



Appendixes

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1 Staffing statistics

This appendix contains summary information on the department's staff.

Location and classification of staff

The figures in the following tables include the sessional staff and parliamentary assistants employed by the department and working as at 30 June. Those staff members are employed to accommodate variations in working patterns during the sittings of the House and are generally not employed when the House is not sitting. Figures corresponding to other non-ongoing staff are also included in the tables.

Staff by location, at 30 June 2014, 2015, 2016 and 2017

Location	2014	2015	2016	2017
Executive	5	5	5	6 ^a
Executive support/project staff	6	7	6	6
Table Office	14 ^b	13	14	12
Chamber Research Office	9	10	10	8
International and Parliamentary Relations Office ^c	–	7	7	7
International and Community Relations Office ^d	10	–	–	–
Committee Office	65	60	58	65
Serjeant-at-Arms' Office	22 ^e	23 ^e	22 ^f	22 ^g
Finance Office	6	6	5	6
Parliamentary and Business Information Services Office	11 ^b	14 ^b	12 ^b	11
People Strategies Office	6	6	8 ^b	10 ^b
Total	154	151	147	153

a. Includes the Clerk Assistant (Procedure), a position that was established in January 2017.

b. Includes one sessional staff member.

c. Established in July 2014.

d. Disbanded in August 2014.

e. Includes 12 sessional staff.

f. Includes 11 sessional staff.

g. Includes 10 sessional staff.

Staff by classification level and gender, at 30 June 2016 and 2017

Classification level	30 June 2016			30 June 2017		
	Male	Female	Total	Male	Female	Total
Senior Executive Service	2	3	5	4	2	6
Executive Band 2	7	10	17	9	14	23
Executive Band 1	21	19	40	26	18	44
Parliamentary Service Level 6	10	16	26	8	17	25
Parliamentary Service Level 5	1	4	5	1	6	7
Parliamentary Service Level 4	7	25	32	5	24	29
Parliamentary Service Level 3	2	6	8	3	5	8
Parliamentary Service Level 2	10	4	14	5	6	11
Total	60	87	147	61	92	153

Ongoing and non-ongoing staff, by classification level, at 30 June 2016 and 2017

Classification level	30 June 2016			30 June 2017		
	Ongoing	Non-ongoing	Total	Ongoing	Non-ongoing	Total
Senior Executive Service	5	–	5	6	–	6
Executive Band 2	17	–	17	22	1	23
Executive Band 1	39	1	40	41	3	44
Parliamentary Service Level 6	26	–	26	24	1	25
Parliamentary Service Level 5	4	1	5	6	1	7
Parliamentary Service Level 4	30	2	32	21	8	29
Parliamentary Service Level 3	7	1	8	6	2	8
Parliamentary Service Level 2	1	13	14	1	10	11
Total	129	18	147	127	26	153

Ongoing and non-ongoing staff, by employment status and gender, at 30 June 2016 and 2017

Employment status	30 June 2016			30 June 2017		
	Female	Male	Total	Female	Male	Total
Ongoing full-time	77	50	127	69	54	123
Ongoing part-time	2	–	2	4	–	4
Non-ongoing full-time	2	1	3	10	2	12
Non-ongoing part-time	6	9	15	9	5	14
Total	87	60	147	92	61	153

Ongoing and non-ongoing Indigenous staff, at 30 June 2016 and 2017

Employment status	30 June 2016	30 June 2017
Ongoing	–	–
Non-ongoing	1	4

Staff by classification and equal employment opportunity group, at 30 June 2017

	Executive ^a	Parliamentary Service Levels 4–6	Parliamentary Service Levels 1–3	Total
Female	34	47	11	92
Male	39	14	8	61
Subtotal	73	61	19	153
Aboriginal and Torres Strait Islander	1	3	–	4
Non-English-speaking background	3	4	5	12
People with disability	1	1	1	3

a. The Executive classification group consists of all Senior Executives, and Executive Band 1 and 2 staff.

Separations

The reasons for staff separating from the department, with comparative figures for 2014–15 and 2015–16, are detailed below.

Separations, 2014–15 to 2016–17

Reason for separation	2014–15	2015–16	2016–17
Transfer/promotion to another Commonwealth agency	3	7	8
Resignation	5	6	7
Retirement	2	5	2
Cessation of non-ongoing employment	17	11	4
Voluntary retrenchment	1	1	1
Total	28	30	22

2 Business of the House and Federation Chamber

This appendix contains summary information on the business of the House and Federation Chamber in 2016–17.

Meetings of the House of Representatives, 2016–17

Events	Spring 2016	Autumn– Winter 2017	Total
Sitting weeks	7	10	17
Sitting days	27	37	64
Hours of sitting ^a			
including suspensions	251	364	615
excluding suspensions	241	330	571
Sittings after midnight	0	1	1
Government bills introduced ^b	99	114	213
Private members' bills introduced ^c	17	18	35
Private members' motions moved	14	11	25
Committee reports presented	36	64	100
Days on which			
the adjournment motion was debated	22	33	55
matters of public importance were discussed	20	29	49
private members' business occurred	6	7	13
Divisions	135	108	243
Closure of question agreed to	35	23	58
Closure of member agreed to	24	14	38
Bills guillotined	0	0	0

a. Hours are rounded to the nearest hour.

b. Includes seven Senate bills.

c. Includes two private senators' bills.

Meetings of the Federation Chamber, 2016–17

Events	Spring 2016	Autumn– Winter 2017	Total
Number of meetings	23	36	59
Hours of meeting (excluding suspensions) ^a	87	150	237
Bills referred	7	6	13
Private members' bills debated	0	0	0
Private members' motions moved	47	60	107
Committee reports presented	0	0	0
Committee and delegation reports referred	7	14	21
Other documents debated	4	6	10
Days on which			
the adjournment motion was debated	6	9	15
grievance debate occurred	6	8	14
private members' business occurred	6	7	13

a. Hours are rounded to the nearest hour.

Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2012–13 to 2016–17

Events	2012–13	2013–14	2014–15	2015–16	2016–17
Government bills introduced (including bills brought from the Senate)	209	175	191	141	213
Initiated in					
the House	206	173	181	136	206
the Senate	3	2	10	5	7
Private members' bills introduced ^a	32	7	12	21	35
Second-reading amendments moved	9	36	22	16	40
Consideration-in-detail amendments moved					
government	701	14	215	60	58
opposition	140	50	62	38	44
non-aligned	82	2	26	21	71
amendments to private members' bills	0	0	0	0	0
Consideration-in-detail amendments passed					
government	701	14	215	60	58
opposition	5	0	4	2	0
non-aligned	22	0	0	0	1
amendments to private members' bills	0	0	0	0	0

a. Includes private senators' bills.

3 Committee activity

This appendix summarises the activities of House and joint committees of the Forty-fifth Parliament in 2016–17.

Committee	Meetings	Inquiries active at 30 June 2017	Reports presented
Agriculture and Water Resources	16	1	1
Appropriations and Administration	3	0	2
Australian Commission for Law Enforcement and Integrity ^a	14	2	0
Broadcasting of Parliamentary Proceedings	0	0	0
Communications and the Arts	9	1	0
Corporations and Financial Services ^a	29	3	1
Economics	26	2	9
Electoral Matters	30	1	3
Employment, Education and Training	12	1	1
Environment and Energy	20	1	1
Foreign Affairs, Defence and Trade	89	6	0
Government Procurement	6	0	1
Health, Aged Care and Sport	25	2	0
Human Rights ^a	25	0	11
Indigenous Affairs	28	1	0
Industry, Innovation, Science and Resources	20	1	0
Infrastructure, Transport and Cities	13	1	1
Intelligence and Security	50	2	9
Law Enforcement ^a	23	5	3
Migration	22	1	0
National Broadband Network ^a	24	1	0
National Capital and External Territories	16	3	0
National Disability Insurance Scheme ^a	18	5	0
Northern Australia	14	1	0
Petitions	18	1	0
Privileges and Members' Interests	11	0	4

Committee	Meetings	Inquiries active at 30 June 2017	Reports presented
Procedure	9	2	0
Public Accounts and Audit	20	7	4
Publications (House)	4	0	10
Publications (Joint)	7	1	0
Public Works	34	7	5
Regional Development and Decentralisation	3	1	0
Selection	13	0	13
Social Policy and Legal Affairs	17	1	0
Tax and Revenue	15	1	1
Trade and Investment Growth	12	0	1
Treaties	26	4	9

a. Joint committees supported by the Department of the Senate.

Note: The House Committee and the Parliamentary Library Committee, which are advisory committees that do not undertake inquiries or present reports, are not included in this table.

4 Committee reports and inquiries

This appendix provides details of inquiries and reports of scrutiny committees and internal committees of the Forty-fifth Parliament in 2016–17.

Scrutiny committees, Forty-fifth Parliament, 2016–17

Committee	Inquiries at 30 June 2017	Reports
Agriculture and Water Resources, Standing Committee on	Inquiry into water use efficiency in Australian agriculture	<i>Safe keeping: inquiry into the biosecurity of Australian honey bees</i> Presented 27 March 2017 PP: 90/2017
Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on ^a	Inquiry into the integrity of Australia's border arrangements Examination of the annual report of the Integrity Commissioner 2015–16	
Communications and the Arts, Standing Committee on	Inquiry into the Australian film and television industry	
Corporations and Financial Services, Joint Committee on ^a	Inquiry into the life insurance industry Inquiry into the oversight of ASIC, the Takeovers Panel and the Corporations Legislation No. 1 of the 45th Parliament Inquiry into whistleblower protections in the corporate, public and not-for-profit sectors	<i>Report on the 2015–16 annual reports of bodies established under the ASIC Act</i> Presented 13 June 2017 PP: 175/2017
Economics, Standing Committee on	Review of the 2016 Reserve Bank of Australia annual report (second report)	<i>Review of the Reserve Bank of Australia annual report 2015 (second report)</i> Presented 7 November 2016 PP: 310/2016 <i>Review of the Australian Prudential Regulation Authority annual report 2015 (second report)</i> Presented 21 November 2016 PP: 411/2016

Committee	Inquiries at 30 June 2017	Reports
Economics, Standing Committee on (continued)		<p><i>Review of the Australian Competition and Consumer Commission annual report 2015 (second report)</i> Presented 21 November 2016 PP: 412/2016</p> <p><i>Review of the Australian Securities and Investments Commission annual report 2015</i> Presented 21 November 2016 PP: 413/2016</p> <p><i>Review of the four major banks (first report)</i> Presented 24 November 2016 PP: 420/2017</p> <p><i>Report on the inquiry into home ownership</i> Presented 16 December 2017 PP: 32/2017</p> <p><i>Review of the 2016 Reserve Bank of Australia annual report (first report)</i> Presented 30 March 2017 PP: 99/2017</p> <p><i>Review of the four major banks (second report)</i> Presented 21 April 2017 PP: 129/2017</p> <p><i>Report on the inquiry into tax deductibility</i> Presented 15 June 2017 PP: 202/2017</p>
Electoral Matters, Joint Standing Committee on	Inquiry into and report on all aspects of the conduct of the 2016 federal election and matters related thereto	<p><i>First interim report on the inquiry into the conduct of the 2016 federal election: authorisation of voter communication</i> Presented 9 December 2016 PP: 483/2017</p> <p><i>Second interim report on the inquiry into the conduct of the 2016 federal election: foreign donations</i> Presented 10 March 2017 PP: 86/2017</p> <p><i>Third interim report on the inquiry into the conduct of the 2016 federal election: AEC modernisation</i> Presented 21 June 2017 PP: 62/2017</p>
Employment, Education and Training, Standing Committee on	Inquiry into school to work transition	<p><i>Innovation and creativity</i> Presented 19 June 2017 PP: 61/2017</p>
Environment and Energy, Standing Committee on	Inquiry into modernising Australia's electricity grid	<p><i>Inquiry into flying-fox management in the eastern states</i> Presented 27 February 2017 PP: 37/2017</p>

Committee	Inquiries at 30 June 2017	Reports
Foreign Affairs, Defence and Trade, Joint Standing Committee on	<p>Inquiry into Australia's trade and investment relationship with the United Kingdom</p> <p>Inquiry into establishing a Modern Slavery Act in Australia</p> <p>Inquiry into human organ trafficking and organ transplant tourism</p> <p>Inquiry into the benefits and risks of a Bipartisan Australian Defence Agreement, as a basis of planning for, and funding of, Australian Defence capability</p> <p>Inquiry into the status of the human right to freedom of religion or belief</p> <p>Review of the Defence annual report 2015–16</p>	
Government Procurement, Joint Select Committee on		<p><i>Buying into our future: review of amendments to the Commonwealth Procurement Rules</i> Presented 29 June 2017 PP: 239/2017</p>
Health, Aged Care and Sport, Standing Committee on	<p>Inquiry into the hearing health and wellbeing of Australia</p> <p>Inquiry into the use and marketing of electronic cigarettes and personal vaporisers in Australia</p>	
Human Rights, Parliamentary Joint Committee on ^a		<p><i>Report 7 of 2016: Human rights scrutiny report</i> Presented 11 October 2016</p> <p><i>Report 8 of 2016: Human rights scrutiny report</i> Presented 9 November 2016</p> <p><i>Report 9 of 2016: Human rights scrutiny report</i> Presented 22 November 2016</p> <p><i>Report 10 of 2016: Human rights scrutiny report</i> Presented 30 November 2016</p> <p><i>Report 1 of 2017: Human rights scrutiny report</i> Presented 16 February 2017</p> <p><i>Report 2 of 2017: Human rights scrutiny report</i> Presented 21 March 2017</p>

Committee	Inquiries at 30 June 2017	Reports
Human Rights, Parliamentary Joint Committee on ^a (continued)		<p><i>Freedom of speech in Australia</i> Presented 28 February 2017</p> <p><i>Report 3 of 2017: Human rights scrutiny report</i> Presented 28 March 2017</p> <p><i>Report 4 of 2017: Human rights scrutiny report</i> Presented 9 May 2017</p> <p><i>Report 5 of 2017: Human rights scrutiny report</i> Presented 14 June 2017</p> <p><i>Report 6 of 2017: Human rights scrutiny report</i> Presented 20 June 2017</p>
Indigenous Affairs, Standing Committee on	Inquiry into educational opportunities for Aboriginal and Torres Strait Islander students	
Industry, Innovation, Science and Resources, Standing Committee on	Inquiry into the social issues relating to land-based driverless vehicles in Australia	
Infrastructure, Transport and Cities, Standing Committee on	Inquiry into the Australian Government's role in the development of cities	<p><i>Harnessing value, delivering infrastructure: inquiry into the role of transport connectivity on stimulating development and economic activity</i> Presented 6 December 2016 PP: 31/2017</p>
Intelligence and Security, Parliamentary Joint Committee on The committee's scrutiny includes the review of terrorist listings and the administration and expenditure of the Australian intelligence community.	Review of Administration and Expenditure No. 15 (2015–16) Review of ASIO's questioning and detention powers	<p><i>Advisory report on the Criminal Code Amendment (High Risk Terrorist Offenders) Bill 2016</i> Presented 4 November 2016 PP: 314/2016</p> <p><i>Review of the re-listing of six terrorist organisations under the Criminal Code: Abu Sayyaf Group, Al-Qa'ida, Al-Qa'ida the Lands of the Islamic Maghreb, Jabhat al-Nusra, Jamiat ul-Ansar, Jemaah Islamiyah</i> Presented 7 November 2016 PP: 312/2016</p> <p><i>Review of the declaration of Islamic State as a declared terrorist organisation under the Australian Citizenship Act 2007</i> Presented 7 November 2016 PP: 313/2016</p> <p><i>Advisory report on the Criminal Code Amendment (War Crimes) Bill 2016</i> Presented 18 November 2016 PP: 414/2016</p> <p><i>Advisory report on item 28 of the Law Enforcement Legislation Amendment (State Bodies and Other Measures) Bill 2016</i> Presented 18 November 2016 PP: 415/2016</p>

Committee	Inquiries at 30 June 2017	Reports
Intelligence and Security, Parliamentary Joint Committee on (continued)		<p><i>Review of Administration and Expenditure No. 14 (2014–15)</i> Presented 1 March 2017 PP: 42/2017</p> <p><i>Review of the listing and re-listing of four terrorist organisations under the Criminal Code</i> Presented 20 March 2017 PP: 87/2017</p> <p><i>Annual report of committee activities 2015–16</i> Presented 22 May 2017 PP: 149/2017</p> <p><i>Review of the Telecommunications and Other Legislation Amendment Bill 2016</i> Presented 30 June 2017 PP: 240/2017</p>
Law Enforcement, Parliamentary Joint Committee on ^a	<p>Examination of the Australian Crime Commission annual report 2015–16</p> <p>Examination of the Australian Federal Police annual report 2015–16</p> <p>Inquiry into crystal methamphetamine (ice)</p> <p>Inquiry into human trafficking</p> <p>Inquiry into illicit tobacco</p>	<p><i>Inquiry into financial related crime</i> Presented 7 September 2016</p> <p><i>Examination of the Australian Crime Commission annual report 2014–15</i> Presented 25 May 2017 PP: 165/2017</p> <p><i>Examination of the Australian Federal Police annual report 2014–15</i> Presented 25 May 2017 PP: 166/2017</p>
Migration, Joint Standing Committee on	Inquiry into migrant settlement outcomes	
National Broadband Network, Joint Standing Committee on the ^a	Inquiry into the rollout of the National Broadband Network	
National Capital and External Territories, Joint Standing Committee on the	<p>Australia's Antarctic Territory</p> <p>Review of the National Capital Authority: biannual public briefings</p> <p>Strategic importance of the Indian Ocean Territories</p>	

Committee	Inquiries at 30 June 2017	Reports
National Disability Insurance Scheme, Joint Standing Committee on the ^a	<p>General issues around the implementation and performance of the NDIS</p> <p>The provision of services under the NDIS Early Childhood Early Intervention Approach</p> <p>The provision of hearing services under the NDIS</p> <p>The provision of services under the NDIS for people with psychological disabilities related to a mental health condition</p> <p>Transitional arrangements for the NDIS</p>	
Northern Australia, Joint Select Committee on	Inquiry into opportunities and methods for stimulating the tourism industry in Northern Australia	
Public Accounts and Audit, Joint Committee of	<p>Commonwealth performance framework—inquiry based on Auditor-General's reports 6 (2016–17) and 31 (2015–16)</p> <p>Commonwealth procurement—inquiry based on Auditor-General's reports 1, 13 and 16 (2016–17)</p> <p>Inquiry into Defence Major Projects Report</p> <p>Inquiry into defence sustainment expenditure</p> <p>Commonwealth financial statements—inquiry based on Auditor-General's report 33 (2016–17)</p>	<p><i>Report 459: Annual report 2015–16</i> Presented 9 November 2016 PP: 377/2016</p> <p><i>Report 460: Public sector governance—inquiry based on Auditor-General's report 29 (2015–16)</i> Presented 16 February 2017 PP: 39/2017</p> <p><i>Report 461: Commonwealth risk management—inquiry based on Auditor-General's report 18 (2015–16)</i> Presented 10 May 2017 PP: 136/2017</p> <p><i>Report 462: Commonwealth infrastructure spending—inquiry based on Auditor-General's reports 14 (2015–16) and 38 (2016–17)</i> Presented 21 June 2017 PP: 209/2017</p>

Committee	Inquiries at 30 June 2017	Reports
Public Accounts and Audit, Joint Committee of (continued)	<p>Commonwealth grants administration—inquiry based on Auditor-General's reports 25 (2015–16), 4, 12 and 35 (2016–17)</p> <p>Cybersecurity compliance—inquiry based on Auditor-General's report 42 (2016–17)</p>	
<p>Public Works, Parliamentary Standing Committee on</p> <p>The <i>Public Works Committee Act 1969</i> empowers the committee to inquire into and report on all public works that are referred to it. Commonwealth works estimated to cost more than \$15 million must be referred to it.</p>	<p>Australian War Memorial, Treloar E Large Technology Objects Store Project, Mitchell, Australian Capital Territory</p> <p>Explosive Ordnance Logistics Reform Program Project</p> <p>HMAS Cerberus redevelopment, Western Port Bay, Victoria</p> <p>HMAS Moreton Unit Relocation Project, HMAS Moreton, Bulimba, Queensland</p> <p>IP Australia Accommodation Project: building refresh, Discovery House, Woden, Australian Capital Territory</p> <p>JP2008 Phase 5B2 Wideband Satellite Capability—Satellite Ground Station—East Facilities Project</p> <p>Land 155—Enhanced Gap Crossing Capability Facilities Project</p>	<p><i>Report 1/2017: Referrals made October/ November 2016</i> Presented 13 February 2017 PP: 35/2017</p> <p><i>Eightieth annual report</i> Presented 27 March 2017 PP: 93/2017</p> <p><i>Report 3/2017: Referrals made December 2016</i> Presented 29 March 2017 PP: 95/2017</p> <p><i>Report 4/2017: Referrals made December 2016 and February 2017</i> Presented 22 May 2017 PP: 148/2017</p> <p><i>Report 5/2017: Referrals received December 2016, February and March 2017</i> Presented 29 May 2017 PP: 156/2017</p>
Regional Development and Decentralisation, Select Committee on	Inquiry into regional development and decentralisation	

Committee	Inquiries at 30 June 2017	Reports
Social Policy and Legal Affairs, Standing Committee on	Parliamentary inquiry into a better family law system to support and protect those affected by family violence	
Tax and Revenue, Standing Committee on	Inquiry into taxpayer engagement with the tax system	<i>2015–16 annual report of the Australian Taxation Office</i> Presented 30 March 2017
Trade and Investment Growth, Joint Select Committee on		<i>Leveraging our advantages—the trade relationship between Australia and Indonesia</i> Presented 19 June 2017 PP: 204/2017
Treaties, Joint Standing Committee on	Consular functions in Macau—China Defence Supplies and Services—Japan Montreal Protocol Ozone Layer—amendment Singapore Free Trade Agreement—amendment	<p><i>Report 163: Paris agreement</i> Presented 7 November 2016 PP: 311/2016</p> <p><i>Report 164: Air services—Kuwait</i> Presented 23 November 2016 PP: 418/2016</p> <p><i>Report 165: Trans-Pacific Partnership Agreement</i> Presented 30 November 2016 PP: 464/2016</p> <p><i>Report 166: Implementation procedures for airworthiness—USA</i> Presented 23 November 2016 PP: 419/2016</p> <p><i>Report 167: Nuclear cooperation—Ukraine</i> Presented 16 December 2016 PP: 476/2016</p> <p><i>Report 168: Certain maritime arrangements—Timor-Leste</i> Presented 30 March 2017 PP: 96/2017</p> <p><i>Report 169: Future Submarine Program</i> Presented 13 April 2017 PP: 127/2017</p> <p><i>Report 170: Social Security Agreement—NZ</i> Presented 9 May 2017 PP: 128/2017</p> <p><i>Report 171: International Trade in Endangered Species—amendments</i> Presented 19 June 2017</p>

a. Joint committees supported by the Department of the Senate

Internal committees, Forty-fifth Parliament, 2016–17

Committee	Purpose	Reports and inquiries
Appropriations and Administration, Standing Committee on	The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations and Staffing.	<i>Report no. 12: Annual report 2015–16</i> Presented 28 November 2016 <i>Report no. 13: Budget estimates 2017–18 (Department of the House of Representatives)</i> Presented 11 May 2017 PP: 135/2017
Broadcasting of Parliamentary Proceedings, Joint Committee on the	The committee meets when required to consider the general principles applying to the radio broadcasting and, in certain circumstances, the televising of proceedings of parliament by the Australian Broadcasting Corporation.	
House Committee	The committee usually meets with the equivalent Senate committee as the Joint House Committee. It is serviced by the Department of Parliamentary Services.	
Parliamentary Library, Joint Standing Committee on the	The committee usually meets with the equivalent Senate committee as the Joint Library Committee. It is serviced by the Department of Parliamentary Services.	
Petitions, Standing Committee on	The committee receives and processes petitions, and inquires into and reports to the House on any matter relating to petitions and the petitions system. Information on how to go about petitioning the House of Representatives is available at the petitions page on the Parliament of Australia website.	Inquiry into the e-petitioning system of the House of Representatives Petitions Committee
Privileges and Members' Interests, Standing Committee of	The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversee arrangements for the maintenance of the Register of Members' Interests and consider any specific complaints about the registering of interests.	<i>Claim of parliamentary privilege by a member in relation to material seized under a search warrant</i> Presented 28 November 2016 PP: 462/2016 <i>Right of reply for Mr Mercurius Goldstein</i> Presented 24 November 2016 <i>Right of reply for Mr Calum Thwaites</i> Presented 9 February 2017 <i>Report concerning the registration and declaration of members' interests during 2016</i> Presented 9 February 2017 PP: 33/2017

Committee	Purpose	Reports and inquiries
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	Maintenance of the standing orders Inquiry into the provisions relating to disorder in the House of Representatives
Publications, Standing Committee on	The committee presents reports making recommendations relating to the inclusion of papers presented to parliament in the Parliamentary Papers Series.	The committee presented reports, on: <ul style="list-style-type: none"> » 13 October 2016 » 20 October 2016 » 10 November 2016 » 1 December 2016 » 16 February 2017 » 2 March 2017 » 30 March 2017 » 11 May 2017 » 1 June 2017 » 22 June 2017
Publications, Parliamentary Joint Committee on	The committee inquires into matters relating to parliamentary and government publications.	Inquiry into the printing standards for documents presented to parliament
Selection Committee	The committee was established to determine the program of committee and delegation business and private members' business for each sitting Monday and to select bills for referral to committees.	The committee presented reports, on: <ul style="list-style-type: none"> » 14 September 2016 » 12 October 2016 » 19 October 2016 » 9 November 2016 » 23 November 2016 » 8 February 2017 » 15 February 2017 » 1 March 2017 » 22 March 2017 » 10 May 2017 » 24 May 2017 » 14 June 2017 » 22 June 2017

5 Publications

This appendix contains summary information on current Department of the House of Representatives publications.

Type	Title
House of Representatives pages on Parliament of Australia website	<p>www.aph.gov.au/house</p> <p>The site includes members' home pages and home pages for House of Representatives committees and for joint committees administered by the Department of the House of Representatives.</p> <p>Most of the publications listed below are available on the site.</p>
Publications directly related to the work of the House and its committees	<p><i>About the House</i></p> <p>Magazine containing news of the House and its members. Eighteen digital issues were produced during the year.</p>
	<p>Committee Office brochures</p> <ul style="list-style-type: none"> » <i>Appearing at a public hearing: notes to help those appearing as a witness at a parliamentary committee hearing, September 2016</i> » <i>Committee support standards, September 2016</i> » <i>Dealing with parliamentary committees, October 2016</i> » <i>Making a submission: notes to help those intending to make a submission to a parliamentary committee inquiry, September 2016</i>
	<p><i>A House for the nation</i></p> <p>History project including CD-ROM, documentary and study guide on 100 years of Australia's House of Representatives (1901–2001)</p>
	<p><i>House of Representatives facts and figures: Forty-fourth Parliament, fourth edition</i></p> <p>A document produced primarily for use by Parliament House visitors' guides, May 2016</p>
	<p><i>House of Representatives Guide to Procedures, fifth edition</i></p> <p>A concise introduction to the procedures of the House of Representatives, January 2014</p>

Type	Title
Publications directly related to the work of the House and its committees	House of Representatives <i>Infosheet</i> series
	1 <i>Questions</i> , November 2016
	2 <i>A typical sitting day</i> , November 2016
	3 <i>The Speaker</i> , November 2016
	4 <i>Committees</i> , November 2016
	5 <i>Parliamentary privilege</i> , November 2016
	6 <i>Opportunities for private members</i> , November 2016
	7 <i>Making laws</i> , November 2016
	8 <i>Elections for the House of Representatives</i> , November 2016
	9 <i>A new parliament</i> , November 2016
	10 <i>The budget and financial legislation</i> , May 2017
	11 <i>Petitions</i> , November 2016
	12 <i>Finding out about the House</i> , November 2016
	13 <i>The Constitution</i> , November 2016
	14 <i>Making decisions—debate and division</i> , November 2016
	15 <i>The work of a member of parliament</i> , November 2016
	16 <i>The Federation Chamber</i> , November 2016
	17 <i>Citizens' right of reply</i> , November 2016
	18 <i>Double dissolution</i> , November 2016
	19 <i>The House, government and opposition</i> , November 2016
	20 <i>The Australian system of government</i> , November 2016
	21 <i>The Clerk and other officials</i> , November 2016
22 <i>Political parties</i> , November 2016	
	<i>House of Representatives Practice</i>, sixth edition
	The official authority for issues of practice and procedure, 2012
	<i>House Review</i>
	Discussion and analysis of selected features of House of Representatives business, published each sitting week or fortnight
	<i>Images of the House</i>
	A pictorial record of the people and events that shaped the House from 1901 to 2001, June 2002
	<i>Last Week in the House</i>
	An overview of the work of the House each sitting week, including links to the official transcript (Hansard)

Type	Title
Publications directly related to the work of the House and its committees	Members' notes
	1 <i>First speech</i> , August 2016
	2 <i>The registration of members' interests</i> , August 2016
	3 <i>Introduction to the Chamber environment</i> , August 2016
	4 <i>Etiquette in the Chamber</i> , August 2016
	5 <i>House business documents and guidance</i> , August 2016
	6 <i>Motions, debate and voting</i> , August 2016
	7 <i>Bills</i> , August 2016
	8 <i>Raising a matter in the House</i> , August 2016
	9 <i>Private members' motions</i> , August 2016
	10 <i>Private members' bills and amendments</i> , August 2016
	11 <i>Procedural motions</i> , August 2016
	12 <i>Parliamentary privilege</i> , August 2016
13 <i>Presenting a petition</i> , August 2016	
	Members' handbook
	A guide to services and facilities for members of the House of Representatives, 2016
	Procedural Digest
	A record of procedural events in the House of Representatives, published each sitting week or fortnight
	The Speaker of the House of Representatives
	An illustrated history of the office, role and duties of the Speaker, April 2016
	Standing Orders of the House of Representatives
	The permanent rules of procedure, as of 13 September 2016
	Statistical Digest
	A statistical record of the work of the House of Representatives, published each sitting week or fortnight
	Work of the Session
	A periodic summary of the business of the House and its committees, Spring 2016
	Working with parliamentary committees
	» <i>A guide for committee chairs</i> , September 2016
	» <i>A guide for members</i> , September 2016
	» <i>A guide for members' staff</i> , September 2016

Type	Title
Publications of an administrative nature	<p><i>Department of the House of Representatives annual report 2015–16</i> The annual report on the operations of the department, presented to the House pursuant to the <i>Parliamentary Service Act 1999</i></p> <hr/> <p><i>Department of the House of Representatives corporate plan 2016–17</i> <i>Department of the House of Representatives enterprise agreement 2012–15</i> <i>Department of the House of Representatives Portfolio Budget Statements 2017–18</i> <i>Department of the House of Representatives service charter: community service standards, January 2014</i></p>

6 Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2016–17.

Date	Visit	Delegation members
14 September–14 December 2016	Parliamentary delegation to attend the United Nations General Assembly, New York	Senator Cory Bernardi Senator the Hon Lisa Singh
13–19 November 2016	Parliamentary delegation to attend the Pacific Parliamentary Forum, Auckland and Wellington, New Zealand	Ms Susan Lamb MP Mr Andrew Laming MP
15–27 January 2017	Parliamentary delegation to attend the Commonwealth Human Rights Committee Conference, London	Mr Graham Perrett MP Senator Linda Reynolds
14–20 January 2017	Parliamentary delegation to attend the 24th annual meeting of the Asia–Pacific Parliamentary Forum, Sigatoka, Fiji	The Hon Warren Entsch MP <i>Delegation leader</i> Senator Claire Moore Ms Meryl Swanson MP Senator John Williams
28 January–3 February 2017	Parliamentary delegation to the United States by members of the Parliamentary Joint Committee on Intelligence and Security, Washington DC	Mr Michael Sukkar MP <i>Delegation leader</i> Mr Andrew Hastie MP Senator Jenny McAllister
13–20 March 2017	Visit to the United States to represent the Australian Parliament at the Inter-Parliamentary Union's Parliamentary Meeting on the Occasion of the 61st Session of the Commission on the Status of Women, New York	Senator Sue Lines <i>Deputy President of the Senate</i>
1–7 April 2017	Visit to London	Senator the Hon Stephen Parry <i>President of the Senate</i>

26–28 April 2017	Parliamentary delegation by members of the Foreign Affairs and Aid Sub-Committee of the Joint Standing Committee on Foreign Affairs, Defence and Trade to attend the Commonwealth Parliamentary Association's Asia-Pacific Regional Workshop on Modern Slavery, London	Mr Chris Crewther MP <i>Delegation leader</i> Senator Alex Gallacher Senator Malarndirri McCarthy Senator Linda Reynolds
31 May–9 June 2017	Visit to Argentina, Uruguay and Chile	Senator the Hon Stephen Parry <i>President of the Senate</i>
24–30 June 2017	Parliamentary delegation to observe elections in Papua New Guinea	Mr Andrew Laming MP Ms Cathy McGowan MP Senator Claire Moore Senator Linda Reynolds
26–30 June 2017	Parliamentary delegation to China	The Hon Tony Smith MP <i>Speaker of the House of Representatives and delegation leader</i> Mr David Coleman MP Mr Luke Gosling MP The Hon Stuart Robert MP Senator Dean Smith Senator Murray Watt
26 June–12 July 2017	Parliamentary delegation to Germany and the United States by members of the House of Representatives Standing Committee on the Environment and Energy	Mr Andrew Broad MP <i>Delegation leader</i> Mr Pat Conroy MP <i>Deputy delegation leader</i> Mr Craig Kelly MP Ms Anne Stanley MP

7 Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2016–17.

Date	Delegation	Country represented
5–8 October 2016	Parliamentary delegations to attend the Second MIKTA (Mexico, Indonesia, Republic of Korea, Turkey and Australia) Speakers' Consultation	Indonesia, Mexico, Republic of Korea, Turkey
15–23 November 2016	Parliamentary delegation from ASEAN countries	Cambodia, Laos, Malaysia, Singapore, Thailand, Vietnam
26 February–3 March 2017	Visit to Australia by the Rt Hon David Carter MP, Speaker of the House of Representatives of the Parliament of New Zealand	New Zealand
19–24 March 2017	Visit to Australia by Ms Gabriela Michetti, Vice President of the Argentine Republic and President of the Argentine Senate	Argentina
19–22 March 2017	Parliamentary delegation from the Commonwealth Parliamentary Association UK Branch	United Kingdom
27–31 March 2017	Parliamentary delegation from the Justice and Electoral Committee of the Parliament of New Zealand	New Zealand
27–30 March 2017	Visit to Australia by Madam Halimah Yacob, Speaker of the Parliament of Singapore	Singapore

8 Other incoming parliamentary delegations

This appendix contains summary information on other incoming parliamentary delegations in 2016–17.

Date	Delegation	Country represented
12 September 2016	Visit to the parliament by members of the Chinese People's Political Consultative Conference	China
13 September 2016	Visit to the parliament by the Australian Political Exchange Council, 20th Delegation from Vietnam	Vietnam
11 October 2016	Visit to the parliament by Ms Ingrid Fischbach MP, State Parliamentary Secretary to the Federal Minister of Health	Germany
11 October 2016	Visit to the parliament by the Australian Political Exchange Council, 10th Delegation from the Philippines	Philippines
12 October 2016	Visit to the parliament by Mr Tshering Tobgay, Prime Minister of Bhutan	Bhutan
12 October 2016	Visit to the parliament by the Hon Dinendra Ruwan Wijewardene MP, Sri Lankan State Minister of Defence	Sri Lanka
13–15 October 2016	Visit to Melbourne by HE Professor Dr Norbert Lammert	Germany
4 November 2016	Visit to the parliament by members of the Jiangsu Provincial People's Congress	China
8 November 2016	Visit to the parliament by members of the Committee of Sports of the Chamber of Deputies of Brazil	Brazil
8 November 2016	Visit to the parliament by Mr Francisco Guterres, President of Timor-Leste's Fretilin Party	Timor-Leste
9 November 2016	Visit to the parliament by the Australian Political Exchange Council, 24th Delegation from China	China
21 November 2016	Visit to the parliament by the Australian Political Exchange Council, 11th Delegation from New Zealand	New Zealand
23 November 2016	Visit to the parliament by members of the Cambodian Senate	Cambodia

Date	Delegation	Country represented
28 November 2016	Visit to the parliament by members of the Vietnam National Assembly Committee of People's Aspiration	Vietnam
15 February 2017	Visit to the parliament by members of the French House of Representatives Committee on Defence	France
28 February 2017	Visit to the parliament by HE Dr Sonexay Siphandone, Deputy Prime Minister of the Lao People's Democratic Republic	Laos
21 March 2017	Visit to the parliament by the Australian Political Exchange Council, 33rd Delegation from the United States	United States
28 March 2017	Visit to the parliament by the Pacific Island Electoral Management Body representatives from Kiribati and the Australian Electoral Commission	Kiribati
29 March 2017	Visit to the parliament by members of the Committee of Land-Use Planning and Sustainable Development of the French Senate	France
2 May 2017	Visit to the parliament by Mr Witold Waszczykowski, Polish Minister of Foreign Affairs	Poland
10 May 2017	Visit to the parliament by the Union Election Commission of Myanmar and the Australian Electoral Commission	Myanmar
22 May 2017	Visit to the parliament by the Hon Korn Chatikavanij MP, Deputy Leader of the Thai Democrat Party	Thailand
23 May 2017	Visit to the parliament by the Australian Political Exchange Council, 21st Delegation from Vietnam	Vietnam
24 May 2017	Visit to the parliament by members of the Internal and Judicial Affairs Committee of the National People's Congress of the People's Republic of China	China
13–14 June 2017	Visit to the parliament by the Hon John Ajaka MLC, President of the Legislative Council, Parliament of New South Wales	Australia
20 June 2017	Visit to the parliament by the Australian Political Exchange Council, 11th Delegation from the Philippines	Philippines
22 June 2017	Visit to the parliament by a delegation of young parliamentarians from India	India

9 Parliamentary capacity-building activities

This appendix contains summary information on parliamentary capacity-building activities supported by the department in 2016–17.

Date	Program and activity	Country or legislature represented
30 June–5 July 2016	<p>Pacific Parliamentary Partnerships Fund</p> <p>The Deputy Clerk of the Cook Islands Parliament attended the ANZACATT Parliamentary Law, Practice and Procedure Course with assistance from the fund</p>	Cook Islands
3 July 2016	<p>Pacific Parliamentary Partnerships Fund</p> <p>One table computer was supplied</p>	Niue
3–9 July 2016	<p>Fiji Parliamentary Support Program</p> <p>The manager of civics education and media and a senior education officer from the Fiji Parliament undertook attachments to the Victorian Parliament</p>	Fiji
9–16 July 2016	<p>Fiji Parliamentary Support Program</p> <p>The manager of the Procedure Office of the Victorian Parliament supported the Fiji Parliament</p>	Fiji
16–23 July 2016	<p>Fiji Parliamentary Support Program</p> <p>The manager of the Hansard Office of the Victorian Parliament supported the Fiji Parliament</p>	Fiji
28 August–3 September 2016	<p>Fiji Parliamentary Support Program</p> <p>A senior education officer from the Fiji Parliament undertook an attachment to the Victorian Parliament</p>	Fiji
11–14 September 2016	<p>Fiji Parliamentary Support Program</p> <p>A parliamentary educator from the Victorian Parliament and an officer from the Victorian Department of Education supported the Fiji Parliament</p>	Fiji
12–24 September 2016	<p>Fiji Parliamentary Support Program</p> <p>Corporate services staff from the Fiji Parliament undertook attachments at the Australian and Victorian parliaments</p>	Fiji

Date	Program and activity	Country or legislature represented
12–24 September 2016	<p>Pacific Women's Parliamentary Partnerships Project</p> <p>A newly elected Tongan woman MP visited the South Australian Parliament</p>	Tonga
24 September–1 October 2016	<p>Australia–Samoa Parliamentary Partnerships Seminar Series</p> <p>Seminar 1 for members and staff of the Samoan Legislative Assembly was delivered by a former Speaker and senior officers from the department and a professor from the University of Tasmania</p>	Samoa
30 October–26 November 2016	<p>Pacific Women's Parliamentary Partnerships Project</p> <p>Research scholars from the Fiji and Samoan parliaments were attached to the Australian Parliamentary Library for three weeks and then spent one week with their twinned parliaments</p>	Fiji and Samoa
15–17 November 2016	<p>Pacific Women's Parliamentary Partnerships Project</p> <p>A workshop was held for facilitators for the 'Outrigger' gender equality learning program</p>	Autonomous Region of Bougainville (Papua New Guinea), Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Marshall Islands, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu
28 November 2016	<p>Study visit programs</p> <p>Government officials from Kenya visited the Australian Parliament to learn about integrity systems</p>	Kenya
30 November–1 December 2016	<p>Fiji Parliamentary Support Program</p> <p>The Clerk and Government Whip from the Victorian Parliament and a former federal Opposition Whip facilitated a workshop for parliamentary whips from Fiji</p>	Fiji
3–17 December 2016	<p>Fiji Parliamentary Support Program</p> <p>A human resources officer from the Victorian Parliament supported the Fiji Parliament</p>	Fiji
4–9 March 2017	<p>Fiji Parliamentary Support Program</p> <p>A former Clerk of the Legislative Council of Victoria supported the Fiji Parliament</p>	Fiji

Date	Program and activity	Country or legislature represented
13–22 March 2017	<p>Inter-Parliamentary Study Program</p> <p>A study program for senior parliamentary officers from seven countries was held at the Australian Parliament looking at parliamentary procedure and administration and the Australian political system</p>	China, Fiji, Hong Kong, Kiribati, Sri Lanka, Switzerland, Vanuatu
24–27 April 2017	<p>Australia–Samoa Parliamentary Partnerships Seminar Series</p> <p>Seminar 2 for members and staff of the Samoan Legislative Assembly was delivered by a former Speaker and senior officers from the department</p>	Samoa
26–28 April 2017	<p>Fiji Parliamentary Support Program</p> <p>The librarian of the Fiji Parliament attended a conference of the Association of Parliamentary Librarians of Asia and the Pacific in Seoul, Korea</p>	Fiji

10 Entity resource statement

Entity resource statement, 2016–17

	Actual available appropriations for 2016–17 \$'000	Payments made 2016–17 \$'000	Balance remaining 2016–17 \$'000
	(A)	(B)	(A)–(B)
Departmental^a			
Annual appropriation	45,426	28,047	17,379
Total	45,426	28,047	17,379
Administered expenses^b			
Outcome 1	322	298	24
Total	322	298	24
Total available annual appropriations	A 45,748	28,345	17,403
Special accounts			
Opening balance	2,560		
Appropriation receipts ^c	51		
Payments made ^d		2,611	
Total special accounts	B 2,611	2,611	–
Total resourcing and payments for the Department of the House of Representatives	43,137	25,734	

a. *Appropriation (Parliamentary Departments) Act (No. 1) 2016–17*, prior year departmental appropriation and section 74 retained revenue receipts.

Includes an amount of \$0.642 million in 2016–17 for the departmental capital budget. For accounting purposes, this amount has been designated as contributions by owners. Also includes an amount of \$0.051 million that has been credited to the Inter-parliamentary Relations Special Account for interest equivalency payments.

Excludes \$0.080m subject to administrative quarantine by Finance or withheld under section 51 of the *Public Governance, Performance and Accountability Act 2013*.

b. *Appropriation (Parliamentary Departments) Act (No. 1) 2016–17*.

c. Appropriation receipts from departmental appropriation for 2016–17 included above.

d. The special account became subject to sunset provisions during the reporting period. The balance was drawn down and deposited into the Official Inter-parliamentary Relations bank account pending release of a new delegation from the Finance Minister.

Third-party drawdowns from and on behalf of other entities

	\$'000
Payments made on behalf of the Department of Finance (disclosed in the respective entity's resource statement)	7,890
Payments made on behalf of the Australian Public Service Commission (disclosed in the respective entity's resource statement)	39,641

11 Contact directory

This appendix contains the current contact details of House of Representatives office holders and the department's senior executive officers.

Speaker of the House of Representatives, the Hon Tony Smith MP	Parliament House	Phone (02) 6277 4000
	Electorate office	Phone (03) 9727 0799
	Email tony.smith.mp@aph.gov.au	
Deputy Speaker, the Hon Mark Coulton MP	Parliament House	Phone (02) 6277 4607
	Electorate office	Phone (02) 6882 0999
	Email mark.coulton.mp@aph.gov.au	
Second Deputy Speaker, Mr Rob Mitchell MP	Parliament House	Phone (02) 6277 4117
	Electorate office	Phone (03) 9333 0440
	Email rob.mitchell.mp@aph.gov.au	
Clerk of the House, Mr David Elder	Phone (02) 6277 4111	
	Email clerk.reps@aph.gov.au	
Deputy Clerk, Ms Claressa Surtees	Phone (02) 6277 4222	
	Email depclerk.reps@aph.gov.au	
Clerk Assistant (Table), Mr Peter Banson	Phone (02) 6277 4777	
	Email peter.banson.reps@aph.gov.au	
Clerk Assistant (Procedure), Ms Catherine Cornish	Phone (02) 6277 4396	
	Email catherine.cornish.reps@aph.gov.au	
Clerk Assistant (Committees), Ms Bronwyn Glenn	Phone (02) 6277 4399	
	Email bronwyn.glenn.reps@aph.gov.au	
Serjeant-at-Arms, Mr James Catchpole	Phone (02) 6277 4444	
	Email james.catchpole.reps@aph.gov.au	
Departmental addresses	Post Department of the House of Representatives PO Box 6021, Parliament House, Canberra ACT 2600	
	Internet www.aph.gov.au/house	

12 List of requirements

Description	Requirement	Page
Letter of transmittal		
A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the PGPA Act and any enabling legislation that specifies additional requirements in relation to the annual report	Mandatory	iii
Aids to access		
Table of contents	Mandatory	v
Alphabetical index	Mandatory	164–171
Glossary of abbreviations and acronyms	Mandatory	163
List of requirements	Mandatory	157–62
Details of contact officer	Mandatory	ii
Entity's website address	Mandatory	ii
Electronic address of report	Mandatory	ii
Review by accountable authority		
A review by the accountable authority of the entity	Mandatory	2–4
Overview of the entity		
A description of the role and functions of the entity	Mandatory	5
A description of the organisational structure of the entity	Mandatory	5–7
A description of the outcomes and programs administered by the entity	Mandatory	7–8
A description of the purposes of the entity as included in corporate plan	Mandatory	5
An outline of the structure of the portfolio of the entity	Portfolio departments—mandatory	Not applicable
Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change	If applicable, mandatory	Not applicable

Description	Requirement	Page
Report on the performance of the entity		
Annual performance statements		
Annual performance statement in accordance with section 39(1)(b) of the PGPA Act and section 16F of the PGPA Rule	Mandatory	12–26
Report on financial performance		
A discussion and analysis of the entity's financial performance	Mandatory	9–10
A table summarising the total resources and total payments of the entity	Mandatory	155
If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results	If applicable, mandatory	Not applicable
Management and accountability		
Corporate governance		
Information on compliance with section 10 of the PGPA Rule (fraud systems)	Mandatory	74
A certification by the accountable authority that fraud risk assessments and fraud control plans have been prepared	Mandatory	iii
A certification by the accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place	Mandatory	iii
A certification by the accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity	Mandatory	iii
An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance	Mandatory	68–75
A statement of significant issues reported to minister under section 19(1)(e) of the PGPA Act that relate to non-compliance with the finance law and action taken to remedy non-compliance	If applicable, mandatory	Not applicable—see page 74

Description	Requirement	Page
External scrutiny		
Information on the most significant developments in external scrutiny and the entity's response to the scrutiny	Mandatory	76–7
Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity	If applicable, mandatory	77
Information on any reports on operations of the entity by the Auditor-General (other than a report under section 43 of the PGPA Act), a parliamentary committee, or the Commonwealth Ombudsman	If applicable, mandatory	76
Information on any capability reviews on the entity that were released during the period	If applicable, mandatory	Not applicable
Management of human resources		
An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives	Mandatory	78–83
Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: <ul style="list-style-type: none"> » statistics on staffing classification level » statistics on full-time employees » statistics on part-time employees » statistics on gender » statistics on staff location » statistics on employees who identify as Indigenous 	Mandatory	124–6
Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under section 24(1) of the Parliamentary Service Act	Mandatory	83
Information on the number of SES and non-SES employees covered by agreements identified in section 17AG(4)(c) of the PGPA Rule	Mandatory	83
The salary ranges available for employees by classification level	Mandatory	83
A description of non-salary benefits provided to employees	Mandatory	83
Information on the number of employees at each classification level who received performance pay	If applicable, mandatory	Not applicable—see page 83
Information on aggregate amounts of performance pay at each classification level	If applicable, mandatory	Not applicable—see page 83

Description	Requirement	Page
Information on the average amount of performance payment, and range of such payments, at each classification level	If applicable, mandatory	Not applicable—see page 83
Information on aggregate amount of performance payments	If applicable, mandatory	Not applicable—see page 83
Asset management		
An assessment of effectiveness of asset management where asset management is a significant part of the entity's activities	If applicable, mandatory	85
Purchasing		
An assessment of entity performance against the Commonwealth Procurement Rules	Mandatory	86
Consultants		
A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST)	Mandatory	86
A statement that 'During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million].'	Mandatory	86
A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged	Mandatory	86
A statement that 'Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.'	Mandatory	86
Australian National Audit Office access clauses		
If an entity entered into a contract with a value of more than \$100,000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, the purpose and value of the contract, and the reason why a clause allowing access was not included in the contract	If applicable, mandatory	Not applicable—see page 86

Description	Requirement	Page
Exempt contracts		
If an entity entered into a contract or there is a standing offer with a value greater than \$10,000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the Freedom of Information Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters	If applicable, mandatory	Not applicable—see page 86
Small business		
A statement that '[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and medium enterprise and small enterprise participation statistics are available on the Department of Finance's website.'	Mandatory	87
An outline of the ways in which the procurement practices of the entity support small and medium enterprises	Mandatory	87
If the entity is considered by the department administered by the finance minister as material in nature, a statement that '[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website.'	If applicable, mandatory	Not applicable
Financial statements		
Inclusion of the annual financial statements in accordance with section 43(4) of the PGPA Act	Mandatory	89–122

Description	Requirement	Page
Other mandatory information		
If the entity conducted advertising campaigns, a statement that 'During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website.'	If applicable, mandatory	Not applicable
If the entity did not conduct advertising campaigns, a statement to that effect	If applicable, mandatory	86
A statement that 'Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website].'	If applicable, mandatory	Not applicable
Outline of mechanisms of disability reporting, including reference to website for further information	Mandatory	77
Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of the Freedom of Information Act can be found	Mandatory	Not applicable—see page 77
Correction of material errors in previous annual report	If applicable, mandatory	Not applicable
Information required by other legislation	Mandatory	75, 84, 87