

Alphabetical index

A

abbreviations and acronyms – 105–106
accommodation services – 20, 59
accountability and management – 65–70
advertising – 50, 70
advice
See oral advice; **See** written advice; **See** Clerk of the Senate, advice; **See** security advice
amendments to legislation – 20, 35, 41–42
Annotated Standing Orders of the Australian Senate – 3
Annual performance statement – 15
Asia-Pacific Parliamentary Forum – 47
asset management – 20
Audit and Evaluation Committee – 31
Audit Committee – 5, 21, 21–22, 26, 29, 60, 65, 66, 67
AusTender – 70
Australian Federal Police – 21, 29, 59
Australian National Audit Office – 22, 66, 67, 84
Australian National Internships Program – 44
Australian National University – 44
Australian public sector
 training programs for – 43
Australian Science Teachers Association’s STEM X Academy – 45

B

bills – 35, 41–43
See also legislation
 private senators’ – 41–42
Biographical Dictionary of the Australian Senate, The – 44
Black Rod’s Office – 10, 18, 20, 57–60
 contact details – 101
broadcast
 captioning – 34
Budget – 5–6

C

ceremonial support services – 9, 18, 57, 59
Chairs’ Committee – 19, 55
chamber support – 34, 41–42, 47, 57–60
Clerk Assistant (Committees) – 19, 51, 55
 contact details – 101
Clerk Assistant (Procedure) – 20, 26, 40
 contact details – 101
Clerk Assistant (Table) – 20, 34
 contact details – 101
Clerk of the Senate – 3–6, 7, 18, 19, 21, 26, 27, 28, 29, 30, 41, 57, 60, 65, 66, 68, 69, 77, 84, 91, 105
 advice – 27
 contact details – 101
 Dr Rosemary Laing – 3–4
clerks at the table – 9, 105
Clerk’s Instructions – 67
Clerk’s Office – 10, 25–31
 contact details – 101
collective agreement
See enterprise agreement
Committee
 Finance and Public Administration
 Legislation – 5
Committee Office – 10, 18, 19, 30, 49–55
 contact details – 101
committee of the whole amendments – 41–42, 105
committees
See also Committees
 committee activity – 4–5, 17, 18, 19, 22, 23, 26, 49, 52–55
 inquiries – 4, 17, 19, 49, 50, 52, 53, 54, 55
 legislative scrutiny – 40, 42–43, 47, 48, 70
 meetings – 18–19, 37, 52
 public hearings – 19, 43, 52
 references to – 4, 19, 53, 54
 report builder – 30, 54
 reports – 5, 19, 30, 53–54
 secretariat costs – 17, 49

- submissions – 19, 50, 52
- support for – 18–19
- webpages – 30
- witnesses – 19, 26, 50, 52

Committees

- Appropriations, Staffing and Security – 5, 21, 37, 58, 67
- Chairs’ – 19, 55
- Finance and Public Administration
- Legislation – 21, 58, 67
- Human Rights, Joint Committee on – 42, 43, 70
- Privileges, Committee of – 28
- Procedure – 28
- Publications, Joint Committee on – 30, 37
- Regulations and Ordinances – 42
- Scrutiny of Bills – 42
- Selection of Bills – 37
- Senators’ Interests, Committee of – 29

Commonwealth Electoral Act 1918 – 70

Commonwealth Fraud Control Framework – 67

Commonwealth Procurement Rules – 69

Constitution

- section 44 – 26
- section 53 – 41

consultants – 70

contracts and contracting

See tenders

corporate governance – 26, 65–70

corporate plan – 4, 9, 17, 22, 65, 68

corporate support services – 57–60

costs of operations – 26, 34, 40, 49, 59

D

delegations – 46–47, 55

delivery services – 20, 59

departmental committees

See also Security Management Board

- Audit Committee – 21–22, 26, 29, 60, 65, 66, 67

- Joint Management Committee – 58

departmental information

- contact details – 101

departmental overview – 7–11

Department of Parliamentary Services (DPS) – 21, 30, 31, 59, 84, 105, 106

Department of the House of Representatives – 30, 44, 46, 47

Deputy Clerk of the Senate – 18, 20, 26, 28, 29, 41, 65, 66, 91, 105

- contact details – 101

Deputy President of the Senate – 6, 55

- contact details – 101

digitisation of documents – 30, 31, 37, 38, 59

dissolution of both houses – 36, 43, 52, 53

document processing and management – 18, 36

- records management – 59

documents tabled or presented – 18, 33, 36, 37

double dissolution – 4

Dynamic Red – 3, 30, 31

E

Education Centre activities – 20, 45

education (public awareness)

See Parliamentary Education Office (PEO)

education (staff)

See training and development

election – 4

See also opening of the 45th Parliament

employees

See staff

employment arrangements – 69

See also human resource management

enterprise agreement – 5–6, 17, 59, 60, 69

estimates hearings – 20, 21, 25, 27, 28, 31, 52, 53, 55, 58, 67

external scrutiny – 67

F

Fair Work Act 2009 – 65

Financial management – 60

financial management information system – 60

financial statements – 75–93

Former Members of Parliament Association (FMPA) – 57

fraud control – 60, 67
Freedom of Information Act 1982 – 67

G

glossary – 105–106
Governor-General – 105

H

Harry Evans Lecture – 44
House of Representatives – 41, 43, 105
human resource management – 59, 66
 recruitment – 9, 70

I

Index to the Papers Presented to Parliament – 36
information and communications technology (ICT) – 21, 29, 31, 38, 58
See also Parliamentary ICT Advisory Board (PICTAB)
interests
 of senators – 29, 46
 online publication of – 29
internal audits – 17, 22, 60, 66, 67
International and Parliamentary Relations Office (IPRO) – 46–47
inter-parliamentary relations – 46, 47
Inter-Parliamentary Union (IPU) – 47, 55

J

Joint Management Committee – 58
Journals of the Senate – 33, 35, 36

L

Laing, Dr Rosemary – 3–4
learning and development – 17, 28, 47, 68
lectures – 20, 43–44
legislation – 35
See also bills
 amendments – 20, 35, 41–42, 105

legislative activity – 35
legislative drafting services – 40, 41–42, 47
legislative instruments – 42–43, 48
legislative scrutiny committees – 40, 42–43, 47, 48, 70

M

management and accountability – 65–70
messages – 35

N

National Youth Science Forum – 45
new Senate – 4
Notice Paper – 30, 33, 35
notices of motion – 36

O

Odgers' Australian Senate Practice – 3, 25, 28
opening of the 45th Parliament – 17, 18, 23, 57, 59
oral advice – 26, 41
Order of Business – 33, 34
See also *Dynamic Red*
organisational structure – 7–8
orientation program for new senators – 3, 17, 20, 43
outcome
 office responsibilities, and – 10
 program structure, and – 9
outreach programs – 20, 45
overviews
 Black Rod's Office – 57–58
 Clerk's Office – 26
 Committee Office – 49–51
 departmental – 7–11
 Procedure Office – 40
 Table Office – 34

P

- Pacific Parliamentary Partnerships Program – 47
- Pacific Women’s Parliamentary Partnerships Project – 47
- Papers on Parliament – 44
- Parliamentary Administration Advisory Group – 11, 58, 65
- Parliamentary Budget Office – 57, 60, 106
- parliamentary delegations
 - See** delegations
- Parliamentary Education Office (PEO) – 20, 30, 40, 44–46, 47, 48, 105
- Parliamentary ICT Advisory Board (PICTAB) – 11, 29
- parliamentary privilege – 26, 29, 105
 - See also** Committees, Privileges
- parliamentary research – 40, 41, 43
- Parliamentary Service Act 1999* – iv, 21, 22, 26, 65, 68, 69
- Parliamentary Service Code of Conduct – 22
- Parliamentary Service Employment Principles – 22
- Parliamentary Service Values – 22
- Parliamentary Skills Centre (PSC) – 46
- ParlWork – 30, 31
- pay
 - See** remuneration
- payroll services – 20, 59
- pecuniary interests
 - See** interests
- PEO
 - See** Parliamentary Education Office (PEO)
- performance
 - analysis – 22–23
 - annual statement – 15
 - assessment – 16
 - delivery – 16
 - outlook
 - Black Rod’s Office – 60
 - Clerk’s Office – 31
 - Committee Office – 55
 - Procedure Office – 47–48
 - Table Office – 38
 - overview – 17–18
 - planned – 16
- petitions – 36
- photographs in the Senate – 28
- planning
 - corporate plan – 9, 17, 22, 65, 68
 - workforce planning – 9
- Pocket Guide to Senate Procedure – 3
- portfolio budget statements – 17, 22, 23, 60, 65, 93, 97
- presentation of documents
 - See** documents tabled or presented
- President of the Senate – 3, 5, 6, 7, 18, 21, 26, 44, 59, 68, 69, 106
 - contact details – 101
- Presiding Officers – 46, 58, 106
- printing services – 59
- private senators’ bills
 - See also** bills; legislation
 - drafting – 20, 41–42, 47
- procedural advice – 4, 9, 17, 18, 19–20, 26, 27, 31, 33, 34, 40, 41, 42, 47, 49, 50, 105
 - See also** oral advice; procedural support
- Procedural Information Bulletin* – 25, 28
- procedural scripts – 18, 34, 41, 42, 106
- procedural support – 34, 41, 47
 - See also** procedural advice
- Procedure Office – 10, 18, 39–48
 - contact details – 101
- procurement – 60, 69
 - See also** tenders
- productivity – 30
 - See also** workloads
- professional development
 - See** training and development
- Program Managers’ Group – 26, 29, 31, 65, 66
- programming and procedural support
 - See** procedural support
- publications – 30, 43, 44, 45
- public awareness activities
 - See also** visits; Parliamentary Education Office (PEO); Senate Public Information Office (SPIO)
- Public Governance, Performance and Accountability Act 2013* – 21, 31, 60, 65, 83
- public hearings – 19, 43, 52

Q

qualification of senators – 26
questions on notice – 36, 41, 54, 106
 estimates – 31, 67, 106

R

Reconciliation Action Plan – 11
records management (administrative records) – 59, 60, 67
records of Senate business – 18, 35
See also document processing and management
Registrar of Senators' Interests – 29
remuneration – 69, 85, 99
reports tabled
See documents tabled or presented
research services
See parliamentary research
risk management – 21–22, 66, 67
Rotary Adventure in Citizenship program – 45

S

salary
See remuneration
schools, programs for
See Parliamentary Education Office (PEO)
scripts
See procedural scripts
scrutiny, external – 67
second reading amendments – 41, 42, 106
security advice – 21, 58, 59
Security Management Board – 11, 58, 65
seminars – 20, 43, 46
Senate Daily Summary – 3, 30
Senate Discovery – 30
Senate Management Advisory Group – 29
Senate Occasional Lecture series – 44
Senate Public Information Office (SPIO) – 3, 26, 30, 31, 54
senators – 4

biographical dictionary – 44
interests – 29, 46
orientation for – 3, 17, 20, 43
support for – 20–21
senators' services – 59
Senior Clerk of Committees – 19, 51
sitting days – 9, 18, 34
SPIO
See Senate Public Information Office (SPIO)
staff – 99–100
See also human resource management; training and development
 full-time equivalent staffing levels – 34, 40, 49, 59, 68
 gender – 99, 100
 numbers and classification – 99–100
 salary range – 99
 superannuation – 69, 85
staffing levels
 Black Rod's Office – 59
 Committee Office – 49
 Procedure Office – 40
 Table Office – 34
standing orders – 3, 28, 55, 105, 106
 23 – 42
 24 – 42
 25(10) – 55
Strategic Plan for Parliamentary Administration – 6
structure
See organisational structure
Studybank scheme – 68

T

tabled papers
See documents tabled or presented
Table Office – 10, 18, 30, 33–38
 contact details – 101
tenders
 AusTender – 70
training and development
See also learning and development framework
 for senators and their staff – 3, 17, 20, 43–44, 48
 for staff – 3, 43
 seminars – 20, 43

U

Usher of the Black Rod – ii, 9, 21, 29, 57, 58, 59, 66, 91

contact details – 101

V

visits – 46

See also public awareness activities

to the Parliamentary Education Office
Education Centre – 45

W

websites

Biographical Dictionary – 44

department intranet (SENNET) – 30

Parliamentary Education Office – 45

ParlWork – 30, 31

Senate – 30, 44

Senate Connect – 28, 30

witnesses – 19, 26, 50, 52

work health and safety – 69

Work Health and Safety Act 2011 – 69

workloads

Clerk's Office – 26

Committee Office – 4, 17, 19, 31, 49, 50,
52–54, 67

of senators – 5, 50

of the Senate – 22

Procedure Office – 42, 48

workplace agreements

See enterprise agreement

written advice – 19–20, 26, 27, 41