on which the department was able to draw during the year
- the expenses and resources for outcome 1 table, which shows the detail of the resourcing for the department's outcome.

Resource statement, 2010–11

	Actual available appropriations for 2010-11 $'000 (a)	Payments made in 2010–11 $'000 (b)	Balance remaining $'000 (a – b)
Ordinary annual services[1]			
Departmental appropriation			
Prior year departmental appropriation	12,009	-	-
Departmental appropriation	20,540	-	-
Section 31 relevant agency receipts	615	-	-
Total	**33,164**	**20,293**	**12,870**
Total ordinary annual services	**33,164**	**20,293**	
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	**33,164**	**20,293**	

[1] Appropriation (Parliamentary Departments) Bill (No.1) 2010–11.

Expenses and resources for outcome 1

Outcome 1: Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties	Budget[1] 2010–11 $'000 (a)	Actual Expenses 2010–11 $'000 (b)	Variation 2010–11 $'000 (a – b))
Program: Department of the Senate			
Clerk's Office	1,073	1,062	11
Table Office	2,717	2,690	27
Procedure Office	6,062	6,001	61
Committee Office	8,374	8,291	83
Black Rod's Office	3,244	3,213	31
Total expenses for Outcome 1	21,470	21,257	213
	2009–10	2010–11	
Average staffing level (number)	159	157	

[1] Full-year budget, including any subsequent adjustment made to the 2010–11 Budget.

Note: This table excludes resources received free of charge as reported in the Financial Statements.

Appendix 2—Staffing

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 2011. Also excluded are those non-ongoing staff employed on a casual or sessional basis who did not work on 30 June 2011.

Staff numbers, by classification, salary range and gender, 30 June 2011

Classification	Salary ($)	Gender		Total
		Male	*Female*	
Clerk of the Senate	360,370	–	1	1
Deputy Clerk of the Senate (SES Band 2)	189,130–199,084	1	–	1
Clerks Assistant and Usher of the Black Rod (SES Band 1)	156,055–163,987	3	2	5
Parliamentary Executive Level 2 (PE 2)	118,136–126,316	15	11	26
Parliamentary Executive Level 1 (PE 1)	94,967–106,375	9	13	22
Parliamentary Service Level 6 (APS 6)	78,578–86,197	11	25	36
Parliamentary Service Level 5 (APS 5)	69,760–74,083	4	2	6
Parliamentary Service Level 4 (APS 4)	62,443–67,072	10	26	36
Parliamentary Service Level 3 (APS 3)	55,677–60,147	11	17	28
Parliamentary Service Level 1/2 (APS 1/2)	43,582–54,554	7	6	13
Total		**71**	**103**	**174**

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

Staff numbers, by classification, participation and employment category, 30 June 2011

Classification	Participation		Category		Total
	Full-time	*Part-time*	*Ongoing*	*Non-ongoing*	
Clerk of the Senate	1	–	1	–	1
SES Band 2	1	–	1	–	1
SES Band 1	5	–	5	–	5
PE 2	24	2	24	2	26
PE 1	16	6	19	3	22
APS 6	27	9	30	6	36
APS 5	6	–	5	1	6
APS 4	30	6	31	5	36
APS 3	23	5	22	6	28
APS 1/2	11	2	9	4	13
Total	**144**	**30**	**147**	**27**	**174**

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

Full-time equivalent staffing levels (staff years), 2009–10 and 2010–11

Program	2009–10	2010–11
Clerk's Office	4	4
Table Office	17	17
Procedure Office	33	33
Committee Office	59	58
Black Rod's Office	46	45
Total	**159**	**157**

Diversity profile, 2009–10 and 2010–11[a]

	2009–10	2010–11
Gender		
Female	109	103
Male	66	71
Self-identified equal employment opportunity (EEO) group		
Aboriginal and Torres Strait Islander	–	–
EEO details not provided	1	1
English not first language spoken	6	4
With disability	–	–

a   As at 30 June in each year.

Appendix 3—Compliance with requirements for government agencies

This appendix provides the department's 2010–11 reports against particular legislated requirements. It also includes a signed statement by the Clerk certifying that the department complies with the Commonwealth Fraud Control Guidelines.

Section 74 of the *Occupational Health and Safety Act 1991*	In 2010–11, within the department there were: • no accidents and one incident that required the giving of notice under section 68 of the Act • no investigations or notices under sections 29, 46 or 47 of the Act. Further information about the Occupational Health and Safety arrangements for the department can be found in the Management and Accountability chapter.
Section 8 of the *Freedom of Information Act 1982*	The department is not subject to the provisions of the *Freedom of Information Act 1982*. 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 in the absence of the protections afforded by the Act. Three requests for information were received during the year. Information was provided in response to one request.
Privacy Act 1988	The department is not subject to most of the provisions of the *Privacy Act 1988*. 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 the department's policy to observe, as far as practicable, the Privacy Principles set out in the Act. One privacy issue was raised with the department during the year concerning a matter outside the department's control.
Section 311A of the *Commonwealth Electoral Act 1918*	In 2010–11, the department paid a total of $278,115 for advertising. Of the total, $250,227 was in relation to Senate and joint committee activities, and the balance was for recruitment and other minor advertising, delivered through Adcorp Australia, the government contractor. No market research, polling, direct mail or creative advertising organisations were engaged during the year.
Section 516A of the *Environment Protection and Biodiversity Conservation Act 1999*	The department is not subject to the provisions of the *Environment Protection and Biodiversity Conservation Act 1999*. Most aspects of the Parliament's, and hence the department's, environmental management, are coordinated by the Department of Parliamentary Services.
Legal Services Directions 2005	In 2010–11, the department expended $15,740 on legal services. This amount does not include $133,053 for the provision of independent legal advice supporting the work of the legislative scrutiny committees. There was no expenditure on counsel during the year. In accordance with the *Legal Services Directions 2005*, the Clerk of the Senate certified to the Office of Legal Services Coordination the department's compliance with certain matters under paragraph 11.2 of the directions.

ANNUAL REPORT 2010–11
FRAUD CONTROL CERTIFICATION

In accordance with section 5.8 of the Commonwealth Fraud Control Guidelines 2011, issued by the Minister for Home Affairs pursuant to Regulation 16A of the Financial Management and Accountability Regulations 1997, I Rosemary Laing, Clerk of the Senate, hereby certify to the President of the Senate that I am satisfied that:

- current fraud risk assessments and fraud control plans have been prepared
- appropriate fraud prevention, detection, investigation, reporting and data collection procedures and processes in place
- all reasonable measures to minimise the incidence of fraud and to investigate and recover the proceeds of fraud have been taken.

Rosemary Laing

14   September 2011

Appendix 4—Public awareness activities and publications

During 2010–11, 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:

- individual parliamentarians and their staff
- departmental staff, other parliamentary officers and staff from a wide range of Australian Public Service departments and agencies
- overseas visitors, including parliamentary delegations
- participants in conferences and seminars, including as part of programs conducted by the Australian National University Parliamentary Studies Centre
- school children and members of the public.

In particular, the Clerk made presentations at the following events:

- 41st Conference of Presiding Officers and Clerks of Australia and the Pacific, 3–9 July 2010
- Australasian Study of Parliament Group Conference, 5–7 August 2010
- Australian National University Centre for International and Public Law, 15th Public Law Weekend, 3–5 September 2010
- PEP UP session 14 – Parliamentary privilege and the Senate Committee of Privileges, 5 November 2010
- Conference marking the 40th anniversary of the Senate committee system, 11–12 November 2010
- Australian Rural Leadership Program, 15 November 2010
- seminar for the diplomatic community, 19 November 2010
- parliamentary privilege and accountability seminar for senior executive officers, Department of Foreign Affairs and Trade, 3 December 2010 and 1 February 2011
- ANZACATT professional development seminar, Adelaide, 27–28 January 2011
- PEP UP session 1 – The role, powers and independence of the Senate, 2 February 2011
- International Symposium: Fundamental to Democracy – Parliamentary Library and Research Services, 4 March 2011

- Inter-Parliamentary Study Program 2011, 17 March 2011
- Australasian Study of Parliament Group, Victorian chapter, "New paradigms and old habits", 6 April 2011
- members of the Victorian Legislative Council, operation of the Senate's legislation and references committees, 7 April 2011
- Rotary Adventures in Citizenship, key note address, 9 May 2011
- 2011 Leadership Ballarat and Western Region Conference, 16 May 2011.

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, 2010–11

Author	Publication	Date
Rosemary Laing	*Secrecy provisions revisited*, proceedings of the 41st Presiding Officers' and Clerks' Conference, Darwin	July 2010
	The good, the bad and the ugly – perceptions of parliament – the conference in summary, Australasian Parliamentary Review, Autumn 2011, Volume 26	August 2010
	Update from the Senate, ANU Centre for International and Public Law, 15th Public Law Weekend	September 2010
	The Senate committee system: historical perspectives, Papers on Parliament, Number 55, Department of the Senate	February 2011
	Review of *The law of politics, elections, parties and money in Australia* by Graeme Orr, *Alternative Law Journal*, Volume 36, No. 2, 2011	June 2011
Richard Pye	*Control of delegated legislation in the Australian Senate, The Table* No. 78	2010

The department maintained and updated an extensive catalogue of publicly available documents and other resources during 2010–11, as listed by category below. Contact details for each publication area are also listed at the end of this appendix.

Materials which are available on the Senate'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 CD are marked with the symbol ⊘.

Publications by subject area

Publications on the work and procedures of the Senate

Annotated Standing Orders of the Australian Senate	📖💻	commentaries on and amendment histories of the Standing Orders
Bills List	📖💻	details of the status of bills before 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, prepared biannually
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, together with outcomes
Journals of the Senate	📖💻	the minutes of chamber proceedings
List of senators	📖💻	senators' contact information, terms of service and state and party representation
Notice Paper	📖💻	the Senate's daily agenda
Odgers' Australian Senate Practice, 12th 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 to Senate Procedure*
Preparing private senators' bills, explanatory memoranda and second reading speeches: A guide for senators	📖	information about preparing bills, 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	📖💻	the most recent consolidated account of the work of the Senate Committee of Privileges
Procedural Information Bulletin	📖💻	a regular digest of events of procedural significance
Questions on Notice Summary and *Status of Questions on Notice*	📖💻	statistical analyses of questions placed on notice by senators for a parliament, updated biannually and fortnightly, respectively
Routine of business	📖💻	a guide to 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 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	📖 💻	the rules and resolutions governing the Senate's proceedings
StatsNet	💻	online statistical databases, including a list of bills that are possible double dissolution triggers and fortnightly updates of questions placed on notice by senators
The Senate	📖	a brochure about the role and functioning of the Senate
Your Senate online	📖	a brochure about online access to information about the Senate

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 Office Estimates Manual	📖	a guide for committee staff on preparing, running and reporting on the estimates process
Committee Office Manual	📖	an up-to-date manual for committee staff outlining committee administrative processes and practices and procedural information
Committee style guide	📖	style guide for the preparation of Senate committee reports
Consolidated Register of Senate Committee Reports 1970–2004 and annual supplements 1970–2010	📖 💻	a register 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 during a sitting week, also prepared as an annual consolidated volume
Disallowance Alert	💻	an up-to-date list of disallowance actions initiated by the Regulations and Ordinances Committee and individual senators, together with outcomes
Estimates at a glance	📖 💻	a daily summary of Senate estimates hearings, including links to webcasts and programs
Guidelines for committee chairs (short and long versions)	📖	a guide to assist senators chairing committees

Guide to committee procedure and practice	📖	an easy-reference guide for committee staff
How to make a submission to a Senate committee inquiry	💻	three information brochures for members of the public with an interest in participating in the work of Senate committees
Notes for the guidance of witnesses appearing before Senate committees	💻	
Procedures to be observed by Senate committees for the protection of witnesses	💻	
Public hearings/meetings	📖 💻	the program of scheduled committee meetings and hearings
RSS feeds	💻	an alert service for new Senate committee inquiries, recently tabled Senate committee reports and public hearings
Scrutiny of Bills Committee Alert Digests	📖 💻	information for senators and the public about concerns raised by the Scrutiny of Bills Committee in relation to bills and Acts
Scrutiny of Bills Committee Reports	📖 💻	the observations and recommendations of the Scrutiny of Bills Committee 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 during a calendar year
Senate Disallowable Instruments List	💻	a list of tabled instruments for which disallowance motions may be moved in the Senate, published for each sitting period
Senators' staff guide to the operation of Senate committees (short and long versions	📖	a guide to assist senators' staff to support the committee work of senators
Work of Committees	📖 💻	a comprehensive summary of committee business, prepared biannually
Parliamentary, constitutional and historical publications		
A Nation at Last—the Story of Federation	📖	the book based on the exhibition of the same name
Australia's Constitution	💻	an online version of the Australian Constitution
Australia's Magna Carta	📖	a booklet which chronicles the story of the Parliament's acquisition of its 1297 Inspeximus copy of Magna Carta
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 business of the early 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	📖	a booklet commemorating the 150th anniversary of the Eureka Stockade rebellion
Papers on Parliament, Nos 1–55	📖 🖥	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 debates that led to the founding 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	📖	copy of the official transcript and other records of the centenary sittings in Melbourne
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 history of the Legal and Constitutional Affairs Committee
The Biographical Dictionary of the Australian Senate	📖	an ongoing, multi-volume reference work on Australia's senators, volume 1 covering 1901–1929, volume 2 covering 1929–1962, volume 3 covering 1962–1983 and volume 4 forthcoming
The President of the Senate	📖	an illustrated guide to the role and work of the President
Parliamentary Education Office publications		
Assignment Assistant	🖥	a website for students to obtain assistance and guidance to resources about parliament
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 the Australian and United States federal legislatures	🖥	a brief comparison of the political systems of Australia and the United States
Closer Look—A multi-tiered system: governing Australia	🖥	an explanation, with examples, of Australia's system of government

Closer Look—A short history of parliament	🖥	a description of the origins and development of parliament
Closer Look—Australia's Parliament House	🖥	a brief history of the building used by parliament
Closer Look—The Australian Constitution	🖥	information about the Australian Constitution, its history and significance
Closer Look—The First Parliament of Australia: the ceremony	🖥	information about the opening ceremony of the first Parliament
Fact sheet series	🖥	57 fact sheets covering many aspects of the role and functions of parliament
FAQ database	🖥	answers to over 200 questions about parliament
Get Parliament	📖	a project book about the history, role and work of parliament, for upper primary and lower secondary teachers and students
Get Parliament worksheets	🖥	a series of practical worksheets to help teachers and students unpack information contained in the Get Parliament publication
Hands-on lesson plans	🖥	12 lesson plans about parliamentary topics for teachers of middle to upper secondary students
Kidsview	🖥 🔗	interactive games and activities about parliamentary topics for students and teachers
Parliament in pictures	📖	ten posters and a classroom guide introducing teachers and students to parliament
Parliamentary glossary	🖥	a list of parliamentary terms and definitions
Parliament NOW	🖥	information about the 43rd Parliament and the operations of the Senate and the House of Representatives
Parliament of Wizards CD	🔗	teacher resource that introduces primary school students to parliament through the world of magic
poster of the Senate Chamber	📖	A2-sized colour poster of the Senate chamber
poster of the House of Representatives Chamber	📖	A2-sized colour poster of the House of Representatives 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 5838
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

This appendix lists contact details for all areas of the department. More specific contact details for inquiring about publications are listed in appendix 4.

Department of the Senate

Parliament House	phone:	02 6277 7111
Canberra ACT 2600	fax:	02 6277 3000
	web address:	http://www.aph.gov.au/Senate/dept/index.htm

Office-holders and senior officers of the Senate

President's Office	
President of the Senate	
Senator the Hon. 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 Hon. 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	email: clerk.sen@aph.gov.au
Rosemary Laing	phone: 02 6277 3350 fax: 02 6277 3199
Deputy Clerk of the Senate	email: depclerk.sen@aph.gov.au
Richard Pye	phone: 02 6277 3360 fax: 02 6277 3199
Table Office	
Clerk Assistant (Table)	email: ca.table.sen@aph.gov.au
Maureen Weeks	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
Bronwyn Notzon	phone: 02 6277 3380 fax: 02 6277 3289
Committee Office	
Clerk Assistant (Committees)	email: ca.committees.sen@aph.gov.au
Chris Reid	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
Brien Hallett	phone: 02 6277 3398 fax: 02 6277 3199

*   Ceased as Deputy President and as a senator on 30 June 2011.

Other contacts

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 publishing)	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 (general inquiries) phone: 02 6277 3508 (school visits) 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