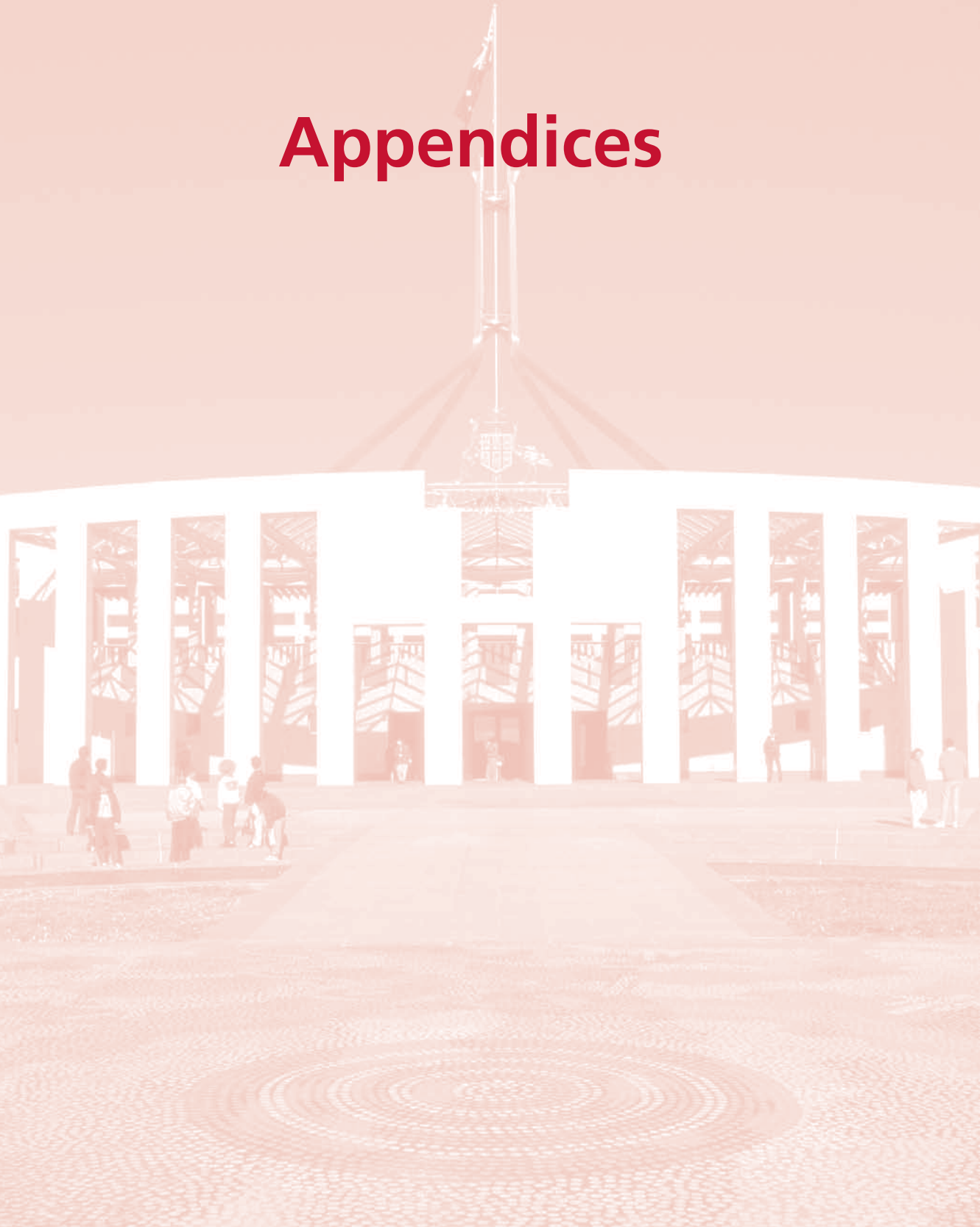


Appendices



Appendix 1—Resources

This section details the department's resources and expenses in 2009–10, as required by the Department of the Prime Minister and Cabinet *Requirements for annual reports for departments, executive agencies and FMA Act bodies*, June 2010.

The tables in this appendix correspond to tables in the department's portfolio budget statements for 2009–10:

- the resource statement, which provides information about the various funding sources that the department was able to draw upon 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, 2009–10

	Actual available appropriation for 2009–10 \$'000 (a)	Payments made in 2009–10 \$'000 (b)	Balance remaining \$'000 (a – b)
Ordinary annual services¹			
Departmental appropriation			
Prior year departmental appropriation	11,256		
Departmental appropriation	20,482		
Section 31 relevant agency receipts	709		
Total	32,447	21,630	10,816
Total ordinary annual services	32,447	21,630	
Other services			
Total other services	—	—	
Special Accounts			
Opening balance	—		
Appropriation receipts	—		
Appropriation receipts—other agencies	—		
Non-appropriation receipts to Special Accounts	5		
Payments made		5	
Closing balance			—
Total resourcing and payments	32,452	21,635	

1 Appropriation (Parliamentary Departments) Bill (No. 1) 2009–10.

Expenses and resources for outcome 1

	Budget ¹ 2009–10 \$'000 (a)	Actual expenses 2009–10 \$'000 (b)	Variation \$'000 (a – b)
Outcome 1: Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties			
Program: Other Departmental Departmental Expenses			
Clerk's Office			
Ordinary annual services	1,080	1,072	8
Table Office			
Ordinary annual services	2,448	2,506	-58
Procedure Office			
Ordinary annual services	5,732	5,846	-114
Committee Office			
Ordinary annual services	8,362	8,569	-207
Black Rod's Office			
Ordinary annual services	3,391	3,386	5
Total expenses for outcome 1	21,013	21,379	-366
Average staffing level (number)		159	

1 Full-year budget, including any subsequent adjustment made to the 2009–10 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 2010. Also excluded are those non-ongoing staff employed on a casual or sessional basis who did not work on 30 June 2010.

Staff numbers, by classification, salary range and gender, 30 June 2010

Classification	Salary (\$)	Gender		Total
		Male	Female	
Clerk of the Senate	346,170	–	1	1
Deputy Clerk of the Senate (SES Band 2)	183,621–193,285	1	–	1
Clerks Assistant and Usher of the Black Rod (SES Band 1)	151,510–159,123	4	1	5
Parliamentary Executive Level 2 (PE 2)	114,695–122,637	13	16	29
Parliamentary Executive Level 1 (PE 1)	92,201–103,277	12	11	23
Parliamentary Service Level 6 (APS 6)	76,289–83,686	10	28	38
Parliamentary Service Level 5 (APS 5)	67,728–71,925	2	1	3
Parliamentary Service Level 4 (APS 4)	60,624–65,118	8	24	32
Parliamentary Service Level 3 (APS 3)	54,055–58,395	11	19	30
Parliamentary Service Level 1/2 (APS 1/2)	42,313–52,965	5	8	13
Total		66	109	175

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

Staff numbers, by classification, participation and employment category, 30 June 2010

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	28	1	26	3	29
PE 1	17	6	21	2	23
APS 6	29	9	34	4	38
APS 5	3	–	3	–	3
APS 4	27	5	30	2	32
APS 3	26	4	22	8	30
APS 1/2	13	–	10	3	13
Total	150	25	153	22	175

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

Full-time equivalent staffing levels (staff years), 2008–09 and 2009–10

Program	2008–09	2009–10
Clerk's Office	4	4
Table Office	17	17
Procedure Office	34	33
Committee Office	62	59
Black Rod's Office	46	46
Total	163	159

Diversity profile, 2008–09 and 2009–10^a

	2008–09	2009–10
Gender		
Female	104	109
Male	65	66
Self-identified equal employment opportunity (EEO) group		
Aboriginal and Torres Strait Islander	–	–
EEO details not provided	1	1
English not first language spoken	4	6
With disability	–	–

a As at 30 June in each year.

Appendix 3—Compliance with requirements for government agencies

This appendix provides the department's 2009–10 reports against particular legislated requirements. It also provides 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	<p>In 2009–10, within the department there were:</p> <ul style="list-style-type: none"> no accidents or dangerous occurrences that required the giving of notice under section 68 of the <i>Occupational Health and Safety Act 1991</i> no investigations or notices under sections 29, 46 or 47 of the Act. <p>Further information about the Occupational Health and Safety arrangements for the department can be found in the Management and Accountability chapter.</p>
Section 8 of the Freedom of Information Act 1982	<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>Two requests for information were received during the year and relevant documents were provided.</p>
Privacy Act 1988	<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 the department's 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>
Section 311A of the Commonwealth Electoral Act 1918	<p>In 2009–10, the department paid a total of \$321,544 for advertising. Of the total, \$298,855 was in relation to Senate committee activities, and the balance was for recruitment and other minor advertising, delivered through Adcorp Australia, the government contractor.</p> <p>No market research, polling, direct mail or creative advertising organisations were engaged during the year.</p>
Section 516A of the Environment Protection and Biodiversity Conservation Act 1999	<p>The department is not subject to the provisions of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>. Most aspects of the Parliament's environmental management, and hence the department's environmental management, are coordinated by the Department of Parliamentary Services, and details are provided in that department's annual report.</p>
Legal Services Directions 2005	<p>In 2009–10, the department expended \$74,983.83 on legal services. This amount does not include \$114,417 for the provision of independent legal advice 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 the department's compliance with certain matters under paragraph 11.2 of the directions.</p>



AUSTRALIAN SENATE

CLERK OF THE SENATE

PARLIAMENT HOUSE
CANBERRA A.C.T. 2600
TEL: (02) 6277 3350
FAX: (02) 6277 3199
E-mail: clerk.sen@aph.gov.au

ANNUAL REPORT 2009-10 – 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 Rosemary Laing, 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.

Rosemary Laing

13 August 2010

Appendix 4—Public awareness activities and publications

During 2009–10, 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
- schoolchildren and members of the public.

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

- National Human Rights Consultation Committee meeting, 3 July 2009
- Scrutiny of Bills Conference, 8 July 2009
- Goodwin Village, Canberra, 15 July 2009
- Probus Club of Gungahlin, 3 August 2009
- Australian National Internships Program 2009, 6 August 2009
- launch of *Annotated Standing Orders of the Australian Senate*, 19 August 2009
- launch of the ‘Australia’s Magna Carta’ segment of the ‘Acting Wisely’ exhibition, 14 September 2009
- Australian Government Solicitor Employment Law Forum 2009, 21 October 2009
- launch of *Agenda*, College of Business and Economics, Australian National University, Canberra, 21 October 2009
- Centre for Defence and Strategic Studies, 29 October 2009
- seminar for the diplomatic community, 12 November 2009
- Australian National Internships Program 2010, 26 February 2010
- Inter-Parliamentary Study Program 2010, 1 March 2010
- 2010 Leadership Ballarat and Western Region Conference, 16 March 2010

- ‘Parliamentary Law Making’, University of Canberra, 7 April 2010
- Defence and Industry Study Course, 1 June 2010.




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, 2009–10

Author	Publication	Date
Harry Evans	<i>Parliamentary Scrutiny</i> , paper for the National Human Rights Consultation Committee public hearings 1–3 July 2009	July 2009
	<i>Bill of Rights and Legislative Scrutiny: Two different worlds</i> , paper for the Australia–New Zealand Scrutiny of Legislation Conference, Parliament House, Canberra 6–8 July 2009	July 2009
	<i>Time, Chance and Parliament: Lessons From Forty Years</i> , Senate occasional lecture, Parliament House, Canberra	24 July 2009
	<i>Parliamentary Accountability</i> , paper for the National Institute of Accountants 2009 Government Accounting Summit	October 2009
	<i>Harry Evans: Selected Writings, Papers on Parliament Number 52</i> , Department of the Senate	December 2009
	<i>Time, Chance and Parliament: Lessons From Forty Years, Papers on Parliament Number 53</i> , Department of the Senate	June 2010
	Introduction to <i>The Biographical Dictionary of the Australian Senate</i> , Volume 3	Forthcoming
Rosemary Laing	<i>The impact of equally divided votes on the legislative process</i> , paper for the 40th Presiding Officers’ and Clerks’ Conference, Tarawa, Kiribati	July 2009
	<i>Annotated Standing Orders of the Australian Senate</i> , Department of the Senate	August 2009
	<i>Annotated Standing Orders of the Australian Senate, The Table No. 77</i>	2009
	<i>An introduction to the Annotated Standing Orders of the Australian Senate, Papers on Parliament Number 51</i> , Department of the Senate	August 2009
	<i>How did the existing system of self-regulation emerge?</i> , paper presented to the <i>Ethics and Integrity in Parliament: Emerging perspectives</i> conference of the Parliamentary Studies Centre, Australian National University, Parliament House, Canberra	30 November 2009
	Foreword to <i>Australia’s Magna Carta</i> , Department of the Senate	2010
	Entry on Charles Ronald Maunsell, <i>The Biographical Dictionary of the Australian Senate</i> , Volume 3	Forthcoming




















John Hawkins	<i>Joseph Cook: the reluctant treasurer, Economic Roundup</i> Issue 2, 2009, Australian Treasury	July 2009
	<i>S M Bruce: the businessman as treasurer, Economic Roundup</i> Issue 3, 2009, Australian Treasury	September 2009
	<i>Earle Page: an active treasurer, Economic Roundup</i> Issue 4, 2009, Australian Treasury	December 2009
	<i>Ted Theodore: the proto-Keynesian, Economic Roundup</i> Issue 1, 2010, Australian Treasury	April 2010
	<i>Two global crises: two Senate committees, Papers on</i> <i>Parliament</i> Number 53, Department of the Senate	June 2010































The department maintained and updated an extensive catalogue of publicly available documents and other resources during 2009–10, 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









<i>Annotated Standing Orders of the Australian Senate</i>	 	commentaries on and amendment histories of the Standing Orders
<i>Bills List and Daily Bills Update</i>	 	details of the status of bills before parliament
<i>Brief Guides to Senate Procedure, Nos 1–23</i>	 	practical guides to common practices and procedures
<i>Business of the Senate</i>	 	a comprehensive summary of business, prepared biannually
<i>Chamber support services for senators</i>		a guide to documents and services provided to the chamber
<i>Dynamic Red</i>	 	the daily <i>Order of Business</i> , updated online during each sitting day, together with outcomes
<i>Journals of the Senate</i>	 	the minutes of chamber proceedings
<i>List of senators</i>	 	senators’ contact information, terms of service and state and party representation
<i>Odgers’ Australian Senate Practice, 12th edition and supplements</i>	 	a comprehensive procedural reference work
<i>Order of Business</i>	 	the Senate ‘Red’ or daily program

<i>Pocket Guide to Senate Procedure</i>		a consolidation of the <i>Brief Guides to Senate Procedure</i>
<i>Preparing private senators' bills, explanatory memoranda and second reading speeches: A guide for senators</i>		information about preparing bills, for senators and their support staff, also available on the departmental intranet
<i>Privileges Committee 125th Report—Parliamentary privilege: Precedents, procedures and practice in the Australian Senate 1966–2005</i>	 	the most recent consolidated account of the work of the Senate Committee of Privileges
<i>Procedural Information Bulletin</i>	 	a regular digest of events of procedural significance
<i>Questions on Notice Summary</i>	 	a statistical analysis of questions placed on notice by senators for a parliament, updated biannually
<i>Routine of business</i>	 	a guide to the routine of business for sittings days and the time limits for debate
<i>Senate Briefs, Nos 1–16</i>	 	general introductions to aspects of the Senate, including elections, legislation, parliamentary privilege, the committee system and ministers in the Senate
<i>Senate Daily Summary</i>		a daily digest of Senate business
<i>Senate Notice Paper</i>	 	the Senate's daily agenda
<i>Senate Statistical Summary</i>	 	weekly statistics on Senate business
<i>Senators' Guide to Procedures</i>	 	a practical introduction to the chamber
<i>Senators' Handbook—A guide to services, entitlements and facilities for senators</i>	 	information for senators and their support staff, also available on the departmental intranet
<i>Standing Orders and Other Orders of the Senate</i>	 	the rules and resolutions governing the Senate's proceedings
<i>StatsNet</i>		online statistical databases, including a list of bills that are possible double dissolution triggers and fortnightly updates of questions placed on notice by senators
<i>The Senate</i>		a brochure about the role and functioning of the Senate
<i>Your Senate online</i>		a brochure about online access to information about the Senate
Publications on the work and procedures of Senate committees		
<i>Bills referred to committees</i>		an up-to-date list of bills referred to committees
<i>Business of Committees</i>	 	the Senate 'Committee Red' or daily program
<i>Committee style guide</i>		style guide for the preparation of Senate committee reports

<i>Consolidated Register of Senate Committee Reports</i> 1970–2004 and annual supplements 1970–2010	 	a register of committee reports presented to the Senate since 1970
<i>Delegated Legislation Monitor</i>		information on every disallowable legislative and non-legislative instrument tabled in the Senate during a sitting week, also prepared as an annual consolidated volume
<i>Disallowance Alert</i>		an up-to-date list of disallowance actions initiated by the Regulations and Ordinances Committee and individual senators, together with outcomes
<i>Guide to committee procedure and practice</i>		an easy-reference guide for committee staff
<i>How to make a submission to a Senate committee inquiry</i>		three information brochures for members of the public with an interest in participating in the work of Senate committees
<i>Notes for the guidance of witnesses appearing before Senate committees</i>		
<i>Procedures to be observed by Senate committees for the protection of witnesses</i>		
<i>Public hearings/meetings</i>	 	a program of scheduled meetings
RSS feeds		an alert service for new Senate committee inquiries, recently tabled Senate committee reports and public hearings
<i>Scrutiny of Bills Committee Alert Digests</i>	 	information for senators and the public about concerns raised by the Scrutiny of Bills Committee in relation to bills and Acts
<i>Scrutiny of Bills Committee Reports</i>	 	the observations and recommendations of the Scrutiny of Bills Committee in relation to bills and Acts
<i>Scrutiny of Disallowable Instruments</i>		a list of disallowable legislative and non-legislative instruments about which the Regulations and Ordinances Committee has raised concerns during a calendar year
<i>Senate Disallowable Instruments List</i>		a list of tabled instruments for which disallowance motions may be moved in the Senate, published for each sitting period
<i>Work of Committees</i>	 	a comprehensive summary of committee business, prepared biannually
Parliamentary, constitutional and historical publications		
<i>1903–2003: One Hundred Years of Women's Suffrage in Australia</i>		a poster commemorating the 100th anniversary of the first federal election at which women in all Australian states were entitled to vote

<i>A Nation at Last—the Story of Federation</i>		the book based on the exhibition of the same name
<i>Australia's Constitution</i>		an online version of the Australian Constitution
<i>Australia's Magna Carta</i>		a booklet which chronicles the story of the Parliament's acquisition of its 1297 Inspecimus copy of Magna Carta
<i>Australia's Parliament</i>		a visitor guide, available in English and multilingual editions
<i>Business of the Senate 1901–1910</i> (two volumes)		commemorative issues relating to the business of the early parliaments
<i>Can Responsible Government Survive in Australia?</i> David Hamer, revised edition, 2004	 	a comparative study of the powers and procedures of 20 Commonwealth legislatures, by a former senator and member
<i>Eureka and the Prerogative of the People</i> , John Molony, 2004		a booklet commemorating the 150th anniversary of the Eureka Stockade rebellion
<i>Papers on Parliament</i> , Nos 1–53	 	the department's journal, which publishes the texts of occasional lectures and other essays
<i>Platypus and Parliament: The Australian Senate in Theory and Practice</i> , Stanley Bach, 2003	 	a comprehensive analysis of the Senate by a former Senate Fellow
<i>Records of the Australasian Federal Conventions of the 1890s</i>		the complete transcripts of the debates that led to the founding of the nation
<i>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</i>		copy of the official transcript and other records of the centenary sittings in Melbourne
<i>Senate Legislative and General Purpose Standing Committees—The First 20 Years, 1970–1990</i>		a general history of the Senate's committee system
Senate Standing Committee on Legal and Constitutional Affairs— <i>The Twentieth Anniversary of the Committee</i> , 1991		a history of the Legal and Constitutional Affairs Committee
<i>The Biographical Dictionary of the Australian Senate</i>		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
<i>The President of the Senate</i>		an illustrated guide to the role and work of the President
Parliamentary Education Office publications		
<i>Assignment Assistant</i>		a guide for students to resources about parliament

<i>Australia's Constitution</i>		a pocket-sized edition of the Australian Constitution
<i>Australia's Constitution CD</i>		a double-CD edition of the Australian Constitution, for people with a vision or print disability
<i>Closer Look—A Comparison of the Australian and United States Federal Legislatures</i>		a brief comparison of the political systems of Australia and the United States
<i>Closer Look—A Multi-tiered System: governing Australia</i>		an explanation, with examples, of Australia's system of government
<i>Closer Look—A Short History of Parliament</i>		a description of the origins and development of parliament
<i>Closer Look—Australia's Parliament House</i>		a brief history of the building used by parliament
<i>Closer Look—The Australian Constitution</i>		information about the Australian Constitution, its history and significance
<i>Closer Look—The First Parliament of Australia: the ceremony</i>		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
<i>Get Parliament</i>		a project book about the history, role and work of parliament, for upper primary and lower secondary teachers and students
<i>Hands-on Lesson Plans</i>		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
<i>Parliament in Pictures</i>		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 42nd 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
<i>Unravelling the parliamentary role-play</i>		activities and instructions for using parliamentary role-play in the classroom
Publications providing departmental information		
<i>Annual report of the Department of the Senate</i>	 	
<i>Corporate plan</i>	 	
<i>Portfolio budget statements</i>	 	

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 Canberra ACT 2600	phone: 02 6277 7111 fax: 02 6277 3000 web address: http://www.aph.gov.au/Senate/dept/index.htm
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Office-holders and senior officers of the Senate

President's Office	
<i>President of the Senate</i>	
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
<i>Deputy President of the Senate</i>	
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	
<i>Clerk of the Senate</i>	
Rosemary Laing	email: clerk.sen@aph.gov.au phone: 02 6277 3350 fax: 02 6277 3199
<i>A/g Deputy Clerk of the Senate</i>	
Cleaver Elliott	email: depclerk.sen@aph.gov.au phone: 02 6277 3360 fax: 02 6277 3199
Table Office	
<i>Clerk Assistant (Table)</i>	
Maureen Weeks	email: ca.table.sen@aph.gov.au phone: 02 6277 3020 fax: 02 6277 3098
<i>Inquiries</i>	phone: 02 6277 3010 fax: 02 6277 3448
Procedure Office	
<i>Clerk Assistant (Procedure)</i>	
Richard Pye	email: ca.procedure.sen@aph.gov.au phone: 02 6277 3380 fax: 02 6277 3289
Committee Office	
<i>A/g Clerk Assistant (Committees)</i>	
Chris Reid	email: ca.committees.sen@aph.gov.au phone: 02 6277 3371 fax: 02 6277 3199
<i>Inquiries</i>	phone: 02 6277 3555 fax: 02 6277 3899
Black Rod's Office	
<i>Usher of the Black Rod</i>	
Brien Hallett	email: blackrod.sen@aph.gov.au phone: 02 6277 3398 fax: 02 6277 3199

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