

Appendix 4—Public awareness activities and publications

During 2011–12, 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
- members of the diplomatic community
- overseas visitors, including parliamentary delegations and participants in capacity building programs
- participants in conferences and seminars, including as part of programs conducted by the Australian National University Parliamentary Studies Centre and the Australasian Study of Parliament Group
- school children and members of the public.

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

Papers produced by departmental officers, 2011–12

Author	Publication	Date
Rosemary Laing	<i>A view from the Senate</i> , The impact of minority government on the House of Representatives, seminar, Parliament House	August 2011
Bill Bannear	<i>Curbing the Grand Inquest: legislative v. executive in the United States and Australia</i> , <i>Papers on Parliament</i> , Number 57, Department of the Senate	February 2012

The department maintained and updated an extensive catalogue of publicly available documents and other resources during 2011–12, 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</i>	 	details of the status of bills before parliament
<i>Brief Guides to Senate Procedure, Nos 1–24</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>Notice Paper</i>	 	the Senate's daily agenda
<i>Odgers' Australian Senate Practice, 13th edition</i>	 	a comprehensive procedural reference work, also available as an e-book
<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 and Status of Questions on Notice</i>	 	statistical analyses of questions placed on notice by senators for a parliament, updated biannually and fortnightly, respectively
<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 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
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 Office Estimates Manual</i>		a guide for committee staff on preparing, running and reporting on the estimates process
<i>Committee Office Manual</i>		an up-to-date manual for committee staff outlining committee administrative processes and practices and procedural information
<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 1970–2011	 	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>Estimates at a Glance</i>	 	a daily summary of Senate estimates hearings, including links to webcasts and programs
<i>Guidelines for Committee Chairs (short and long versions)</i>		a guide to assist senators chairing committees, also available on the departmental intranet

<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>		
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
<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>Senators' Staff Guide to the Operation of Senate Committees (short and long versions)</i>		a guide to assist senators' staff to support the committee work of senators, also available on the departmental intranet
<i>Work of Committees</i>	 	a comprehensive summary of committee business, prepared biannually
Parliamentary, constitutional and historical publications		
<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 Inspeximus copy of Magna Carta
<i>Business of the Senate 1901–1910 (two volumes)</i>		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, Nos 1–57</i>	 	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
<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 and other resources		
<i>Assignment Assistant</i>		a website for students to obtain assistance and guidance 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—Parliament versus Congress</i>		a brief comparison of the political systems of Australia and the United States
<i>Closer Look—Governing Australia: Three Levels of Law-making</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—Australian Federation</i>		information about the reasons for federation and how we came to be joined under 'one flag, one destiny'

<i>Despatch Box Education Kit</i>		a complete kit of props, costumes and other resources to engage students in the work of Australia's Parliament
Fact sheet series		57 fact sheets covering many aspects of the role and functions of 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
Get Parliament worksheets		a series of nine practical worksheets to help teachers and students unpack information contained in the Get Parliament publication
<i>Image Library</i>		a collection of over 150 diagrams and photos available for use by teachers and 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
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
<i>Parliamentary Education Office Education Resources Catalogue and Order Form</i>		a brochure providing a brief description of PEO resources and how to order them
Parliamentary glossary		a list of parliamentary terms and definitions
<i>Parliamentary Lesson Plans</i>		12 lesson plans about parliamentary topics for teachers of middle to upper secondary students
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
<i>Quick Answers</i>		answers to 113 questions about parliament
Role-play lesson plans and toolkit		seven role-play lesson plans, each with its own toolkit full of resources for teachers, including scripts, templates and diagrams
<i>Role-play the Parliament: A Teachers' Guide</i>		activities and instructions for using parliamentary role-play in the classroom

Videos		a series of seven short online videos about parliament including: What is Parliament, The Senate and The House of Representatives
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