



DEPARTMENT *of the*  
HOUSE *of* REPRESENTATIVES

# 2009–10 ANNUAL REPORT

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ISSN 017-3233

<http://www.aph.gov.au/house/pubs/ar09-10>

Produced by: Department of the House of Representatives

Editing and indexing by: Wilton Hanford Hanover

Design by: Glen Martin

Printed by: CanPrint Communications

Unless otherwise acknowledged, all photographs in this report were taken by staff of the Department of the House of Representatives.

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PARLIAMENT of AUSTRALIA  
HOUSE of REPRESENTATIVES

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14 October 2010

Mr Harry Jenkins MP  
Speaker of the House of Representatives  
Parliament House  
CANBERRA ACT 2600

Dear Mr Speaker

I have the pleasure in submitting to you, for presentation to the House, the annual report of the Department of the House of Representatives for the year ended 30 June 2010, pursuant to section 65 of the *Parliamentary Service Act 1999*.

I am satisfied that the department has prepared fraud risk assessments and fraud control plans, and has in place appropriate fraud prevention, detection, investigation, reporting and data collection procedures and processes, that meet the specific needs of the department and comply with the Commonwealth Fraud Control Guidelines.

Yours sincerely

A handwritten signature in black ink, appearing to read 'B Wright'.

B C Wright

## ABOUT THIS REPORT

The Department of the House of Representatives provides services that allow the House to fulfil its role as a representative and legislative body of the Australian Parliament.

This annual report details our activities during the 2009–10 financial year.

The **overviews** section includes a report by the Clerk of the House of Representatives, Bernard Wright, who is also the chief executive of our department. A departmental overview describes our purpose, role, structure and outputs.

The **performance** section describes the main activities of our five output groups, and measures our performance against our targets during the year.

The **management and accountability** section spells out our approach to corporate governance, the management of our people and assets, and our obligations under various laws.

The **appendixes** give detailed information about our work for the House, its committees and visitors, and about our publications and our staffing.

The **financial statements** show how we spent the money allocated to us by the Parliament.

Finally, to aid in navigating and interpreting the report, there is a list of abbreviations and acronyms, and a general index.

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## OVERVIEWS

- Clerk's review
- Departmental overview

## CLERK'S REVIEW

The financial year 2009–10 represented the culmination of work in the Forty-second Parliament. In the lead-up to the 2010–11 election, the department was busy supporting the House's legislative program, the Main Committee operated for extended hours and committee staff finalised reports to meet the election deadline. This level of activity flowed through to the whole department, involving Chamber and committee support, members' services, parliamentary relations, liaison and projects, information technology and publishing, finance and people strategies.

The parliamentary address by His Excellency Dr Susilo Bambang Yudhoyono, President of the Republic of Indonesia, on 10 March 2010 was a major event. It was the first address by an Indonesian president to the Australian Parliament.

Significant change took place in the composition of the department's Executive during the year. Mr Ian Harris AO retired on 4 December 2009. Many tributes were paid by members and others to his service and to his achievements. I was appointed as Clerk from 5 December. Other changes to the Executive were the appointment of David Elder as Deputy Clerk, Claressa Surtees as Serjeant-at-Arms and Joanne Towner as Clerk Assistant (Committees). With the Executive, I look forward to working with all colleagues to build on the department's strengths and to ensure that it is as well placed as possible to meet the challenges of the future.

### Service

The department places a high priority on its standards of service to the House and the public, and service was the first priority area in the department's corporate plan for 2007–10. An important way the department monitors its service levels is through the members' survey, which was conducted in May and June this year. The results, which were similar to previous years, confirmed that the department



*Bernard Wright, Clerk of the House of Representatives*

provides a high level of service. Further details are in Appendix 12.

We were also able to assist with the review of parliamentary entitlements by making a formal submission to the review and providing further information. The department was pleased to contribute to the review, which provided an opportunity for us to share our significant experience in working with and supporting members and present our perspective on relevant issues.

Four committee reports tabled in the year may change the way the House and the department provide services to the public and others. The Committee of Privileges and Members' Interests presented a report that proposed the Register of Members' Interests be published online from the commencement of the Forty-third Parliament. In a separate report, the committee recommended the introduction of requirements designed to ensure procedural fairness when matters of privilege and contempt are investigated. These recommendations have been adopted by the House. The Committee on Petitions



recommended that the House adopt procedures to allow petitions to be received electronically. The Committee on Procedure made a large number of recommendations about the operations of House committees, including a recommendation intended to make it easier for them to meet via telephone and video conferences.

Even though parliaments are long-established institutions, these innovations and recommendations demonstrate that parliamentary practices and services can be very contemporary. For its part, the department has been pleased to advise on and support such developments, recognising as it does the necessity for the House to be willing to adapt and develop its procedures.

The department’s three other priority areas in the corporate plan are discussed below.

### People

One of the main management tools in the department is the annual staff survey. This year’s survey was conducted in May and June. The various indexes derived from the survey either increased over last year’s results, or decreased only marginally. The leadership index is an important statistic from the survey and it remains at over 80 per cent. This index measures leadership at all levels of the organisation, which is an important factor in our success. Further details on the survey are at page 53.

Once again, the department held its annual planning day near the end of the financial year. The topic this year was the corporate plan for 2010–13. I appreciated the readiness of staff to contribute to discussions. Many of their ideas have been incorporated into the plan, which has now been adopted. The contributions by colleagues at the planning day changed the focus of the corporate plan, and some have become projects in their own right.

An innovation this year was to make clearer how proposals made at the planning day had led to changes in the corporate plan.

As an organisation that complies with the Investors in People standard, we realise that our future depends on attracting and retaining talent and motivating and increasing the skills of our people. I therefore strongly support the department’s comprehensive training program. One feature of the program that deserves special mention is our practice of spreading expertise within the department through briefings on matters of parliamentary interest, debriefs, shadowing and a ‘day in the life’ sessions. Learning through our experiences and sharing our knowledge have not only developed our expertise, but also improved our overall performance by ensuring a greater understanding of each other’s work.

### Sustainability and flexibility

The key issue in this area is the department’s budget. The sustained application of the efficiency dividend and the requirement to pay competitive pay increases, without significant injections of additional funding, have moved the department towards a tighter financial position. In 2009–10, we implemented a number of initiatives across the department to manage expenditure, and these resulted in considerable savings. Actions included reducing the printing service offered to members, tightening expenditure on departmental travel and advertising, and reducing expenditure on incoming parliamentary delegations. Such measures have helped make the department’s financial position more secure for the immediate term. I am very grateful to those staff members who developed ideas for efficiencies or helped implement them. However, as noted later, the department’s longer-term budgetary position remains difficult.

The department has been involved in many activities with a view to improving our services as well as our sustainability and flexibility. For example, the Speaker's desk in the Chamber now has purpose-built computer facilities. Our staff are also involved in the redevelopment of the Parliament of Australia website, through serving on the project board, participating in consultations and assisting in other ways. The internet has become a major means through which the parliament communicates with the Australian and international communities, and I look forward to the department being able to build on the innovations that we have developed with the current website. We have also been working with the other parliamentary departments on developing alternative sitting arrangements if the chambers were to be rendered inoperable. A significant achievement for the longer term was the conclusion of the basement archives storage project. The official records of proceedings of the House of Representatives from 1901 onwards had previously been stored in non-specialised conditions. This project has meant that these documents are now stored in an environment with stable temperature and humidity. This project was particularly important, given that many of these documents are of national significance.

## Relationships

One area in which the department made significant progress was in its relationship with other parliamentary departments. The agreement by the department to become part of a shared services function and to provide and manage payroll services on behalf of the Department of Parliamentary Services was a major development. It was a pleasure to welcome the new payroll staff to the department, and I am grateful to all staff of the People Strategies Office for their hard work and commitment in ensuring that the project was managed effectively and in a timely manner.

I look forward to further cooperation with the other parliamentary departments in the coming years. I expect that a key requirement for new arrangements will be to deliver both efficiencies and improved effectiveness to the parliament overall. Of course, we will manage changes in a way that ensures that the department's identity and history of success in supporting the House and its committees and members are recognised and maintained. The success of the payroll project gives confidence that other such proposals will be managed successfully.

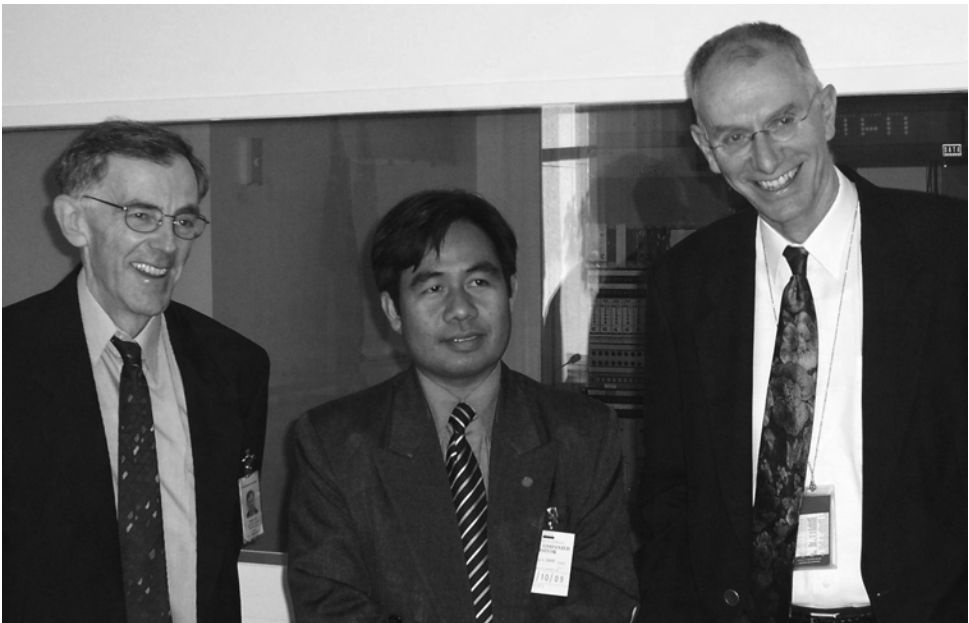
We also continue to build our relationships outside the parliament. In November, the department supported a conference on benchmarking parliamentary performance. The conference was organised in conjunction with the Parliamentary Studies Centre of the Australian National University. Attendees included academics and representatives of non-government organisations, as well as parliamentary colleagues from across Australia and New Zealand. The department also supported the Australian Parliament's first committee delegation to the Asia-Pacific region, with the House Standing Committee on Health and Ageing visiting Papua New Guinea and Solomon Islands in October.

## Outlook

The Blueprint for Reform of Australian Government Administration (the Moran report), released in March 2010, is likely to be a key reference document in the Australian public sector. Its recommendations include proposals designed to achieve better services for citizens, more open government and improved agency efficiency. In the pursuit of similar aims, the department is already doing many of the things recommended in the Moran report. We have a comprehensive website that is critical in allowing significant engagement with the community; links with academia and other parliaments; extensive training and development programs; and practical experience in the provision of shared services. The themes in the Moran report have been carefully considered and are reflected where appropriate in our new corporate plan. I am confident we can take these ideas further.

The department’s most significant longer-term risk remains its funding base, although the reduction to overall departmental expenditure made in 2009–10 appears to have eased the immediate pressure. Budgetary limitations in 2010–11 are expected to be manageable because of the reduced activity during the election period. On current projections, however, the department may face difficult choices in later years in order to remain within budget. In its report on committee effectiveness, the Committee on Procedure emphasised the importance of House committees being adequately funded. Discussions have been held with government about our finances and I expect that these discussions will continue.

Despite the longer-term pressures the department will face, I am optimistic about the future because of the professional expertise of departmental staff, and because I believe this expertise is recognised well beyond the department. We look forward to the challenges ahead.



*The then Deputy Clerk of the House of Representatives, Mr Bernard Wright, and the then Clerk Assistant (Committees) for the Senate, Mr Cleaver Elliott, with Mr Khemphone Anothay of the Laos National Assembly during an attachment with the Parliament in October 2009.*

## DEPARTMENTAL OVERVIEW

### PURPOSE

The department's purpose is:

To support the House of Representatives to fulfil its role as a representative and legislative body by providing effective advice and services of the highest possible standard.

### ROLE AND FUNCTIONS

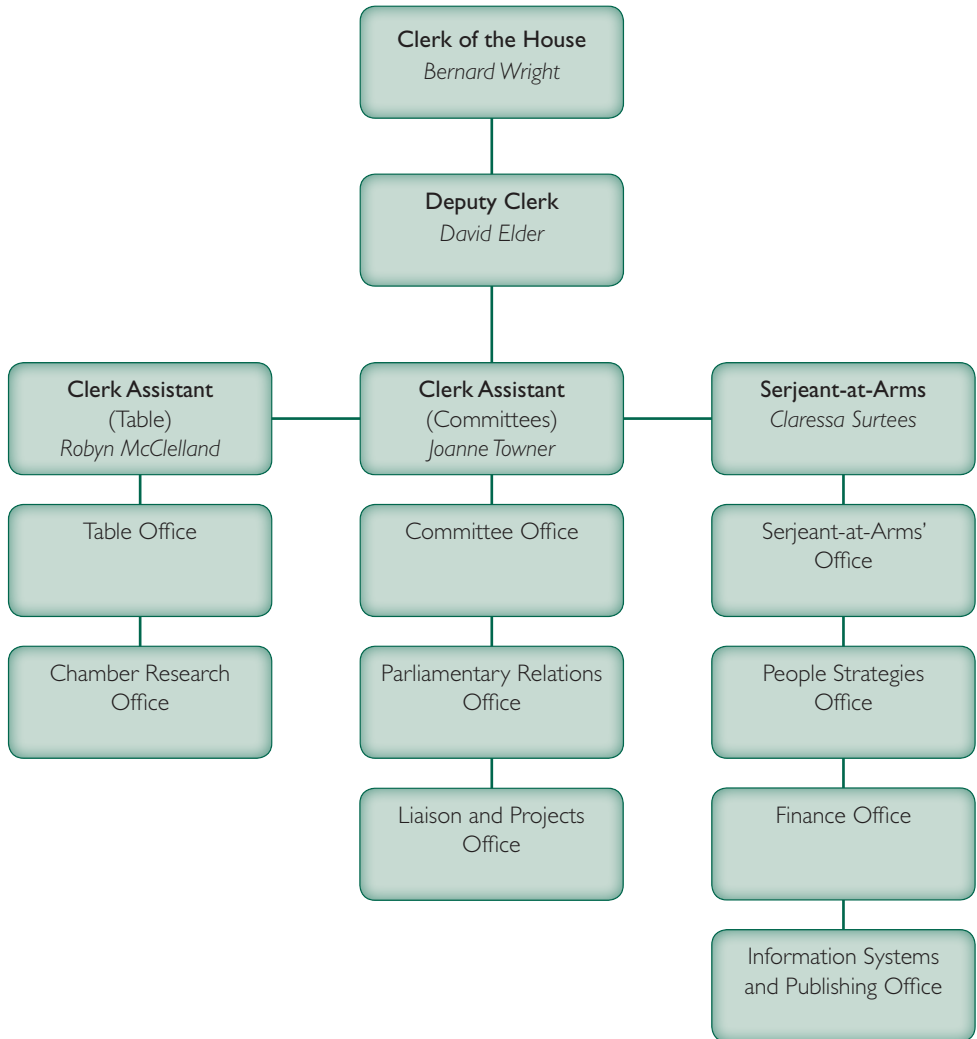
The *Parliamentary Service Act 1999* provides the legal framework for a nonpartisan Parliamentary Service to serve the Australian Parliament. The Act establishes this department and the other two parliamentary departments—the Department of the Senate and the Department of Parliamentary Services. It provides for the management, leadership and responsibilities of Parliamentary Service employees as well as the functions of the Parliamentary Service Commissioner and the Parliamentary Service Merit Protection Commissioner. The other parliamentary departments report separately to the parliament.

During 2009–10, the department continued its role as a service department for the parliament, supporting the work of the House of Representatives, including its members in their parliamentary work, its committees, and some joint committees comprising members of both Houses. The department also maintained its focus on assistance to the House and the parliament in their relations within Australia and internationally.

### ORGANISATIONAL STRUCTURE

The department is managed by its Executive, comprising the Clerk, Deputy Clerk, Clerk Assistant (Committees), Clerk Assistant (Table) and Serjeant-at-Arms. Their work is carried out through nine offices. The department's organisational structure at 30 June 2010 is depicted in Figure 1, and did not change in 2009–10.

Figure 1 Organisational structure at 30 June 2010



**OUTCOME AND PROGRAM STRUCTURE**

The department has one outcome:  
 Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.

The department has two programs, which are broken down into program components as follows:

- Program 1.1: *Parliamentarians' remuneration and entitlements* has one component:
  - Payment of members' salaries and allowances*

Program 1.2: *Other departmental* has five components:

- Chamber and Main Committee*
- Community awareness*
- Committee services*
- Interparliamentary relations*
- Services and advice to members in Parliament House*

Figure 2 shows the outcome and program structure of the department and Figure 3 shows the organisational contribution to the outcome.

Figure 2 Outcome and program structure at 30 June 2010

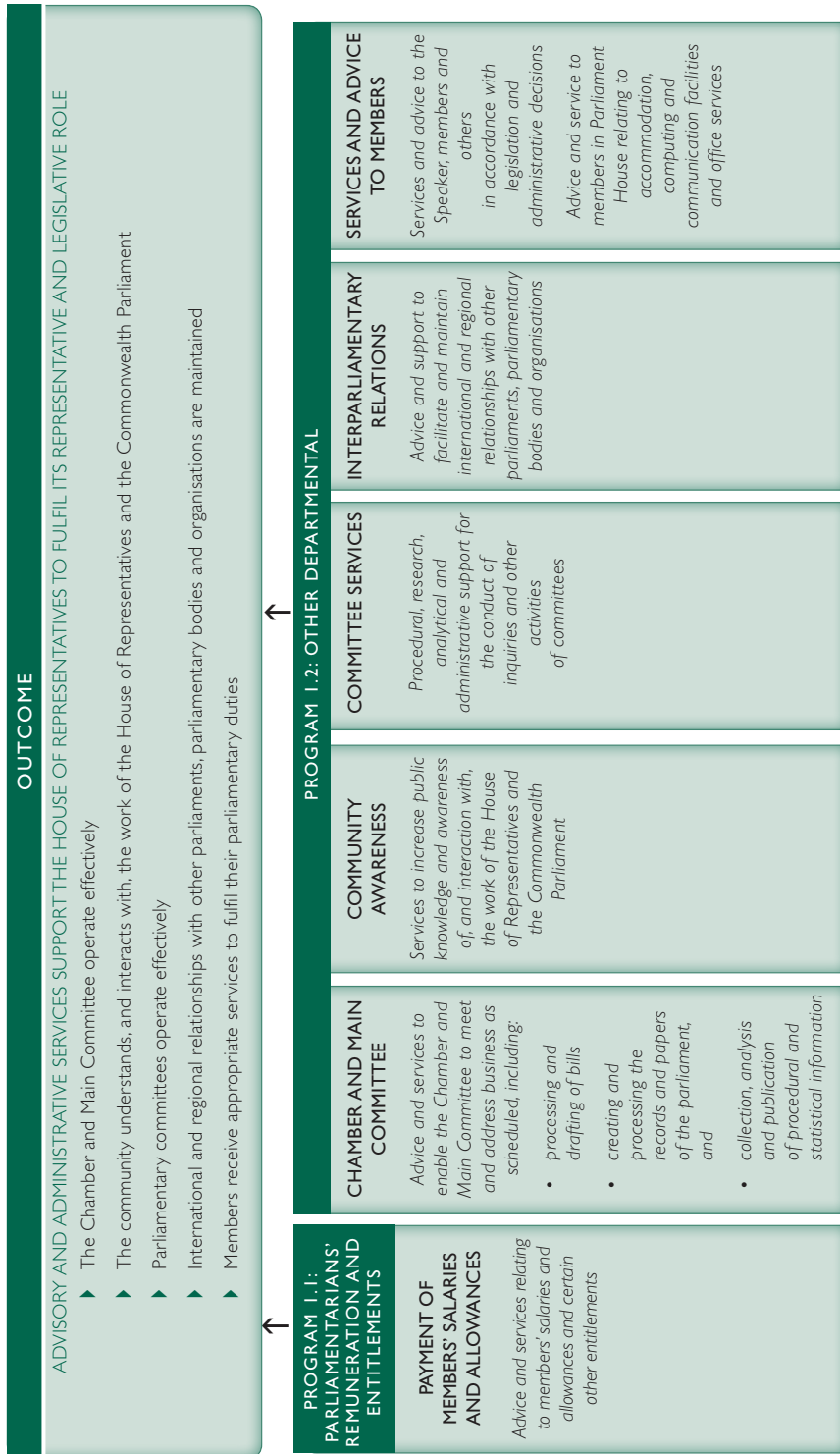
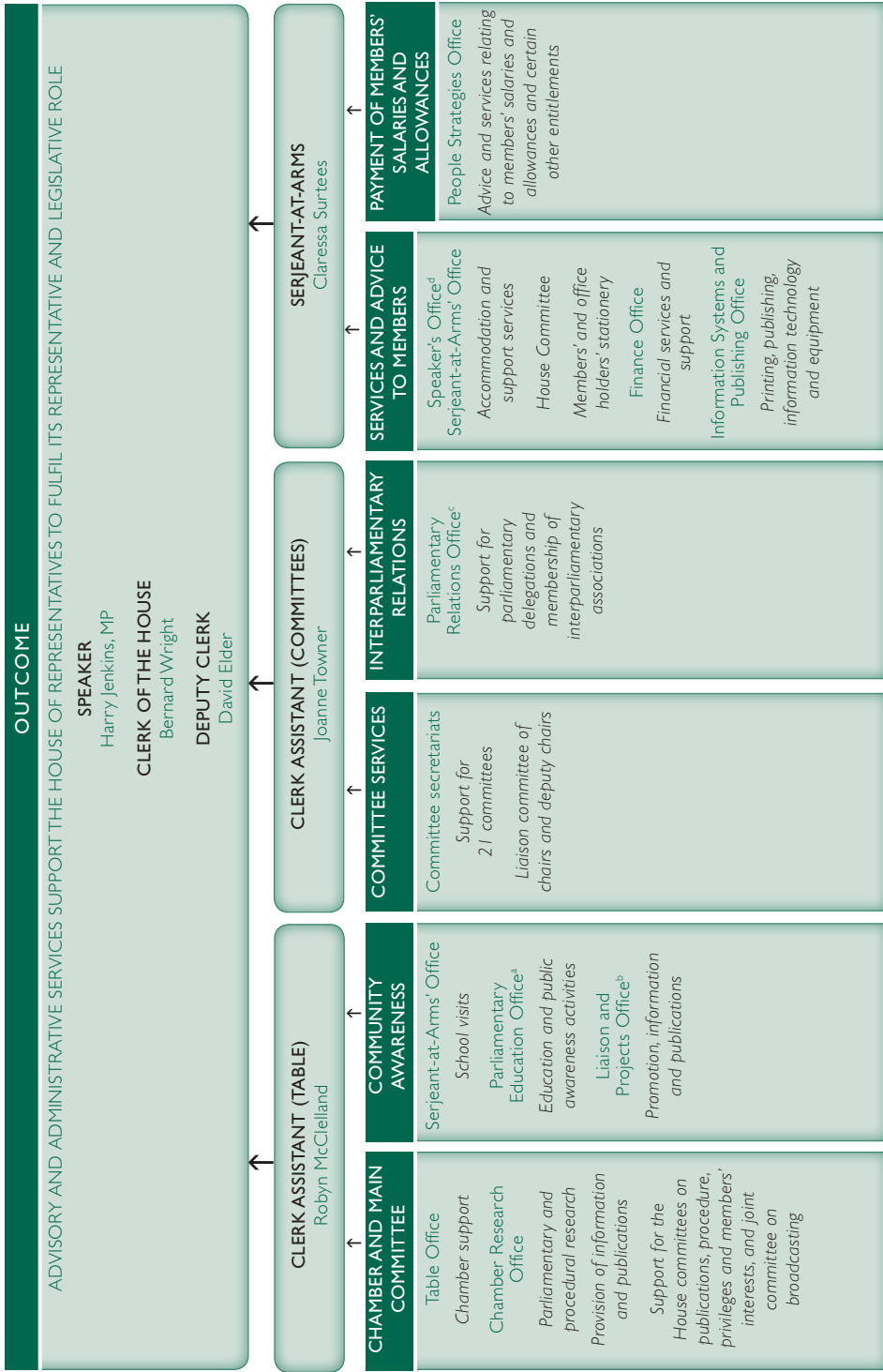


Figure 3 Organisational contribution to the outcome at 30 June 2010



a Jointly funded by the department and the Department of the Senate and administered by the Department of the Senate.  
 b The Liaison and Projects Office reports to the Clerk Assistant (Committees).  
 c Jointly funded by the department and the Department of the Senate.  
 d Included in this program component for budgetary purposes.

### FINANCIAL PERFORMANCE

The department ended the 2009–10 financial year reporting a reasonable operating surplus of \$1.8 million. The surplus has resulted from a combination of the effects of the initiatives taken to reduce costs and lower than expected levels of activity leading up to the general election.

Under the Operation Sunlight reforms, changes were introduced to the way in which government agencies will be funded in 2010–11 and forward years. Capital expenditure will be funded through a departmental capital budget and funding for depreciation will cease. The amount reported in the department’s financial statements for 2008–09 for accumulated depreciation was \$3.633 million. This amount was returned to Treasury before 30 June 2010.

This has been reported in the 2009–10 financial statements as a reduction in equity. Following on from this, the department’s balance sheet has remained in a healthy position with adequate retained earnings. This will ensure that the department continues to be financially sustainable in the short term (1–2 years).

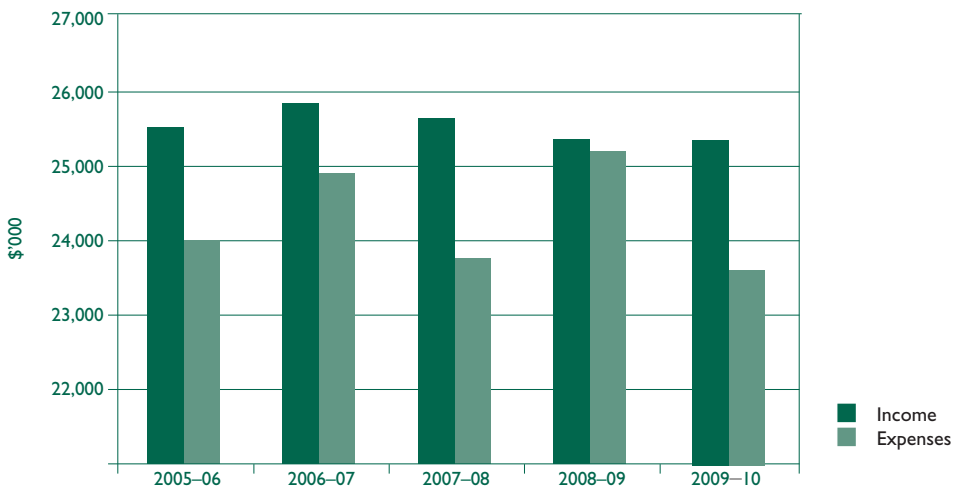
The outlook for the longer term, however, is tight. Increasing input costs will place pressure on the financial resources available to the department. It is anticipated that the department will face difficult choices to remain within budget, as the funding pressures will intensify significantly in the forward years.

Departmental revenue from government increased by 1 per cent and own-source revenue increased by 69 per cent. Revenue from the provision of payroll services represented 66 per cent of this increase. This revenue has been fully offset with expenses associated with the implementation and ongoing costs of payroll service delivery.

Departmental expenses decreased by 17 per cent from the previous year. This decrease reflects in part a reduction in the activity levels associated with the final year of the parliamentary cycle and also the realisation of targeted savings initiatives identified at the beginning of 2009–10.

Figure 4 provides a picture of the department’s financial performance over the five-year period since 2005–06.

Figure 4 Financial performance, 2005–06 to 2009–10



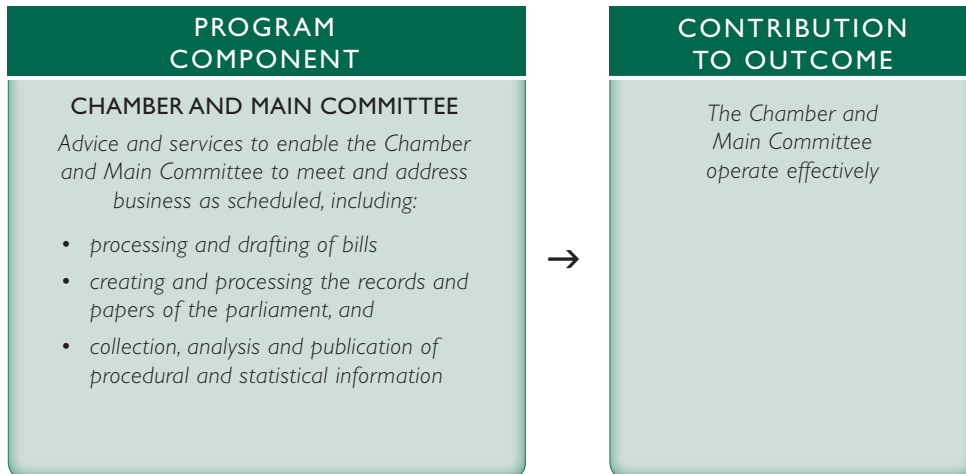




## PERFORMANCE

- Chamber and Main Committee
- Community awareness
- Committee services
- Interparliamentary relations
- Members' services

## CHAMBER AND MAIN COMMITTEE



The work of the Chamber and Main Committee program component is delivered primarily through the Clerk's Office, the Chamber Research Office and the Table Office. Other departmental areas also contribute as required.

During the year, we provided effective secretariat and advisory support for the Chamber and Main Committee of the House of Representatives. Our main functions were to:

- advise the Speaker and members of the House of Representatives
- advise on programming of House business, and provide procedural support
- process and draft bills
- prepare and publish the record of proceedings of the House
- undertake procedural and parliamentary research and publish statistical information on the business of the House, and
- provide secretariat support to certain domestic committees.

In 2009–10, the budget allocation for the component was \$4.4 million and expenditure was \$4.0 million. The financial resources for the component are summarised in Appendix 2; staff levels, by location, are shown in Appendix 11.

### Performance summary

The results of the department's annual survey of members (see Appendix 12) indicated high levels of satisfaction with our performance, consistent with the findings of earlier surveys. All respondents were satisfied with our advice and support, with 'extreme' or 'high' satisfaction reported as follows:

- advice and services received from the Clerks-at-the-Table in the Chamber and Main Committee—89 per cent (95 per cent in 2008–09)
- advice and services received from other staff in relation to Chamber and Main Committee duties—83 per cent (91 per cent in 2008–09)
- quality and availability of procedural and statistical publications and support in obtaining such information—67 per cent (77 per cent in 2008–09).

We continued to achieve high levels of performance as measured against key performance indicators and service standards. We met targets set in the business plan and performed well against budget. Appendix 1 provides a summary of performance information.

The focus of the component's work is supporting the sittings of the House of Representatives and meetings of the Main Committee. Quantitative information on the sittings of the House and meetings of the Main Committee in 2009–10 and the previous year is shown in Table 1.

In 2009–10, a final full year of the parliamentary cycle, sitting days totalled sixty-seven. This represented a reduction of five days from the preceding year (7 per cent) and a reduction of four days (6 per cent) by comparison with the equivalent final-cycle year (2006–07) in the previous parliament. There was also a reduction (12 per cent) in meeting hours of the Chamber and Main Committee by comparison with 2008–09 and, by contrast, a small increase (1 per cent) by comparison with 2006–07. Legislative activity continued at a medium to high level during the period, requiring corresponding support from the department.

Further information on the business of the House and the Main Committee is in Appendix 3 and in the department's

publication *Work of the Session* (available on the Parliament of Australia website).

**Advice on practice and procedures**

The Clerk, Deputy Clerk and other staff members provided advice to the Speaker, members and others on the practice and procedures of the House of Representatives.

Our oral and written advice ranged from immediate support for the Speaker, ministers, shadow ministers and others during proceedings to detailed written advice. Subjects included the application of the standing orders and practice of the House, procedural options for the conduct of business, the admissibility of amendments to legislation, the requirements of the Constitution and standing orders in respect of financial legislation, legal obligations of members, privilege matters and requirements of the House in respect of the registration of members' interests.

Feedback from the Speaker and members indicated a high level of satisfaction with this role.

**Table 1 Performance summary, Chamber and Main Committee, 2008–09 and 2009–10**

| Aspect of performance   | Result  |         |
|---|---------|---------|
|   | 2008–09 | 2009–10 |
| Number of sittings of the House                                 | 72      | 67      |
| Number of meetings of the Main Committee                        | 65      | 55      |
| Hours of sittings of the House <sup>a</sup>                     | 682     | 614     |
| Hours of meeting of the Main Committee <sup>a</sup>             | 267     | 222     |
| Number of bills introduced                                      | 210     | 236     |
| Number of bills passed both Houses and assented to <sup>b</sup> | 148     | 178     |

<sup>a</sup> Excludes suspensions.

<sup>b</sup> Includes bills that passed both Houses in the financial year but were assented to in the following financial year.

## Programming and coordination of business

Throughout 2009–10, we provided advice and services to facilitate sittings of the House, including:

- programming and procedural advice to ministers, shadow ministers, party whips, other members, their staff and others
- the preparation and publication each sitting day of:
  - the *Notice Paper*—a document listing all unresolved business before the House in proposed order of consideration
  - the *Daily Program* (also known as ‘the Blue’)—an informal agenda for the day, and
  - procedural scripts for all items of business for use in the Chamber
- the provision of Serjeants and attendants for sittings of the House and meetings of the Main Committee to oversee ceremonial and security arrangements and ensure that sittings can be conducted in an appropriate environment and that chamber papers are made available
- processing members’ questions in writing to ministers, including editing for compliance with the standing orders, publication in the *Notice Paper* for the next day of sitting, and managing answers to questions
- providing a broadcasting captioning service for the televised and webcast proceedings of the House and Main Committee, and
- preparation of *This Week in the House*, a weekly online forecast of expected business for the House, and its counterpart document, *Last Week in the House*.

Table 2 provides details of the number of questions in writing to ministers dealt with by the House of Representatives for the period 2004–05 to 2009–10. The number of questions in writing in the Forty-second Parliament was markedly lower than in the Forty-first Parliament.

All sittings required the coordination of people, documents and actions, and programming of the following categories of business:

- government business (e.g. legislation)
- private members’ business (e.g. a motion proposed by an individual member), and
- House business (matters potentially involving all members—e.g. question time, debate on committee reports or privilege matters).

A longitudinal view of the amount of time the House (Main Chamber and Main Committee inclusive) has devoted to each of these types of business is shown in Figure 5. In 2010, there was a slight reduction in the proportion of time allocated to government business and business of the House and a corresponding increase in private members’ business.

**Table 2 Questions in writing to ministers and answers to questions in writing, 2005–06 to 2009–10**

|                                   | 2005–06 | 2006–07 | 2007–08 <sup>c</sup> | 2008–09 | 2009–10 |
|-----------------------------------|---------|---------|----------------------|---------|---------|
| Questions in writing <sup>a</sup> | 1,904   | 2,304   | 437                  | 642     | 571     |
| Questions answered <sup>b</sup>   | 1,233   | 1,386   | 177                  | 497     | 444     |

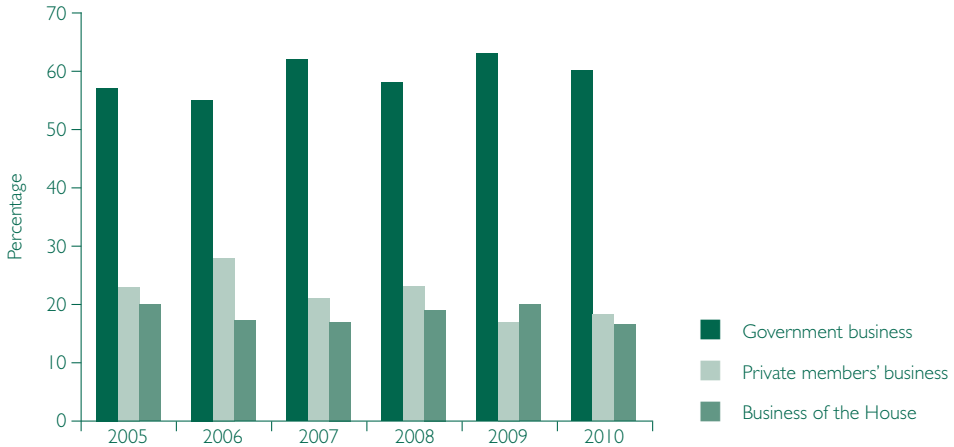
Note: The figures for questions in writing for 2006–07, 2007–08 and 2008–09, and for questions answered in 2005–06 and 2006–07, have been revised since publication of the department’s 2008–09 annual report.

<sup>a</sup> Net of questions withdrawn.

<sup>b</sup> The responsibility for responding to questions in writing rests with the individual ministers to whom the questions are put.

<sup>c</sup> Election year.

**Figure 5 Government and private members' business and business of the House (Chamber and Main Committee)**



**Processing and drafting of bills**

**Legislation**

As in previous years, our support for the legislative process in 2009–10 included the following:

- receipt from the Office of Parliamentary Counsel, and custody under embargo, of bills before their introduction
- provision to ministers of bills for introduction, and, after introduction, to all members in the Chamber
- uploading of bills, explanatory memoranda and proposed amendments to the Parliament of Australia website via ParInfo Search, and provision of an inquiry counter service for access to hard copies of bills and associated material
- processing all bills and amendments to bills—from introduction to assent for bills initiated in the House; and from introduction in the House until passage by the House for bills initiated in the Senate
- provision of a legislative drafting service for private members
- preparation and delivery of messages to the Senate—259 messages relating to the passage of bills in 2009–10

(230 in 2008–09) and 15 other messages (19 in 2008–09), and

- preparation and issue each sitting day of a *Daily Bills List*, providing cumulative information on the status of all bills before the parliament or assented to in the current calendar year.

The system for the electronic storage, management and publication of bills implemented in late 2008 continues to provide a much-improved service. As noted last year, the system is more robust than its predecessor and enables efficiencies in the processing of bills. All 'versions' of bills are now retained in the system and the full legislative history of a bill is thus available to users. Information on the status of bills in the legislative process is also readily available. There was a total of 6,423,042 queries of the bills and legislation collection available on the internet during the year (4,531,766 in 2008–09). This represented 21 per cent (36 per cent in 2008–09) of the queries through ParInfo Search, although these figures may be affected by the denial of service attacks on the parliament's website in early 2010. Work on including bills from earlier parliaments in the electronic storage system is ongoing.

### Legislative workload

During the year, 236 bills were introduced (210 in 2008–09), of which 228 were initiated in the House of Representatives and 8 were received from the Senate; 178 bills passed both Houses (148 in 2008–09), of which 173 were initiated in the House of Representatives (139 in 2008–09) and 5 in the Senate (9 in 2008–09).

In 2009–10, the House passed 215 bills (187 in 2008–09). This represented 3.2 bills on average each sitting day compared with 2.6 bills on average passed in the previous year. The House amended 12.6 per cent of the bills it passed (9.6 per cent in 2008–09).

The House amended 27 bills that were initiated in the House (16 in 2008–09).

The Table Office incorporated the amendments into the text of the bills and arranged for their reprinting (as third reading prints) before transmittal to the Senate. In addition, the House agreed to Senate amendments and/or made amendments requested by the Senate, to 37 House bills (28 in 2008–09), with further processing by the office before the bills were presented, as assent prints, to the Governor-General for assent.

The House did not amend any bills initiated in the Senate (1 in 2008–09).

**Table 3 Number of bills introduced in the House, and number of bills assented to, 2005–06 to 2009–10**

|                                | 2005–06 | 2006–07 | 2007–08 <sup>b</sup> | 2008–09 | 2009–10 |
|--------------------------------|---------|---------|----------------------|---------|---------|
| Bills introduced               | 162     | 218     | 167                  | 210     | 236     |
| Bills assented to <sup>a</sup> | 154     | 207     | 142                  | 148     | 178     |

a Includes bills that passed both Houses in the financial year but were assented to in the following financial year.

b Election year.



*The Clerk of the House with the department's participants in the 2009 Parliamentary Law, Practice and Procedure course conducted by the Australia and New Zealand Association of Clerks-at-the-Table, 9 June 2010.*

In brief, the Table Office prepared 24 third reading prints (13 in 2008–09) and 173 assent prints (139 in 2008–09). All documents accurately reflected the decisions of the Houses and were processed promptly, and all deadlines were met.

**Legislative drafting**

The department drafts bills, amendments and second reading (in principle) amendments for private members. It also ensures that these documents comply with the Constitution and the standing orders. Further, the department prepares bills and amendments in correct form and arranges copies for circulation. Table 4 provides chamber statistics for private members' legislation. This does not reflect all of the department's work in this area, as some drafted material is not introduced. The table shows some decrease in the level of activity of the Forty-second Parliament (2008 onwards) compared with that of the Forty-first Parliament (2004 to 2007).

**Record of proceedings and House documents**

**Votes and Proceedings**

The *Votes and Proceedings* continued to provide an accurate, comprehensive and concise record of proceedings. The draft document for each sitting day is published on the Parliament of Australia website, usually within an hour of the adjournment of the House.

The *Votes and Proceedings* are prepared from the *Votes Officer's Minutes*, an electronic record of the proceedings of the House and the Main Committee compiled progressively throughout a sitting day, enabling anyone with access to

the internet to follow events in the House and Main Committee as they occur. Internal and external clients continued to provide positive feedback on this service.

**Documents**

During the year, we processed all documents presented to the House and recorded their details in the *Votes and Proceedings* and the *Index of Papers Presented to the Parliament*. We made copies available to members and their staff and others, principally in Parliament House, in response to requests, including through an online daily document-ordering system. The original documents were added to the records of the House, which we continued to maintain (see 'House records' below).

We reduced our requirements for tabling stock from sixty to forty copies.

In 2009–10, 5,681 documents were presented to the House (6,519 in 2008–09), a decrease of 13 per cent. The reduction in stock copies of documents over the years and the consequent reduction in the workload of our basement records manager were reported last year. The job, which in 2008–09 was made part time rather than full time, was absorbed into the duties of other staff during the year, with resulting savings.

The preparation of the cumulative *Index of Papers Presented to the Parliament* for the Forty-first Parliament was completed.

As reported last year, the review of the Legislative Instruments Act, released in May 2009, recommended that the Attorney-General's Department and the Table Office of each House actively pursue the potential for efficiencies through the active sharing

**Table 4 Private members' bills introduced and amendments moved, 2005–06 to 2009–10**

|   | 2005–06 | 2006–07 | 2007–08 <sup>b</sup> | 2008–09 | 2009–10 |
|---|---------|---------|----------------------|---------|---------|
| Bills introduced                                      | 15      | 11      | 4                    | 6       | 15      |
| Second reading amendments moved <sup>a</sup>          | 62      | 63      | 42                   | 10      | 12      |
| Consideration in detail amendments moved <sup>a</sup> | 186     | 188     | 36                   | 85      | 134     |

a Includes Main Committee.  
b Election year.

of information. This approach was strongly advocated by the department in its submission to the review. While the department has developed an electronic interface between the Attorney-General's Department's Federal Register of Legislative Instruments and the Table Office documents database, consistent formatting of source information is needed to achieve efficiencies in reporting. The department met during the year with representatives of the Office of Legislative Drafting and Publishing to continue dialogue on electronic sharing of information in the context of the development of ComLaw II. The proposed redevelopment of the Table Office document production system will also have a significant impact in this area.

In conjunction with the Department of the Senate and the Department of Parliamentary Services, a Tabled Papers Register was developed. The register was made publicly available on the Parliament of Australia website in April 2010 through ParlInfo Search. It provides information on all documents presented to parliament, including the date of presentation, the title, and whether the document is part of the Parliamentary Papers Series. The register was developed through an interface with the Table Office documents database. Although it currently does not contain, or link to, electronic copies of documents, provision has been made to enable this to occur. The development provides a platform to address a suggestion of the Australian National Audit Office that a central digital repository be considered to improve the online availability of tabled documents.

To meet the needs of clients, each sitting day the Table Office prepares and issues in electronic and hard-copy form a *Disallowable Instruments List*. The list provides details of all instruments presented to the House that are subject to disallowance, by number of sitting days remaining for a notice of disallowance to be lodged.

### Parliamentary Papers Series

The Parliamentary Papers Series consists of documents of a substantial nature presented to the parliament. This year, the 2008 series was completed for distribution to recipients. In May 2010, the Joint Committee on Publications undertook an inquiry into the electronic distribution of the Parliamentary Papers Series. The Clerk made a submission to the inquiry, recommending that the parliamentary departments develop a business case for a central digital repository for parliamentary papers and certain other tabled documents, with electronic versions of documents to be provided by agencies. The committee's report was presented in June and recommended that an electronic Parliamentary Paper Series be developed, with a repository based in the parliament and managed by the Chamber departments. The committee also recommended that a business case be developed to examine issues relating to maintenance of election records and long-term archival requirements, as well as the scope of the repository and its cost. The committee recommended that the repository be accessible by early 2011.

### House records

The department is responsible for the custody and preservation of, and access to, the official records of the House, including Acts, bills, the *Votes and Proceedings* and all documents presented to the House, dating from 1901. The records are stored in a basement archive area at Parliament House.

Following the completion of a five-year project to relocate House records into archival-quality containers, and the implementation of preventive conservation measures for the records during the previous year, a project to improve the archive storage area and reduce potential risks arising from building systems and infrastructure was completed during the year. The works included installation of a dedicated air-handling system to maintain air quality, humidity and temperature control to around 20°C and risk-abatement measures

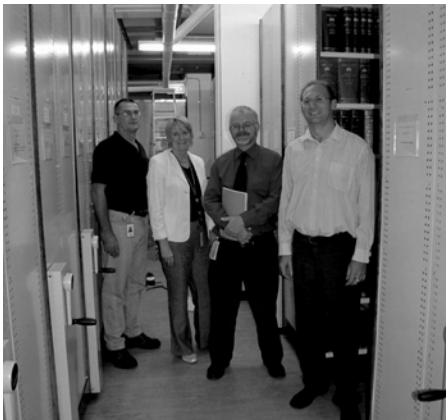


for the hydraulic piping. The project ensures that the archive storage area meets document preservation standards, with low risk of damage to records from pipe malfunction.

The anticipated loan, on a temporary basis, of the 1963 Yirrkala bark petitions to the Museum of Australian Democracy at Old Parliament House, referred to in last year's report, did not proceed. However, interest in the petitions, both national and international, continues, with a steady flow of requests to reproduce images of the petitions in exhibitions and publications

**Pictorial collection**

The Chamber Research Office, in cooperation with the department's Information Systems and Publishing Office, has recently begun a project to upgrade the storage and cataloguing of the department's extensive pictorial collection. The collection includes photographs, transparencies, slides, digital images, DVDs and videos. The project will improve the collection's compliance with records management standards and enable greater access to the collection for use in House activities and publications.



Departmental staff and project manager David Rayner, Department of Parliamentary Services, in the House's upgraded archives.

**Petitions**

Table 5 provides details of petitions presented to the House, and the number of signatories, for the past five years. The reduction in the number of petitions presented in recent years can be partly attributed to a change in the way petitions are counted. From its establishment in February 2008, the Committee on Petitions has combined petitions in the same terms received at the same time for purposes of presentation.

**Research**

The Chamber Research Office continued to collect, store, analyse and publish a range of procedural and statistical information. The office provided:

- advice, or assistance with advice, to the Speaker and other members on the application of the standing orders and precedents in applying the standing orders and other House practices, and support to the Committee on Procedure
- advice and publications in relation to statistics of legislation and House practices
- advice and publications regarding precedents and procedural records, and
- information to the public and to other parliaments on how the House operates.

Feedback from the Speaker, members and the public on the provision of procedural and statistical services and advice by the Chamber Research Office continued to be very positive.

The Chamber Research Office also produced an online procedural knowledge induction kit for use by departmental staff in developing their procedural knowledge of the House of Representatives.

**Table 5 Petitions and signatories to petitions, 2005–06 to 2009–10**

|                               | 2005–06 | 2006–07 | 2007–08 <sup>a</sup> | 2008–09 | 2009–10 |
|-------------------------------|---------|---------|----------------------|---------|---------|
| Number of petitions presented | 244     | 305     | 150                  | 141     | 163     |
| Number of signatories         | 272,662 | 204,509 | 104,903              | 234,622 | 270,964 |

<sup>a</sup> Election year.

The department continued its input to the Australian National University's Parliamentary Studies Centre. Contributions included submission of research papers drafted by departmental staff, as well as support for the centre's workshop, 'Benchmarking Parliamentary Performance', which was held at Parliament House in November 2009. Support for the centre's 'Strengthening Parliamentary Institutions' project is carried out in cooperation with colleagues from the Department of the Senate and the Parliamentary Library.

### Publications

The Chamber Research Office is responsible for the maintenance, publication and distribution of the standing orders. An insert to the *Standing and Sessional Orders* as at 1 December 2008 was produced in August 2009 to reflect amendments to standing orders 192 and 193. An updated insert was produced in June 2010 to reflect an amendment to standing order 4 relating to an Indigenous ceremony of welcome at the first meeting of a new parliament.

Several publications produced by the office were updated, including the department's Infosheets series and the *Facts and Figures* booklet. Work continued on the next edition of *House of Representatives Practice*, a major reference work for the parliament. The edited text of the sixth edition is nearing finalisation.

The office continued to produce two publications detailing procedural issues of note, generally following each sitting fortnight. The *Procedural Digest*, a subject-based record of proceedings, is available on the Parliament of Australia website, while the *Procedural Extracts*, derived from a precedents database, have a more restricted distribution, primarily to internal users. The office also continued to produce the *Statistical Digest*, which is available online and provides details of particular proceedings of the House. It is published with the same frequency as the *Procedural Digest* and supplements the six-monthly publication *Work of the Session*, which is also available online.

### Parliamentary committees

The department continued to provide effective secretariat and advisory support to a number of House committees and to a joint committee dealing with the powers and procedures of the House (see Table 6).

During the year, the committees held a total of 56 meetings (66 in 2008–09) for 44 hours (49.5 hours in 2008–09) and produced 17 reports (16 in 2008–09). Details of meetings and reports are set out in Appendixes 3 and 4.

#### Standing Committee of Privileges and Members' Interests

The committee met six times during the reporting period and dealt with two major matters.

In September 2009, the committee presented to the House a report recommending that the House adopt procedures for the committee and the House in relation to the consideration of privilege matters to provide natural justice and procedural fairness. This matter had been under consideration for some time and the procedures represent a significant development in the consideration of privilege matters by the committee and the House.

The House resolved to adopt the proposed procedures on 25 November 2009.

In November 2009, the committee presented a report to outline to members the committee's views on the desirability of publishing the details of members' interests on the Parliament of Australia website and to advise members of a specific proposal for implementation. Subsequently the committee reported to the House advising that, from the commencement of the Forty-third Parliament, an online register of members' interests will be implemented.

#### Standing Committee on Petitions

The committee continued its work of receiving and processing petitions. Public hearings were held in Canberra, Melbourne, Brisbane and Sydney, at which discussions on selected petitions were held with petitioners, representatives from government departments and other interested parties.

The committee presented its report on electronic petitioning in November 2009. The report recommends that a system for receiving and hosting electronic petitions be established by the House and managed by the Committee on Petitions. The report further recommends, in relation to implementing such a system, that arrangements be made to utilise the software supporting the Queensland Parliament’s electronic petitioning system, including the signature verification methods that the Queensland system currently employs. If implemented, an electronic petitioning system would operate alongside the traditional paper petitioning practice.

The committee presented the report of its inquiry into the arrangements for petitions, *The work of the first Petitions Committee: 2008–2010*, in June 2010. Terms of reference for the inquiry required the committee to examine its role and operations, and the effectiveness of the standing and sessional orders that relate to petitions, some of which were put in place to underwrite the new arrangements. The committee recommended that current sessional orders 207 and 209 on petitions be made permanent.

**Standing Committee on Procedure**

The committee presented two reports in the period. *The display of articles: An examination of the practices of the House of Representatives* was tabled in October 2009. The report was initiated following a request from the Speaker seeking the committee’s assistance in assessing the adequacy and consistency of the practices of the House in relation to the use of ‘props’ by members.

The committee also concluded its inquiry into the effectiveness of the House committee system. Its report, titled *Building a modern committee system: An inquiry into the effectiveness of the House committee system*, was presented in June 2010. See also page 35.

The committee continued with its inquiries into the maintenance of standing and sessional orders, and the conduct of the business of the House.

**Standing Committee on Publications**

The committee met twice in 2009–10, and met together with the Senate Publications Committee on another seven occasions. The committee presented nine reports recommending which documents presented to parliament should be included in the Parliamentary Papers Series. All reports were agreed to.

As mentioned, the committee, together with the Senate Publications Committee, conducted an inquiry into the electronic distribution of the Parliamentary Papers Series and presented its report on 24 June 2010.

**Table 6 Committees supported by Chamber and Main Committee component, 2009–10**

| House committees  | Joint committee  |
|---|--|
| Standing Committee of Privileges and Members’ Interests | Joint Committee on the Broadcasting of Parliamentary Proceedings |
| Standing Committee on Petitions                         |  |
| Standing Committee on Procedure                         |  |
| Standing Committee on Publications                      |  |

### Procedural training

Emphasis continued on developing staff knowledge and skills in the application of parliamentary law, practice and procedure through a number of mechanisms, including:

- on-the-job training and experience
- parliamentary and departmental briefing sessions
- pre-sitting briefings for rostered Clerks-at-the-Table each sitting day
- regular sitting debriefs following each sitting week or fortnight, focusing on matters of procedural interest. The sessions are facilitated by the Director, Programming, and a record is published on the departmental intranet
- 'shadowing' opportunities, enabling staff outside the Table Office to learn chamber support duties on sitting nights. 'Shadows' provide important back-up capability in the event of staffing absences or turnover
- opportunities to draft papers, including for the Parliamentary Studies Centre, and deliver presentations, and
- for a small number of staff, participation in the annual course in Parliamentary Law, Practice and Procedure under the auspices of the Australia and New Zealand Association of Clerks-at-the-Table, and parliamentary seminars and conferences.

The department held training sessions for Clerks-at-the-Table and Deputy Clerks-at-the-Table on the use of the eComPress software version of *House of Representatives Practice*. It is important to be able to locate material rapidly during proceedings in the Chamber, and the software provides sophisticated search, electronic messaging and document notation capability.

### Information technology

Two important achievements during the year were the implementation of improved technology for the Speaker and the Clerks-at-the-Table in the House of Representatives Chamber (see also page 43) and the

development of a Tabled Papers Register (see page 18). With the installation of monitors in the Speaker's desk in the Chamber, the occupant of the chair now has access to the parliamentary computing network and the television broadcast, and also has two-way communication with the Clerks-at-the-Table. The computers supporting the monitors for the Speaker and the Clerks are located outside the Chamber, allowing IT problems to be rectified during proceedings.

The Clerk Assistant (Table) established an internal working group and a draft business case was subsequently prepared, in conjunction with the Department of the Senate, for redevelopment of the document production system and associated databases. In May, the Chamber Research and Table offices held a successful round-table brainstorming session to identify efficiencies and opportunities for improvement to include in the redevelopment. The department was fortunate to have as facilitator for the session a former departmental staff member who was the project officer for the development of the initial system, Ms Marion Ryan. It is planned to allocate staff to this project on a full-time basis from July 2010, and to call for tenders in 2011.

The Table Office business continuity plan was tested using a scenario developed with the assistance of a staff member from the Department of Parliamentary Services. The desktop exercise with Table Office and departmental IT staff was facilitated in-house. The exercise confirmed that the plan provides a useful framework to ensure continuity of service in the event of disruption to the parliamentary computing network. As a result of the exercise, staff became more aware of the framework, and a number of useful changes to the plan were made. The back-up hard drives for the document production system were separately tested and proven fit for purpose.

Further work was done with the Legislative Assembly, South Australia, to redevelop the department's Procedural Records System.

The aim is to provide a system that will meet the requirements of, and provide a value-for-money solution for, each House. This project may provide a model for further cross-jurisdictional work in future, with benefits for all parties involved.

Considerable support was also provided for the parliamentary project to redevelop the Parliament of Australia website, with emphasis on material relating to the Chamber and Main Committee of the House.

### Improving performance

The focus of our work in 2009–10 continued to be on service delivery and capability development, with some enhanced IT capability and additional staffing flexibility. Minor staffing efficiencies were achieved, as mentioned, and care was taken to avoid any unnecessary expenditure, including through use of in-house rather than contract resources. Some savings were again achieved for agencies by further reduction of the stock requirements for documents presented to the House.

The emphasis on training and development outlined in previous reports continued during the year, as did planning, people management and evaluation strategies. Sustained high levels of performance were achieved.

### Outlook

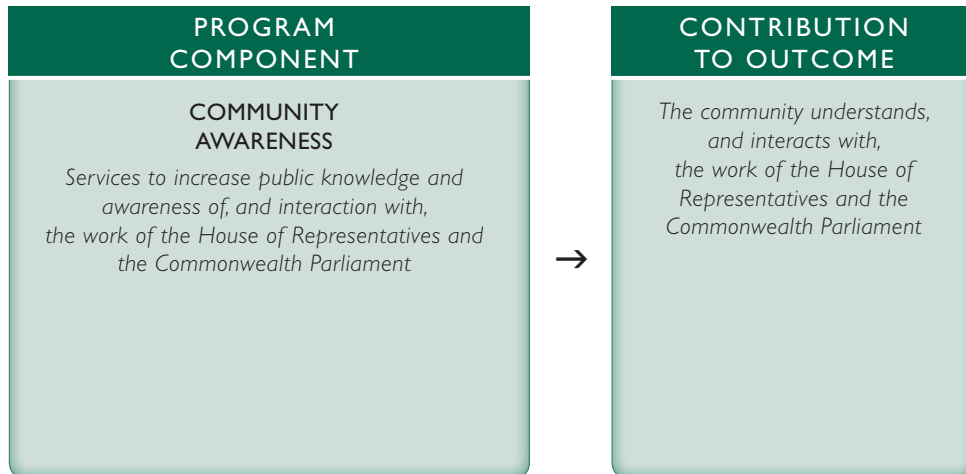
In 2010–11, the department will continue providing advice and services of a high standard to support the Chamber and Main Committee of the House of Representatives. It will be an election year and it is anticipated that the level of direct support activity will be lower than for the previous year, reflecting a likely reduction in the number of sitting weeks of the House.

The redevelopment of the document production system will be a major priority during the year. The system is used to produce all documents supporting sittings of the House, and the project will need to involve all staff in the Table Office. The aim will be to implement a system that takes the chamber support function forward for the next decade and

achieves more effective and efficient modes of operation. This will include the capability to support an electronic Chamber, and a new generation of members. The redevelopment of the Procedural Records System will also receive attention, with the aim being to finalise the project. The implementation of the new Parliament of Australia website will involve work to optimise the value of the new site and achieve efficiencies where possible.

Following the dissolution of the House for the general election, end-of-parliament tasks, including compilation of the bills volumes (comprising all bills, amendments and explanatory memoranda) for the Forty-second Parliament, and the *Votes and Proceedings* for that parliament, will be addressed. There will also be preparation for the Forty-third Parliament, including arrangements for the opening of the parliament. A range of publications and presentation material will be reviewed and revised as necessary. The aim will be to position the chamber support function for the future.

## COMMUNITY AWARENESS



Engaging the community with the work of the House of Representatives and its committees is an important focus of the department. The House’s work benefits from public input, and better community understanding of the workings of parliament contributes to the health of our democracy.

Through a range of multimedia products and services, the department’s Liaison and Projects Office works with other areas of the department to inform the community about the House and encourage community participation in its work.

The Serjeant-at-Arms’ Office also plays a major role in promoting community awareness. It maintains several databases to facilitate the dissemination of information to the public and to encourage community participation in the proceedings of the House. The office oversees security arrangements for the Chamber; the Main Committee and all House of Representatives committee rooms, and plays a vital role in liaising with and coordinating other offices across the parliament in support of visitor access to parliamentary proceedings.

Community awareness activities recorded an expenditure of \$1.5 million for 2009–10, against a budget allocation of \$2.0 million. The financial resources for the component are summarised in Appendix 2; staff levels, by location, are shown in Appendix 11.

### Performance summary

The department’s community outreach products and services were in high demand throughout the year. The department received much positive feedback from the community on the information made available through printed and electronic media. The department continued to develop its multimedia outreach services to ensure its products remained up to date and in tune with modern communication trends.

Schools can bring their students to visit Parliament House and participate in the schools visits program. As was the case last year, the number of students visiting under this program increased, maintaining the trend of growing student visitor numbers. Statistics are given below under ‘Public visits to the House’.

## Community liaison

### Print and electronic media

The *About the House* magazine is a flagship publication that reports on the work of the House of Representatives and its committees. The December 2009 edition marked the magazine's tenth anniversary, and in May 2010 the fortieth issue of the magazine was published. The department also produces the *About the House* television program, which is broadcast regularly on Sky News and Australia's Public Affairs Channel (A-PAC).

Budgetary pressures and the parliamentary cycle heading into an election meant that only three issues of the magazine were published this year instead of the usual four. A small amount of advertising was included to help cover some of the production costs. Costs were also contained by reducing the number of printed copies and by sourcing photographs from more cost-effective providers.

Public feedback on the magazine remained very positive, with many emails, letters and phone calls praising the publication. The following comments from readers are indicative of the feedback received during the year:

'The range of subjects and the quality of the writing are consistently high. I value the editorial tone of objective authority that is in sharp contrast to other media sources, both public and privately owned.'

'Your *About the House* magazine is increasingly useful, informative and, dare I say, even essential reading (on contemporary issues).'

A survey of the magazine's readership inviting feedback was included with the May 2010 edition and was also made available online. A similar survey was conducted in September 2007. The May 2010 survey included questions on the content and layout of the magazine, and sought public opinion on whether the magazine should move towards online publication. As at 30 June 2010, more than 1,600 completed survey forms had been

received. An initial analysis of results shows a very high satisfaction level with the content and layout of the magazine. Readers have also indicated a strong preference for receiving a printed copy of the magazine rather than reading it online. As the survey is ongoing, final results will be reported in next year's annual report.

Extended interviews conducted for the television program were included as video items on committee web pages. Those interviews featured people who made submissions to committee inquiries and who appeared as witnesses at committee hearings. This provided an additional way to promote the work of committees and public engagement with that work.

The email alert service, which provides regular updates on committee investigations, remained a popular and effective way to publicise the work of parliamentary committees. More than 3,200 people and organisations subscribe to the free service, including more than 1,200 media representatives.

### Seminars and presentations

Eleven seminars with 296 attendees were conducted on the processes and work of the House of Representatives (compared with eleven seminars with 319 attendees in 2008–09). This year's seminars included four that were requested by individual Commonwealth agencies and a private sector organisation. Public servants continued to be the main audience for the seminars. Evaluation forms completed by attendees indicated a high level of satisfaction with each of the seminars.

Five university lectures were presented under the House Calls program. The Speaker and Clerk delivered two lectures at the University of Tasmania and lectures at Newcastle University, the University of Queensland and Murdoch University. Feedback on the lectures was positive, with lecturers and students indicating that they value the opportunity to hear presentations on and ask questions about the realities of working in the House of Representatives.



### Projects and events

The 'Meet your MP' touch-screen kiosk was launched in October 2009. Located in one of the key public display areas of Parliament House, the kiosk provides visitors to the building with a range of information about the 150 members of the House of Representatives, including biographical and electorate information, photographs of members undertaking their duties, and video messages. It provides a much-needed boost to public displays at Parliament House.

The public displays had been reviewed by an interdepartmental working group, which completed its report in 2008–09. In September 2009 that report was forwarded to the Presiding Officers for their consideration. The Presiding Officers agreed to the development of a management structure to review relevant coordination processes and policies. They also agreed to the establishment of an implementation team to commence work on those recommendations of the working group that can be achieved from within existing resources. Departmental staff are involved in both aspects of this work.

Departmental staff are also involved with preparations for the Parliament House Open Day to be held on 18 September 2010. An interdepartmental working group, chaired by the Department of the Senate, is coordinating the Open Day.

### Parliamentary assistants program

The department continued its program of recruiting university students in the Australian Capital Territory to work as parliamentary assistants. The program combines elements of educational, employment and outreach programs (see page 44 for more detail).

### Public visits to the House

#### Public visits to observe proceedings

As in previous years, a large number of visitors booked seats in the galleries to observe proceedings: a total of 93,870 visitors viewed proceedings during the year. Question time bookings continued to be much in demand. There were several large bookings for question time, including 250 seats for the Juvenile Diabetes Research Foundation – Kids in the House program. Peak times for gallery attendances other than question time were



*The Speaker, Mr Harry Jenkins MP, and Members of Parliament at the launch of the 'Meet your MP' touch screen kiosk in October 2009.*



the presentation of the Budget and the Budget reply on 11 and 13 May 2010, respectively, and the address to the Australian Parliament by the President of the Republic of Indonesia, His Excellency Dr Susilo Bambang Yudhoyono, on 10 March 2010.

In the first week of the spring sittings after the winter break (11–13 August 2009), over 6,000 people were recorded entering the galleries. Over 1,900 people were recorded visiting the galleries on the afternoon of the first question time for Prime Minister Julia Gillard on 24 June 2010.

**School visits to Parliament House**

The number of students visiting Parliament House and participating in school programs continued to increase. In 2009–10, they numbered 117,955 (compared with 114,190 in 2008–09). Of these, the majority participated in a guided tour including visiting the galleries of the House and the Senate. The department provided hospitality to 83 per cent of the student visitors, and 75 per cent participated in the Parliamentary Education Office program (see below). This popular program continued to offer after-hours classes to make it accessible to more students.

The number of schools that visited Parliament House in 2009–10 increased by 150; the increase occurred mainly in schools from New South Wales, Queensland, South Australia and Tasmania. Student numbers from the Northern Territory increased from 341 in 2008–09 to 623 in 2009–10, which reflected the participation of five additional schools. Victoria and Western Australia were represented by fewer schools but more students. There were

fewer local ACT schools and school children visiting Parliament House than in previous years. Detailed numbers of participants are given in Table 7.

**Parliamentary Education Office**

The department and the Department of the Senate jointly fund the Parliamentary Education Office (PEO), which is administered by the Department of the Senate to provide parliamentary education services to schools, teachers and students. The two departments confer on the strategic direction of the PEO and the content of its educational material and online resources. The PEO Advisory Committee is chaired by the Deputy Speaker and it met in November 2009 and May 2010. The Clerk Assistant (Table) attended as an observer.

A new record of 91,648 students from every state and territory participated in the PEO’s role-play program at Parliament House during the year (compared with the previous record of 90,786 in 2008–09). This brought the cumulative total of students who had participated in the role-play programs since the Parliament House building opened on 9 May 1988 to 1,462,275.

The PEO continued to invest substantially in other activities and in technology to cater for the broader student population. Work began on reviewing the structure and content of the PEO website, and on implementing a content management system for it. Website patronage continued to increase, with over 4.3 million page views recorded in 2009–10, compared with 3.7 million page views in 2008–09. The PEO continued its work with members and

**Table 7 Students visiting Parliament House, by location and year, 2005–06 to 2009–10**

|         | ACT   | NSW    | NT  | Qld    | SA    | Tas.  | Vic.   | WA    | Other | Total   |
|---------|-------|--------|-----|--------|-------|-------|--------|-------|-------|---------|
| 2005–06 | 2,350 | 71,586 | 354 | 12,100 | 3,255 | 1,084 | 15,423 | 2,408 | 127   | 108,687 |
| 2006–07 | 3,270 | 73,891 | 336 | 14,663 | 3,400 | 877   | 16,879 | 2,759 | 8     | 116,083 |
| 2007–08 | 3,733 | 67,148 | 532 | 15,077 | 4,523 | 1,050 | 17,002 | 3,100 | 295   | 112,460 |
| 2008–09 | 4,031 | 69,673 | 341 | 14,333 | 4,024 | 1,113 | 16,913 | 3,591 | 171   | 114,190 |
| 2009–10 | 3,703 | 70,294 | 623 | 15,845 | 4,618 | 1,394 | 17,041 | 4,378 | 59    | 117,955 |

senators in a targeted school visits program, Parliament Alive. Visits were successfully conducted this year in Western Australia, Queensland, Victoria, South Australia and the Northern Territory, reaching approximately 9,100 students. The PEO also continued to produce a wide range of educational resources, with a focus on content for the website.

### Improving performance

Public feedback on the department's community outreach program indicated the high regard the community has for the magazine, television program, email alerts, news web page and seminars. The results of the May 2010 survey of the magazine and the evaluation forms from seminars are being used to further improve these products and services.

The *About the House* magazine web page was improved during the year, with a more dynamic appearance and links to video items. The legislation section of the magazine was expanded to increase the information available to the public on proposed laws being considered by parliament.

A new television program is being produced to provide more information to the public on the federal parliament's work during sitting weeks.

The schools booking system is due to be updated to cope with the increased demand from schools and agents seeking information on availability and to improve the booking process. Several issues have arisen with the system, causing increased workload for staff. Upgrading the system will increase productivity, and the department will seek off-the-shelf systems to replace the current model.

The Serjeant-at-Arms' Office has an important role in coordinating the department's training of staff from other parliamentary departments on the functions and responsibilities of the House to increase their knowledge of the Australian Parliament and the Chamber. This training will assist them in providing information to the public on a variety of matters.

### Outlook

Aspects of the community outreach program, especially those relating to parliamentary committees, will not operate during the upcoming federal election period, as the work of the House and its committees will be suspended during that time. These activities will resume in the new parliament; however, budgetary pressures will be taken into account in the future delivery of the community outreach program.

Redevelopment of the Parliament of Australia website will enable the department to explore further opportunities to promote the House's work online.

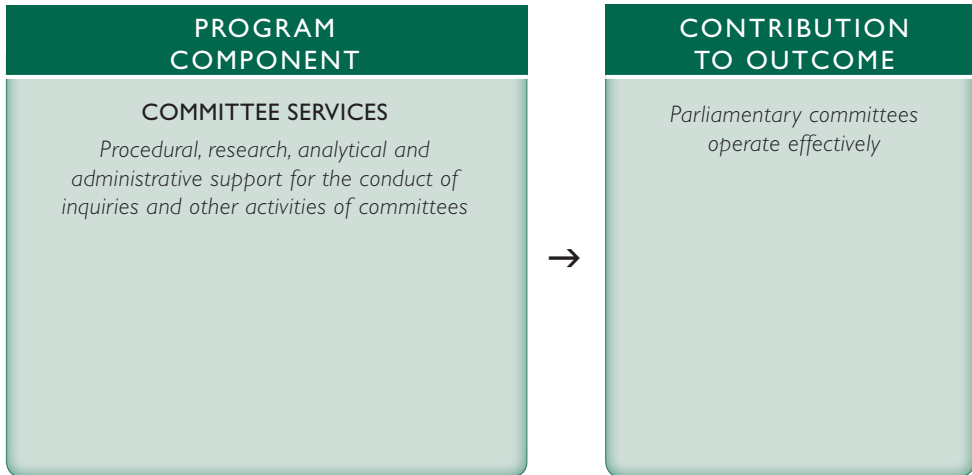
Feedback from the May 2010 magazine survey will be used to help determine future directions for the magazine.

Parliament continues to attract visitors to the galleries as well as increasing numbers of schools and students to the school visits programs. For example, by May 2010, the PEO program had already been heavily booked through to the end of November 2010.

The Serjeant-at-Arms' Office meets regularly with the PEO and Department of Parliamentary Services to monitor trends and discuss any issues as they arise. The challenge is to meet the needs of the larger number of school groups visiting parliament, provide efficient and timely service to our clients and maintain the integrity of the Chamber and building. The upgrade of the schools booking system is expected to enable the Serjeant-at-Arms Office to continue to improve its service to schools, tour operators and members.

The department has commenced initial preparation for the election period expected later in 2010. In particular, the department will be planning the opening of the new parliament, which is a significant event. During an election period visitors and school groups are not able to view sittings and experience the parliament at work. However, the department will continue to encourage and assist visitors and school groups that wish to visit during this time.

# COMMITTEE SERVICES



The work in this program component is primarily performed by the Committee Office. The office supports parliamentary committees in discharging their responsibilities of parliamentary consideration of policy and legislation and scrutiny of government.

The expenditure on these services in 2009–10 was \$9.4 million, which was \$1.3 million below the budget allocation of \$10.7 million. The financial resources for the component are summarised in Appendix 2; staff levels, by location, are shown in Appendix 11.

### Performance summary

The 2009–10 financial year saw the parliamentary cycle drawing to a close, with an election scheduled in 2010–11. In the latter part of the year, committees were generally completing current inquiries, although a small number commenced new inquiries as well.

In addition to the twenty committees that the Committee Office was supporting on 30 June 2010, the department also administered the Joint Select Committee on Cyber-Safety. The committee was established on 15 March 2010. The committee had a final reporting date of 11 February 2011, which is the last working day before the possible automatic dissolution of the Forty-second Parliament under the

Constitution. If the parliament concludes before this date, then the re-creation of this committee and any further activity on its part will be subject to House and Senate agreement in the Forty-third Parliament.

Administrative structures remained unchanged during the year. The Committee Office comprised eight secretariats of six to ten staff, which were supported by a small unit attached to the Clerk Assistant (Committees).

Committees supported by the Committee Office in 2009–10 are shown in Table 8.

The department also supports the Liaison Committee of Chairs and Deputy Chairs. While this committee has formal processes, and is chaired by the Deputy Speaker, it is not a formal committee of the parliament but a means by which chairs and deputy chairs can discuss aspects of committee administration and support. The committee meets every six months. In 2009–10, it met in November 2009 and June 2010 to discuss topics such as access to Commonwealth Parliament Offices for public hearings, video conferencing for public hearings, and government responses to committee reports.

**Table 8 Committees supported by the Committee Office, 2009–10**

| House committees   |
|--|
| Standing Committee on Aboriginal and Torres Strait Islander Affairs                        |
| Standing Committee on Climate Change, Water, Environment and the Arts                      |
| Standing Committee on Communications   |
| Standing Committee on Economics  |
| Standing Committee on Education and Training   |
| Standing Committee on Employment and Workplace Relations                                   |
| Standing Committee on Family, Community, Housing and Youth                                 |
| Standing Committee on Health and Ageing  |
| Standing Committee on Industry, Science and Innovation                                     |
| Standing Committee on Infrastructure, Transport, Regional Development and Local Government |
| Standing Committee on Legal and Constitutional Affairs                                     |
| Standing Committee on Primary Industries and Resources                                     |
| Joint committees   |
| Joint Committee of Public Accounts and Audit   |
| Joint Select Committee on Cyber-Safety   |
| Joint Standing Committee on Electoral Matters  |
| Joint Standing Committee on Foreign Affairs, Defence and Trade                             |
| Joint Standing Committee on Migration  |
| Joint Standing Committee on the National Capital and External Territories                  |
| Joint Standing Committee on Treaties   |
| Parliamentary Joint Committee on Intelligence and Security                                 |
| Parliamentary Standing Committee on Public Works   |

Note: Four other House committees mainly concerned with the domestic operations of the House, in addition to the Joint Committee on the Broadcasting of Parliamentary Proceedings, are supported by the Chamber and Main Committee program component of the department and are discussed at pages 20–1

### Committee activity

On 1 July 2009, the investigatory committees supported by the department had 35 ongoing inquiries. During 2009–10, these committees commenced 53 inquiries and tabled 55 reports relating to 60 inquiries. As at 30 June 2010, the committees had 25 ongoing inquiries.

Most inquiries typically relate to policy or administrative issues within government. The committees that the department administers occasionally conduct bill inquiries, which generally have a significant influence on the legislation in question. There was one bill inquiry in 2009–10: a report by the Joint Standing Committee on the National

Capital and External Territories on the Territories Law Reform Bill 2010. The inquiry-related activities of committees are summarised at Appendixes 4 and 5.

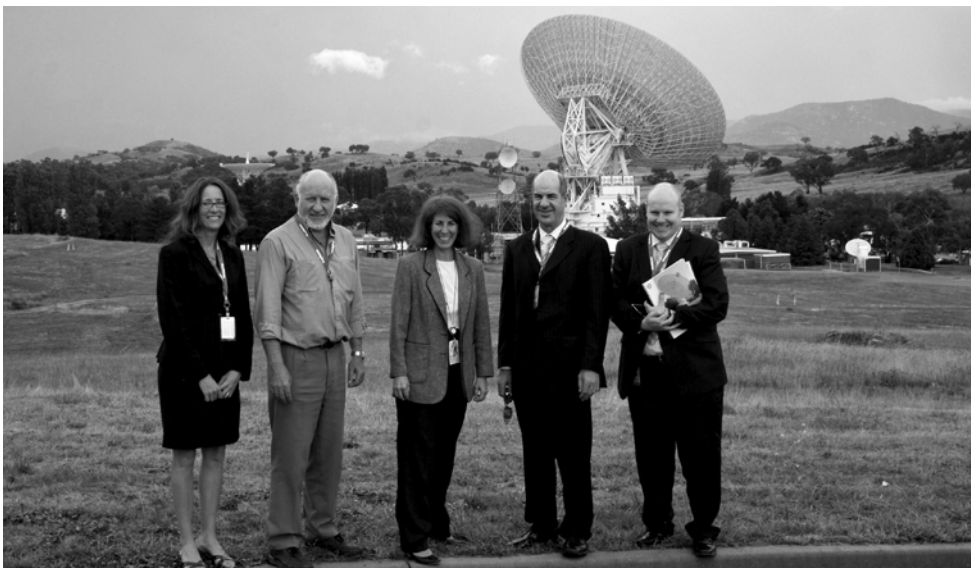
During the year, the Committee Office supported some high-profile inquiries. For example, in October 2009 the House of Representatives Standing C ommittee on Climate Change, Water, Environment and the Arts tabled its report on the effects of climate change. The report, *Managing our coastal zone in a changing climate: The time to act is now*, contained forty-seven recommendations designed to better prepare Australia for the risks involved with climate change across the

breadth of government. The report received international press coverage. Reporting outlets included *The Times*, Radio Nederland, *The Straits Times* in Singapore, *The Miami Herald*, *The Irish Times*, *The Hindu* in India and *What's On Xiamen* in China.

In 2009, the Presiding Officers allocated one parliamentary delegation annually for a committee to visit two Asia-Pacific countries in connection with an inquiry or their wider work. The House of Representatives Standing Committee on Health and Ageing conducted the inaugural Asia-Pacific committee delegation. The aim of the visit was to learn more about the health issues that jointly affect our Pacific neighbours and Australia, including HIV/AIDS, malaria, dengue fever and tuberculosis. The committee proposed visiting Papua New Guinea and Solomon Islands because of their proximity to Australia. The delegation's visit provided a unique and valuable opportunity for parliamentarians to learn more about the health system and health services delivery in neighbouring countries and to strengthen the bilateral relationship with two countries with which Australia has longstanding and important ties. The committee tabled its report in March 2010.

In 2009–10, the government responded to some important reports from the previous year. In May 2010, the Minister for Veterans' Affairs and Defence Personnel responded in the House to *Sealing* a just outcome, a report by the Joint Standing Committee on Foreign Affairs, Defence and Trade. This report dealt with issues arising from damage caused to the health of Royal Australian Air Force personnel tasked with keeping the F-111 aircraft operational (deseal/reseal). The minister congratulated the committee on its work and stated that the committee had dealt with the issues in the inquiry 'fairly and justly' through its recommendations. The government response commits to expanding the definition of eligible personnel and the benefits and services available under the *Safety Rehabilitation and Compensation Act 1988*. It provides \$55 million over four years for better access to care and compensation.

In March 2010, the Attorney-General, the Hon Robert McClelland, and the Parliamentary Secretary for Disabilities, the Hon Bill Shorten, released at a public launch the government response to the report on disability access under building standards, *Access all areas*, by the House of Representatives Standing



*The Joint Standing Committee on Treaties at the Canberra Deep Space Communication Complex for its examination of the Agreement concerning Space Vehicle Tracking and Communication Facilities in February 2010.*

Committee on Legal and Constitutional Affairs. The Hon Justine Elliot (Minister for Ageing) also responded to the report in the House, stating that the committee had made 'an outstanding and important contribution in assessing and reviewing the draft premises standards'.

In both cases, the government accepted a large number of the committees' recommendations.

### Analysis of performance

The most important performance indicator for the Committee Office is the level of satisfaction with committee services reported by members in the department's annual survey of members. In May and June 2010, a random selection of 30 current members of parliament was asked to participate in the survey. The survey was conducted confidentially with an option to participate in an interview with a departmental executive officer. Eighteen current members responded to the survey (23 in 2008–09), of whom two participated in an interview. Details of the survey findings are at Appendix 12.

As in previous years, the department rated very highly on members' satisfaction with committee services. One hundred per cent of members stated that they were 'extremely satisfied', 'highly satisfied' or 'satisfied' with

committee services. As Table 9 shows, satisfaction rates of at least 90 per cent have been reported for the past five years.

Table 9 also shows output and efficiency indicators for the Committee Office. It must be borne in mind that these figures do not reflect solely on the department. They also reflect on the actions of committees, which make the strategic decisions about inquiries and committee reports; and they reflect on the House and ministers to the extent that they provide references to committees.

The total number of reports suggests a drop in activity over the past five years. This is largely due, however, to the Parliamentary Standing Committee on Public Works changing the way it packages its reports. In the Forty-first Parliament (2004 to 2007), the committee produced a report for each public work that it examined. In the Forty-second Parliament (2007 onwards), it tabled combined reports that allocated a chapter to each public work. An alternative output measure is the total number of pages in tabled reports, which is not affected by how a committee might package its reports. This statistic shows that 2006–07 and 2008–09 were years of increased activity for the Committee Office.

**Table 9 Committee Office performance indicators**

| Indicator                                    | 2005–06 | 2006–07 | 2007–08 <sup>a</sup> | 2008–09 | 2009–10 |
|--|---------|---------|----------------------|---------|---------|
| Members' satisfaction rates (%) <sup>a</sup> | 100     | 91      | 95                   | 100     | 100     |
| Reports, total <sup>b</sup>                  | 68      | 62      | 51                   | 58      | 55      |
| Pages, total <sup>c</sup>                    | 4,000   | 4,708   | 3,410                | 4,546   | 4,199   |
| Staff numbers, Committee Office <sup>d</sup> | 68      | 65      | 61                   | 63      | 64      |
| Pages, per staff member                      | 59      | 72      | 56                   | 72      | 66      |

a Members' satisfaction rates represent the proportion of members who stated they were 'satisfied', 'highly satisfied' or 'extremely satisfied' with committee services.

b The report totals include committee delegation reports and reports by the Joint Committee of Public Accounts and Audit on the draft estimates of the Australian National Audit Office.

c The number of pages in a report is the number of pages in the body of the majority report, excluding introductory material, appendixes and dissents.

d Staff numbers are based on historical data for 30 June each year.

e 2007–08 was an election year, which led to reduced committee activity due to the election period between October 2007 and February 2008.

The year 2007–08 included an election, which meant that there were no committees from the prorogation of the Forty-first Parliament on 15 October 2007 to the creation of committees on 18 February 2008 in the Forty-second Parliament. This resulted in a drop in output for this period. Committee staff are engaged in other work during election breaks, which does not directly contribute to committee reports and is not reflected in these figures.

Efficiency data is calculated in terms of pages per staff member. Although this measure of efficiency has its shortcomings, by this measure the Committee Office was at its most efficient in 2006–07 and 2008–09. Further, in the four non-election years, by this measure the Committee Office sustained increased efficiency over its performance in 2005–06.

**Smart infrastructure conference**

Smart infrastructure is infrastructure with embedded communications technologies that aim to improve efficiency. In transport, smart infrastructure is used to automate transport systems to monitor, control and optimise traffic flows. In water and energy, smart metering is used to allow remote and real-time monitoring

of use, with potential benefits to the consumer and improved responsiveness to maintenance.

The House Standing Committee on Infrastructure, Transport, Regional Development and Local Government held the ThinkFuture Smart Infrastructure Conference on 12 March 2010 as the first activity for its inquiry into smart infrastructure. The conference, opened by the Minister for Infrastructure, Transport, Regional Development and Local Government, was a new style of inquiry activity, designed to open the debate between key industry players, government representatives and the wider community. The conference generated significant interest, with 200 registrations, including from companies such as IBM and Accenture. The one-day conference comprised sector workshops and keynote addresses, as well as some trade displays. The day's proceedings were webcast, with selected video and transcripts available from the Parliament of Australia website.

Feedback from conference participants was overwhelmingly positive. Many cited as a highlight the opportunity to discuss smart infrastructure challenges that are common



*Participants at a working group of the smart infrastructure conference in March 2010.*



across several sectors. The conference was also successful in strengthening links between government and industry regarding smart infrastructure in the transport sector, with invitations offered to industry to provide input to a government working group on common standards. Conference participants noted their support for the committee's approach to this new inquiry. They stated that a conference setting allowed greater dialogue and networking opportunities for participants than standard committee practice.

### Committee support

While the Committee Office provides day-to-day assistance to committees with advice, analysis and drafting, it also assists committees by developing support systems and other 'back office' functions specific to committees. For example, it revised the practice and procedure manual for Committee Office staff in 2009–10 and the revised fourth edition is scheduled for publication early in the next financial year. Other projects are discussed below.

### Records management and archiving

Committee Office staff continued to work closely with the department's Records Management Unit to process the remaining committee records that predate the Forty-second Parliament using the streamlined electronic system implemented during 2007–08. Over fifteen shelf metres of committee records were transferred into the custody of the National Archives during the year. A further four shelf metres of committee records to be retained permanently at Parliament House were sorted, boxed and placed in appropriate on-site storage.

The Records Management Unit continued to offer a program of formal and on-the-job records management training to Committee Office staff during the year.

One committee secretariat has been involved in a pilot of managing committee records electronically. The feedback from the staff of the secretariat has been very useful in formulating standards for managing records electronically in other secretariats. The use of the electronic records management system will

be extended to other committee staff in 2010–11.

### Digitisation of committee reports

In response to a recommendation made by the Joint Committee on Publications in its 2006 report *Distribution of the Parliamentary Papers Series*, the department has sought to post digital copies of reports dating from 1901 onwards on the Parliament of Australia website. Out of the 406 House committee reports identified in this project, 357 have been scanned and uploaded to the Register of Committee Reports.

In addition to completing this project, the department is looking to standardise the report listing on each committee's web page and ensure that these listings as well as all reports in the register have adequate document properties, which will assist with electronic searching. The department also plans to begin creating digital copies of reports dating from 1901 onwards by all joint committees after digitisation of House reports has been completed.

### Improving performance

The Committee Office has both led and participated in a number of projects designed to improve its operations. For example, it has commenced a pilot of a more rigorous method of internally editing committee reports. Like the rest of the department, it has also been assisting the Department of Parliamentary Services in the redevelopment of the Parliament of Australia website. Two other projects are discussed below.

### Committee report template

During the year, the department identified possible improvements to the word processing template that committee staff use when drafting reports. The template, which was introduced in 1999, automates much of the formatting of committee reports. Improvements the department is investigating include further automating the various steps in compiling chapters into a final document and improvements to the program's robustness. It may also be possible to automate the process by which committees produce HTML



versions of their reports from the template. The current technology available to the department requires manual conversion, which is resource intensive. A fully automated system would allow HTML versions to be published on the same day that reports are tabled, improving accessibility for users with a disability and those with low-speed data connections.

The department has consulted with the Department of the Senate in developing the project, to leave open the possibility of the two departments both having access to the technology that will be developed. If this were to occur, it would deliver efficiencies through the sharing of development costs.

### Operational efficiencies

The Committee Office was involved in two reviews of its expenditure during the year. In the latter half of 2009, the department's internal auditors reviewed the department's management of the printing of committee reports. Among its conclusions, the audit found that greater use of internal printing, when excess capacity existed, could deliver savings to the department. The department has implemented the report's recommendations, which will probably deliver annual savings of between \$15,000 and \$25,000.

Also in 2009, the Committee Office conducted an internal review of its travel and accommodation spending, most of which is incurred for public hearings interstate. One of the recommendations from the review was to engage an accommodation broker for hotel bookings. A pilot of this arrangement will be conducted in 2010–11.

### Outlook

On 21 June 2010, the House of Representatives Standing Committee on Procedure tabled its report on the effectiveness of House committees. The report was wide-ranging and made twenty-five recommendations. It covered areas such as committee resourcing, membership, powers, the number of committees, and arrangements for the debate of committee reports. The report is now with government.

If the government accepts all of the committee's recommendations, there will be significant changes to how the department supports committees.

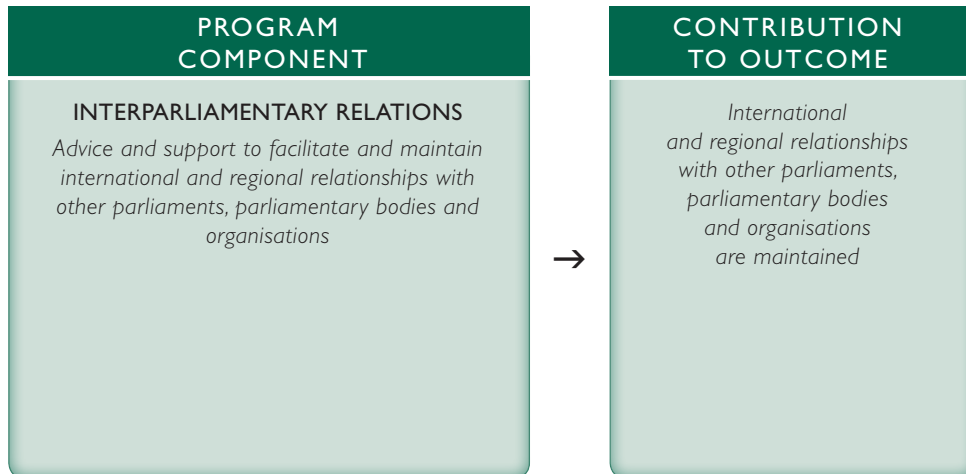
An election will be held in 2010–11. One implication of this is that the pace of work for many staff increased as they sought to finalise reports prior to the election. However, once the election is called, committees will cease to exist for several months. Staff will then either be involved with election period projects or be on secondment with other agencies. On the establishment of the Forty-third Parliament, committee staff will assist with the creation of new committees and the establishment of new inquiries. It is also possible that the House will restructure its committees after the election, depending on the government response to the procedure committee report.

The election will cause a reduction in committee activity, meaning that the department's tight financial position will probably not be a constraint on committee activity next year. However, the department's budget may have an impact on all aspects of operations from 2011–12, when normal levels of activity resume, and the following years as well. Without additional funding, this may affect the support that the department provides to committees.



*The Chair of the Health and Ageing Committee, Mr Steve Georganas MP, with community members in Papua New Guinea during the Committee's Asia-Pacific delegation in October 2009.*

## INTERPARLIAMENTARY RELATIONS



The Australian Parliament has an active program of engagement with other parliaments, particularly at the regional level. Support for the parliament's international activities is provided primarily through the Parliamentary Relations Office (PRO), which is jointly funded by the departments of the House of Representatives and the Senate, and administered by the Department of the House of Representatives.

Expenditure on the component in 2009–10 was \$2.4 million, against a budget allocation of \$2.3 million. The financial resources for the component are summarised in Appendix 2; staff levels, by location, are shown in Appendix 11.

### Performance summary

The range of visits and parliamentary-strengthening activities coordinated during the year helped promote relations with other parliaments and benefited Australia's relations with other countries. Initiatives were developed to boost regional parliamentary links and to provide more professional development opportunities for parliamentarians. Feedback received during the year indicated a high level of satisfaction with the programs offered and the services provided by the PRO.

### Delegations and visits

During 2009–10, the department coordinated twenty-seven official overseas visits, which included bilateral visits to eight countries, attendance at ten conferences, workshops and seminars, and twelve other visits (see Appendix 8). There were fourteen official visits to Australia by parliamentary delegations from other countries as guests of the Australian Parliament (see Appendix 6), along with thirty-nine other visits by parliamentarians and eight visits by parliamentary staff and other individuals (Appendixes 7 and 9).

The outgoing delegations program maintained its focus on the Asia–Pacific region: of the eight bilateral visits undertaken during the year, seven were to countries in the region. With this aim in mind, and for the second year in a row, an Australian parliamentary delegation visited countries that are members of the Association of Southeast Asian Nations (ASEAN). The feedback from this year's delegation, which visited Brunei Darussalam, Indonesia and Laos in April 2010, indicated that the visit to ASEAN member countries was a valuable component of the annual outgoing delegations program.

As mentioned, the first committee delegation visit to the Asia–Pacific region took place in October 2009, with the House of Representatives Health and Ageing Committee visiting Papua New Guinea and Solomon Islands to examine regional health issues affecting Australia and other countries in the Pacific. A report from the visit, including fifteen recommendations, was released in March 2010. In that report the committee wrote:

The Committee firmly believes that the travel provided a valuable platform for committee members to learn more about issues relevant to their portfolio and to build parliament and other people-to-people contacts in the region. Such purposeful travel, in conjunction with an ongoing inquiry, considerably enhances committee work and the work of the Parliament.

At debrief meetings for outgoing visits, delegation members indicated a high level of satisfaction with the arrangements. Of the thirty-two evaluation forms completed for outgoing visits, twenty-two rated the support provided as ‘excellent’, nine provided a rating of ‘good’, and one provided a rating of ‘fair’.

The incoming visits program also maintained its focus on strengthening regional links, with official visits from Bhutan, Cambodia, Chile, New Zealand, Tonga, Vanuatu and Vietnam. The number of official incoming delegations during the year was reduced to twelve because of the need for budget savings.



*The Speaker, Mr Harry Jenkins MP, and participants in a democracy-strengthening program conducted in partnership with the Centre for Democratic Institutions in October 2009.*

### Support for other parliaments

The Inter-Parliamentary Study Program was conducted in March 2010, with twelve parliamentary officials participating from the Asia–Pacific region, Africa and Europe. The annual program provides the opportunity for senior parliamentary staff to learn in detail about the processes and procedures of the Australian Parliament and exchange views on parliamentary developments. Participants in this year’s program indicated that they were highly satisfied with the content, providing an average rating of 4.6 out of 5 for the program. As a result of contacts made during the program, follow-up requests for information and advice are being received from participating parliaments.

Training and equipment were provided to Pacific Island parliaments through the Commonwealth Parliamentary Association Australian Region Education Trust Fund. This included information technology equipment and training for parliamentary staff. Two parliamentary websites were developed, for the Vanuatu and Nauru parliaments, bringing to a total of five the number of parliamentary websites that have been developed with the support of the trust fund in recent years.

The level of support requested from the trust fund varies from year to year, depending on electoral cycles and changing priorities within Pacific Island parliaments. This year the Tongan Parliament was particularly active in seeking the support of the fund, following a historic review of the Tongan constitution and electoral system. The fund supported the development of an independent process for the appointment of Tongan parliamentary staff, a needs assessment of its Hansard operations, training for a new committee and legal drafting clerk, academic studies for its librarian, and development of an accounts and superannuation database.

A study visit was arranged for the Speaker and parliamentarians from Bangladesh, in cooperation with the United Nations Development Programme (UNDP). The visit was focused on strategic and corporate planning as well as change management and institutional strengthening. Following on from the visit, further assistance has been provided in response to specific requests for technical support.



*Commonwealth Women Parliamentarians conference held from 30 June to 2 July 2010 in Sydney.*

### Participation in international parliamentary organisations

The department supported the Australian Parliament's participation in a number of international parliamentary organisations, including the Commonwealth Parliamentary Association (CPA), the Inter-Parliamentary Union (IPU), the Asia Pacific Parliamentary Forum and the ASEAN Inter-Parliamentary Assembly. This included coordination of delegations to attend conferences and meetings of those organisations.

In its role as the Australian Region secretariat for the CPA, the PRO coordinated the regional activities of the association, including its annual regional meeting and the twinning program established between Australian and Pacific parliaments. During the year a visit was coordinated for a Tongan parliamentary delegation; the visit included meetings with their twinned parliament in South Australia.

In 2009–10, AusAID awarded the New South Wales Parliament funding to coordinate a comprehensive parliamentary-strengthening program with its twinned parliaments of Bougainville and Solomon Islands. Following this, a proposal for a similar program was prepared jointly by the CPA Australian Region and the UNDP for Kiribati, Tonga and Tuvalu. A decision on that proposal is pending.

As part of efforts to boost the professional development opportunities available to parliamentarians through the CPA, the PRO, in consultation with the whips of the Australian Parliament, developed a proposal to establish a Commonwealth Parliamentary Whips Network. The aims of the network are to encourage information sharing about the role and work of parliamentary whips; enable professional advice to be sought about their role and work; and facilitate their professional development. The proposal was endorsed by the CPA's international executive committee.

The PRO coordinated arrangements for a workshop to launch the network in Australia in July 2010.

The PRO also provided the secretariat for the Commonwealth Women Parliamentarians (CWP) Steering Committee in the Australian Region. That included coordination of the Australian CWP conference, which was held from 30 June to 2 July 2010.

For the IPU, the PRO developed a proposal for a meeting of Pacific parliaments to discuss their engagement with the IPU. At recent IPU assemblies the Australian delegation had raised this matter with the IPU. The meeting, which is being coordinated jointly by the Australian and New Zealand parliaments, has been scheduled for August 2010.

### Improving performance

To better inform parliamentarians and parliamentary staff about the outcomes of outgoing parliamentary visits, the department introduced briefings from returning delegations. Two briefings were held during the year: one on the first committee delegation to the Asia–Pacific region, by the House of Representatives Standing Committee on Health and Ageing; and one by the parliamentary observers to the United Nations General Assembly. As those briefings were well received, similar briefings will be arranged in the future so that delegation members can inform other parliamentarians and parliamentary staff about the outcomes of their visits.

A seminar on the operation of the Australian Parliament was conducted for members of the diplomatic community to help inform them about the procedures and processes of the federal parliament. The seminar included a session on the parliament's international program, including information on the way the PRO can assist embassies and high commissions with parliamentary visits to Australia. More than 100 members of the diplomatic community attended the seminar, and feedback indicated that it was of significant value to them. The seminar will be conducted on an annual basis.

Debrief meetings and evaluation forms are being used for each outgoing delegation to obtain feedback on the visits. This feedback helps in planning future visits.

Information about the parliament's international activities is being included in the *About the House* magazine and television program to provide the Australian community with a better understanding and appreciation of that work.

Budget savings have been made through a reduction in the number of official visits received annually and through adjustments to travel and other arrangements associated with incoming visits.

Contacts with international organisations such as the UNDP have been developed further, as part of efforts to build partnerships in relation to parliamentary-strengthening activities.

### Outlook

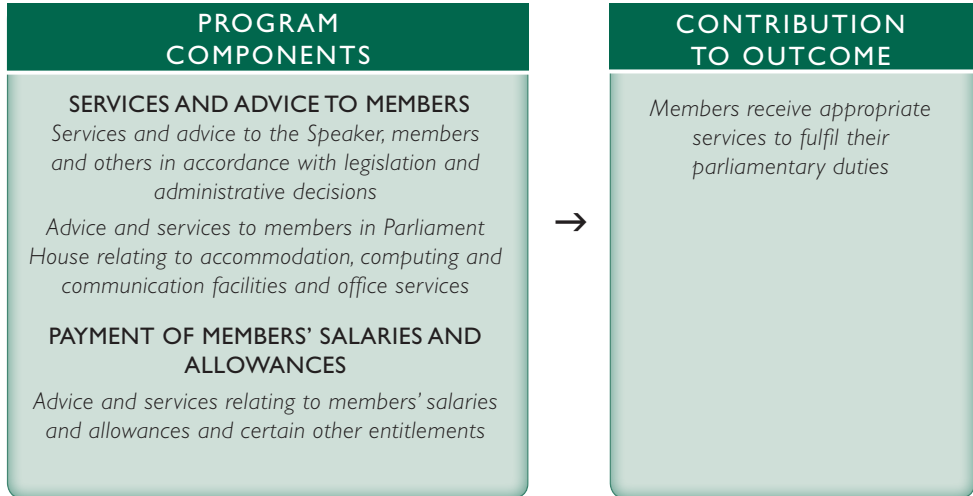
The upcoming election period will have an impact on the number of parliamentary visits into and out of Australia, as visits do not take place during an election period. Preparations for the new parliament will be undertaken.

Initiatives that have helped to give the Australian Parliament a more prominent role in international organisations, such as the Commonwealth Parliamentary Whips Network and the meeting of Pacific parliaments on IPU matters, will be progressed.

The redevelopment of the Parliament of Australia website will provide the opportunity to increase and improve publicly available information on the parliament's international activities.

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# MEMBERS' SERVICES



Members' services comprises two program components: *Services and advice to members in Parliament House* and *Payment of members' salaries and allowances*. The department's responsibilities include support for accommodation at Parliament House; the delivery of office and communication services such as stationery, printing and information technology; and the payment of salaries and allowances. These responsibilities are undertaken by the Serjeant-at-Arms' Office, the Information Systems and Publishing Office, the Finance Office and the People Strategies Office.

In providing these services, the department maintains close liaison with the Department of Parliamentary Services. That department is responsible for providing building maintenance and the central information technology services for Parliament House generally, while staff in the Department of the House of Representatives are the primary contacts for members in relation to the provision of the services.

The expenditure for members' services in 2009–10 was \$3.9 million. The budget allocation was \$4.3 million. The financial resources for the program components are

summarised in Appendix 2; staff levels, by location, are shown in Appendix 11.

### Performance summary

The results of the 2010 members' survey indicated the levels of satisfaction with the work of the areas. The work of the Serjeant-at-Arms' Office in supporting members received a high level of satisfaction (100 per cent satisfied and 67 per cent extremely or highly satisfied). The level of satisfaction with members' home pages on the Parliament of Australia website rose again this year (54 per cent were either extremely or highly satisfied, compared with 30 per cent in 2009).

In response to the constraint on financial resources that was foreshadowed in the previous annual report, a number of services were discontinued or reduced. One of the services to members, the members' in-house printing allowance, ceased from 1 July 2009. This resulted in a reduction of two staff in the printing area and attendant budgetary savings.



## Services and advice

### Information services

To help keep members and their staff informed about developments in the House, four editions of the members' bulletin, *House Update*, were published during the year. In addition, the annual series of briefings on procedural and other developments in the House was continued; seven briefings were held during the year.

The department continued to operate its drop-in centre for an hour every sitting Tuesday to enable members and their staff to get information or provide feedback on any of the services provided by the department. During the year, the centre operated during all eighteen sitting Tuesdays, and sixteen members or their staff used the service on one or more occasions. It was staffed, as before, by senior departmental staff members. The department continued to invite a representative of the Department of Finance and Deregulation to attend to increase the value of the service to members. Any comments relating to services provided by the Department of Parliamentary Services were referred to the appropriate office of that department.

### Accommodation services

Staff in the Serjeant-at-Arms' Office serve as the principal contacts in relation to accommodation, capital works and maintenance services within the House of Representatives wing. In 2009–10, the office coordinated a review of certain departmental accommodation. The review resulted from the significant increase in the number of staff in the People Strategies Office arising from the shared services arrangement, whereby the department agreed to provide and manage payroll services on behalf of the Department of Parliamentary Services. A consultant was engaged to assist in identifying a suitable accommodation solution. Three departmental offices were relocated as a result of the review. A small amount of refurbishments were completed and a request for a minor works project was raised with the Department

of Parliamentary Services as a result of the changes.

The retirement of two members and changes in the ministry, including the Prime Minister, and the shadow ministry, including the Leader of the Opposition, resulted in fifteen office relocations. All requests were met in a timely manner and preparations for the incoming members were well in place for their arrival. The office received 492 requests to supply and move furniture. This is a number similar to that received the previous year (527), which corresponds to a typical level of service in a non-election year.

### Maintenance, access and transport services

Requests for routine and periodic maintenance work are managed by the Serjeant-at-Arms' Office. A total of 315 emergency requests were processed during 2009–10 and were attended to within five minutes of receipt. The office continued its pre-emptive maintenance program to avoid a large number of otherwise emergency maintenance requests when members return for sittings. Routine maintenance requests for repairs or alterations to suites or common areas numbered 224, a figure higher than the previous year's (158). This result is reflective of a number of office moves resulting in more routine maintenance requests identified.

The office received and dealt with 151 requests for assistance with telephone faults, relocations and allocations of telephone numbers. Of the total number of requests, fourteen were related to faults. These faults were reported to telephone support within five minutes of receipt and telephone support officers resolved the faults within the agreed forty-five minute period.

There were 683 requests for access to suites and general circulation areas. These requests related to general maintenance and services provided by the Department of Parliamentary Services, and the approval process supports appropriate security standards.



The office coordinated transport services for members, including managing the shuttle service on behalf of the Department of Finance and Deregulation during sitting weeks. There were 10,372 bookings made in 2009–10, with a 98.9 per cent success rate. The number of bookings was higher than the previous year's (7,923). The trend that was noted last year—that is, more members arriving on Sundays and an increase in activity during the sitting weeks with members travelling to meetings and functions within the Canberra region—continued this year:

This was the second year for which the office has reported on its provision of support in relation to requests for filming and use of facilities. During the year, the office responded to 439 filming/photography requests (336 in 2008–09) and dealt with 519 proposals to use the facilities at Parliament House (409 in 2008–09).

An upgrade to Parliament Drive was carried out, managed by the Department of Parliamentary Services. This work included changes to ensure the road was safer through implementation of a one-way traffic flow and road resurfacing. The departmental representative, as a member of the project team, provided advice and helped ensure that the impact and timing of the changes were managed appropriately.

Several projects in relation to the Chamber were completed. These included the installation of a Distinguished Visitors Gallery on the floor of the Chamber and the re-covering of existing seating in the public galleries to restore the original colour scheme and replace fabric that had become faded and worn. The Speaker's chair was renovated to meet occupational health and safety requirements via the provision of lumbar support and new adjustment features and controls. Technology improvements were made at the Speaker's and Clerks' desks; further details on these aspects of the projects are provided below.

Work is continuing on the pager replacement project, which is managed by the Department

of Parliamentary Services. New pagers have been provided to members; however, testing is continuing on the software component before the new software is activated.

#### **Software and hardware services**

Work was completed on the project to provide improvements to technology in the House of Representatives' Chamber. This project was managed by the Department of Parliamentary Services, at the request of the department. The aim of the project was to integrate technology hardware in places where space was limited, such as at the Speaker's chair and for the Clerks'-at-the-table. There is now access to the parliamentary computing network from the Speaker's chair; with monitors installed into the edge of the arc of the Speaker's desk. These changes provide the occupant of the chair with access to a range of procedural and general information and an extended ability to communicate. There were also improvements to the integration of the hardware at the Table.

A new standard operating system, which includes Microsoft Vista, has been developed by the Department of Parliamentary Services for the parliamentary environment. In preparation for the rollout of the new operating system, the department carried out a considerable amount of work in testing all software applications and making modifications to some applications to ensure they worked correctly with the new system. Many departmental staff are now using the new operating system; however, the rollout to members and their staff has been deferred until after the next election.

New desktop computers were installed in all members' offices in Parliament House, early in 2010, in readiness for the rollout of the new operating system.

As mentioned, the Committee on Petitions completed an inquiry into electronic petitioning. The department provided advice to the committee via submissions and at a public hearing.

Initial testing has commenced of an online faxing solution to allow members to send and receive faxes electronically. Depending on the results of the initial testing, this solution will be trialled in some members' offices in Parliament House before being made available to all members.

#### **Internet and intranet services**

The review and redesign of the Parliament of Australia website continued. This project is being conducted by the Department of Parliamentary Services in conjunction with the Department of the Senate and this department. A number of staff of the department have participated in the various stages of the project. A consultation process was conducted in 2009 and a tender process was completed for the design component of the project. Staff have provided assistance to the project team on the infrastructure architecture of the new site as well as its overall design. The second phase of the project, to select a content management system, has also been conducted. The redesigned site is expected to be operational in late 2010.

#### **Printing**

The department's in-house printing service produced approximately 5.2 million impressions in 2009–10. Since the cessation of the members' in-house printing allowance, the majority of these impressions relate to documents for the operations of the Chamber (such as the *Notice Paper*, the *Daily Program* and assent prints of bills), committee and delegation reports, briefing papers, bound volumes of submissions and documents for conferences, seminars and visiting delegations. The printing service also produces other documents for members such as party directories, first-speech booklets and school certificates, and limited printing services are provided for the shadow ministry.

#### **Messenger services**

During 2009–10 the Serjeant-at-Arms' Office continued to provide messenger services to the standards specified in the service charter.

The office received no complaints, either formally or through the feedback process identified in the charter. Messengerial staff numbers remained the same; however, due to natural attrition, four new staff members were appointed.

#### **Parliamentary assistants program**

The department continued its program of recruiting university students to work as parliamentary assistants alongside the messengerial attendants. The program, which commenced in 2000, provides elements of employment, educational and outreach programs. It is managed through the Serjeant-at-Arms' Office. Parliamentary assistants perform the duties of messengerial attendants for an average of ten hours per week; rosters are planned around student commitments and the work requirements of the Chamber and the department.

The program offered six positions this year: two experienced parliamentary assistants were offered a second year and four new parliamentary assistants were appointed. The students appointed were from metropolitan and country New South Wales and the Australian Capital Territory.

#### **Members' salaries**

All processing of members' salaries and entitlements by the People Strategies Office was in accordance with legislation and administrative decisions. In the 2010 members' survey, 44 per cent of members were extremely or highly satisfied (39 per cent in the 2009 survey) and 100 per cent were satisfied with services in relation to their base salary, electorate allowances and deductions (83 per cent in the 2009 survey).

Annual expenditure on members' salaries and other entitlements was \$28.019 million during 2009–10, an increase over the \$26.802 million spent last year. All performance targets were met during the year, with all salary variations completed when required and with 99 per cent accuracy. The cost per transaction rose slightly from \$6.46 to \$6.75.

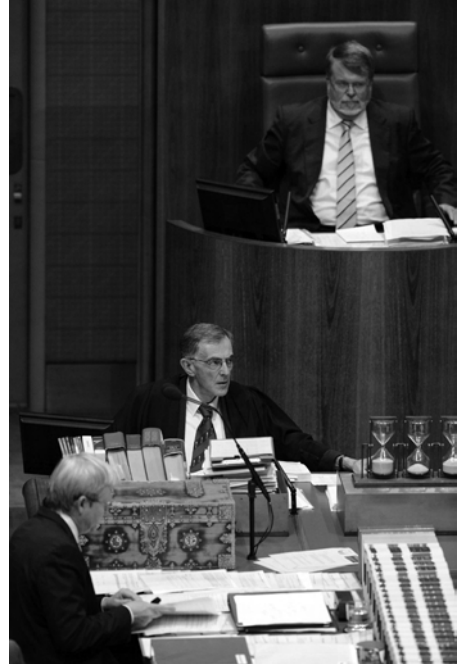
The office processed an increase to the members' rate of pay during the year, with effect from 1 October 2009. The pay rise increased the base rate of members' pay to \$131,040 per annum. Office holders' additional salaries were also adjusted in accordance with the formula outlined in the Remuneration Tribunal's Determination 2009/20.

### Improving performance

The redesigned Parliament of Australia website will improve access to existing information about the work of the House of Representatives. As mentioned, an online Register of Members' Interests will be published from the commencement of the Forty-third Parliament. The department is considering other possible additions to the website to enhance the information that is available to the public, such as electronic petitioning, subject to decisions by the House.

During 2009–10, the department significantly changed its distribution of telephone directories following advice to members. The practice of providing interstate white and yellow pages was discontinued and there was also a significant reduction in the provision of Canberra white and yellow pages. This resulted in savings in staff time and reduced paper waste for the department. It also resulted in cost savings to the Department of Parliamentary Services, as the department responsible for purchasing the telephone books.

The department continues to work closely with the Department of Parliamentary Services and the Department of the Senate through its participation in the Senior Management Coordination Group, the Project Assessment Committee, the Security Management Board, the Security Projects. These forums are important in giving direction to activities and projects that affect members and the department.



*The Hon Kevin Rudd MP, Prime Minister, Mr Bernard Wright, Clerk of the House, and The Hon Harry Jenkins MP, Speaker of the House. Courtesy Auspic.*

### Outlook

The Forty-second Parliament will be brought to a conclusion in the next financial year. The retirement of members and other election changes will mean a significant increase in accommodation movements and related services. There will also be a considerable extra workload for departmental staff that process members' salaries and entitlements and provide information technology support.

Early in 2010–11, the department will be replacing the analogue televisions with high-definition digital flat-screen televisions. The current televisions have exceeded their useful lives and the frequency of equipment failure is increasing, with high ad hoc repair costs.

The Serjeant-at-Arms' Office is managing a major project for the replacement of office furniture used by members' staff and departmental staff. The project is expected to extend over the next two financial years.

A furniture style guide for the department and the Department of the Senate will be completed in the next financial year. Establishing a display office and seeking feedback through a staff questionnaire eliciting information on the nature of work and job requirements will form part of the next stage of the project.

The outlook for the members' services program components continues to be affected by the constraint on financial resources expected in future years. Costing projections indicate that maintaining current levels of service will result in a shortfall of funds in the forward years. If this is the case, further efficiencies and possible further reductions in services will need to be investigated.



## MANAGEMENT AND ACCOUNTABILITY

- Corporate governance
- External scrutiny
- Management of people
- Management of financial resources
- Ecologically sustainable development and environmental reporting

## CORPORATE GOVERNANCE

The Speaker of the House of Representatives is responsible to the parliament for the department. The Clerk of the House of Representatives, who is responsible for managing the department, reports to the Speaker. Key elements of the department's corporate governance framework are outlined below.

### Legislative structures

The department's operations are governed by the *Parliamentary Service Act 1999* and the *Financial Management and Accountability Act 1997*, and are subject to provisions of the *Fair Work Act 2009* and other legislation. Those Acts set out the responsibilities of the Clerk for the management of the department.

### Ethical standards

The Parliamentary Service Values and Code of Conduct set out in the *Parliamentary Service Act 1999* provide a framework for the department's ethical conduct. The department actively promotes sound ethical behaviour. All staff new to the department receive a briefing on what it means to work in a values-based environment and how ethical standards apply to their day-to-day work.

### Senior management

Senior management of the department consists of the Executive and managers at the Executive Band 2 level. The Executive comprises the Clerk, the Deputy Clerk and three Senior Executive Service (SES) Band 1 staff—the Clerk Assistant (Committees), the Clerk Assistant (Table) and the Serjeant-at-Arms—each of whom has management responsibility for one or two of the department's program components.

The Speaker announced in the House on 28 October 2009 that Mr Bernard Wright was to be appointed as Clerk in December at the conclusion of Mr Ian Harris's term as Clerk.

Following Mr Wright's appointment, selection processes were conducted and finalised for vacancies for Deputy Clerk (SES Band 2) and at the SES Band 1 level.

During the year, the Executive met on average every six weeks to discuss and decide on a wide range of departmental management issues.

### Senior Management Coordination Group

The Senior Management Coordination Group (SMCG) coordinates corporate and related matters among the three parliamentary departments. The department is represented by the Serjeant-at-Arms, the Department of Parliamentary Services is represented by the Deputy Secretary, and the Usher of the Black Rod represents the Department of the Senate. The position of chair of the SMCG rotates annually among the three members. The Serjeant-at-Arms continued to chair the SMCG for the first six months of this financial year.

During the year, the SMCG discussed the need to reconsider the matters it deals with in order to refocus its meetings at a more strategic level. This was also in line with a recommendation made in the Parliamentary Service Commissioner's review (2008).

The SMCG met seven times in 2009–10.

Among the issues considered were:

- workplace relations
- building projects
- information technology and telecommunications, and
- common purchasing arrangements.

In July 2009, the SMCG received the report from the working group established to identify and review the potential for implementing common services arrangements shared by all three parliamentary departments.

While the working group was compiling information for its report, the Department of Parliamentary Services approached the chamber departments requesting consideration of either of the departments to provide its payroll. After deliberation, the department responded by agreeing to undertake the Department of Parliamentary Services' payroll function.

The main recommendation of the working group was that certain services in finance and human resources be further investigated for shared service arrangements.

The working group noted that there were several instances where services were currently being provided as a shared service and that some corporate arrangements were not amenable to a common services approach because the three departments have quite different processes.

### Management committees

#### Audit Committee

The department's Audit Committee comprises the Clerk Assistant (Committees), the Clerk Assistant (Table), the Serjeant-at-Arms and an independent member (Mr David Toll). The committee, chaired by the Clerk Assistant (Table), met four times during the year.

The department's contracted internal auditor is KPMG. During the year the committee endorsed reports of the following internal audits and reviews:

- fraud risk assessment
- fraud control plan
- control of House of Representatives Chamber documents
- parliamentary committee printing
- asset management
- budget management and financial reporting.

The internal auditor also undertook fieldwork for advisory reports on the status of the department's section 31 revenue and a review of the department's IT security plan. The department collated the views of sponsors and other staff about the results and conduct

of internal audits, and the feedback was considered by the Audit Committee.

The Australian National Audit Office audited the department's financial statements and provided an unqualified audit report. One procedural item was identified for action, relating to the roles and responsibilities of the department and the Department of Parliamentary Services in the event of disruption of IT service provision. A similar finding was made for each of the parliamentary departments.

Consistent with the internal audit charter, the internal auditor provided an annual report on internal controls. The status of the department's control environment was considered to be sound. During the year, the committee approved an internal audit plan for the period 1 July 2010 to 30 June 2014.

#### Consultative Committee

The Consultative Committee, which is chaired by the Deputy Clerk, continued to be an important mechanism for communicating and consulting with staff on workplace issues. The committee's membership consists of:

- two union-nominated representatives
- two elected staff representatives, and
- four departmental representatives.

Routine matters discussed at the meetings included monitoring of the collective agreement, recruitment policy, general employment matters and reports from other committees. The committee met seven times during 2009–10. Discussions covered a further range of matters including issues relating to the shadowing arrangements and accommodation.

### Planning and evaluation

More than seventy staff attended the department's annual planning workshop on 30 April 2010. The Clerk opened the workshop and outlined priorities and issues for the coming year. The purpose of the planning day was to identify themes to inform the development of the Corporate Plan 2010–13. Staff participated in syndicate groups on the following topics:

- external influences and responses
- values
- doing things differently
- staff opportunity and talent
- relationships and outreach
- collaboration, and
- efficiency, benchmarking and resources/ infrastructure and processes.

The Executive and a subset of the Executive Band 2 group considered the results of the workshop and identified issues for the corporate plan. Subsequently the Executive considered a draft at its meeting on 8 June 2010 and an amended draft was then circulated to the wider Executive Band 2 group for comment. It is anticipated that the plan will be in operation from July 2010.

### Corporate plan

The Corporate Plan 2007–10 continued to be implemented this year. The priorities during the period of the corporate plan are closely linked with:

- improving our ability to serve our clients
- developing our people
- sustaining our capability, and
- maintaining strong relationships within the department, the parliament and beyond.

### Business plan

The department's business plan for 2009–10 was issued in July 2009. Through the weekly senior management meeting and the six-monthly reporting meetings, senior managers were able to report that a very high level of achievement had been reached against the business plan.

### Members' survey

The department receives periodic and ongoing feedback from members to gauge the effectiveness of its service provision.

In May and June 2010, the 2010 members' survey was conducted. This was the sixth survey, and followed the same format as in previous years. The number of questions in the survey was reduced by one due to removal of the printing entitlement.

The department surveyed a random sample of thirty members, eighteen of whom responded (twenty-three participated last year). The lower rate of participation may reflect the timing of the survey towards the end of the parliamentary cycle. All participants were asked whether they were satisfied with the advice, services and support they received from the department. The results confirmed that the department provided a high standard of service. Details of the survey findings are at Appendix 12.

### Accountability mechanisms

The department's main external accountability mechanisms are the Portfolio Budget Statements and the annual report, which is prepared pursuant to section 65 of the *Parliamentary Service Act 1999*. The annual report for 2008–09 assessed performance against the targets set in the Portfolio Budget Statements 2008–09 and presented the financial statements of the department.

Copies of the department's annual report and Portfolio Budget Statements were provided to all members and published on the Parliament of Australia website.

### Risk management and fraud control

The department reviewed its risk management policy and framework during the year. The plan was updated to incorporate the definition of risk in AS/NZS ISO 31000:2009 and to refer to the measurement and reporting of risk management performance. The plan will now be reviewed annually. Departmental staff will be informed of the revised document at the monthly forum to be held on in July 2010.



In accordance with the risk management policy, the department's risk management plan will be reviewed in 2011.

The department's fraud control plan and fraud risk assessment were endorsed by the Audit Committee during the year. They will be next reviewed in 2011.

As in previous years, new staff were informed of their financial management responsibilities and the department's fraud risk assessment and control plan in the regular induction programs. This year there was also a briefing on financial management responsibilities at a departmental monthly forum. There were no losses of public money or property and no instances of fraud identified during the year.

### Service charters

The department's service charters for members and the community continued to provide the basis for the standards of service that members and the public can expect from the department. The service charter for members is included in the handbook provided to members at the start of the parliament.

There were no recorded complaints in the department's central complaints register during the year.

### Social justice and equity impacts

The department's role is to support the House of Representatives rather than to deliver services directly to the public. Accordingly, contributing towards achieving social justice within the community, in the main, is not a direct responsibility of the department. However, the department meets social justice needs indirectly through its support for the work of the House of Representatives itself, its members and its committees.

### Purchaser-provider arrangements

As mentioned, during the year the department assumed responsibility for provision of payroll services to the Department of Parliamentary Services. A draft service level agreement and associated fee structure were under negotiation at year end.

The department does not have any arrangements in place for selling services to an Australian government agency, and does not buy any services from a government agency. The department receives certain building, information technology and communication services from the Department of Parliamentary Services and audit services from the Australian National Audit Office. These services are accounted for in the department's financial statements as resources received free of charge.

## EXTERNAL SCRUTINY

The department's operations are primarily administrative and are therefore not usually subjected to formal external scrutiny.

### Judicial and administrative decisions

No judicial decisions or decisions in administrative tribunals during 2009–10 had, or are anticipated to have, a significant impact on the operation of the department.

### Reports by the Auditor-General, a parliamentary committee or the Commonwealth Ombudsman

Findings of the Australian National Audit Office in relation to its audit of the department's annual financial statements in 2009 are discussed under 'Audit Committee' (page 49).

During 2009–10, as in previous years, the department contributed to inquiries by the House Standing Committee on Procedure and the House Standing Committee on Petitions. The Clerk made a submission and a supplementary submission to the procedure committee this financial year (on the inquiry into the effectiveness of House committees). The Clerk also made a submission to the petitions committee (on the inquiry into its work) and appeared with the Clerk Assistant (Table) before the committee at a round table discussion on the same inquiry. The Serjeant-at-Arms and the Director, Information Systems and Publishing, gave evidence at a public hearing (on the inquiry into electronic petitioning to the House). The Clerk also made a submission to the Joint Committee on Publications, for its inquiry into the development of a digital repository and electronic distribution of the Parliamentary Papers Series.

No investigations by the Commonwealth Ombudsman in 2009–10 involved the department.

### Freedom of information

Although the department is not considered to be a department or agency for the purposes of the *Freedom of Information Act 1982*, it seeks to comply with the intent of the Act in relation to the release of administrative information.

No freedom of information requests were received during the year:

We provide information about the department's structure on the Parliament of Australia website and in publications such as the annual report. We also widely disseminate information on the ways in which members of the public can interact with the work of the House and its committees.

### Privacy

While the department is not an agency to which the *Privacy Act 1988* applies, we are committed to abiding by the principles of the legislation in our dealings with employees, including handling employees' records.

## MANAGEMENT OF PEOPLE

### Investors in People

The department holds accreditation against the Investors in People standard, an international quality standard that sets a level of good practice and a basis for continuous improvement of a department's or agency's performance through people.

During 2009–10, the department focused on some of the key areas for continuous improvement identified in the post-recognition assessment conducted by Investors in People in May 2009, as reported last year:

In particular, a wider management group has been formed including staff at the Executive Band 2 level. The goals of the group are to build departmental cohesion and capability by:

- increasing the range and depth of thinking and expertise brought to bear on whole-of-department decisions
- improving understanding and communication with staff in work areas about wider departmental matters, and
- addressing any feelings or perceptions that any functional area was isolated or removed from the life of the department.

### Commonwealth Disability Strategy

All the department's employment policies continued to comply with the requirements of the *Disability Discrimination Act 1992*.

The department's employee collective agreement and all comprehensive determinations made under subsection 24(1) of the *Parliamentary Service Act 1999*, in place during 2009–10, contained the same clauses to allow staff with disabilities to lodge a complaint or grievance about any matter affecting their employment. During the year, there were no complaints or grievances about employment practices from staff with disabilities.

The department made recruitment information available to potential job applicants in electronic and non-electronic formats that are accessible to people with disabilities, as defined in the Act. No staff were recruited who required the department to make 'reasonable adjustments' to the workplace or work practices to accommodate additional needs caused by a disability.

### Shared services: transfer of the Department of Parliamentary Services payroll

In response to a request from the Department of Parliamentary Services, the department agreed to implement that department's payroll as a shared service arrangement. The payroll was transferred onto Chris 21, the human resource management system currently being used by this department.

Implementation of the system commenced on 30 November 2009 and the first payment was made to Department of Parliamentary Services staff (except security staff) on payday 4 March 2010. Security staff will be paid from payday 8 July 2010.

### Staff survey

In June 2010, the department conducted its sixth annual staff survey, the 2010 Survey Feedback Action. The survey, derived from a benchmarking exercise conducted in July 2004, incorporated the features of previous separate surveys, particularly the previous staff survey and leadership questionnaire, completed in 2003.

As in previous years, most staff participated in the survey. The survey measures the quality of the department's leadership, the satisfaction of staff with pay and conditions of service, and the strengths of the department. The results are taken into account in the department's ongoing development of its strategy for attracting and retaining staff.

The department has established a number of internal benchmarks based on the results of the survey. These benchmarks, or index scores, correspond to the total percentages of staff selecting 'strongly agree' and 'agree' (on a five point scale) in response to specific sets of questions. The 'core elements' satisfaction index measures the extent to which the department provides the core elements needed to attract, focus and keep the most talented staff (84.5 per cent in 2010, 82 per cent in 2009 and an average of 80.3 per cent over the last six annual surveys). The 'leadership' satisfaction index measures the level of satisfaction of staff with their managers, as measured against the department's leadership statement (82 per cent in 2010, 85 per cent in 2009 and an average of 81.8 per cent over the last six annual surveys). The 'benefits' satisfaction index measures the level of staff satisfaction with pay and working conditions (88 per cent in 2010, 86 per cent in 2009 and an average of 79.3 per cent over the last six annual surveys).

### People strategies planning

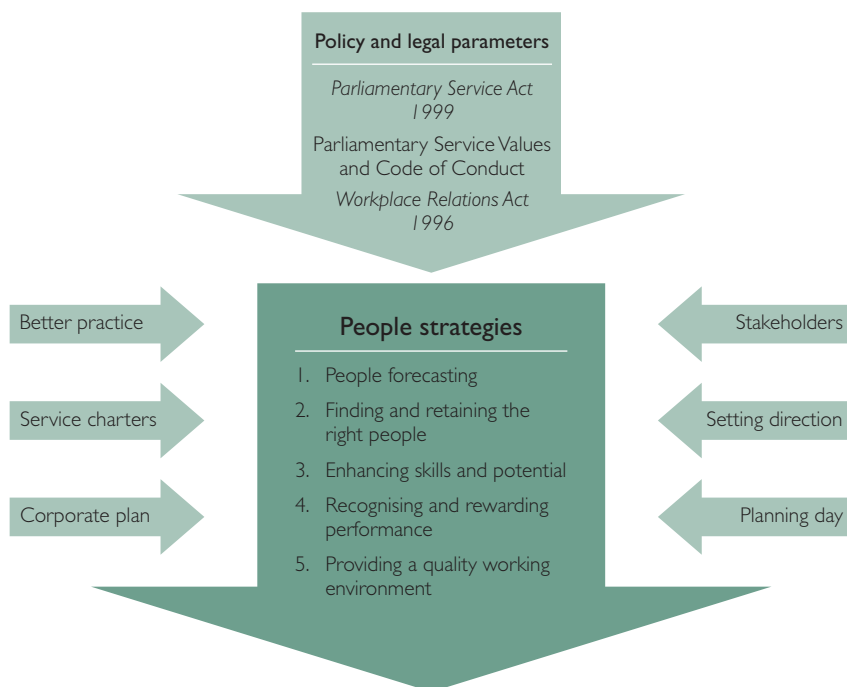
The department's people strategies framework (Figure 6) assists in achieving corporate outcomes through departmental staff.

#### People strategy 1: people forecasting

##### Workforce planning

At a meeting in July 2009, the Executive considered the staffing profile of the department. As in previous years, it was recognised that there would be changes at senior levels of staff and that there would be opportunities for staff to be promoted with regard to their potential. This will result in a slightly higher risk to the department as these staff will face a steep learning curve and it may be some time before they are able to work at full capacity. The Executive considered that this risk was manageable.

Figure 6 People strategies framework



### Organisational reviews

The department conducts organisational reviews as required to ensure that workload is matched with the number of staff required to undertake the work in all areas, and that the classification levels or work value requirements of individual jobs are appropriate to the work being carried out.

### People strategy 2: finding and retaining the right people

#### Recruitment of staff

The department advertised to fill 22 ongoing vacancies during 2009–10 (16 in 2008–09), of which 12 were filled by internal applicants. Of the ten external successful applicants, seven were women (in 2008–09, three of the four successful external applicants were women).

While continuing to explore the use of additional exercises to enhance the selection process, selection advisory committees also sought responses from referees to behaviourally based questions.

#### Retention of staff

A total of 15 ongoing and 15 non-ongoing staff left the department in 2009–10—a turnover rate of 11 per cent of ongoing staff. This compares with 9.6 per cent in 2009–10. Appendix 11 includes details of separations.

Exit interviews with staff leaving the department continued to be conducted by Senior Executive Service managers. Six interviews were conducted during the year; the main reasons given for leaving were to pursue a change in career, retirement or promotion.

### Graduate placement program

The parliamentary graduate placement programs for 2009 and 2010 were conducted by the Department of the Senate and this department. The program involves three-month placements of people from the graduate recruitment programs of Australian government agencies. An objective of the program is to promote the work of the parliament to agencies and the staff of those agencies.

The program continued to draw a high level of interest from individual graduates and a range of agencies. We placed five graduates on three-month placements in 2009–10.

Feedback from graduates has confirmed that the program is very successful, that they would recommend it to other graduates and that the objectives of the placements have been achieved.

#### Administrative traineeships

The purpose of an administrative traineeship is to provide vocational training consistent with the needs of the department and general skills appropriate to the workforce, and to enhance the skill levels and future employment prospects of trainees.

Two trainees were employed in March 2009. The trainees completed their vocational training and their third rotation in March 2010, successfully completing their traineeships. Both trainees have been engaged as ongoing employees.

#### Alumni

The department has formed an alumni association of former staff. In 2007, former staff employed by the department were contacted and invited to indicate whether they wanted to be part of the Alumni and whether they wished to serve as a board member.

On 20 November 2009, the annual general meeting of the association was held; twenty-five members of the association attended. At the meeting, the two co-chairs were re-elected and the membership of the Alumni board was increased by self-nomination of attendees.

The board met once in 2010. Two receptions were held during 2009–10. Both receptions gave members of the Alumni and staff of the department an opportunity to meet socially.

### People strategy 3: enhancing skills and potential

#### Training and development

Table 10 compares the department's training and development expenditure as a percentage of expenditure on salaries in 2008–09 and 2009–10. It also shows the average number of person-days spent on training and average staffing level in both years. The average number of training days for staff decreased from 5.0 days to 4.6 days of off-the-job training per person per year (Table 11). The decrease may have reflected the workload of staff during a key year in the parliamentary cycle.

#### Leadership development

During 2009–10, there was a continued emphasis on developing leaders at the classification levels of Parliamentary Service Level 6 and Executive Band 1. In December 2009, thirteen staff completed the second program conducted for the department by the Centre for Public Management. The program comprised six sessions on leadership concepts over several months. The third program commenced in April 2010.

**Table 10 Expenditure on training and development programs, 2008–09 and 2009–10**

|   | 2008–09 | 2009–10 |
|---|---------|---------|
| Expenditure as percentage of annual payroll | 1.5%    | 2.0%    |
| Average training days per person            | 5.0     | 4.6     |
| Average staffing level                      | 152.3   | 149.5   |

**Table 11 Average attendance of staff at training courses, 2008–09 and 2009–10**

| Classification                        | Average staffing level 2009–10 | Total number of training days attended 2009–10 | Average number of training days attended |            |
|---------------------------------------|--------------------------------|--|--|------------|
|                                       |                                |  | 2008–09                                  | 2009–10    |
| Senior Executive Service <sup>a</sup> | 4.8                            | 16.6   | 0.7                                      | 3.4        |
| Executive Band 2                      | 18.1                           | 35.5   | 1.9                                      | 2.0        |
| Executive Band 1                      | 40.6                           | 209.6  | 5.9                                      | 5.2        |
| Parliamentary Service Level 6         | 21.6                           | 98.5   | 4.8                                      | 4.5        |
| Parliamentary Service Level 5         | 7.5                            | 23.5   | 3.7                                      | 3.1        |
| Parliamentary Service Level 4         | 23.9                           | 115.5  | 5.6                                      | 4.8        |
| Parliamentary Service Level 3         | 9.2                            | 48.9   | 2.3                                      | 5.3        |
| Parliamentary Service Level 2         | 22.7                           | 30.9   | 3.1                                      | 1.3        |
| Parliamentary Service Level 1         | 1.3                            | –  | –  | –          |
| Not specified <sup>b</sup>            |                                | 112.4  |  |            |
| <b>Totals</b>                         | <b>149.7</b>                   | <b>690.9</b>                                   | <b>5.0</b>                               | <b>4.6</b> |

a The Senior Executive Service staffing figure includes the Clerk of the House.

b This row reflects the attendance of departmental staff at certain in-house training and development programs where only the total numbers of staff in attendance were recorded.

### Studybank

Sixteen staff participated in the department's Studybank program during the year (compared with twenty staff in 2008–09). Collectively, they received financial assistance of \$22,811 (compared with \$28,085 in 2008–09), along with some study leave on full pay.

### Security-awareness training

As part of their induction program, all staff are required to undertake an online security-awareness training program provided by the Protective Security Coordination Branch of the Attorney-General's Department.

### People strategy 4: recognising and rewarding performance

#### Performance assessment processes

All eligible staff participated in the annual work performance assessment cycle, completed on 31 October 2009. The cycle consists of setting individual work objectives, conducting performance assessments, preparing individual development plans and providing feedback to supervisors.

The individual development plans are compiled and the development requirements of staff are reviewed. These then form the basis for the training program for the next calendar year.

### People strategy 5: providing a quality working environment

#### Employee collective agreement

The Department of the House of Representatives Employee Collective Agreement 2009–10 covers all staff except SES staff, who are covered by a determination made under subsection 24(1) of the *Parliamentary Service Act 1999*.

The second pay rise under the agreement took effect on 1 January 2010. Staff salary scales under the agreement are summarised in Table 12.

The nominal expiry date for the current collective agreement is 31 December 2010. The bargaining process for an enterprise agreement will commence early in 2010–11.

#### Productivity

Productivity improvement focuses on increased flexibility, continuous improvement and provision of efficient and effective advice and services. The department and staff have worked together to achieve efficiencies through flexible staffing arrangements and the use of more efficient systems to improve services to clients.

#### Salaries expenditure

In 2009–10, salaries and allowances totalled \$15.6 million (\$15.7 million in 2008–09).

**Table 12 Salary scales of staff covered by the collective agreement, at 1 January 2010**

| Classification                | Salary scale      |
|-------------------------------|-------------------|
| Executive Band 2              | \$114,389–121,205 |
| Executive Band 1              | \$88,381–98,581   |
| Parliamentary Service Level 6 | \$71,225–80,834   |
| Parliamentary Service Level 5 | \$65,835–69,663   |
| Parliamentary Service Level 4 | \$58,203–62,971   |
| Parliamentary Service Level 3 | \$52,657–56,566   |
| Parliamentary Service Level 2 | \$46,796–51,096   |
| Parliamentary Service Level 1 | \$41,367–45,263   |

### Workplace diversity

The department's workplace diversity program aligns our workplace diversity strategies and actions with the Parliamentary Service Values. The program builds on the department's existing commitment to embed the Parliamentary Service Values into our business.

Training in the prevention of discrimination, bullying and harassment was provided to all new staff and more extensive training was provided to supervisors. Additional training for new harassment contact officers was conducted for nominated staff and extended to staff undertaking staff and union representative roles. Staff were made aware of the harassment contact officers through a publicity campaign.

### Occupational health and safety

The department's aim under the health and safety management arrangements is to create and maintain a safe and healthy working environment.

Workstation assessments are conducted upon request, and include education on the correct setup of workstations. This information is also provided in orientation sessions for new staff.

Influenza vaccinations were offered to staff in May 2010 and sixty staff were vaccinated.

The department's Comcare premium rate for 2009–10 was 0.69 per cent of payroll, a reduction from the rate in 2008–09 (0.80 per cent).

During the year, there were no dangerous occurrences requiring notification under section 68 of the *Occupational Health and Safety Act 1991*. No investigations were carried out and no directions or notices were received by the department in relation to section 29, 45, 46 or 47 of the Act

**Table 13 Compensation claims incidence, by injury group, 2006–07 to 2009–10**

| Injury group                  | 2006–07  | 2007–08  | 2008–09  | 2009–10  |
|-------------------------------|----------|----------|----------|----------|
| Fracture excluding back       | –        | –        | –        | –        |
| Strain excluding back         | 5        | –        | 1        | 2        |
| External effects              | –        | –        | –        | –        |
| Multiple injuries             | 1        | –        | –        | –        |
| Occupational overuse syndrome | –        | –        | 1        | –        |
| Psychological injuries        | 2        | –        | 1        | –        |
| <b>Totals</b>                 | <b>6</b> | <b>0</b> | <b>3</b> | <b>2</b> |

Note: The 2008–09 figures have been adjusted for claims with a date of injury within the financial year that were lodged or accepted after the close of the financial year.



# MANAGEMENT OF FINANCIAL RESOURCES

## Assets management

The department's asset management strategy focuses on efficient asset utilisation and allows the department to identify underperforming assets. The department operates within a controlled environment at Parliament House, and the risk of loss for the majority of assets is minimal.

A stocktake of computing equipment, office machines and portable and attractive assets was completed during 2009–10.

A revaluation of property, plant and equipment was undertaken in May 2010. A revaluation increment of \$1.341 million is reported in the financial statements.

Impairment testing was conducted during stocktake and revaluation. There were no material impairment adjustments required.

## Purchasing

The department undertook significant procurement of digital television sets for Members' suites and departmental offices. Replacement of all the ageing analogue sets was completed in June 2010, and installation was finalised during July 2010. Planning commenced during 2009–10, in conjunction with the Department of the Senate, to develop replacement strategies for office furniture (in departmental staff accommodation and members' staff accommodation). Work on the

project in 2009–10 included the development of a furniture style guide with procurement to commence during 2010–11.

## Consultants

Consultancy services procured in 2009–10 with a value in excess of \$10,000 are shown in Table 14.

## Competitive tendering and contracting

The department's contracting activities have been disclosed as required through the government's AusTender system. There were no instances during 2009–10 where contracts were let that did not provide for the Auditor-General to have access to the contractor's premises, or where the Chief Executive exempted a contract from being published on AusTender.

## Advertising and market research

Section 311A of the *Commonwealth Electoral Act 1918* requires the department to detail amounts paid to advertising agencies, market research organisations, polling organisations, direct mail organisations and media advertising organisations during the financial year.

The department's total advertising expenditure for 2009–10 was \$133,150, a decrease from the previous year's total (\$204,765).

Table 14 Consultancy services, 2009–10

| Consultant name             | Description             | Contract payments 2009–10 (incl. GST) | Selection process | Justification  |
|-----------------------------|-------------------------|---------------------------------------|-------------------|--|
| KPMG                        | Internal audit services | \$74,508                              | Open tender       | Need for specialised or professional skills and independent research or assessment |
| Australian Valuation Office | Valuation services      | \$18,480                              | Direct source     | Need for specialised or professional skills and independent research or assessment |

The expenditure was as follows:

- \$109,408 for publicising the work of the House and committees (\$168,233 in 2008–09)
- \$13,494 for advertising in relation to inquiries being undertaken by parliamentary committees (\$21,387 in 2008–09)
- \$5,183 for publicising recruitment advertising (\$11,728 in 2008–09)
- \$5,065 paid to the Attorney-General's Department for chamber-related gazettals (\$3,415 in 2008–09).
- The majority of advertising for 2009–10 was placed with Adcorp Australia.

### **Discretionary grants**

The department did not administer any grant programs in 2009–10. As previously mentioned, training, equipment and project support were provided for some Pacific Island parliaments (page 38).

## ECOLOGICALLY SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL REPORTING

The department is not subject to the provisions of the *Environment Protection and Biodiversity Conservation Act 1999*; however, it has adopted policies and practices in energy and water use and recycling that contribute to sound environmental performance.

Most aspects of the parliament's environmental management are coordinated by the Department of Parliamentary Services, which is responsible for managing the Parliament House building and precincts. The department participates in meetings of the parliament-wide Environment Management Committee. The committee provides a useful forum for progressing environmental initiatives and improving environmental performance at Parliament House.

The Department of Parliamentary Services prepares an annual report on behalf of all parliamentary departments, in accordance with section 516A of the *Environment Protection and Biodiversity Conservation Act 1999*. The report is structured using core performance indicators of the Global Reporting Initiative, and is included in the Department of Parliamentary Services' annual report which is available from the Parliament of Australia website.





## APPENDIXES

- 1 Performance information
- 2 Agency resource and outcome resource statements
- 3 Business of the House and Main Committee
- 4 Committee activity
- 5 Committee reports and inquiries
- 6 Official incoming parliamentary delegations
- 7 Other incoming parliamentary visits
- 8 Outgoing parliamentary delegations
- 9 Parliamentary staff and other visits
- 10 Publications
- 11 Staffing statistics
- 12 Members' survey 2010
- 13 Contact directory
- 14 List of requirements

# 1 PERFORMANCE INFORMATION

The following tables summarise the performance of the Department of the House of Representatives in 2009–10. Comparable performance information for 2008–09, where available, is given in brackets.

## SUMMARY OF PERFORMANCE IN RELATION TO EACH OUTPUT, 2008–09

Summary of performance, Program 1.1:  
Parliamentarians’ remuneration and entitlements, 2009–10, (2008–09)

| PAYMENT OF MEMBERS’ SALARIES AND ALLOWANCES  |  |
|--|--|
| <i>Deliverable: Advice and services relating to members’ salaries and allowances</i>                             |  |
| <i>Key performance indicator</i>   | <i>Performance</i>   |
| <i>All variations to salary and allowances and salary increases processed with at least 99 per cent accuracy</i> | All variations and salary increases were processed with an accuracy rate of at least 99 (99.4) per cent. |

Summary of performance, Program 1.2:  
Other departmental, 2009–10, (2008–09)

| CHAMBER AND MAIN COMMITTEE   |  |
|--|--|
| <i>Deliverable: Advice and services to enable the Chamber and Main Committee to meet and address business as scheduled</i>   |  |
| <i>Key performance indicator</i>   | <i>Performance</i>   |
| <i>Member satisfaction with the quality and timeliness of Chamber support and advisory services (target: 99 per cent satisfaction rate)</i>                                    | 100 (100) per cent of members surveyed were satisfied with advice and service provision by Clerks-at-the-Table; 89 (95) per cent were 'extremely' or 'highly' satisfied.   |
|  | 100 (100) per cent of members surveyed were satisfied with advice and service provision more generally in relation to Chamber and Main Committee duties; 83 (91) per cent were 'extremely' or 'highly' satisfied.  |
| <i>Percentage of Chamber support service standards met for all sittings of the House and meetings of the Main Committee, with no significant errors (target: 100 per cent)</i> | Service standards for programming and procedural advice and support, preparation of Chamber documents, processing of questions in writing and answers to questions, and provision and processing of documents of the House were generally met for all sittings of the House and meetings of the Main Committee (as in 2008–09) |

| <b>Processing and drafting of bills</b>  |   |
|--|---|
| <b>Key performance indicator</b>   | <b>Performance</b>  |
| Percentage of bills (proposed legislation) processed within deadlines and with no significant errors (target: 100 per cent)  | All deadlines were met and there were no significant errors (all deadlines were met in 2008–09 with one processing error).  |
|  | All members surveyed who had used legislative and drafting services were satisfied with advice and service provision (as in 2008–09).   |
|  | 100 (100) per cent of bills/amendments drafted within timeframe required.   |
| <b>Creating and processing the records and papers of the Parliament</b>  |   |
| <b>Key performance indicator</b>   | <b>Performance</b>  |
| Percentage of Chamber support service standards met for all sittings of the House and meetings of the Main Committee, with no significant errors (target: 100 per cent)            | Service standards for preparation of the Votes and Proceedings and the Live Minutes were met on all but one occasion when the Live Minutes were delayed due to a technical failure (all service standards were met in 2008–09 except for one sitting where the Live Minutes were not always current to within 5 minutes). |
|  | 5,681 (6,519) disallowable instruments and documents were processed.  |
|  | 163 (141) petitions with a total of 270,964 (234,622) signatories; 115 (86) ministerial responses to petitions.   |
| <b>Collection, analysis and publication of procedural and statistical information</b>  |   |
| <b>Key performance indicator</b>   | <b>Performance</b>  |
| Member satisfaction with the quality and availability of procedural and statistical publications and support in obtaining such information (target: 90 per cent satisfaction rate) | 100 (96) per cent of members surveyed were satisfied and 67 (74) per cent were 'extremely' or 'highly' satisfied with the quality and availability of procedural and statistical publications and associated support.   |
|  | Internal and external users indicated a high level of satisfaction with procedural and statistical publications.  |
| <b>Total budget: \$4.4 million</b>   | <b>\$4.0 (\$3.6) million</b>  |

| <b>COMMUNITY AWARENESS</b>   |   |
|--|---|
| <i>Deliverable: Services to increase public knowledge and awareness of, and interaction with, the work of the House of Representatives and the Commonwealth Parliament</i>     |   |
| <i>Key performance indicator</i>   | <i>Performance</i>  |
| <i>Number of participants in community awareness programs such as seminars, school visits, subscribers to email alert service and magazine continues to increase over time</i> | 3,500 (3,200) individuals and organisations subscribe to the email alert service.   |
|  | 302 (319) individuals attended seminars.  |
|  | 16,200 individuals and organisations subscribe to the <i>About the House</i> magazine, showing an upward trend over time in magazine subscriptions. |
|  | 117,955 students visited from 3,465 schools (114,190 students from 3,335 schools).  |
| <b>Total budget: \$2.0 million</b>   | <b>\$1.5 (\$1.3) million</b>  |

| <b>COMMITTEE SERVICES</b>   |  |
|---|--|
| <i>Deliverable: Procedural, research, analytical and administrative support for the conduct of inquiries and other activities of committees</i> |  |
| <i>Key performance indicator</i>  | <i>Performance</i>   |
| <i>90 per cent satisfaction rate of committee members with advice and services provided</i>   | 100 (100) per cent of members surveyed were 'satisfied', 'highly satisfied' or 'extremely satisfied' with the procedural advice, research, analytical, drafting and administrative support services received in relation to the conduct of committee inquiries and the publication of final reports. |
| <b>Total budget: \$10.7 million</b>   | <b>\$9.4 (\$10.2) million</b>  |



| <b>INTERPARLIAMENTARY RELATIONS</b>   |  |
|---|--|
| <i>Deliverable: Advice and support to facilitate and maintain international and regional relationships with other parliaments, parliamentary bodies and organisations</i>   |  |
| <i>Key performance indicator</i>  | <i>Performance</i>   |
| <i>Rate of satisfaction with visits program, quality of policy advice, and level of participation in parliamentary organisations. Rate of satisfaction of parliaments in the Pacific region with the training and equipment purchases provided through the education trust fund</i> | Correspondence and anecdotal feedback from the Presiding Officers, delegates and diplomatic missions indicated a high level of satisfaction with visits.   |
|   | Thirty-two evaluation forms were completed by participants in outgoing delegations: 22 rated the support provided as 'excellent'; nine provided a rating of 'good'; and one provided a rating of 'fair'.   |
|   | Of eligible senators and members, 60 per cent (59 per cent) were members of the Commonwealth Parliamentary Association (CPA), while 84 (85) eligible former senators and members were life members of the CPA and 19 (19) were associate members. Of eligible senators and members, 82 per cent (81 per cent) were members of the Inter-Parliamentary Union (IPU). |
|   | Delegations attended the assemblies and conferences of the CPA, IPU, Asia-Pacific Parliamentary Forum and the ASEAN Inter-Parliamentary Assembly. Three regional activities were conducted for the CPA.  |
|   | Reports on training activities and anecdotal feedback on equipment indicated a high level of satisfaction with the education trust fund's operations.  |
| <b>Total budget: \$2.3 million</b>  | <b>\$2.4 (\$2.2) million</b>   |

## SERVICES AND ADVICE TO MEMBERS

*Deliverable: Services and advice to the Speaker, members and others in accordance with legislation and administrative decisions*

*Deliverable: Advice and service to members in Parliament House relating to accommodation, computing and communication facilities and office services*

| Key performance indicator  | Performance   |
|--|---|
| Rate of satisfaction of members and others with the provision of accommodation, computing and communication facilities and office services (target: 95 per cent satisfaction rate) | 100 (92) per cent of members surveyed were satisfied with services provided; 54 (74) per cent were 'extremely' or 'highly' satisfied.   |
| Number of accommodation-related services provided to members   | <p>224 (158) routine maintenance requests were actioned.</p> <p>The target for emergency requests was 'action within five minutes'; this target was reached in relation to 100 (100) per cent of the 318 (335) emergency requests received.</p> <p>Furniture movement requests targets are set at four levels:</p> <p>Priority 1 (within 3 hours)—18</p> <p>Priority 2 (within 12 hours)—39</p> <p>Priority 3 (within 24 hours)—167</p> <p>Priority 4 (within 2 to 5 days)—268</p> <p>Total: 492 (527)</p> <p>All were processed within the agreed timeframes (as in 2008–09)</p> <p>10,372 (7,923) transport requests were processed with 98.9 (99.4) per cent accuracy.</p> |
| <b>Total budget: \$4.3 million</b>   | <b>\$3.9 (\$3.0) million</b>  |

Notes: The department has presented consolidated performance information in an appendix to its annual report since 1999–2000. While there has been some variation in the performance information reported, the department has generally achieved its key performance indicator targets for this period.

## 2 AGENCY RESOURCE AND OUTCOME RESOURCE STATEMENTS

### Agency resource statement, 2009–10

|  | Actual available appropriations for 2009–10<br>\$'000<br>(a) | Payments made 2009–10<br>\$'000<br>(b) | Payments to special accounts 2009–10<br>\$'000<br>(c) | Balance remaining 2009–10<br>\$'000<br>(a)–(b)–(c) |
|--|--|--|---|--|
| <b>Ordinary annual services</b>  |  |  |   |  |
| <b>Departmental appropriation</b>  |  |  |   |  |
| Prior year departmental appropriation  | 9,161  | –                                      | –   | 9,161  |
| Departmental appropriation <sup>1</sup>  | 22,157   | 20,857                                 | –   | 1,300  |
| Appropriations to take account of recoverable GST (FMA Act s 30A)                        | 492  | 413                                    | –   | 79   |
| Comcover receipts  | 3  | 3                                      | –   | –  |
| S 31 agency receipts   | 368  | –                                      | –   | 368  |
| Amounts credited to special accounts   | –  | –                                      | 148   | (148)  |
| <b>Total</b>   | <b>32,180</b>  | <b>21,273</b>                          | <b>148</b>  | <b>10,760</b>                                      |
| <b>Total ordinary annual services</b>  | <b>32,180</b>  | <b>21,273</b>                          |   |  |
| <b>Other services<sup>2</sup></b>  |  |  |   |  |
| <b>Departmental non-operating</b>  |  |  |   |  |
| Previous years' outputs  | 31   | –                                      | –   | 31   |
| <b>Total</b>   | <b>31</b>  | <b>–</b>                               | <b>–</b>  | <b>31</b>  |
| <b>Total other services</b>  | <b>31</b>  | <b>–</b>                               | <b>–</b>  |  |
| <b>Special appropriations</b>  |  |  |   |  |
| <b>Special appropriations limited by criteria/entitlement</b>                            |  |  |   |  |
| Members' salaries—<br><i>Remuneration and Allowances Act 1990, s 8</i>                   |  | 19,474                                 |   |  |
| Members' allowances—<br><i>Remuneration Tribunal Act 1973, s 7(13)</i>                   |  | 6,852                                  |   |  |
| Members' superannuation—<br><i>Parliamentary Superannuation Act 2004, s 18</i>           |  | 1,421                                  |   |  |
| Transfer of bulk papers and postage—<br><i>Parliamentary Entitlements Act 1990, s 11</i> |  | 272                                    |   |  |
| <b>Total special appropriations</b>  |  | <b>28,019</b>                          |   |  |
| <b>Special accounts</b>  |  |  |   |  |
| Opening balance  | 2,393  | –                                      | –   |  |
| Appropriation receipts   | 141  | –                                      | –   |  |
| Non-appropriation receipts to special accounts   | 14   | –                                      | –   |  |
| Payments made  | –  | 176                                    | –   |  |
| <b>Closing balance</b>   | <b>2,548</b>   | <b>–</b>                               | <b>–</b>  | <b>2,372</b>                                       |
| <b>Total resourcing and payments</b>   | <b>34,618</b>  | <b>21,449</b>                          |   |  |

<sup>1</sup> Appropriation (Parliamentary Departments) Act (No. 1) 2009–10.

<sup>2</sup> Appropriation (Parliamentary Departments) Act (No. 2) 2009–10.

Third party drawdowns from and on behalf of other agencies  
(listed above as special appropriations limited by criteria/  
entitlement)

|   | \$'000 |
|---|--------|
| Payments made on behalf of the Department of Finance and Deregulation<br>(disclosed in the respective agency resource statement)                      | 1,693  |
| Payments made on behalf of the Department of Education, Employment and Workplace Relations<br>(disclosed in the respective agency resource statement) | 26,326 |

Expenses and resources for Outcome 1, 2009–10

|   | Budget <sup>a</sup><br>2009–10<br>\$'000 | Actual expenses<br>2009–10<br>\$'000 | Variation<br>2009–10<br>\$'000 |
|---|--|--------------------------------------|--------------------------------|
| <b>Outcome 1: Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role</b> |  |                                      |                                |
| <b>Program 1.1: Parliamentarians' remuneration and entitlements</b>   |  |                                      |                                |
| Administered items  |  |                                      |                                |
| Special appropriations <sup>b</sup>   | 29,397                                   | 28,019                               | 1,378                          |
| <b>Total for Program 1.1</b>  | <b>29,397</b>                            | <b>28,019</b>                        | <b>1,378</b>                   |
| <b>Program 1.2: Other departmental</b>  |  |                                      |                                |
| Departmental expenses   |  |                                      |                                |
| Ordinary annual services (Parliamentary Appropriation Act No. 1)  | 22,188                                   | 20,380                               | 1,808                          |
| Revenues from independent sources (s 31)  | 170                                      | 414                                  | (244)                          |
| Special accounts  | 141                                      | 148                                  | (7)                            |
| Expenses not requiring appropriation in the budget year   | 3,922                                    | 3,123                                | 799                            |
| <b>Total for Program 1.2</b>  | <b>26,421</b>                            | <b>24,065</b>                        | <b>2,356</b>                   |
| <b>Outcome 1 totals by appropriation type</b>   |  |                                      |                                |
| Administered items  |  |                                      |                                |
| Special appropriations  | 29,397                                   | 28,019                               | 1,378                          |
| Departmental expenses   |  |                                      |                                |
| Ordinary annual services (Parliamentary Appropriation Act No. 1)  | 22,188                                   | 20,380                               | 1,808                          |
| Revenues from independent sources (s 31)  | 170                                      | 414                                  | (244)                          |
| Special accounts  | 141                                      | 148                                  | (7)                            |
| Expenses not requiring appropriation in the budget year   | 3,922                                    | 3,123                                | 799                            |
| <b>Total expenses for Outcome 1</b>   | <b>55,818</b>                            | <b>52,084</b>                        | <b>3,734</b>                   |
|   | <b>2008–09</b>                           | <b>2009–10</b>                       |                                |
| <b>Average staffing level (number)</b>  | <b>152</b>                               | <b>150</b>                           |                                |

a Full-year budget, including any subsequent adjustment made to the 2009–10 Budget.

b The legislation enabling these appropriations is administered by the Department of Finance and Deregulation and by the Department of Education, Employment and Workplace Relations. Arrangements have been entered into with these departments to allow the Department of the House of Representatives to draw upon these appropriations. These departments have the responsibility of reporting the expenditure in their financial statements.

### 3 BUSINESS OF THE HOUSE AND MAIN COMMITTEE

This appendix contains summary information on the business of the House and Main Committee in 2009–10.

#### Meetings of the House of Representatives, 2009–10

| Events   | Spring 2009 | Autumn/Winter 2010 | Total |
|--|-------------|--------------------|-------|
| Sitting weeks  | 8           | 10                 | 18    |
| Sitting days   | 31          | 36                 | 67    |
| Hours of sitting <sup>a</sup>                        |             |                    |       |
| including suspensions (e.g. meal breaks)             | 422         | 326                | 748   |
| excluding suspensions                                | 297         | 318                | 614   |
| Sittings after midnight                              | 0           | 0                  | 0     |
| Bills introduced                                     | 94          | 142                | 236   |
| Private members' business items debated <sup>b</sup> | 9           | 13                 | 22    |
| Committee reports presented                          | 39          | 43                 | 82    |
| Days on which  |             |                    |       |
| the adjournment motion was debated                   | 26          | 31                 | 57    |
| matters of public importance were discussed          | 21          | 26                 | 47    |
| private members' business occurred                   | 4           | 6                  | 10    |
| Divisions  | 53          | 63                 | 116   |
| Closures of question agreed to                       | 4           | 4                  | 8     |
| Closures of member agreed to                         | 8           | 14                 | 22    |
| Bills guillotined <sup>c</sup>                       | 0           | 0                  | 0     |

a Hours of sitting are rounded to the nearest whole hour.

b Includes private members' bills and motions.

c Includes bills with no declaration of urgency, but time allotted by suspension of standing orders.

## Meetings of the Main Committee, 2009–10

| Events  | Spring 2009 | Autumn/Winter 2010 | Total |
|---|-------------|--------------------|-------|
| Number of meetings                                    | 24          | 31                 | 55    |
| Hours of meeting (excluding suspensions) <sup>a</sup> | 93          | 129                | 222   |
| Bills referred  | 25          | 37                 | 62    |
| Private members' business items debated <sup>b</sup>  | 29          | 24                 | 53    |
| Committee and delegation reports referred             | 19          | 23                 | 42    |
| Other papers debated                                  | 1           | 1                  | 2     |
| Days on which   |             |                    |       |
| the adjournment motion was debated                    | 8           | 10                 | 18    |
| grievance debate occurred                             | 7           | 6                  | 13    |
| private members' business occurred                    | 7           | 6                  | 13    |

a Hours of meeting are rounded to the nearest whole hour.

b Three bills were re-referred and counted only once.

## Bills and amendments dealt with by the House of Representatives (including the Main Committee), 2006–07 to 2009–10

| Events   | 2006–07 | 2007–08 | 2008–09 | 2009–10 |
|--|---------|---------|---------|---------|
| Total government bills (including bills brought from the Senate) | 207     | 163     | 204     | 221     |
| Introduced in  |         |         |         |         |
| the House  | 184     | 149     | 195     | 216     |
| the Senate   | 23      | 14      | 9       | 5       |
| Second reading amendments moved                                  | 63      | 42      | 10      | 12      |
| Consideration in detail amendments moved                         |         |         |         |         |
| government   | 383     | 137     | 422     | 329     |
| opposition   | 172     | 35      | 53      | 38      |
| independent/minor party  | 14      | 1       | 32      | 96      |
| private member   | 2       | –       | –       | –       |
| Consideration in detail amendments passed                        |         |         |         |         |
| government   | 383     | 137     | 422     | 329     |
| opposition   | –       | 1       | –       | 1       |
| independent/minor party  | –       | –       | –       | –       |
| private member   | –       | –       | –       | –       |
| Total private members' bills                                     | 11      | 4       | 6       | 15      |

## 4 COMMITTEE ACTIVITY

The following table summarises the activities of the House of Representatives and joint committees of the Forty-second Parliament in 2009–10.

### Committee activity, Forty-second Parliament, 2009–10

| Committee  | Meetings | Inquiries active at 30 June 2010 | Reports presented |
|--|----------|----------------------------------|-------------------|
| Aboriginal and Torres Strait Islander Affairs                        | 32       | 1                                | 1                 |
| Australian Commission for Law Enforcement Integrity <sup>a</sup>     | 26       | 1                                | 2                 |
| Australian Crime Commission <sup>a</sup>                             | 28       | 1                                | 2                 |
| Broadcasting of Parliamentary Proceedings                            | 0        | 0                                | 0                 |
| Climate Change, Water, Environment and the Arts                      | 21       | 1                                | 1                 |
| Communications   | 20       | 0                                | 1                 |
| Corporations and Financial Services <sup>a</sup>                     | 33       | 0                                | 6                 |
| Economics  | 24       | 1                                | 3                 |
| Education and Training   | 15       | 1                                | 1                 |
| Electoral Matters  | 11       | 1                                | 2                 |
| Employment and Workplace Relations                                   | 21       | 1                                | 1                 |
| Family, Community, Housing and Youth                                 | 29       | 1                                | 1                 |
| Foreign Affairs, Defence and Trade                                   | 92       | 3                                | 4                 |
| Health and Ageing  | 31       | 2                                | 2                 |
| Industry, Science and Innovation                                     | 24       | 0                                | 2                 |
| Infrastructure, Transport, Regional Development and Local Government | 23       | 1                                | 1                 |
| Intelligence and Security  | 14       | 0                                | 6                 |
| Legal and Constitutional Affairs                                     | 19       | 0                                | 1                 |
| Migration  | 20       | 0                                | 2                 |
| National Capital and External Territories                            | 24       | 0                                | 32                |
| Petitions  | 22       | 0                                | 2                 |
| Primary Industries and Resources                                     | 30       | 0                                | 1                 |
| Privileges and Members' Interests                                    | 6        | 2                                | 4                 |
| Procedure  | 20       | 2                                | 2                 |
| Public Accounts and Audit  | 38       | 5                                | 4                 |
| Publications   | 8        | 0                                | 9                 |
| Public Works   | 32       | 3                                | 8                 |
| Treaties   | 26       | 3                                | 10                |

a Joint committees supported by the Department of the Senate.

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

## 5 COMMITTEE REPORTS AND INQUIRIES

The following tables provide details of the activities of House of Representatives and joint committees in 2009–10.

### Scrutiny committees, 2009–10

| Committee  | Reports  | Inquiries active at 30 June 2010   |
|--|--|--|
| Aboriginal and Torres Strait Islander Affairs, Standing Committee on                                   | <i>Everybody's business: Remote Aboriginal and Torres Strait community stores</i><br>Presented: 16 November 2009<br>PP: 390/2009   | Inquiry into the high level of involvement of Indigenous juveniles and young adults in the criminal justice system (reference received 19 November 2009) |
| Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on the <sup>a</sup> | <i>Examination of the Annual Report of the Integrity Commissioner 2008–09</i><br>Presented: 31 May 2010<br>PP: 128/2010<br><br><i>Inquiry into the operation of the Law Enforcement Integrity Commissioner Act 2006 [Interim Report]</i><br>Presented: 22 February 2010<br>PP: 45/2010 | Inquiry into the operation of the <i>Law Enforcement Integrity Commissioner Act 2006</i> (reference adopted 14 May 2009)                                 |
| Australian Crime Commission, Parliamentary Joint Statutory Committee on the <sup>a</sup>               | <i>Examination of the Australian Crime Commission Annual Report 2008–09</i><br>Presented: 17 March 2010<br>PP: 67/2010<br><br><i>Legislative arrangements to outlaw serious and organised crime groups</i><br>Presented: 17 August 2009<br>PP: 158/2009                                | Inquiry into the adequacy of aviation and maritime security measures to combat serious and organised crime (reference adopted 14 September 2009)         |
| Climate Change, Water, Environment and the Arts, Standing Committee on                                 | <i>Managing our coastal zone in a changing climate: the time to act is now</i><br>Presented: 26 October 2009<br>PP: 222/2009   | Inquiry into Australia's heritage (reference received 13 May 2010)   |
| Communications, Standing Committee on  | <i>Hackers, fraudsters and botnets: Tackling the problem of cyber crime</i><br>Presented: 21 June 2010<br>PP: 143/2010   |  |
| Corporations and Financial Services, Parliamentary Joint Statutory Committee on <sup>a</sup>           | <i>Statutory oversight of the Australian Securities and Investments Commission</i><br>Presented: 21 June 2010<br>PP: 132/2010<br><br><i>Statutory oversight of the Australian Securities and Investments Commission</i><br>Presented: 22 February 2010<br>PP: 47/2010                  |  |



| Committee   | Reports   | Inquiries active at 30 June 2010  |
|---|---|---|
|   | <p><i>Report on the 2008–09 annual reports of bodies established under the ASIC Act</i><br/>Presented: 22 February 2010<br/>PP: 46/2010</p> <p><i>Financial products and services in Australia</i><br/>Presented: 23 November 2009<br/>PP: 321/2009</p> <p><i>Statutory oversight of the Australian Securities and Investments Commission</i><br/>Presented: 14 September 2009<br/>PP: 178/2009</p> <p><i>Aspects of agribusiness managed investment schemes</i><br/>Presented: 7 September 2009<br/>PP: 174/2009</p> |   |
| Cyber-Safety, Joint Select Committee on   |   | Inquiry into cyber-safety (reference received 15 March 2010)  |
| Economics, Standing Committee on  | <p><i>Inquiry into raising the level of productivity growth in the Australian economy</i><br/>Presented: 24 May 2010<br/>PP: 119/2010</p> <p><i>Review of the Reserve Bank Annual Report 2009 (First Report)</i><br/>Presented: 18 March 2010<br/>PP: 75/2010</p> <p><i>Review of the Reserve Bank of Australia Annual Report 2008 (Second Report)</i><br/>Presented: 16 November 2009<br/>PP: 392/2009</p>   | Review of the Reserve Bank Annual Report 2009 (reference adopted 30 October 2009)   |
| Education and Training, Standing Committee on   | <i>Adolescent overload? Report of the inquiry into combining school and work: supporting successful youth transitions</i><br>Presented: 16 November 2009<br>PP: 391/2009  | Inquiry into school libraries and teacher librarians in Australian schools (reference received 10 March 2010)             |
| Electoral Matters, Joint Standing Committee on  | <p><i>Report on the 2007 Federal Election—Events in the Division of Lindsay: Review of penalty provisions in the Commonwealth Electoral Act 1918</i><br/>Presented: 18 March 2010<br/>PP: 74/2010</p> <p><i>Inquiry into the implications of the Parliamentary Electorates and Elections Amendment (Automatic Enrolment) Act 2009 (NSW) for the conduct of Commonwealth elections</i><br/>Presented: 25 February 2010<br/>PP: 53/2010</p>   | Inquiry into allegations of irregularities in the recent South Australian State Election (reference received 13 May 2010) |
| Employment and Workplace Relations, Standing Committee on Family, Community, Housing and Youth, Standing Committee on | <i>Making it fair: Inquiry into pay equity and associated issues related to increasing female participation in the workforce</i><br>Presented: 23 November 2009<br>PP: 408/2009   | Inquiry into regional skills relocation (reference received 17 February 2010)   |

| Committee   | Reports  | Inquiries active at 30 June 2010   |
|---|--|--|
| Family, Community, Housing and Youth, Standing Committee on                                 | <i>Housing the homeless: Report on the inquiry into homelessness legislation</i><br>Presented: 26 November 2009<br>PP: 416/2009  | Inquiry into the impact of violence on young Australians (reference received 16 June 2009)   |
| Foreign Affairs, Defence and Trade, Joint Standing Committee on                             | <i>Human rights in the Asia Pacific: Challenges and opportunities</i><br>Presented: 19 April 2010<br>PP: 120/2010<br><br><i>Defence Sub-Committee visit to East Timor—5 August 2009</i><br>Presented: 8 February 2010<br>PP: 39/2010<br><br><i>Review of the Defence Annual Report 2007–2008</i><br>Presented: 29 October 2009<br>PP: 367/2010<br><br><i>Inquiry into Australia's relationship with India as an emerging world power</i><br>Presented: 7 July 2009<br>PP: 165/2009 | Review of the Defence Annual Report 2008–2009 (reference received 3 February 2010)<br><br>Inquiry into Australia's relationship with the countries of Africa (reference received 21 October 2009)<br><br>Inquiry into Australia's trade and investment relations with Asia, the Pacific and Latin America (reference received 4 June 2008) |
| Health and Ageing, Standing Committee on  | <i>Regional health issues jointly affecting Australia and the South Pacific: Report of the Australian Parliamentary Committee Delegation to Papua New Guinea and the Solomon Islands</i><br>Presented: 18 March 2010<br>PP: 76/2010<br><br><i>Treating impotence: Roundtable forum on impotence medications in Australia</i><br>Presented: 23 November 2009<br>PP: 407/2009  | Roundtable forum on youth suicide prevention (reference adopted 25 November 2009)<br><br>Roundtable forum on burns prevention (reference adopted 25 November 2009)   |
| Industry, Science and Innovation, Standing Committee on                                     | <i>Australia's international research collaboration</i><br>Presented: 22 June 2010<br>PP: 148/2010<br><br><i>Seasonal forecasting in Australia</i><br>Presented: 23 November 2009<br>PP: 409/2009  | Inquiry into smart infrastructure (reference received 20 November 2009)  |
| Infrastructure, Transport, Regional Development and Local Government, Standing Committee on | <i>The Global Financial Crisis and regional Australia</i><br>Presented: 23 November 2009<br>PP: 406/2009   |  |
| Intelligence and Security, Parliamentary Joint Committee on                                 | <i>Review of Administration and Expenditure No. 8—Australian Intelligence Agencies</i><br>Presented: 21 June 2010<br>PP: 142/2010<br><br><i>Review of Administration and Expenditure No. 7—Australian Intelligence Agencies</i><br>Presented: 11 May 2010<br>PP: 109/2010  |  |

| Committee   | Reports  | Inquiries active at 30 June 2010 |
|---|--|----------------------------------|
|   | <p><i>Review of the re-listing of Hamas' Izz al-Din al-Qassam Brigades (the Brigades), Kurdistan Workers Party (PKK), Lashkar-e-Tayyiba (LeT) and Palestinian Islamic Jihad (PIJ) as terrorist organisations under the Criminal Code Act 1995</i><br/>Presented: 17 November 2009<br/>PP: 400/2009</p> <p><i>Review of the listing of Al-Shabaab as a terrorist organisation under the Criminal Code Act 1995</i><br/>Presented: 26 October 2009<br/>PP: 221/2009</p> <p><i>Annual Report of Committee Activities 2008–2009</i><br/>Presented: 26 October 2009<br/>PP: 220/2009</p> <p><i>Review of Administration and Expenditure No. 6—Australian Intelligence Agencies</i><br/>Presented: 7 September 2009<br/>PP: 187/2009</p> |                                  |
| <p>Legal and Constitutional Affairs, Standing Committee on</p>                    | <p><i>A time for change: Yes/No? Inquiry into the machinery of referendums</i><br/>Presented: 14 December 2009<br/>PP: 40/2010</p>   |                                  |
| <p>Migration, Joint Standing Committee on</p>                                     | <p><i>Enabling Australia</i><br/>Presented: 21 June 2010<br/>PP: 145/2010</p> <p><i>Report 3: Facilities, services and transparency (inquiry into immigration detention in Australia)</i><br/>Presented: 18 August 2009<br/>PP: 166/2009</p>   |                                  |
| <p>National Capital and External Territories, Joint Standing Committee on the</p> | <p><i>Report of the 2009 New Zealand parliamentary committee exchange, 24–27 August 2009</i><br/>Presented: 21 June 2010<br/>PP: 140/2010</p> <p><i>An advisory report on the Territories Law Reform Bill 2010</i><br/>Presented: 11 May 2010<br/>PP: 104/2010</p> <p><i>Inquiry into the changing economic environment in the Indian Ocean Territories</i><br/>Presented: 11 May 2010<br/>PP: 103/2010</p>  |                                  |
| <p>Primary Industries and Resources, Standing Committee on</p>                    | <p><i>Farming the future: The role of government in assisting Australian farmers to adapt to the impacts of climate change</i><br/>Presented: 15 March 2010<br/>PP: 72/2010</p>  |                                  |

| Committee   | Reports  | Inquiries active at 30 June 2010   |
|---|--|--|
| Public Accounts and Audit, Joint Committee of     | <p><i>Report 417: Review of Auditor-General's Reports tabled between February 2009 and September 2009</i><br/>Presented: 22 June 2010<br/>PP: 163/2010</p> <p><i>Report by the Joint Committee of Public Accounts and Audit on the 2010–11 Draft Budget Estimates for the Audit Office</i><br/>Presented: 11 May 2010 (oral statement)<br/>PP: Nil</p> <p><i>Report 416: Review of the Major Projects Report 2007–2008</i><br/>Presented: 16 November 2009<br/>PP: 394/2009</p> <p><i>Report 415: Review of Auditor-General's Reports tabled between September 2008 and January 2009</i><br/>Presented: 16 November 2009<br/>PP: 393/2009</p>  | <p>Review of Auditor-General's Reports Nos. 21 to 38 (2009/2010) (reference adopted 26 May 2010)</p> <p>Review of Auditor-General's Reports Nos. 4 to 21 (2009/2010) (reference adopted 3 February 2010)</p> <p>Inquiry into the <i>Auditor-General Act 1997</i> (reference adopted 25 February 2009)</p> <p>Annual Public Hearing on the Defence Major Projects Report (reference adopted 12 November 2008 – ongoing)</p> <p>Role of the Auditor-General in scrutinising government advertising campaigns (reference adopted 15 October 2008)</p> |
| Public Works, Parliamentary Standing Committee on | <p><i>Report 2/2010: Referrals made February and March 2010</i><br/>Presented: 21 June 2010<br/>PP: 149/2010</p> <p><i>Report 1/2010: Referral made February 2010, Fit-out of New Leased Premises for the Australian Taxation Office at 735 Collins St, Melbourne, VIC</i><br/>Presented: 26 May 2010<br/>PP: 121/2010</p> <p><i>Seventy-Third Annual Report</i><br/>Presented: 22 February 2010<br/>PP: 52/2010</p> <p><i>Unauthorised disclosure of committee proceedings and evidence</i><br/>Presented: 9 February 2010<br/>PP: 41/2010</p> <p><i>Report 7/2009: Referrals made August to October 2009</i><br/>Presented: 23 November 2009<br/>PP: 413/2009</p> <p><i>Report 6/2009: Redevelopment of the Villawood Immigration Detention Facility</i><br/>Presented: 23 November 2009<br/>PP: 412/2009</p> <p><i>Report 5/2009: Referrals made May to June 2009</i><br/>Presented: 15 September 2009<br/>PP: 185/2009</p> <p><i>Report 4/2009: Referral made June 2009, Construction of a new Australian Embassy Complex, Jakarta, Indonesia</i><br/>Presented: 18 August 2009<br/>PP: 169/2009</p> | <p>HMAS <i>Penguin</i> and Pittwater Annexe Redevelopment, Mosman and Clareville, NSW (reference received 3 June 2010)</p> <p>Proposed development and construction of housing for Defence at Largs North (Bayriver), Port Adelaide, South Australia (reference received 27 May 2010)</p> <p>Proposed integrated fit-out of new leased premises for the Australian Taxation Office at 12–26 Franklin Street, Adelaide, South Australia (reference received 13 May 2010)</p>  |

| Committee                             | Reports   | Inquiries active at 30 June 2010  |
|---------------------------------------|---|---|
| Treaties, Joint Standing Committee on | <p><i>Report 109: Treaty tabled on 2 February 2010</i><br/>Presented: 11 February 2010<br/>PP: 42/2010</p> <p><i>Report 108: Treaty tabled on 25 November 2009</i><br/>Presented: 4 February 2010<br/>PP: 37/2010</p> <p><i>Report 107: Treaties tabled on 20 August (2) and 15 September 2009</i><br/>Presented: 16 November 2009<br/>PP: 395/2009</p> <p><i>Report 106: Nuclear non-proliferation and disarmament</i><br/>Presented: 17 September 2009<br/>PP: 194/2009</p> <p><i>Report 105: Treaties tabled on 13 May, 25 June and 20 August 2009</i><br/>Presented: 14 September 2009<br/>PP: 183/2009</p> <p><i>Report 104: Treaties tabled on 10 August 2009</i><br/>Presented: 9 September 2009<br/>PP: 182/2009</p> <p><i>Report 103: Treaties tabled on 12 March and 13 May 2009</i><br/>Presented: 18 August 2009<br/>PP: 167/2009</p> | <p>Treaties tabled on 12 May 2010 (reference received 12 May 2010)<br/>Treaties tabled on 15 and 16 June 2010 (reference received 15 June 2010)</p> <p>Treaties tabled on 21, 22 and 24 June 2010 (reference received 21 June 2010)</p> |

a Joint committees supported by the Department of the Senate.

## Internal committees, 2009–10

| Committee   | Purpose  | Reports/inquiries  |
|---|--|--|
| Broadcasting of Parliamentary Proceedings, Joint Committee on the | The committee meets when required to consider the general principles applying to radio broadcasting of proceedings of parliament; the committee has more limited jurisdiction in relation to televising of proceedings.  | None   |
| House Committee   | The committee usually meets with the equivalent Senate committee as the Joint House Committee, serviced by the Department of Parliamentary Services.   | The committee is advisory in nature and does not undertake inquiries or present reports.   |
| Parliamentary Library, Joint Standing Committee on the            | The committee provides advice to the Presiding Officers on any matters relating to the operation of the Parliamentary Library.   | The committee is advisory in nature and does not undertake inquiries or present reports.   |
| 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.              | <p><i>The work of the first petitions committee: 2008–2010</i><br/>Presented: 21 June 2010<br/>PP: 141/2010</p> <p><i>Electronic petitioning to the House of Representatives</i><br/>Presented: 16 November 2009<br/>PP: 389/2009</p>  |
| 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, oversight arrangements for the maintenance of the Register of Members' Interests and consider any specific complaints about the registering of interests. | <p>Inquiry into whether there has been improper interference with the Member for Ryan (reference received 3 June 2010)</p> <p>Inquiry into the use of mobile devices during proceedings (reference received 18 March 2010)</p> <p><i>Publication of the Register of Members' Interests on the Australian Parliament website</i><br/>Presented: 24 June 2010<br/>PP: 169/2010</p> <p><i>Report concerning the registration and declaration of members' interests during 2008 and 2009</i><br/>Presented: 18 March 2010<br/>PP: 77/2010</p> <p><i>Publication of details of Members' Interests on the Australian Parliament House website</i><br/>Presented: 19 November 2009<br/>PP: 402/2009</p> <p><i>Procedures of the Committee and the House in relation to consideration of privilege matters and procedural fairness</i><br/>Presented: 17 September 2009<br/>PP: 193/2009</p> |

| Committee                                  | Purpose  | Reports/inquiries  |
|--|--|--|
| <p>Procedure, Standing Committee on</p>    | <p>The committee's role is to inquire into and report on the practices and procedures of the House.</p>  | <p>Inquiry into the conduct of the business of the House (reference adopted 5 June 2008)</p> <p>Inquiry into the maintenance of the standing orders (reference adopted 13 March 2008)</p> <p><i>Building a modern committee system: An inquiry into the effectiveness of the House committee system</i><br/>Presented: 21 June 2010<br/>PP: 144/2010</p> <p><i>The display of articles: An examination of the practice of the House of Representatives</i><br/>Presented: 19 October 2009<br/>PP: 201/2009</p> |
| <p>Publications, Standing Committee on</p> | <p>The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of papers presented to parliament.</p> | <p><i>Inquiry into the development of a digital repository and electronic distribution of the Parliamentary Papers Series</i><br/>Presented: 24 June 2010<br/>PP: 160/2010</p> <p>The committee also presented eight reports on documents presented to Parliament.</p>   |

## 6 OFFICIAL INCOMING PARLIAMENTARY DELEGATIONS

This appendix contains summary information on the official incoming parliamentary delegations in 2009–10.

| Date                         | Delegation  | Country represented    |
|------------------------------|---|------------------------|
| 10–15 August 2009            | Parliamentary delegation from the Primary Production Committee of New Zealand | New Zealand            |
| 16–22 August 2009            | Parliamentary delegation from Vietnam   | Vietnam                |
| 16–23 August 2009            | Parliamentary delegation from Cambodia  | Cambodia               |
| 6–12 September 2009          | Parliamentary delegation from the United Kingdom                              | United Kingdom         |
| 13–16 September 2009         | Parliamentary delegation from Serbia  | Serbia                 |
| 12–17 October 2009           | Parliamentary delegation from Scotland  | Scotland               |
| 18–24 October 2009           | Parliamentary delegation from Bhutan  | Bhutan                 |
| 24–31 October 2009           | Parliamentary delegation from Bosnia and Herzegovina                          | Bosnia and Herzegovina |
| 25–31 October 2009           | Parliamentary delegation from Vanuatu   | Vanuatu                |
| 27 January – 4 February 2010 | Visit by the President of the Senate of Chile                                 | Chile                  |
| 2–6 February 2010            | Parliamentary delegation from the Czech Republic                              | Czech Republic         |
| 8–14 March 2010              | Parliamentary delegation from Rwanda  | Rwanda                 |
| 8–12 March 2010              | Parliamentary delegation from the Select Committee on Health of New Zealand   | New Zealand            |
| 14–20 March 2010             | Parliamentary delegation from Tonga   | Tonga                  |



## 7 OTHER INCOMING PARLIAMENTARY VISITS

This appendix contains summary information on other incoming parliamentary visits in 2009–10.

| Date                | Delegation   | Country represented      |
|---------------------|--|--------------------------|
| 29 July 2009        | Parliamentary delegation from Indonesia led by Dr Laode Ida, Deputy Speaker of the Indonesian House of Regional Representatives (DPD-RI) | Indonesia                |
| 31 July 2009        | Mr Yang Jae-gueon of the National Assembly of the Republic of Korea  | Korea                    |
| 11–12 August 2009   | Australian Political Exchange Council delegation from New Zealand  | New Zealand              |
| 11 August 2009      | Parliamentary delegation from Indonesia (Commission VII)   | Indonesia                |
| 12–13 August 2009   | Parliamentary delegation from Timor-Leste  | Timor-Leste              |
| 12–14 August 2009   | Parliamentary delegation from Nigeria  | Nigeria                  |
| 17 August 2009      | Hon Steven Fletcher MP, Minister of State (Democratic Reform)  | Canada                   |
| 19 August 2009      | Parliamentary delegation from Commission III of Indonesia  | Indonesia                |
| 17 September 2009   | Committee for Security and Defence of the National Assembly of Vietnam   | Vietnam                  |
| 19 October 2009     | Delegation from the National Assembly of Syria   | Syria                    |
| 16 November 2009    | Financial and Economic Committee of the National People's Congress of the People's Republic of China                                     | China                    |
| 16 November 2009    | Mr Laszlo Mandur, Deputy Speaker of the Hungarian National Assembly  | Hungary                  |
| 14 December 2009    | Hon Colonel Apiwan Wiriyachi, Second Speaker of the House of Representatives of the Kingdom of Thailand                                  | Thailand                 |
| 16 December 2009    | Parliamentary delegation from the Republic of Korea  | Korea                    |
| 18 December 2009    | Parliamentary delegation from Japan  | Japan                    |
| 22 February 2010    | Mrs Beatrice Vernaudo, Member of the Assembly of French Polynesia  | French Polynesia         |
| 22 February 2010    | Mr Suat Kiniklioglu MP, Deputy Chairman for External Affairs, Justice and Development Party, Grand National Assembly of Turkey           | Turkey                   |
| 22–24 February 2010 | Parliamentary delegation from Bangladesh   | Bangladesh               |
| 1–2 March 2010      | Parliamentary delegation from Kenya  | Kenya                    |
| 9–10 March 2010     | Parliamentary delegation from New Caledonia  | New Caledonia            |
| 15 March 2010       | Mr Antonio Braga, Secretary of State for the Portuguese Communities Abroad   | Portugal                 |
| 16 March 2010       | HE Mr Erastus Mwencha, Deputy Chairman of the African Union Commission   | African Union Commission |

| Date            | Delegation   | Country represented |
|-----------------|--|---------------------|
| 17 March 2010   | Delegation from the Tibet Autonomous Regional Committee                              | China               |
| 18 March 2010   | Governor David Freudenthal, Governor of Wyoming                                      | United States       |
| 18 March 2010   | HE Jaime Bermudez Merizalde, Minister of Foreign Affairs of the Republic of Colombia | Colombia            |
| 14 April 2010   | Delegation from the National People's Congress of the People's Republic of China     | China               |
| 27 April 2010   | Parliamentary delegation from Tanzania   | Tanzania            |
| 21 June 2010    | Mr Airlangga Hartarto, Chairman of Commission VI of Indonesia                        | Indonesia           |
| 21–25 June 2010 | Parliamentary delegation from Commission I of Indonesia                              | Indonesia           |
| 22–23 June 2010 | Australian Political Exchange Council delegation from the United States              | United States       |
| 23–28 June 2010 | Parliamentary delegation from the National Assembly of Vietnam                       | Vietnam             |

## 8 OUTGOING PARLIAMENTARY DELEGATIONS

This appendix contains summary information on the outgoing parliamentary delegations in 2009–10.

| Date                            | Event   | Delegation members   |
|---------------------------------|---|--|
| 6–15 July 2009                  | Visit to attend the 40th Presiding Officers and Clerks Conference, Tarawa, Kiribati   | Senator the Hon Alan Ferguson  |
| 7–22 July 2009                  | Speaker of the House of Representatives visit to England, Scotland, Wales, France and Switzerland   | Mr Harry Jenkins MP<br><i>Speaker of the House of Representatives</i>  |
| 22 July – 1 August 2009         | Parliamentary delegation visit to Tonga and Vanuatu   | Mr Kelvin Thomson MP<br><i>Delegation Leader</i><br>Senator the Hon Ian Macdonald<br><i>Deputy Delegation Leader</i><br>Senator Claire Moore   |
| 2–8 August 2009                 | Parliamentary delegation to attend the 30th ASEAN Inter-Parliamentary Assembly, Pattaya, Thailand   | Senator Annette Hurley   |
| 23–27 August 2009               | Parliamentary delegation visit to New Zealand by members of the Joint Standing Committee on the National Capital and External Territories                 | Senator Kate Lundy<br><i>Delegation Leader</i><br>Mr Patrick Secker MP<br><i>Deputy Delegation Leader</i><br>The Hon Dick Adams MP<br>Ms Anna Burke MP<br>Senator Trish Crossin<br>Senator the Hon Alan Ferguson<br>Senator Gary Humphries<br>Mr Paul Neville MP |
| 12 September – 15 December 2009 | Parliamentary delegation to attend the United Nations General Assembly, New York  | Ms Annette Ellis MP<br>Mr Paul Neville MP  |
| 21–25 September 2009            | President of the Senate visit to Argentina and Colombia   | Senator the Hon John Hogg  |
| 25 September – 7 October 2009   | Parliamentary delegation to attend the 55th Commonwealth Parliamentary Conference, Tanzania and a bilateral visit to Rwanda                               | Senator Claire Moore<br><i>Delegation Leader</i><br>Mr John Forrest MP<br><i>Deputy Delegation Leader</i><br>Senator Gary Humphries<br>Mr Brett Raguse MP  |
| 26 September – 11 October 2009  | Parliamentary delegation visit to the United States   | Senator the Hon John Hogg<br><i>President of the Senate and Delegation Leader</i><br>Mr Patrick Secker MP<br><i>Deputy Delegation Leader</i><br>Ms Sharon Bird MP<br>Mr Chris Hayes MP<br>Ms Sharryn Jackson MP<br>The Hon Peter Lindsay MP<br>Dr Mal Washer MP  |
| 6–16 October 2009               | Parliamentary delegation visit to Papua New Guinea and Solomon Islands by members of the House of Representatives Standing Committee on Health and Ageing | Mr Steve Georganas MP<br><i>Delegation Leader</i><br>Mr James Bidgood MP<br>Ms Jill Hall MP<br>Ms Amanda Rishwoth MP   |

| Date                         | Event   | Delegation members  |
|------------------------------|---|---|
| 6–24 October 2009            | Parliamentary delegation visit to international organisations in Italy, Austria and France and to attend the 121st Assembly of the Inter-Parliamentary Union in Geneva, Switzerland | The Hon Roger Price MP<br><i>Delegation Leader</i><br>Senator the Hon Judith Troeth<br><i>Deputy Delegation Leader</i><br>Senator Trish Crossin<br>Mrs Sophie Mirabella MP  |
| 31 October – 6 November 2009 | Speaker of the House of Representatives visit to the United States  | Mr Harry Jenkins MP<br><i>Speaker of the House of Representatives</i>   |
| 1–13 November 2009           | Parliamentary delegation visit to China, including Hong Kong  | Senator the Hon John Hogg,<br><i>President of the Senate and Delegation Leader</i><br>Dr Andrew Southcott MP<br><i>Deputy Delegation Leader</i><br>Ms Anna Burke MP<br>Mr Mark Dreyfus MP<br>Senator Scott Ludlam<br>Mr Sid Sidebottom MP |
| 2–6 November 2009            | Visit to attend the 18th Commonwealth Parliamentary Association Australia and Pacific Regional Seminar, Wellington, New Zealand   | Ms Sharon Grierson MP<br>The Hon Wilson Tuckey MP   |
| 6–20 November 2009           | Parliamentary delegation visit to the European Parliament and to observe the 55th Annual Session of the NATO Parliamentary Assembly, Edinburgh, Scotland                            | The Hon Arch Bevis MP<br><i>Delegation Leader</i><br>Senator the Hon David Johnston<br><i>Deputy Delegation Leader</i><br>The Hon Fran Bailey MP<br>Senator Mark Bishop   |
| 8–21 November 2009           | Visit to attend the Commonwealth Parliamentary Association Parliamentary Governance Seminar, United Kingdom   | Senator Doug Cameron  |
| 9–21 December 2009           | Speaker of the House of Representatives visit to the Former Yugoslav Republic of Macedonia and Turkey   | Mr Harry Jenkins MP<br><i>Speaker of the House of Representatives</i>   |
| 3–9 January 2010             | Visit to attend the 20th Conference of Speakers and Presiding Officers of the Commonwealth, India   | The Hon Bruce Scott MP<br><i>Second Deputy Speaker</i>  |
| 16–23 January 2010           | Parliamentary delegation to attend the 18th Asia–Pacific Parliamentary Forum, Singapore   | Mr Harry Jenkins MP<br><i>Speaker of the House of Representatives and Delegation Leader</i><br>The Hon Philip Ruddock MP<br><i>Deputy Delegation Leader</i><br>Senator the Hon Ian Macdonald<br>Senator Glenn Sterle<br>Mr Mike Symon MP  |
| 23–28 January 2010           | Speaker of the House of Representatives visit to Indonesia  | Mr Harry Jenkins MP<br><i>Speaker of the House of Representatives</i>   |
| 14–18 February 2010          | Speaker of the House of Representatives to attend an executive meeting of the Inter-Parliamentary Union, Namibia  | Mr Harry Jenkins MP<br><i>Speaker of the House of Representatives</i>   |

| Date                       | Event  | Delegation members  |
|----------------------------|--|---|
| 28 February – 4 March 2010 | Parliamentary delegation visit to the Republic of Korea  | Senator the Hon John Hogg<br><i>President of the Senate and Delegation Leader</i><br>Senator Alan Eggleston<br><i>Deputy Delegation Leader</i><br>The Hon Fran Bailey MP<br>Mr Steve Georganas MP<br>Mr Shayne Neumann MP<br>Mr Tony Windsor MP |
| 25 March – 11 April 2010   | Parliamentary delegation to attend the 122nd Assembly of the Inter-Parliamentary Union in Bangkok, Thailand and a bilateral visit to China | Mr Harry Jenkins MP<br><i>Speaker of the House of Representatives and Delegation Leader</i><br>Senator the Hon Judith Troeth<br><i>Deputy Delegation Leader</i><br>Mrs Jill Hall MP<br>The Hon Roger Price MP<br>Mr Patrick Secker MP           |
| 11 April – 24 April 2010   | Parliamentary delegation visit to ASEAN countries: Indonesia, Brunei Darussalam and Laos   | Hon Duncan Kerr MP<br><i>Delegation Leader</i><br>Dr Mal Washer MP<br><i>Deputy Delegation Leader</i><br>Mr Kelvin Thomson MP   |
| 22 April – 2 May 2010      | Parliamentary delegation visit to the European Parliament and Institutions   | Senator the Hon John Hogg<br><i>President of the Senate and Delegation Leader</i><br>The Hon Philip Ruddock MP<br><i>Deputy Delegation Leader</i><br>Senator Catryna Bilyk<br>Mr Andrew Laming MP   |
| 7–14 May 2010              | Visit to attend the Commonwealth Parliamentary Association mid-year Executive Committee meeting, Swaziland                                 | Senator the Hon Alan Ferguson   |
| 26 June – 12 July 2010     | Parliamentary delegation visit to Ireland and Italy  | Senator the Hon John Hogg<br><i>President of the Senate and Delegation Leader</i><br>Mrs Margaret May MP<br><i>Deputy Delegation Leader</i><br>Senator Steve Fielding<br>Ms Sharon Grierson MP<br>Mrs Julia Irwin MP                            |

## 9 PARLIAMENTARY STAFF AND OTHER VISITS

This appendix contains summary information on parliamentary staff and other visits in 2009–10.

| Date                        | Visit   | Country/parliament represented   |
|-----------------------------|---|--|
| 7–9 September 2009          | Mr Kingston Alu, Human Resources Manager, National Parliament of Papua New Guinea                       | Papua New Guinea   |
| 19–30 October 2009          | Study visit by Secretariat staff of the Rajya Sabha, Indian Parliament's Upper House                    | India  |
| 22–30 October 2009          | Centre for Democratic Institutions: Professional Skills Development Course for Parliamentarians         | Cook Islands, Kiribati, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu                 |
| 26–30 October 2009          | Mr Khemphone Anothay, Chief of Division, Foreign Affairs Department, National Assembly of Laos          | Laos   |
| 28 February – 12 March 2010 | Inter-Parliamentary Study Program   | Bhutan, China, Finland, India, Indonesia, Kenya, Mongolia, New Zealand, Samoa, Tasmania, Thailand, Tonga |
| 15 March 2010               | Mr Brahim Fassi-Fihri, President of the Amadeus Institute   | Morocco  |
| 17–18 March 2010            | Centre for Democratic Institutions: Parliamentary Research Staff Professional Skills Development Course | Indonesia, Timor-Leste   |
| 10–16 June 2010             | Centre for Democratic Institutions: Political Party Development Course                                  | Fiji, Indonesia, Malaysia, Papua New Guinea, Timor-Leste, Vanuatu  |

## 10 PUBLICATIONS

This appendix contains summary information on 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 from the site.</p>  |
| Publications directly related to the work of the House and its committees | <p><b><i>The Speaker of the House of Representatives</i></b>, second edition<br/>An illustrated history of the office, role and duties of the Speaker; April 2008</p> <hr/> <p><b><i>About the House</i></b><br/>Magazine containing news of the House and its members; four issues were produced during the year</p> <hr/> <p><b><i>A House for the Nation</i></b><br/>History project including CD-ROM, documentary and study guide on 100 years of Australia's House of Representatives (1901–2001)</p> <hr/> <p><b>Committee Office pamphlets</b></p> <ul style="list-style-type: none"> <li>▶ <i>Appearing as a witness: notes to assist those appearing as a witness at a parliamentary committee hearing</i>, January 2005</li> <li>▶ <i>Preparing a submission: notes to assist those preparing a submission to a parliamentary committee inquiry</i>, February 2009</li> <li>▶ <i>Dealing with Parliamentary Committees</i>, March 2009</li> <li>▶ <i>Committee support standards</i>, January 2005</li> <li>▶ <i>Public hearings schedule</i>, revised weekly</li> </ul> <hr/> <p><b><i>House of Representatives Guide to Procedures</i></b>, third edition<br/>A concise introduction to the procedures of the House of Representatives, June 2008</p> <hr/> <p><b><i>House of Representatives Facts and Figures: Forty-second Parliament</i></b>, third edition<br/>A document produced primarily for use by Parliament House visitors' guides, February 2009</p> |

| Type | Title   |
|------|---|
|      | <b>House of Representatives infosheets</b>  |
|      | 1 Questions, March 2008   |
|      | 2 A typical sitting day, June 2008  |
|      | 3 The Speaker, March 2008   |
|      | 4 Committees, March 2008  |
|      | 5 Parliamentary privilege, March 2008   |
|      | 6 Opportunities for private Members, June 2008  |
|      | 7 Making laws, September 2008   |
|      | 8 Elections for the House of Representatives, March 2008  |
|      | 9 A new Parliament, March 2008  |
|      | 10 The Budget and financial legislation, March 2008   |
|      | 11 Petitions, June 2008   |
|      | 12 Finding out about the House, March 2008  |
|      | 13 The Constitution, March 2008   |
|      | 14 Making decisions—debate and division, March 2008   |
|      | 15 The work of a Member of Parliament, March 2008   |
|      | 16 The Main Committee, June 2008  |
|      | 17 Citizens' right of reply, March 2008   |
|      | 18 Double dissolution, March 2008   |
|      | 19 The House, Government and Opposition, March 2008   |
|      | 20 The Australian system of government, March 2008  |
|      | 21 The Clerk and other officials, March 2008  |
|      | <b>House of Representatives Practice</b> , fifth edition, 2005  |
|      | The official authority for issues of practice and procedure   |
|      | <b>Images of the House</b>  |
|      | A pictorial record of the people and events that shaped the House from 1901 to 2001, June 2002  |
|      | <b>Members' guides</b>  |
|      | ▶ <i>Members' Guide to Private Members' Bills and Amendments</i> , March 2008   |
|      | ▶ <i>Members' Guide to Presenting a Petition</i> , June 2008  |
|      | ▶ <i>Members' Guide to Raising a Matter for Debate</i> , June 2008  |
|      | <b>Members' Handbook</b>  |
|      | A guide to services and facilities for members of the House of Representatives, January 2008  |
|      | <b>Standing and Sessional Orders of the House of Representatives</b>  |
|      | The permanent rules of procedure, as at 1 December 2008   |
|      | Amendments to the Standing and Sessional Orders were issued in August 2009 and June 2010  |
|      | <b>Work of the Session</b>  |
|      | A summary of the business of the House and its committees, published after each period of sittings, being this year: Forty-second Parliament, Autumn and Winter sittings 2009, and Spring sittings 2010 |



| Type                                     | Title   |
|--|---|
|  | <p><b>Working with Parliamentary Committees</b>, February 2008</p> <ul style="list-style-type: none"> <li>▶ A Guide for Committee Chairs</li> <li>▶ A Guide for Members</li> <li>▶ A Guide for Members' Staff</li> </ul> <hr/> <p><b>Your Key to the House</b></p> <p>A guide to the House of Representatives, May 2002</p>   |
| Publications of an administrative nature | <p><i>Department of the House of Representatives Annual Report 2007–08</i></p> <p>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 Certified Agreement 2009–10</i></p> <p><i>Department of the House of Representatives Corporate Plan 2007–10</i></p> <p><i>Department of the House of Representatives Portfolio Budget Statements 2009–10</i></p> <p><i>Department of the House of Representatives Service Charter: Community Service Standards</i>, May 2002</p> |

## 11 STAFFING STATISTICS

This appendix contains summary information on the Department of the House of Representatives staffing in 2009–10.

### LOCATION AND CLASSIFICATION OF STAFF

Included in the figures in the following table are those representing the sessional staff and parliamentary assistants employed by the department and working on 30 June. These staff are employed in order 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 table.

Staff by location, as at 30 June 2007, 2008, 2009 and 2010

| Location   | 2007            | 2008            | 2009            | 2010            |
|--|-----------------|-----------------|-----------------|-----------------|
| Executive  | 5               | 5               | 5               | 5               |
| Executive support/project staff                            | 6               | 6               | 6               | 5               |
| Table Office   | 16 <sup>a</sup> | 14              | 15 <sup>e</sup> | 12              |
| Chamber Research Office                                    | 6               | 8               | 8               | 8               |
| Parliamentary Relations Office                             | 8               | 8               | 7               | 7               |
| Liaison and Projects Office                                | 5 <sup>a</sup>  | 5               | 6               | 5               |
| Committee Office   | 65              | 61              | 63              | 64              |
| Serjeant-at-Arms' Office                                   | 19 <sup>b</sup> | 18 <sup>d</sup> | 14 <sup>f</sup> | 22 <sup>g</sup> |
| Finance Office   | 5               | 6               | 6               | 6               |
| Information Systems and Publishing Office                  | 17 <sup>c</sup> | 18 <sup>e</sup> | 15 <sup>a</sup> | 14 <sup>f</sup> |
| People Strategies Office                                   | 5               | 5               | 5               | 10              |
| <b>Totals</b>  | <b>157</b>      | <b>154</b>      | <b>150</b>      | <b>158</b>      |
| Staff of Speaker, Deputy Speaker and Second Deputy Speaker | 5               | –               |                 |                 |

a Includes one sessional staff.

b Includes eight sessional staff.

c Includes four sessional staff.

d Includes nine sessional staff.

e Includes two sessional staff.

f Includes five sessional staff.

g Includes thirteen sessional staff.

## Non-ongoing staff (excluding sessional staff), by location, as at 30 June 2009

| Location                                  | Staff    |
|---|----------|
| Executive                                 | –        |
| Executive support/project staff           | –        |
| Table Office                              | –        |
| Chamber Research Office                   | 1        |
| Parliamentary Relations Office            | –        |
| Liaison and Projects Office               | –        |
| Committee Office                          | 1        |
| Serjeant-at-Arms' Office                  | 2        |
| Finance Office                            | –        |
| Information Systems and Publishing Office | 2        |
| People Strategies Office                  | 1        |
| <b>Total</b>                              | <b>7</b> |

## Staff by classification and equal employment opportunity group, as at 30 June 2009

|                                       | Executive <sup>a</sup> | Parliamentary Service Levels 4–6 | Parliamentary Service Levels 1–3 | Totals     |
|---------------------------------------|------------------------|----------------------------------|----------------------------------|------------|
| Female                                | 33                     | 40                               | 24                               | 97         |
| Male                                  | 28                     | 19                               | 14                               | 61         |
| <b>Sub-totals</b>                     | <b>61</b>              | <b>59</b>                        | <b>38</b>                        | <b>158</b> |
| Aboriginal and Torres Strait Islander | 0 (0%)                 | 0 (0%)                           | 1 (2.6%)                         | 1 (0.6%)   |
| Non-English-speaking background       | 2 (3.3%)               | 5 (8.5%)                         | 4 (10.5%)                        | 11 (7.0%)  |
| People with disabilities              | 1 (1.6%)               | 2 (3.4%)                         | 3 (7.9%)                         | 6 (3.8%)   |

a The Executive classification group consists of Senior Executive Service Bands 1–2 and Executive Bands 1–2 staff.

## SEPARATIONS

The reasons for staff separating from the department, with comparative figures for 2007–08 and 2008–09, are detailed below.

### Separations, 2007–08, 2008–09 and 2009–10

| Location  | 2007–08   | 2008–09   | 2009–10   |
|---|-----------|-----------|-----------|
| Transfer/promotion to another Commonwealth agency | 1         | 7         | 4         |
| Resignation                                       | 8         | 1         | 5         |
| Medical incapacity                                | –         | –         | –         |
| Retirement  | 4         | 3         | 4         |
| Cessation of non-ongoing employment               | –         | 17        | 15        |
| Voluntary retrenchment                            | 1         | 2         | 2         |
| Death   | –         | –         | –         |
| <b>Totals</b>                                     | <b>31</b> | <b>28</b> | <b>30</b> |

## 12 MEMBERS' SURVEY 2010

A members' survey was carried out by the Department of the House of Representatives in May–June 2010 to identify levels of satisfaction with services provided by the department. The number of questions in the survey was reduced by one due to removal of the printing entitlement. The information gathered is required for internal and external reporting purposes and as a benchmark for service provision.

Thirty members were selected randomly for survey and interview. Members were assured of confidentiality in the survey. A total of eighteen respondents completed the surveys (12 per cent) and two were available for interview.

All participants in the survey were asked if they were satisfied overall with the services they received from the department. Members were highly satisfied with the department's support in helping them fulfil their parliamentary duties. The responses to the other questions asked in the survey and during interviews are contained in the table below (which also shows the responses from the 2009 survey, in brackets).

The result is an overwhelming endorsement of the quality of service provided by the department, with 98 per cent satisfaction rate overall. The satisfaction rate last year was also 98 per cent.

The participants in the survey were also asked a question about their satisfaction level with the legislative drafting support they receive. Eleven of the members responding stated they were satisfied with the service, compared with ten last year. The remainder stated they had not used the service.

In relation to suggestions for change, there was one request for more access for people with disabilities.

Members' satisfaction levels with departmental services  
(figures in brackets are from the 2009 survey)

| Service area  | Extremely satisfied | Highly satisfied | Satisfied | Not satisfied |
|---|---------------------|------------------|-----------|---------------|
| Advice and services received from the Clerk at the Table in the Chamber and Main Committee  | 7 (16)              | 9 (5)            | 2(1)      | – (–)         |
| Advice and services received from other staff in relation to Chamber and Main Committee duties  | 5 (11)              | 10(11)           | 3 (–)     | – (–)         |
| Quality and availability of procedural and statistical publications and support in obtaining such information   | 4 (7)               | 8 (10)           | 6 (4)     | – (–)         |
| Procedural advice, research, analytical drafting and administrative support services in relation to committee inquiries and publication of the final report | 5 (6)               | 5 (10)           | 7 (4)     | – (1)         |
| Rating of the House of Representatives magazine <i>About the House</i>  | 1 (5)               | 9 (13)           | 6 (3)     | – (1)         |
| Advice and support received in relation to overseas parliamentary delegation visits   | 3 (4)               | 3 (7)            | 8 (2)     | – (–)         |
| Services in relation to pay entitlements supplied by the department   | 3 (7)               | 5 (5)            | 10 (9)    | – (–)         |
| Services provided by the Serjeant-at-Arms' Office   | 3 (8)               | 9 (7)            | 6 (5)     | – (1)         |
| Information on members' home pages on the Parliament House internet site  | 1 (2)               | 7 (2)            | 9 (17)    | – (–)         |

Note: Not every member who completed the survey had used the full range of services.

## 13 CONTACT DIRECTORY

This appendix contains the contact details of House of Representatives office holders and Department of the House of Representatives Senior Executive officers, as at 30 June 2010.

| Office holders and Senior Executive officers   |                      |  |
|--|----------------------|--|
| <b>Speaker of the House of Representatives, Mr Harry Jenkins MP</b>                                |                      |  |
| <i>Parliament House</i>  | Phone (02) 6277 4000 | Fax (02) 6277 2050   |
| <i>Electorate office</i>   | Phone (03) 9467 8055 | Fax (03) 9467 1407   |
|  |                      | Email <a href="mailto:HarryJenkins.MP@aph.gov.au">HarryJenkins.MP@aph.gov.au</a>             |
| <b>Deputy Speaker, Ms Anna Burke MP</b>  |                      |  |
| <i>Parliament House</i>  | Phone (02) 6277 4127 | Fax (02) 6277 8528   |
| <i>Electorate office</i>   | Phone (03) 9802 0566 | Fax (02) 9802 0588   |
|  |                      | Email <a href="mailto:Anna.Burke.MP@aph.gov.au">Anna.Burke.MP@aph.gov.au</a>                 |
| <b>Second Deputy Speaker, the Hon Bruce Scott MP</b>   |                      |  |
| <i>Parliament House</i>  | Phone (02) 6277 4949 | Fax (02) 6277 8421   |
| <i>Electorate office</i>   | Phone (07) 4662 2715 | Fax (07) 4662 5149   |
|  |                      | Email <a href="mailto:Bruce.Scott.MP@aph.gov.au">Bruce.Scott.MP@aph.gov.au</a>               |
| <b>Clerk of the House, Mr Bernard Wright</b>   |                      |  |
| Phone (02) 6277 4111   | Fax (02) 6277 2006   | Email <a href="mailto:Clerk.Reps@aph.gov.au">Clerk.Reps@aph.gov.au</a>                       |
| <b>Deputy Clerk, Mr David Elder</b>  |                      |  |
| Phone (02) 6277 4222   | Fax (02) 6277 2006   | Email <a href="mailto:David.Elder.Reps@aph.gov.au">David.Elder.Reps@aph.gov.au</a>           |
| <b>Clerk Assistant (Committees), Ms Joanne Towner</b>  |                      |  |
| Phone (02) 6277 4399   | Fax (02) 6277 4034   | Email <a href="mailto:Joanne.Towner.Reps@aph.gov.au">Joanne.Towner.Reps@aph.gov.au</a>       |
| <b>Clerk Assistant (Table), Ms Robyn McClelland</b>  |                      |  |
| Phone (02) 6277 4777   | Fax (02) 6277 4517   | Email <a href="mailto:Robyn.McClelland.Reps@aph.gov.au">Robyn.McClelland.Reps@aph.gov.au</a> |
| <b>Serjeant-at-Arms, Ms Claressa Surtees</b>   |                      |  |
| Phone (02) 6277 4444   | Fax (02) 6277 2006   | Email <a href="mailto:Claressa.Surtees.Reps@aph.gov.au">Claressa.Surtees.Reps@aph.gov.au</a> |
| <b>Departmental address</b>  |                      |  |
| Department of the House of Representatives<br>PO Box 6021<br>Parliament House<br>Canberra ACT 2600 |                      | <a href="http://www.aph.gov.au/house">http://www.aph.gov.au/house</a>                        |

# 14 LIST OF REQUIREMENTS

| Part of report        | Description   | Requirement                     | Page                                 |
|-----------------------|---|---------------------------------|--------------------------------------|
|                       | Letter of transmittal   | Mandatory                       | iii                                  |
|                       | Table of contents   | Mandatory                       | v                                    |
|                       | Index   | Mandatory                       | 144                                  |
|                       | Glossary  | Mandatory                       | 143                                  |
|                       | Contact officer(s)  | Mandatory                       | ii                                   |
|                       | Internet home page address and Internet address for report  | Mandatory                       | ii                                   |
| Review by Clerk       | Review by Clerk   | Mandatory                       | 2–5                                  |
|                       | Summary of significant issues and developments  | Suggested                       | 2–4                                  |
|                       | Overview of department's performance and financial results  | Suggested                       | 10                                   |
|                       | Outlook for following year  | Suggested                       | 5                                    |
|                       | Significant issues and developments—portfolio   | Portfolio departments—suggested | Not applicable                       |
| Departmental overview | Overview description of department  | Mandatory                       | 6–10                                 |
|                       | Role and functions  | Mandatory                       | 6                                    |
|                       | Organisational structure  | Mandatory                       | 6–7                                  |
|                       | Outcome and program structure   | Mandatory                       | 7–9                                  |
|                       | Where outcome and program structures differ from the Portfolio Budget Statements, Portfolio Additional Estimates Statements or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change | Mandatory                       | None to report                       |
|                       | Portfolio structure   | Portfolio departments—mandatory | Not applicable                       |
| Report on performance | Review of performance during the year in relation to programs and contribution to outcomes  | Mandatory                       | 12, 24, 29, 36, 41                   |
|                       | Actual performance in relation to deliverables and key performance indicators set out in the Portfolio Budget Statements, Portfolio Additional Estimates Statements or other portfolio statements   | Mandatory                       | 64–68                                |
|                       | Performance of purchaser–provider arrangements  | If applicable, suggested        | 51                                   |
|                       | Where performance targets differ from the Portfolio Budget Statements or Portfolio Additional Estimates Statements, details of both former and new targets, and reasons for the change  | Mandatory                       | None to report                       |
|                       | Narrative discussion and analysis of performance  | Mandatory                       | 11–46                                |
|                       | Trend information   | Mandatory                       | 10, 13–17, 19, 27, 32, 56, 72, 92–93 |
|                       | Significant changes in nature of principal functions/ services  | Suggested                       | None to report                       |
|                       | Factors, events or trends influencing departmental performance  | Suggested                       |                                      |
|                       | Contribution of risk management in achieving objectives   | Suggested                       | 50–51                                |

| Part of report                | Description  | Requirement              | Page           |
|-------------------------------|--|--------------------------|----------------|
|                               | Social justice and equity impacts  | Suggested                | 51             |
|                               | Performance against service charter customer service standards, complaints data, and the department's response to complaints                               | If applicable, mandatory | 50–51, 94–95   |
|                               | Discussion and analysis of the department's financial performance  | Mandatory                | 10             |
|                               | Discussion of any significant changes from the prior year or from budget   | Suggested                | None to report |
|                               | Agency resource statement and summary resource tables by outcomes  | Mandatory                | 69–70          |
|                               | Developments since the end of the financial year that have affected or may significantly affect the department's operations or financial results in future | If applicable, mandatory | 10             |
| Management and accountability |  |                          | 47–61          |
| Corporate governance          |  |                          | 48–51          |
|                               | Statement of the main corporate governance practices in place  | Mandatory                | 48             |
|                               | Names of the senior executive and their responsibilities   | Suggested                | 9, 48          |
|                               | Senior management committees and their roles   | Suggested                | 48             |
|                               | Corporate and operational planning and associated performance reporting and review   | Suggested                | 49             |
|                               | Approach adopted to identifying areas of significant financial or operational risk   | Suggested                | 50–51          |
|                               | Certification that the agency complies with the Commonwealth Fraud Control Guidelines  | Mandatory                | iii            |
|                               | Policy and practices on the establishment and maintenance of appropriate ethical standards   | Suggested                | 48             |
|                               | How nature and amount of remuneration for SES officers is determined   | Suggested                | 57             |
| External scrutiny             | Significant developments in external scrutiny  | Mandatory                | 52             |
|                               | Judicial decisions and decisions of administrative tribunals   | Mandatory                | 52             |
|                               | Reports by the Auditor-General, a parliamentary committee or the Commonwealth Ombudsman  | Mandatory                | 52             |
| Management of human resources | Assessment of effectiveness in managing and developing human resources to achieve departmental objectives  | Mandatory                | 53–58          |
|                               | Workforce planning, staff turnover and retention   | Suggested                | 54–55          |
|                               | Impact and features of enterprise or collective agreements, determinations, common law contracts and Australian workplace agreements                       | Suggested                | 57             |
|                               | Training and development undertaken and its impact   | Suggested                | 56–57          |
|                               | Occupational health and safety performance   | Suggested                | 58             |
|                               | Productivity gains   | Suggested                | 57             |
|                               | Statistics on staffing   | Mandatory                | 92–93          |
|                               | Enterprise or collective agreements, determinations, common law contracts and Australian workplace agreements  | Mandatory                | 57             |
|                               | Performance pay  | Mandatory                | 57             |
| Assets management             | Assessment of effectiveness of assets management   | If applicable, mandatory | 59             |



| Part of report                                  | Description  | Requirement              | Page           |
|---|--|--------------------------|----------------|
| Purchasing                                      | Assessment of purchasing against core policies and principles  | Mandatory                | 59             |
| Consultants                                     | A summary statement detailing the number of new consultancy services contracts let during the year; the total actual expenditure on all new consultancy contracts let during the year (inclusive of GST); the number of ongoing consultancy contracts that were active in the reporting year; the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST); and a statement noting that information on contracts and consultancies is available through the AusTender website. | Mandatory                | 59–60          |
| Australian National Audit Office access clauses | Absence of provisions in contracts allowing access by the Auditor-General  | Mandatory                | None to report |
| Exempt contracts                                | Contracts exempt from the AusTender  | Mandatory                | None to report |
| Commonwealth Disability Strategy                | Report on performance in implementing the Commonwealth Disability Strategy   | Mandatory                | 53             |
| Financial statements                            | Financial statements   | Mandatory                | 101–141        |
| Other information                               |  |                          |                |
|   | Occupational health and safety (section 74 of the <i>Occupational Health and Safety Act 1991</i> )   | Mandatory                | 58             |
|   | Freedom of information (section 8(1) of the <i>Freedom of Information Act 1982</i> )   | Mandatory                | 52             |
|   | Advertising and market research (section 311A of the <i>Commonwealth Electoral Act 1918</i> ) and statement on advertising campaigns   | Mandatory                | 59–60          |
|   | Ecologically sustainable development and environmental performance (section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> )   | Mandatory                | 61             |
| Other   | Grant programs   | Mandatory                | 60             |
|   | Correction of material errors in previous annual report  | If applicable, mandatory | None to report |
|   | List of requirements   | Mandatory                | 97–99          |





# FINANCIAL STATEMENTS



## INDEPENDENT AUDITOR'S REPORT

### To the Speaker of the House of Representatives

#### Scope

I have audited the accompanying financial statements of the Department of the House of Representatives for the year ended 30 June 2010, which comprise: the Statement of the Clerk of the House and Chief Financial Officer; Statement of Comprehensive Income; Balance Sheet; Statement of Changes in Equity; Cash Flow Statement; Schedule of Commitments; Schedule of Asset Additions; Schedule of Administered Items; and Notes to and forming part of the Financial Statements, including a Summary of Significant Accounting Policies.

#### *The Responsibility of the Clerk of the House for the Financial Statements*

The Clerk of the House is responsible for the preparation and fair presentation of the financial statements in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards (which include the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### *Auditor's Responsibility*

My responsibility is to express an opinion on the financial statements based on my audit. I have conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. These auditing standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department of the House of Representatives' preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department of the House of Representatives' internal

control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Clerk of the House, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

***Independence***

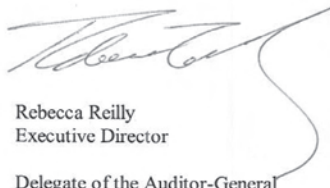
In conducting the audit, I have followed the independence requirements of the Australian National Audit Office, which incorporate the requirements of the Australian accounting profession.

**Auditor's Opinion**

In my opinion, the financial statements of the Department of the House of Representatives:

- (a) have been prepared in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards; and
- (b) give a true and fair view of the matters required by the Finance Minister's Orders including the Department of the House of Representatives' financial position as at 30 June 2010 and its financial performance and cash flows for the year then ended.

Australian National Audit Office



Rebecca Reilly  
Executive Director

Delegate of the Auditor-General

Canberra  
9 September 2010

**DEPARTMENT OF THE HOUSE OF REPRESENTATIVES  
STATEMENT BY THE CLERK OF THE HOUSE AND CHIEF FINANCIAL OFFICER**

In our opinion, the attached financial statements for the year ended 30 June 2010 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, as amended.



B WRIGHT  
Clerk of the House

9 September 2010



K SAUNDERS  
Chief Financial Officer

9 September 2010

**STATEMENT OF COMPREHENSIVE INCOME**  
for the period ended 30 June 2010

|   | Notes | 2010<br>\$'000 | 2009<br>\$'000 |
|---|-------|----------------|----------------|
| <b>EXPENSES</b>   |       |                |                |
| Employee benefits   | 3A    | 15,633         | 15,720         |
| Supplier expenses   | 3B    | 6,784          | 8,175          |
| Depreciation and amortisation   | 3C    | 1,067          | 1,264          |
| Write-down and impairment of assets   | 3D    | 12             | 11             |
| Loss on sale of assets  | 3E    | 6              | -              |
| Other expenses  | 3F    | -              | 8              |
| <b>Total Expenses</b>   |       | <b>23,503</b>  | <b>25,178</b>  |
| <b>LESS:</b>  |       |                |                |
| <b>OWN SOURCE INCOME</b>  |       |                |                |
| <b>Own Source Revenue</b>   |       |                |                |
| Sale of goods and rendering of services                                     | 4A    | 414            | 127            |
| Other revenue   | 4B    | 3              | 250            |
| <b>Total own source revenue</b>   |       | <b>417</b>     | <b>377</b>     |
| <b>Gains</b>  |       |                |                |
| Sale of assets  | 4C    | -              | 9              |
| Other gains   | 4D    | 2,706          | 2,975          |
| <b>Total gains</b>  |       | <b>2,706</b>   | <b>2,984</b>   |
| <b>Total own source income</b>  |       | <b>3,123</b>   | <b>3,361</b>   |
| <b>Net cost of services</b>   |       | <b>20,380</b>  | <b>21,817</b>  |
| Revenue from Government   | 4E    | 22,188         | 21,966         |
| <b>Surplus attributable to the Australian Government</b>                    |       | <b>1,808</b>   | <b>149</b>     |
| <b>OTHER COMPREHENSIVE INCOME</b>   |       |                |                |
| Changes in asset revaluation reserves                                       |       | 1,341          | -              |
| <b>Total comprehensive income</b>   |       | <b>1,341</b>   | <b>-</b>       |
| <b>Total comprehensive income attributable to the Australian Government</b> |       | <b>3,149</b>   | <b>149</b>     |

The above statement should be read in conjunction with the accompanying notes.

**BALANCE SHEET***as at 30 June 2010*

|                                   | Notes | 2010<br>\$'000 | 2009<br>\$'000 |
|-----------------------------------|-------|----------------|----------------|
| <b>ASSETS</b>                     |       |                |                |
| <b>Financial Assets</b>           |       |                |                |
| Cash and cash equivalents         | 5A    | 250            | 228            |
| Trade and other receivables       | 5B    | 13,116         | 15,101         |
| <b>Total financial assets</b>     |       | <b>13,365</b>  | <b>15,329</b>  |
| <b>Non-Financial Assets</b>       |       |                |                |
| Property, plant and equipment     | 6A    | 4,669          | 2,949          |
| Intangibles                       | 6C    | 726            | 1,013          |
| Other non-financial assets        | 6E    | 136            | 102            |
| <b>Total non-financial assets</b> |       | <b>5,531</b>   | <b>4,064</b>   |
| <b>Total Assets</b>               |       | <b>18,896</b>  | <b>19,394</b>  |
| <b>LIABILITIES</b>                |       |                |                |
| <b>Payables</b>                   |       |                |                |
| Suppliers                         | 7A    | 198            | 424            |
| Other payables                    | 7B    | 323            | 237            |
| <b>Total payables</b>             |       | <b>521</b>     | <b>661</b>     |
| <b>Provisions</b>                 |       |                |                |
| Employee provisions               | 8     | 4,337          | 4,211          |
| <b>Total provisions</b>           |       | <b>4,337</b>   | <b>4,211</b>   |
| <b>Total Liabilities</b>          |       | <b>4,858</b>   | <b>4,872</b>   |
| <b>Net Assets</b>                 |       | <b>14,039</b>  | <b>14,522</b>  |
| <b>EQUITY</b>                     |       |                |                |
| Contributed equity                |       | (16,133)       | (12,500)       |
| Reserves                          |       | 12,987         | 11,646         |
| Retained surplus                  |       | 17,184         | 15,376         |
| <b>Total Equity</b>               |       | <b>14,039</b>  | <b>14,522</b>  |

The above statement should be read in conjunction with the accompanying notes.



**STATEMENT OF CHANGES IN EQUITY**  
for the period ended 30 June 2010

|   | Retained earnings |               | Asset revaluation reserve |               | Contributed equity/capital |                 | Total equity   |               |
|---|-------------------|---------------|---------------------------|---------------|----------------------------|-----------------|----------------|---------------|
|   | 2010              | 2009          | 2010                      | 2009          | 2010                       | 2009            | 2010           | 2009          |
|   | \$'000            | \$'000        | \$'000                    | \$'000        | \$'000                     | \$'000          | \$'000         | \$'000        |
| <b>Opening balance</b>  |                   |               |                           |               |                            |                 |                |               |
| Balance carried forward from previous period                      | 15,376            | 15,211        | 11,646                    | 11,646        | (12,500)                   | (12,500)        | 14,522         | 14,357        |
| Adjustment for errors   | -                 | 16            | -                         | -             | -                          | -               | -              | 16            |
| <b>Adjusted opening balance</b>                                   | <b>15,376</b>     | <b>15,227</b> | <b>11,646</b>             | <b>11,646</b> | <b>(12,500)</b>            | <b>(12,500)</b> | <b>14,522</b>  | <b>14,373</b> |
| <b>Comprehensive income</b>                                       |                   |               |                           |               |                            |                 |                |               |
| Other comprehensive income - Changes in asset revaluation reserve | -                 | -             | 1,341                     | -             | -                          | -               | 1,341          | -             |
| Surplus (Deficit) for the period                                  | 1,808             | 149           |                           |               |                            |                 | 1,808          | 149           |
| <b>Total comprehensive income</b>                                 | <b>1,808</b>      | <b>149</b>    | <b>1,341</b>              | <b>-</b>      | <b>-</b>                   | <b>-</b>        | <b>3,149</b>   | <b>149</b>    |
| of which:   |                   |               |                           |               |                            |                 |                |               |
| Attributable to the Australian Government                         | 1,808             | 149           | -                         | -             | -                          | -               | 1,808          | 149           |
| <b>Transactions with owners</b>                                   |                   |               |                           |               |                            |                 |                |               |
| Distributions to owners   | -                 | -             | -                         | -             | (3,633)                    | -               | (3,633)        | -             |
| Returns of capital:   |                   |               |                           |               |                            |                 |                |               |
| Other [Appropriation extinguished]                                | -                 | -             | -                         | -             | (3,633)                    | -               | (3,633)        | -             |
| <b>Sub-total transactions with owners</b>                         | <b>-</b>          | <b>-</b>      | <b>-</b>                  | <b>-</b>      | <b>(3,633)</b>             | <b>-</b>        | <b>(3,633)</b> | <b>-</b>      |
| <b>Closing balance as at 30 June</b>                              | <b>17,184</b>     | <b>15,376</b> | <b>12,987</b>             | <b>11,646</b> | <b>(16,133)</b>            | <b>(12,500)</b> | <b>14,039</b>  | <b>14,522</b> |
| <b>Closing balance attributable to the Australian Government</b>  | <b>17,184</b>     | <b>15,376</b> | <b>12,987</b>             | <b>11,646</b> | <b>(16,133)</b>            | <b>(12,500)</b> | <b>14,039</b>  | <b>14,522</b> |

The above statement should be read in conjunction with the accompanying notes.

**CASH FLOW STATEMENT***for the period ended 30 June 2010*

|   | <b>2010</b>           | 2009          |
|---|-----------------------|---------------|
| <b>Notes</b>  | <b>\$'000</b>         | <b>\$'000</b> |
| <b>OPERATING ACTIVITIES</b>   |                       |               |
| <b>Cash received</b>  |                       |               |
| Goods and services  | 343                   | 85            |
| Appropriations  | 20,677                | 20,463        |
| Net GST received  | 409                   | 483           |
| <b>Total cash received</b>  | <u>21,429</u>         | <u>21,031</u> |
| <b>Cash used</b>  |                       |               |
| Employees   | 15,438                | 15,240        |
| Suppliers   | 4,793                 | 5,808         |
| <b>Total cash used</b>  | <u>20,231</u>         | <u>21,048</u> |
| <b>Net cash from or (used by) Operating Activities</b>              | <u>9</u> <u>1,198</u> | <u>(17)</u>   |
| <b>INVESTING ACTIVITIES</b>   |                       |               |
| <b>Cash received</b>  |                       |               |
| Proceeds from sales of infrastructure, plant and equipment          | 24                    | 12            |
| <b>Total cash received</b>  | <u>24</u>             | <u>12</u>     |
| <b>Cash used</b>  |                       |               |
| Purchase of infrastructure, plant and equipment                     | 1,143                 | 290           |
| Purchase of intangibles   | 58                    | 137           |
| <b>Total cash used</b>  | <u>1,201</u>          | <u>427</u>    |
| <b>Net cash from or (used by) investing activities</b>              | <u>(1,177)</u>        | <u>(415)</u>  |
| <b>Net increase or (decrease) in cash held</b>                      | <u>22</u>             | <u>(433)</u>  |
| Cash and cash equivalents at the beginning of the reporting period  | 228                   | 661           |
| <b>Cash and cash equivalents at the end of the reporting period</b> | <u>5A</u> <u>250</u>  | <u>228</u>    |

The above statement should be read in conjunction with the accompanying notes.

**SCHEDULE OF COMMITMENTS***as at 30 June 2010*

| <b>BY TYPE</b>                                 | <b>2010</b>   | 2009        |
|--|---------------|-------------|
|  | <b>\$'000</b> | \$'000      |
| <b>Commitments receivable</b>                  |               |             |
| GST recoverable on commitments                 | (18)          | (14)        |
| <b>Total Commitments receivable</b>            | <b>(18)</b>   | <b>(14)</b> |
| <b>Commitments payable</b>                     |               |             |
| <b>Capital commitments</b>                     |               |             |
| Intangibles <sup>1</sup>                       | -             | -           |
| Infrastructure, Plant & Equipment <sup>2</sup> | -             | -           |
| <b>Total capital commitments</b>               | <b>-</b>      | <b>-</b>    |
| <b>Other commitments</b>                       |               |             |
| Operating leases <sup>3</sup>                  | 93            | 71          |
| Other commitments <sup>4</sup>                 | 94            | 82          |
| <b>Total other commitments</b>                 | <b>187</b>    | <b>153</b>  |
| <b>Net commitments by type</b>                 | <b>169</b>    | <b>139</b>  |
| <b>BY MATURITY</b>                             |               |             |
| <b>Commitments receivable</b>                  |               |             |
| <b>Operating lease income</b>                  |               |             |
| One year or less                               | (6)           | (5)         |
| From one to five years                         | (3)           | (2)         |
| <b>Total operating lease income</b>            | <b>(9)</b>    | <b>(7)</b>  |
| <b>Other commitments receivable</b>            |               |             |
| One year or less                               | (7)           | (5)         |
| From one to five years                         | (2)           | (2)         |
| <b>Total other commitments receivable</b>      | <b>(9)</b>    | <b>(7)</b>  |
| <b>Commitments payable</b>                     |               |             |
| <b>Capital commitments</b>                     |               |             |
| One year or less                               | -             | -           |
| From one to five years                         | -             | -           |
| <b>Total capital commitments</b>               | <b>-</b>      | <b>-</b>    |
| <b>Operating lease commitments</b>             |               |             |
| One year or less                               | 60            | 57          |
| From one to five years                         | 33            | 13          |
| <b>Total operating lease commitments</b>       | <b>93</b>     | <b>70</b>   |
| <b>Other Commitments</b>                       |               |             |
| One year or less                               | 70            | 60          |
| From one to five years                         | 24            | 23          |
| <b>Total other commitments</b>                 | <b>94</b>     | <b>83</b>   |
| <b>Net commitments by maturity</b>             | <b>169</b>    | <b>139</b>  |

NB: Commitments are GST inclusive where relevant.

<sup>1</sup> Department does not have any commitments for intangibles in 2010

<sup>2</sup> Department does not have any commitments for infrastructure, plant & equipment in 2010

<sup>3</sup> Operating leases are effectively non-cancellable and comprise agreements for the provision of motor vehicles to senior executives and for departmental use.

<sup>4</sup> Other commitments relate to contracts lodged with suppliers.

The above schedule should be read in conjunction with the accompanying notes.

**SCHEDULE OF ASSET ADDITIONS**

*for the period ended 30 June 2010*

**The following non-financial non-current assets were added in 2009-10:**

|  | Heritage & cultural<br>\$'000 | Infrastructure, plant & equipment<br>\$'000 | Intangibles<br>\$'000 | Total<br>\$'000 |
|--|-------------------------------|---|-----------------------|-----------------|
| By purchase - appropriation equity                   | -                             | 1,143                                       | 58                    | 1,201           |
| By purchase - appropriation ordinary annual services | -                             | -   | -                     | -               |
| By purchase - other                                  | -                             | -   | -                     | -               |
| <b>Total additions</b>                               | -                             | <b>1,143</b>                                | <b>58</b>             | <b>1,201</b>    |

**The following non-financial non-current assets were added in 2008-09:**

|  | Heritage & cultural<br>\$'000 | Other property, plant & equipment<br>\$'000 | Intangibles<br>\$'000 | Total<br>\$'000 |
|--|-------------------------------|---|-----------------------|-----------------|
| By purchase - appropriation equity                   | 195                           | 290   | 137                   | 622             |
| By purchase - appropriation ordinary annual services | -                             | -   | -                     | -               |
| By purchase - other                                  | -                             | -   | -                     | -               |
| <b>Total additions</b>                               | <b>195</b>                    | <b>290</b>                                  | <b>137</b>            | <b>622</b>      |

## Note 1: Summary of Significant Accounting Policies

### 1.1 Objectives of the Department of the House of Representatives

The Department of the House of Representatives (the department) is one of three parliamentary departments supporting the Australian Parliament. The department provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees as well as a range of services for Members in Parliament House.

The department is structured to meet one outcome:

*Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.*

The continued existence of the department in its present form is dependent on continuing appropriations by Parliament for the department's administration and programs.

The department's activities contributing to this outcome are classified as either departmental or administered. Departmental activities involve the use of assets, liabilities, revenues and expenses controlled or incurred by the department in its own right. Administered activities involve the management or oversight by the department, on behalf of the Parliament, of items controlled or incurred by the Government.

Departmental activities are identified under five Outputs -

- Chamber and Main Committee
- Community Awareness
- Committee Services
- Interparliamentary Relations
- Members' Services

### 1.2 Basis of Preparation of the Financial Report

The financial statements are required by section 49 of the *Financial Management and Accountability Act 1997* and are general purpose financial statements.

The financial statements have been prepared in accordance with:

- Finance Minister's Orders (or FMO) for reporting periods ending on or after 1 July 2009; and
- Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial statements have been prepared on an accrual basis and is in accordance with historical cost convention, except for certain assets at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

The financial statements are presented in Australian dollars and values are rounded to the nearest thousand dollars unless otherwise specified.

Unless an alternative treatment is specifically required by an accounting standard or the FMO, assets and liabilities are recognised in the Balance Sheet when and only when it is probable that future economic benefits will flow to the entity or a future sacrifice of economic benefits will be required and the amounts of the assets or liabilities can be reliably measured. However, assets and liabilities arising under Agreements Equally Proportionately Unperformed are not recognised unless required by an accounting standard. Liabilities and assets that are unrecognised are reported in the schedule of commitments and contingencies.

Unless alternative treatment is specifically required by an accounting standard, income and expenses are recognised in the statement of comprehensive income when and only when the flow, consumption or loss of economic benefit has occurred and can be reliably measured.

### 1.3 Significant Accounting Judgements and Estimates

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next accounting period.

### 1.4 Changes in Australian Accounting Standards

#### Adoption of New Australian Accounting Standard Requirements

No accounting standard has been adopted earlier than the application date as stated in the standard.

#### Future Australian Accounting Standard requirements

Of the new standards, amendments to standards and interpretations issued by the Australian Accounting Standards Board that are applicable to future reporting periods, none have had a material financial impact on the Department.

### 1.5 Disclosure of changes in accounting policies

The department is not responsible for preparing the administered schedules and notes relating to the special appropriations from which it draws down various monies to pay for members' remuneration and entitlements. The legislation establishing these appropriations is administered by the Department of Finance and Deregulation and the Department of Education, Employment and Workplace Relations and they are responsible for reporting these administered special appropriation items. The department is an agent agency as defined in the FMO and as such must follow certain requirements set down by those Orders.

### 1.6 Revenue

#### Revenue from Government

Amounts appropriated for departmental outputs appropriations for the year (adjusted for any formal additions and reductions) are recognised as revenue when the department gains control of the appropriation, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned.

Appropriations receivable are recognised at their nominal amounts.

#### Other Types of Revenue

Revenue from the sale of goods is recognised when:

- the risks and rewards of ownership have been transferred to the buyer;
- the department retains no managerial involvement nor effective control over the goods;
- the revenue and transaction costs incurred can be reliably measured; and
- it is probable that the economic benefits associated with the transaction will flow to the department.

Revenue from rendering of services is recognised by reference to the stage of completion of contracts at the reporting date. The revenue is recognised when:

- the amount of revenue, stage of completion and transaction costs incurred can be reliably measured; and
- the probable economic benefits with the transaction will flow to the department.

The stage of completion of contracts at the reporting date is determined by reference to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance amount. Collectability of debts is reviewed as at end of reporting period. Allowances are made when collectability of the debt is no longer probable.

### 1.7 Gains

#### Resources Received Free of Charge

Resources received free of charge are recognised as gains when and only when a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense.

Resources received free of charge are recorded as either revenue or gains depending on their nature.

Contributions of assets at no cost of acquisition or for nominal consideration are recognised as gains at their fair value when the asset qualifies for recognition, unless received from another Government agency or authority as a consequence of a restructuring of administrative arrangements (Refer to Note 1.8)

#### Sale of Assets

Gains from disposal of non-current assets is recognised when control of the asset has passed to the buyer.

### **1.8 Transactions with the Government as Owner**

#### Equity injections

Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) are recognised directly in contributed equity in that year.

#### Restructuring of Administrative Arrangements

Net assets received from or relinquished to another Australian Government agency or authority under a restructuring of administrative arrangements are adjusted at their book value directly against contributed equity.

#### Other Distributions to Owners

The FMO require that distributions to owners be debited to contributed equity unless in the nature of a dividend.

In 2009-10, the Finance Minister issued a determination to reduce a previous departmental appropriation by \$3,633,000. The amount is disclosed in the Statement of Changes in Equity as Appropriation (extinguished)

### **1.9 Employee Benefits**

Liabilities for 'short-term employee benefits' (as defined in AASB 119 *Employee Benefits*) and termination benefits due within twelve months of balance date are measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits are measured as net total of the present value of the defined benefit obligation at the end of the reporting period minus the fair value at the end of the reporting period of plan assets (if any) out of which the obligations are to be settled directly.

#### Leave

The liability for employee benefits includes provision for annual leave and long service leave. No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by employees of the department is estimated to be less than the annual entitlement for sick leave.

The leave liabilities are calculated on the basis of employees' remuneration, including the department's employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

The liability for long service leave has been determined by reference to the allowable short-hand method. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

#### Separation and Redundancy

Provision is made for separation and redundancy benefit payments. The department recognises a provision for termination when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations.

**Superannuation**

Staff of the department are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) or the PSS accumulation plan (PSSap).

The CSS and PSS are defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported by the Department of Finance and Deregulation as an administered item.

The department makes employer contributions to the employee superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government of the superannuation entitlements of the department's employees. The department accounts for the contributions as if they were contributions to defined contribution plans.

The liability for superannuation recognised as at 30 June represents outstanding contributions for the final fortnight of the year.

**1.10 Leases**

A distinction is made between finance leases and operating leases. Finance leases effectively transfer from the lessor to the lessee substantially all the risks and rewards incidental to ownership of leased assets. An operating lease is a lease that is not a finance lease. In operating leases, the lessor effectively retains substantially all such risks and benefits.

Where an asset is acquired by means of a finance lease, the asset is capitalised at either the fair value of the lease property or, if lower, the present value of minimum lease payments at the inception of the contract and a liability is recognised at the same time and for the same amount.

The discount rate used is the interest rate implicit in the lease. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense. The department does not currently have any finance leases.

Operating lease payments are expensed on a straight line basis which is representative of the pattern of benefits derived from the leased assets.

**1.11 Cash**

Cash and cash equivalents includes cash on hand, cash held with outsiders, demand deposits in bank accounts with an original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value. Cash is recognised at its nominal amount.

**1.12 Financial Assets**

The department classifies its financial assets in the following categories:

- financial assets as 'at fair value through profit or loss'
- 'held-to-maturity investments',
- 'available-for-sale' financial assets, and
- 'loans and receivables'.

The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. The department holds only receivable financial assets.

**Effective interest method**

The effective interest method is a method of calculating the amortised cost of a financial asset and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, where appropriate, a shorter period.

Income is recognised on an effective interest rate basis except for financial assets 'at fair value through profit or loss'.

**Loans and receivables**

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate.



Impairment of financial assets

Financial assets are assessed for impairment at end of each reporting period.

- **Financial assets held at amortised cost** - If there is objective evidence that an impairment loss has been incurred for loans and receivables or held to maturity investments held at amortised cost, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in the statement of comprehensive income.

**1.13 Financial Liabilities**

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities.

Financial liabilities are recognised and derecognised upon 'trade date'.

Financial liabilities at fair value through profit or loss

Financial liabilities at fair value through profit or loss are initially measured at fair value.

Subsequent fair value adjustments are recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability.

Other financial liabilities

Other financial liabilities, including borrowings, are initially measured at fair value, net of transaction costs.

Other financial liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

The effective interest method is a method of calculating the amortised cost of a financial liability and of allocating interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments through the expected life of the financial liability, or, where appropriate, a shorter period.

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

**1.14 Contingent Liabilities and Contingent Assets**

Contingent liabilities and contingent assets are not recognised in the balance sheet. They may arise from uncertainty as to the existence of a liability or asset or represent an asset or liability in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain and contingent liabilities are disclosed when settlement is greater than remote.

**1.15 Acquisition of Assets**

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor agency's accounts immediately prior to the restructuring.

**1.16 Property, Plant and Equipment**Asset Recognition Threshold

Asset purchases of property, plant and equipment are recognised initially at cost in the Balance Sheet, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total and IT equipment which has a capitalisation threshold of \$500).

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

**Revaluations**

Fair values for each class of asset are determined as shown below:

| <b>Asset Class:</b>                       | <b>Fair Value Measured at:</b> |
|---|--------------------------------|
| Property Plant and Equipment <sup>1</sup> | Market Selling Price           |
| Heritage and Cultural Assets              | Market Selling Price           |

<sup>1</sup>Within this class there are 238 items with a fair value measured at depreciated replacement cost. These items are located within the House of Representatives chamber and in offices in the House of Representatives wing.

Following initial recognition at cost, infrastructure plant and equipment are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets do not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reverses a previous revaluation decrement of the same asset class that was previously recognised through surplus and deficit. Revaluation decrements for a class of assets are recognised directly through surplus and deficit except to the extent that they reverse a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

**Work-in-progress**

If, at 30 June 2010, an asset is not fully constructed and/or ready for use, the expenditure will be disclosed separately as 'work-in-progress'. Depreciation will not be set until the project has been completed to a stage where it can provide a service to the Department.

**Depreciation**

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the department using, in all cases, the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

|                                     | <b>2010</b>   | <b>2009</b>    |
|-------------------------------------|---------------|----------------|
| Plant and equipment <sup>2</sup>    | 15 years      | 15 years       |
| Computer equipment                  | 2 to 5 years  | 2 to 5 years   |
| Furniture and fittings <sup>3</sup> | 5 to 50 years | 15 to 20 years |
| Office machines and equipment       | 5 to 15 years | 5 to 15 years  |

<sup>2</sup>Within this class there is one item with a useful life of 25 years located within the storeroom in the basement.

<sup>3</sup> Following the revaluation of the department's assets it was evident that the useful lives of a significant number of items listed in this class were outside the existing parameters. Therefore it was necessary to revise the depreciation rates and useful lives of these assets. These items are located within the House of Representatives chamber and members' offices.

Heritage and cultural assets are not depreciated.

The aggregate amount of depreciation allocated for each class of asset during the reporting period is disclosed in note 4C.

**Impairment**

All assets were assessed for impairment at 30 June 2010. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the department were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

**Derecognition**

An item of property, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal.

**1.17 Intangibles**

The department's intangibles comprise internally developed and purchased software for internal use. These assets are carried at cost less accumulated amortisation and impairment losses.

Software is amortised on a straight-line basis over its anticipated useful life. The useful lives of the department's software is 3 to 5 years (2008-09: 3 to 5 years).

All software assets were assessed for indications of impairment as at 30 June 2010.

**1.18 Taxation / Competitive Neutrality**

The department is exempt from all forms of taxation except fringe benefits tax (FBT) and the goods and services tax (GST).

Revenues, expenses and assets are recognised net of GST:

- except where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- except for receivables and payables.

**Competitive Neutrality**

The department does not carry out functions to which competitive neutrality applies.

**Note 2: Events after the Balance Sheet Date**

There have been no significant events after balance date that may have an impact on the department's operations.

**Note 3: Expenses**

|  | 2010          | 2009          |
|--|---------------|---------------|
|  | \$'000        | \$'000        |
| <b><u>Note 3A: Employee benefits</u></b>             |               |               |
| Wages and salaries                                   | 11,683        | 11,534        |
| Superannuation                                       |               |               |
| Defined contribution plans                           | 623           | 247           |
| Defined benefit plans                                | 1,525         | 2,024         |
| Leave and other entitlements                         | 1,652         | 1,840         |
| Separation and redundancies                          | 150           | 75            |
| <b>Total employee benefits</b>                       | <u>15,633</u> | <u>15,720</u> |
| <b><u>Note 3B: Suppliers</u></b>                     |               |               |
| Staff Related Services                               | 348           | 308           |
| Travel   | 1,005         | 1,397         |
| Office Services                                      | 4,312         | 5,061         |
| Communication  | 924           | 1,112         |
| Corporate Expenses                                   | 16            | 85            |
| <b>Total goods and services</b>                      | <u>6,605</u>  | <u>7,963</u>  |
| <b>Goods and services</b>                            |               |               |
| Provision of goods – related entities                | --            | -             |
| Provision of goods – external entities               | 1,029         | 1,338         |
| Rendering of services – related entities             | 2,748         | 2,882         |
| Rendering of services – external entities            | 2,828         | 3,743         |
| <b>Total goods and services</b>                      | <u>6,605</u>  | <u>7,963</u>  |
| <b>Other supplier expenses</b>                       |               |               |
| Operating lease rentals:                             |               |               |
| Minimum lease payments                               | 71            | 80            |
| Workers compensation premiums                        | 107           | 132           |
| <b>Total other supplier expenses</b>                 | <u>178</u>    | <u>212</u>    |
| <b>Total supplier expenses</b>                       | <u>6,784</u>  | <u>8,175</u>  |
| <b><u>Note 3C: Depreciation and amortisation</u></b> |               |               |
| Depreciation:  |               |               |
| Property, plant and equipment                        | 725           | 948           |
| <b>Total depreciation</b>                            | <u>725</u>    | <u>948</u>    |
| Amortisation:  |               |               |
| Intangibles:   |               |               |
| Computer Software                                    | 342           | 317           |
| <b>Total amortisation</b>                            | <u>342</u>    | <u>317</u>    |
| <b>Total depreciation and amortisation</b>           | <u>1,067</u>  | <u>1,264</u>  |

**Note 3D: Write-down and impairment of assets**

Asset write downs and impairments from

|  |           |           |
|--|-----------|-----------|
| Property, plant and equipment write-off          | 9         | 11        |
| Other  | 3         | -         |
| <i>Total write-down and impairment of assets</i> | <u>12</u> | <u>11</u> |

**Note 3E: Losses from sale of assets**

Property, plant and equipment

|                                     |            |          |
|-------------------------------------|------------|----------|
| Proceeds from sale                  | 28         | -        |
| Carrying value of assets sold       | (30)       | -        |
| Selling expense                     | (4)        | -        |
| <i>Net loss from sale of assets</i> | <u>(6)</u> | <u>-</u> |

**Note 3F: Other Expenses**

Resources provided free of charge

|                                   |          |          |
|-----------------------------------|----------|----------|
| Resources provided free of charge | -        | 8        |
| <i>Total other expenses</i>       | <u>-</u> | <u>8</u> |

**Note 4: Income**

|  | 2010<br>\$'000    | 2009<br>\$'000    |
|--|-------------------|-------------------|
| <b>REVENUE</b>   |                   |                   |
| <b><u>Note 4A: Sale of goods and rendering of services</u></b> |                   |                   |
| Provision of goods - related entities                          | 72                | 48                |
| Provision of goods - external entities                         | 27                | 28                |
| <i>Total sale of goods</i>                                     | <u>99</u>         | <u>76</u>         |
| Rendering of services - related entities                       | 315               | 50                |
| Rendering of services - external entities                      | -                 | -                 |
| <i>Total rendering of services</i>                             | <u>315</u>        | <u>50</u>         |
| <i>Total sale of goods and rendering of services</i>           | <u><u>414</u></u> | <u><u>127</u></u> |
| <b><u>Note 4B: Other Revenue</u></b>                           |                   |                   |
| Income - CPA Special Purpose                                   | -                 | 250               |
| Comcare refunds  | 3                 | -                 |
| <i>Total other revenue</i>                                     | <u>3</u>          | <u>250</u>        |
| <b>GAINS</b>   |                   |                   |
| <b><u>Note 4C: Sale of assets</u></b>                          |                   |                   |
| Property, plant and equipment                                  |                   |                   |
| Proceeds from sale   | -                 | 14                |
| Carrying value of assets sold                                  | -                 | (3)               |
| Selling expense  | -                 | (2)               |
| <i>Net gain from sale of assets</i>                            | <u>-</u>          | <u>9</u>          |
| <b><u>Note 4D: Other gains</u></b>                             |                   |                   |
| Resources received free of charge                              | 2,695             | 2,780             |
| Asset first time recognition                                   | -                 | 195               |
| Other financial income   | 11                | -                 |
| <i>Total other gains</i>                                       | <u>2,706</u>      | <u>2,975</u>      |
| <b>REVENUE FROM GOVERNMENT</b>                                 |                   |                   |
| <b><u>Note 4E: Revenue from Government</u></b>                 |                   |                   |
| Appropriation:   |                   |                   |
| Departmental outputs   | 22,188            | 21,966            |
| <i>Total revenue from Government</i>                           | <u>22,188</u>     | <u>21,966</u>     |

**Note 5: Financial Assets**

|  | 2010          | 2009          |
|--|---------------|---------------|
|  | \$'000        | \$'000        |
| <b>Note 5A: Cash and cash equivalents</b>          |               |               |
| Special Accounts                                   | -             | 14            |
| Cash on hand or on deposit                         | 231           | 198           |
| Cash held by the salary sacrifice service provider | 19            | 16            |
| <b>Total cash and cash equivalents</b>             | <b>250</b>    | <b>228</b>    |
| <b>Note 5B: Trade and other receivables</b>        |               |               |
| Goods and services                                 | 163           | 74            |
| Appropriations receivable:                         |               |               |
| for existing outputs                               | 10,481        | 12,596        |
| for special account                                | 2,372         | 2,379         |
| <b>Total appropriations receivable</b>             | <b>12,853</b> | <b>14,975</b> |
| GST receivable from the Australian Taxation Office | 100           | 52            |
| <b>Total other receivables</b>                     | <b>100</b>    | <b>52</b>     |
| <b>Total trade and other receivables (gross)</b>   | <b>13,116</b> | <b>15,101</b> |
| Less allowance for impairment:                     |               |               |
| Goods and services                                 | -             | -             |
| <b>Total trade and other receivables (net)</b>     | <b>13,116</b> | <b>15,101</b> |
| Receivables are represented by:                    |               |               |
| no more than 12 months                             | 13,116        | 15,101        |
| more than 12 months                                | -             | -             |
| <b>Total trade and other receivables (gross)</b>   | <b>13,116</b> | <b>15,101</b> |
| Receivables are aged as follows:                   |               |               |
| Not overdue  | 13,116        | 15,101        |
| Overdue by:  |               |               |
| Less than 30 days                                  | -             | -             |
| 30 to 60 days                                      | -             | -             |
| 61 to 90 days                                      | -             | -             |
| More than 90 days                                  | -             | -             |
| <b>Total receivables (gross)</b>                   | <b>13,116</b> | <b>15,101</b> |

**Reconciliation of the allowance for doubtful debts:**

There have been no movements in relation to 2010.

**Note 6: Non-Financial Assets**

|   | <b>2010</b>         | 2009                |
|---|---------------------|---------------------|
|   | <b>\$'000</b>       | \$'000              |
| <b><u>Note 6A: Property, plant and equipment</u></b>    |                     |                     |
| Heritage and cultural:                                  |                     |                     |
| - Artworks – at fair value                              | <u>323</u>          | <u>289</u>          |
| <b><i>Total heritage and cultural</i></b>               | <b><u>323</u></b>   | <b><u>289</u></b>   |
| Property, plant and equipment:                          |                     |                     |
| - fair value  | <b>4,401</b>        | 4,536               |
| - accumulated depreciation                              | <u>(55)</u>         | <u>(1,876)</u>      |
| <b><i>Total other property, plant and equipment</i></b> | <b><u>4,346</u></b> | <b><u>2,660</u></b> |
| <b><i>Total property, plant and equipment</i></b>       | <b><u>4,669</u></b> | <b><u>2,949</u></b> |

All revaluations and impairment testing are conducted in accordance with the revaluation policy stated at Note 1.

No indicators of impairment were found for non-financial assets.

On 31st May 2010, an independent valuer conducted the revaluation. A revaluation increment of \$1,201,996 for Furniture & Fittings (2009: \$0) and an increment of \$34,500 for Heritage (2009: \$0) and an increment of \$43,823 for Computer Equipment (2009: \$0) and an increment of \$55,843 for Office Equipment (2009: \$0) and an increment of \$5,414 for Plant (2009: \$0) were credited to the asset revaluation reserve by asset class and included in the equity section of the balance sheet; no increments/decrements were expensed (2009:\$0 expensed).



**Note 6B: Reconciliation of the opening and closing balances of property, plant and equipment (2009-10)**

|   | Other<br>property,<br>plant &<br>equipment<br>\$'000 | Heritage and<br>Cultural<br>\$'000 | Total<br>\$'000 |
|---|--|------------------------------------|-----------------|
| <b>As at 1 July 2009</b>  |  |                                    |                 |
| Gross book value  | 4,536  | 289                                | 4,825           |
| Accumulated depreciation and impairment                               | (1,876)  | -                                  | (1,876)         |
| <b>Net book value 1 July 2009</b>                                     | <b>2,660</b>   | <b>289</b>                         | <b>2,949</b>    |
| Additions:  |  |                                    |                 |
| by purchase <sup>1</sup>  | 1,143  | -                                  | 1,143           |
| Revaluations and impairments recognised in other comprehensive income | 1,307  | 34                                 | 1,341           |
| Reclassification/Transfer   | -  | -                                  | -               |
| Depreciation expense  | (725)  | -                                  | (725)           |
| Impairments recognised in the operating result                        | -  | -                                  | -               |
| Disposals:  |  |                                    |                 |
| Write Offs  | (9)  | -                                  | (9)             |
| Other disposals   | (30)   | -                                  | (30)            |
| <b>Net book value 30 June 2010</b>                                    | <b>4,346</b>   | <b>323</b>                         | <b>4,669</b>    |
| <b>Net book value as of 30 June 2010 represented by:</b>              |  |                                    |                 |
| Gross book value  | 4,401  | 323                                | 4,724           |
| Accumulated depreciation and impairment                               | (55)   | -                                  | (55)            |
|   | <b>4,346</b>   | <b>323</b>                         | <b>4,669</b>    |

<sup>1</sup> Asset addition by purchase consists of \$580,663 commissioned assets and \$562,356 under work-in-progress non-commissioned new LCD TV

**Reconciliation of the opening and closing balances of property, plant and equipment (2008-09)**

|  | Other<br>property,<br>plant &<br>equipment<br>\$'000 | Heritage and<br>Cultural<br>\$'000 | Total<br>\$'000 |
|--|--|------------------------------------|-----------------|
| <b>As at 1 July 2008</b>                                 |  |                                    |                 |
| Gross book value   | 4,252  | 198                                | 4,450           |
| Accumulated depreciation/amortisation and impairment     | (1,024)  | -                                  | (1,024)         |
| <b>Net book value 1 July 2008</b>                        | <b>3,228</b>   | <b>198</b>                         | <b>3,426</b>    |
| Additions:   |  |                                    |                 |
| by purchase and assets found <sup>2</sup>                | 290  | 195                                | 485             |
| income   | -  | -                                  | -               |
| Reclassification/Transfer                                | 105  | (105)                              | -               |
| Depreciation/amortisation expense                        | (948)  | -                                  | (948)           |
| Impairments recognised in the operating result           | -  | -                                  | -               |
| Disposals:   |  |                                    |                 |
| Write Offs   | (11)   | -                                  | (11)            |
| Other disposals  | (3)  | -                                  | (3)             |
| <b>Net book value 30 June 2009</b>                       | <b>2,660</b>   | <b>289</b>                         | <b>2,949</b>    |
| <b>Net book value as of 30 June 2009 represented by:</b> |  |                                    |                 |
| Gross book value   | 4,536  | 289                                | 4,825           |
| Accumulated depreciation/amortisation and impairment     | (1,876)  | -                                  | (1,876)         |
|  | <b>2,660</b>   | <b>289</b>                         | <b>2,949</b>    |

<sup>2</sup> Heritage and Cultural assets refer to items recognised in 2008-09

**Note 6: Non-Financial Assets****Note 6C: Intangibles**

Computer software at cost:

|  |            |              |
|--|------------|--------------|
| Internally developed – in progress     | -          | -            |
| Internally developed – in use          | 531        | 531          |
| Purchased software - in progress       | 16         | 46           |
| Purchased - in use                     | 2,263      | 2,193        |
| Accumulated amortisation               | (2,084)    | (1,757)      |
| <b>Total intangibles (non-current)</b> | <b>726</b> | <b>1,013</b> |

No indicators of impairment were found for intangible assets.

**Note 6D: Reconciliation of the opening and closing balances of intangibles (2009-10).**

| Item   | Computer software internally developed<br>\$'000 | Computer software purchased<br>\$,000 | Total<br>\$'000 |
|--|--|---------------------------------------|-----------------|
| <b>As at 1 July 2009</b>                                 |  |                                       |                 |
| Gross book value   | 531  | 2,239                                 | 2,770           |
| Accumulated amortisation                                 | (378)  | (1,379)                               | (1,757)         |
| <b>Net book value 1 July 2009</b>                        | <b>153</b>                                       | <b>860</b>                            | <b>1,013</b>    |
| Additions:   |  |                                       |                 |
| by purchase or internally developed                      | -  | 58                                    | 58              |
| Amortisation   | (40)   | (302)                                 | (342)           |
| Impairments recognised in the operating result           | -  | -                                     | -               |
| Disposals  |  |                                       |                 |
| Write Offs   | -  | (3)                                   | (3)             |
| Other disposals  | -  | -                                     | -               |
| <b>Net book value 30 June 2010</b>                       | <b>113</b>                                       | <b>613</b>                            | <b>726</b>      |
| <b>Net book value as of 30 June 2010 represented by:</b> |  |                                       |                 |
| Gross book value   | 531  | 2,279                                 | 2,810           |
| Accumulated amortisation and impairment                  | (418)  | (1,666)                               | (2,084)         |
|  | <b>113</b>                                       | <b>613</b>                            | <b>726</b>      |

*Reconciliation of the opening and closing balances of intangibles (2008-09).*

| Item   | Computer<br>software<br>internally<br>developed<br>\$'000 | Computer<br>software<br>purchased<br>\$'000 | Total<br>\$'000 |
|--|---|---|-----------------|
| <b>As at 1 July 2008</b>                                 |   |   |                 |
| Gross book value   | 517   | 2,116                                       | 2,633           |
| Accumulated amortisation                                 | (344)   | (1,096)                                     | (1,440)         |
| <b>Net book value 1 July 2008</b>                        | <b>173</b>  | <b>1,020</b>                                | <b>1,193</b>    |
| Additions:   |   |   |                 |
| by purchase or internally developed                      | 14  | 123   | 137             |
| Amortisation   | (34)  | (283)                                       | (317)           |
| Impairments recognised in the operating result           | -   | -   | -               |
| <b>Net book value 30 June 2009</b>                       | <b>153</b>  | <b>860</b>                                  | <b>1,013</b>    |
| <b>Net book value as of 30 June 2009 represented by:</b> |   |   |                 |
| Gross book value   | 531   | 2,239                                       | 2,770           |
| Accumulated amortisation and impairment                  | (378)   | (1,379)                                     | (1,757)         |
|  | <u>153</u>  | <u>860</u>                                  | <u>1,013</u>    |

**Note 6E: Other non-financial assets**

|   |                   |                   |
|---|-------------------|-------------------|
| Prepayments   | <u>136</u>        | <u>102</u>        |
| <b>Total other non-financial assets</b>                         | <b><u>136</u></b> | <b><u>102</u></b> |
| Total other non-financial assets - expected to be recovered in: |                   |                   |
| no more than 12 months  | <u>136</u>        | <u>102</u>        |
| <b>Total other non-financial assets</b>                         | <b><u>136</u></b> | <b><u>102</u></b> |

No indicators of impairment were found for other non-financial assets.

**Note 7: Payables**

|  | <b>2010</b>       | 2009              |
|--|-------------------|-------------------|
|  | <b>\$'000</b>     | \$'000            |
| <b><u>Note 7A: Suppliers</u></b>                           |                   |                   |
| Trade creditors  | -                 | 104               |
| Accrued expenses   | 198               | 320               |
| <b><i>Total supplier payables</i></b>                      | <b><u>198</u></b> | <b><u>424</u></b> |
| Supplier payables expected to be settled within 12 months: |                   |                   |
| Related entities   | 198               | 424               |
| <b><i>Total</i></b>  | <b><u>198</u></b> | <b><u>424</u></b> |
| <b><i>Total supplier payables</i></b>                      | <b><u>198</u></b> | <b><u>424</u></b> |
| Settlement is usually made within 30 days.                 |                   |                   |
| <b><u>Note 7B: Other payables</u></b>                      |                   |                   |
| Salaries and wages   | 240               | 182               |
| Superannuation   | 43                | 36                |
| Salary sacrifice payables                                  | 19                | 16                |
| GST payable to ATO   | 21                | 3                 |
| <b><i>Total other payables</i></b>                         | <b><u>323</u></b> | <b><u>237</u></b> |
| Total other payables expected to be settled in:            |                   |                   |
| no more than 12 months                                     | <u>323</u>        | <u>237</u>        |
| <b><i>Total</i></b>  | <b><u>323</u></b> | <b><u>237</u></b> |

**Note 8: Provisions**

|  | 2010         | 2009         |
|--|--------------|--------------|
|  | \$'000       | \$'000       |
| <b>Note 8: Employee provisions</b>                 |              |              |
| Leave  | 4,266        | 4,211        |
| Other  | 71           | -            |
| <b>Total employee provisions</b>                   | <b>4,337</b> | <b>4,211</b> |
| Employee provisions are expected to be settled in: |              |              |
| no more than 12 months                             | 516          | 467          |
| more than 12 months                                | 3,821        | 3,744        |
| <b>Total employee provisions</b>                   | <b>4,337</b> | <b>4,211</b> |

**Note 9: Cash flow reconciliation**

|  | <b>2010</b>         | 2009               |
|--|---------------------|--------------------|
|  | <b>\$'000</b>       | \$'000             |
| <b>Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement</b> |                     |                    |
| <b>Cash and cash equivalents as per:</b>   |                     |                    |
| Cash Flow Statement  | 250                 | 228                |
| Balance Sheet  | <u>250</u>          | <u>228</u>         |
| <b>Difference</b>  | <u>-</u>            | <u>-</u>           |
| <b>Reconciliation of net cost of services to net cash from operating activities:</b>           |                     |                    |
| Net cost of services   | (20,380)            | (21,817)           |
| Add revenue from Government  | <u>22,188</u>       | <u>21,966</u>      |
| <b>Surplus attributable to the Australian Government</b>                                       | <u><u>1,808</u></u> | <u><u>149</u></u>  |
| <b>Adjustments for non-cash items:</b>   |                     |                    |
| Depreciation /amortisation   | 1,067               | 1,264              |
| Net write down of non-financial assets   | 12                  | 11                 |
| Extinguishment of Appropriation  | (3,633)             |                    |
| Other financial income   | 11                  |                    |
| Loss/(Gain) on disposal of assets  | 6                   | (9)                |
| Loss/(Gain) on assets found first time   | -                   | (195)              |
|  | <u>(2,536)</u>      | <u>1,071</u>       |
| <b>Changes in assets / liabilities:</b>  |                     |                    |
| (Increase) / decrease in net receivables   | 1,986               | (1,244)            |
| (Increase) / decrease in prepayments   | (34)                | 6                  |
| (Increase) / decrease in accrued revenue   | (11)                | -                  |
| Increase / (decrease) in employee provisions   | 126                 | 408                |
| Increase / (decrease) in supplier payables   | (104)               | (60)               |
| Increase / (decrease) in prepayments received/unearned income                                  | -                   | (250)              |
| Increase / (decrease) in GST payable   | 18                  | (12)               |
| Increase / (decrease) in accrued expenses  | (122)               | (157)              |
| Increase / (decrease) in other payables  | <u>68</u>           | <u>72</u>          |
| <b>Net cash from operating activities</b>  | <u><u>1,198</u></u> | <u><u>(17)</u></u> |

**Note 10: Contingent Liabilities and Assets**

The department does not have any contingent liabilities and assets as at 30 June 2010.

The department did not have contingent liabilities and assets for the preceding financial year 2008-09

**Note 11: Senior Executive Remuneration****Note 11A: Actual Remuneration Paid to Senior Executives****Executive Remuneration:**

|  | 2010            | 2009            |
|--|-----------------|-----------------|
| The number of senior executives who received : |                 |                 |
| less than \$145 000*                           | -               | -               |
| \$170 000 to \$184 999                         | -               | 1               |
| \$185 000 to \$199 999                         | 2               | -               |
| \$200 000 to \$214 999                         | 1               | 1               |
| \$215 000 to \$229 999                         | -               | 1               |
| \$245 000 to \$259 999                         | -               | 1               |
| \$285 000 to \$299 000                         | 1               | -               |
| \$340 000 to \$354 999                         | -               | 1               |
| \$450 000 to \$479 999                         | 1               | -               |
| <b>Total</b>                                   | <b><u>5</u></b> | <b><u>5</u></b> |

\* Excluding acting arrangements and part-year service.

**Total expense recognised in relation to Senior Executive employment:**

|   | \$                      | \$                      |
|---|-------------------------|-------------------------|
| Short-term employee benefits              |                         |                         |
| Salary (including annual leave taken)     | <b>819,364</b>          | 880,892                 |
| Changes in annual leave provisions        | <b>3,698</b>            | 29,249                  |
| Other <sup>1</sup>                        | <b>53,219</b>           | 61,637                  |
| Total Short-term employee benefits        | <b><u>876,281</u></b>   | 971,778                 |
| Superannuation (post employment benefits) | <b>137,982</b>          | 230,017                 |
| Other long term benefits                  | <b>9,394</b>            | (39,682)                |
| Total                                     | <b><u>1,023,657</u></b> | <b><u>1,162,113</u></b> |

During the year the Department paid \$302,918 in termination benefits to senior executives (2009: \$Nil).

## Notes

1. "Other" includes motor vehicle allowances and FBT for cars.



**Note 11: Senior Executive Remuneration**

**Note 11B: Salary Packages of Senior Executives**

Average annualised remuneration packages for substantive Senior Executives employed at 30 June

|                        | As at 30 June 2010 |                                      |   | As at 30 June 2009 |                                      |   |
|------------------------|--------------------|--------------------------------------|---|--------------------|--------------------------------------|---|
|                        | Number of SES      | Base salary (including annual leave) | Total Remuneration package <sup>1</sup> | Number of SES      | Base salary (including annual leave) | Total Remuneration package <sup>1</sup> |
|                        |                    | \$                                   | \$                                      |                    | \$                                   | \$                                      |
| Less than \$145 000*   | -                  | -                                    | -                                       | -                  | -                                    | -                                       |
| \$170 000 to \$184 999 | -                  | -                                    | -                                       | -                  | -                                    | -                                       |
| \$185 000 to \$199 999 | 2                  | 155,069                              | 197,450                                 | -                  | -                                    | -                                       |
| \$200 000 to \$214 999 | 1                  | 155,069                              | 208,406                                 | 3                  | 148,391                              | 205,130                                 |
| \$215 000 to \$229 999 | -                  | -                                    | -                                       | -                  | -                                    | -                                       |
| \$230 000 to \$244 999 | 1                  | 191,433                              | 241,369                                 | -                  | -                                    | -                                       |
| \$245 000 to \$259 999 | -                  | -                                    | -                                       | 1                  | 183,189                              | 245,468                                 |
| \$300,000 to \$314,999 | 1                  | 250,000                              | 311,968                                 | -                  | -                                    | -                                       |
| \$315 000 to \$329 999 | -                  | -                                    | -                                       | 1                  | 242,720                              | 326,224                                 |
| <b>Total</b>           | <b>5</b>           | <b>751,571</b>                       | <b>959,193</b>                          | <b>5</b>           | <b>574,300</b>                       | <b>776,822</b>                          |

\* Excluding acting arrangements and part-year service.

Notes

1. Non-salary elements available to Senior Executive include:

- (a) Motor vehicle allowance
- (b) Superannuation

**Note 12: Remuneration of Auditors**

| 2010 | 2009 |
|------|------|
| \$   | \$   |

Financial statement audit services are provided free of charge to the department.

The fair value of the services provided was:

|           |           |
|-----------|-----------|
| <u>80</u> | <u>84</u> |
| <u>80</u> | <u>84</u> |

No other services were provided by the auditors of the financial statements.

**Note 13: Financial Instruments**

| 2010   | 2009   |
|--------|--------|
| \$'000 | \$'000 |

**Note 13A: Categories of Financial Instruments****Financial Assets**

Loans and receivables

Cash and cash equivalents

Trade and other receivables

|     |     |
|-----|-----|
| 250 | 228 |
| 163 | 74  |

**Carrying amount of financial assets**

|            |            |
|------------|------------|
| <u>413</u> | <u>302</u> |
|------------|------------|

**Financial Liabilities**

Other Liabilities (amortised cost)

Suppliers

Unearned income

Accrued expenses

|     |     |
|-----|-----|
| -   | 104 |
| -   | -   |
| 198 | 320 |

**Carrying amount of financial liabilities**

|            |            |
|------------|------------|
| <u>198</u> | <u>424</u> |
|------------|------------|

**Note 13B: Net Income and Expense from Financial Assets**

There is no income from/expense for the department's financial assets.

**Note 13C: Net Income and Expense from Financial Liabilities**

There is no income from/expense for the department's financial liabilities.

**Note 13D: Fair Value of Financial Instruments**

The fair value of the department's financial assets and liabilities equal the carrying amount in the current and preceding financial year.

**Note 13E: Credit risk**

The department is exposed to minimal credit risk as receivables are cash and trade receivables. The maximum exposure to credit risk is the risk that arises from potential default of a debtor. This amount is equal to the total amount of trade receivables (2010: \$163,000 and 2009: \$74,000). The department has assessed the risk of the default on payment and has allocated \$Nil in 2010 (2009: \$Nil) to an 'allowance for doubtful debts' account.

The department has no significant exposures to any concentrations of credit risk.

All figures for credit risk referred to do not take into account the value of any collateral or other security.

Credit quality of financial instruments not past due or individually determined as impaired.

|                              | <b>Not Past Due Nor Impaired</b> | Not Past Due Nor Impaired | <b>Past due or impaired</b> | Past due or impaired |
|------------------------------|----------------------------------|---------------------------|-----------------------------|----------------------|
|                              | <b>2010</b>                      | 2009                      | <b>2010</b>                 | 2009                 |
|                              | <b>\$'000</b>                    | \$'000                    | <b>\$'000</b>               | \$'000               |
| <b>Financial assets</b>      |                                  |                           |                             |                      |
| Cash and cash equivalents    | 250                              | 228                       | -                           | -                    |
| Trade and other receivables  | 163                              | 74                        | -                           | -                    |
| <b>Total</b>                 | <b>413</b>                       | 302                       | -                           | -                    |
| <b>Financial liabilities</b> |                                  |                           |                             |                      |
| Suppliers                    | -                                | 104                       | -                           | -                    |
| Other payables               | 198                              | 320                       | -                           | -                    |
| <b>Total</b>                 | <b>198</b>                       | 424                       | -                           | -                    |

Ageing of financial assets that are past due but not impaired for 2010

|                             | <b>0 to 30 days</b> | <b>31 to 60 days</b> | <b>61 to 90 days</b> | <b>90+ days</b> | <b>Total</b>  |
|-----------------------------|---------------------|----------------------|----------------------|-----------------|---------------|
|                             | <b>\$'000</b>       | <b>\$'000</b>        | <b>\$'000</b>        | <b>\$'000</b>   | <b>\$'000</b> |
| Trade and other receivables | -                   | -                    | -                    | -               | -             |
| <b>Total</b>                | <b>-</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>        | <b>-</b>      |

Ageing of financial assets that are past due but not impaired for 2009

|                             | <b>0 to 30 days</b> | <b>31 to 60 days</b> | <b>61 to 90 days</b> | <b>90+ days</b> | <b>Total</b>  |
|-----------------------------|---------------------|----------------------|----------------------|-----------------|---------------|
|                             | <b>\$'000</b>       | <b>\$'000</b>        | <b>\$'000</b>        | <b>\$'000</b>   | <b>\$'000</b> |
| Trade and other receivables | -                   | -                    | -                    | -               | -             |
| <b>Total</b>                | <b>-</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>        | <b>-</b>      |

**The following list of assets have been individually assessed as impaired:**

Trade Receivables of Nil (2009: \$Nil)

**Note 13F: Liquidity risk**

The department's financial liabilities are payables. The exposure to liquidity risk is based on the notion that the department will encounter difficulty in meeting its obligations associated with financial liabilities.

This is highly unlikely as the department is appropriated funding from the Australian Government and manages its budgeted funds to ensure it has adequate funds to meet payments as they fall due.

In addition, the department has internal policies and procedures in place to ensure timely payment is made when due and has no past experience of default.

The following tables illustrates the maturities for financial liabilities

|                          | On<br>demand<br>2010<br>\$'000 | within 1<br>year<br>2010<br>\$'000 | 1 to 5<br>years<br>2010<br>\$'000 | > 5<br>years<br>2010<br>\$'000 | Total<br>2010<br>\$'000 |
|--------------------------|--------------------------------|------------------------------------|-----------------------------------|--------------------------------|-------------------------|
| <b>Other Liabilities</b> | -                              | -                                  | -                                 | -                              | -                       |
| Payables - suppliers     | -                              | -                                  | -                                 | -                              | -                       |
| Other payables           | -                              | 198                                | -                                 | -                              | 198                     |
| <b>Total</b>             | -                              | 198                                | -                                 | -                              | 198                     |

|                      | On<br>demand<br>2009<br>\$'000 | within 1<br>year<br>2009<br>\$'000 | 1 to 5<br>years<br>2009<br>\$'000 | > 5<br>years<br>2009<br>\$'000 | Total<br>2009<br>\$'000 |
|----------------------|--------------------------------|------------------------------------|-----------------------------------|--------------------------------|-------------------------|
| Other liabilities    | -                              | -                                  | -                                 | -                              | -                       |
| Payables - suppliers | -                              | 104                                | -                                 | -                              | 104                     |
| Other payables       | -                              | 320                                | -                                 | -                              | 320                     |
| <b>Total</b>         | -                              | 424                                | -                                 | -                              | 424                     |

**Note 13G: Market risk**

The department is not exposed to market risk.

**Note 14: Appropriations**

**Table A: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund for Ordinary Annual Services Appropriations**

| Particulars  | Administered Expenses |        |        | Departmental Outputs    |        |        | Non-Operating           |        |         | Total  |        |        |
|--|-----------------------|--------|--------|-------------------------|--------|--------|-------------------------|--------|---------|--------|--------|--------|
|  | Outcome 1             |        |        | Previous years' outputs |        |        | Previous years' outputs |        |         | Total  |        |        |
|  | 2010                  | 2009   | 2009   | 2010                    | 2009   | 2009   | 2010                    | 2009   | 2010    | 2009   | 2010   | 2009   |
|  | \$'000                | \$'000 | \$'000 | \$'000                  | \$'000 | \$'000 | \$'000                  | \$'000 | \$'000  | \$'000 | \$'000 | \$'000 |
| Balance carried from previous period   | 119                   | 130    | 11,655 | 12,794                  | 11,655 | -      | -                       | -      | 12,913  | -      | 11,785 | -      |
| Appropriation Act:   |                       |        |        |                         |        |        |                         |        |         |        |        |        |
| Appropriation (Parliamentary Departments) Act 1  | -                     | -      | 21,935 | 22,157                  | 21,935 | 31     | 31                      | 22,188 | (119)   | 21,935 | 21,935 | -      |
| Lapsed Administered Appropriations   | (119)                 | (11)   | -      | (3,633)                 | -      | -      | -                       | -      | (3,633) | -      | -      | -      |
| Reductions of appropriations (Appropriation Act No 4 2009-2010)  | -                     | -      | -      | -                       | -      | -      | -                       | -      | -       | -      | -      | -      |
| Advance to the Speaker (Appropriation Act section 9)   | -                     | -      | -      | 3                       | -      | 7      | -                       | -      | -       | -      | 3      | -      |
| Concave receipts   | -                     | -      | -      | -                       | -      | -      | -                       | -      | -       | -      | -      | -      |
| FMA Act:   |                       |        |        |                         |        |        |                         |        |         |        |        |        |
| Appropriations to take account of recoverable GST (FMA s 30A) <sup>1</sup>                                       | -                     | -      | 483    | 492                     | 483    | -      | -                       | 492    | -       | -      | 483    | -      |
| Relevant agency receipts (FMA s 31)  | -                     | -      | 97     | 368                     | 97     | -      | -                       | 368    | -       | -      | 97     | -      |
| Total appropriation available for payments   | -                     | 119    | 34,177 | 32,180                  | 34,177 | 31     | 31                      | 32,211 | -       | 32,211 | 34,296 | -      |
| Cash payments made during the year (GST inclusive)   | -                     | -      | 20,992 | 21,273                  | 20,992 | -      | -                       | 21,273 | -       | 21,273 | 20,992 | -      |
| Appropriations credited to Special Accounts (excluding GST)  | -                     | -      | 391    | 148                     | 391    | -      | -                       | 148    | -       | 148    | 391    | -      |
| Balance of Authority to Draw Cash from the Consolidated Revenue Fund for Ordinary Annual Services Appropriations | -                     | 119    | 12,794 | 10,760                  | 12,794 | 31     | 31                      | 10,791 | -       | 10,791 | 12,913 | -      |
| <i>Represented by</i>  |                       |        |        |                         |        |        |                         |        |         |        |        |        |
| Cash at bank and on hand   | -                     | -      | 198    | 231                     | 198    | -      | -                       | 231    | -       | 231    | 198    | -      |
| Departmental appropriations receivable   | -                     | -      | 12,565 | 10,450                  | 12,565 | 31     | 31                      | 10,481 | -       | 10,481 | 12,565 | -      |
| Undrawn, unadministered appropriations   | -                     | 119    | -      | -                       | -      | -      | -                       | -      | -       | -      | -      | 119    |
| Net GST payable from ATO   | -                     | -      | 79     | 79                      | 79     | -      | -                       | 79     | -       | 79     | -      | -      |
| Adjustments under s101.15 of the Finance Minister's Orders not reflected above                                   | -                     | -      | 31     | -                       | 31     | -      | -                       | -      | -       | -      | -      | 31     |
| <b>Total</b>   | -                     | 119    | 12,794 | 10,760                  | 12,794 | 31     | 31                      | 10,791 | -       | 10,791 | 12,913 | -      |

<sup>1</sup> The amounts in this line item are calculated on an accrual basis to the extent that an expense may have been incurred that includes GST but has not been paid by year end

Departmental and non-operating appropriations do not lapse at financial year end. However, the responsible Minister may decide that part or all of a departmental or non-operating appropriation is not required and request the Finance Minister to reduce that appropriation. The reduction in the appropriation is effected by the Finance Minister's determination and is disallowable by Parliament.

**Table B: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund - Special Appropriations (Unlimited Amount)**

All special appropriations (unlimited amounts) are under Outcome 1.

All transactions under these Acts are recognised as administered items.

| <b>Remunerations and Allowances Act 1990 section 8</b>            | <b>2010</b>   | <b>2009</b>   |
|---|---------------|---------------|
|   | <b>\$'000</b> | <b>\$'000</b> |
| Purpose: An Act relating to certain remunerations and allowances. |               |               |
| Cash payments made during the year                                | 19,474        | 19,029        |
| <i>Estimated Actual</i>   | 21,131        | 20,019        |

| <b>Remunerations Tribunal Act 1973 section 7(13)</b>   | <b>2010</b>   | <b>2009</b>   |
|--|---------------|---------------|
|  | <b>\$'000</b> | <b>\$'000</b> |
| Purpose: An Act to establish a tribunal in relation to the remuneration and allowances, and recreation leave entitlements, of holders of certain public and other offices, and for related purposes. |               |               |
| Cash payments made during the year   | 6,852         | 6,145         |
| <i>Estimated Actual</i>  | 6,078         | 6,063         |

| <b>Parliamentary Entitlements Act 1990 section 11</b>  | <b>2010</b>   | <b>2009</b>   |
|--|---------------|---------------|
|  | <b>\$'000</b> | <b>\$'000</b> |
| Purpose: An Act relating to the provision of benefits to Members of each House of Parliament |               |               |
| Cash payments made during the year   | 272           | 274           |
| <i>Estimated Actual</i>  | 450           | 420           |

| <b>Parliamentary Superannuation Act 2004 section 18</b>  | <b>2010</b>   | <b>2009</b>   |
|--|---------------|---------------|
|  | <b>\$'000</b> | <b>\$'000</b> |
| Purpose: An Act to provide for the making of superannuation contributions in respect of members of Parliament, and for related purposes. |               |               |
| Cash payments made during the year   | 1,421         | 1,354         |
| <i>Estimated Actual</i>  | 1,738         | 1,487         |

|                                     |        |        |
|-------------------------------------|--------|--------|
| Totals for unlimited appropriations |        |        |
| Cash payments made during the year  | 28,019 | 26,802 |
| <i>Estimated Actual</i>             | 29,397 | 27,989 |

**Table C: Disclosure by agent in relation to Annual and Special Appropriations**

| Department of Finance and Deregulation              | Parliamentary Entitlements Act 1990 section 11 |                | Parliamentary Superannuation Act 2004 section 18 |                |
|---|--|----------------|--|----------------|
|   | 2010<br>\$'000                                 | 2009<br>\$'000 | 2010<br>\$'000                                   | 2009<br>\$'000 |
| Total payments                                      | 272  | 274            | 1,421  | 1,354          |
| <b>Total of payments for the responsible agency</b> | <b>272</b>                                     | <b>274</b>     | <b>1,421</b>                                     | <b>1,354</b>   |

| Department of Education, Employment and Workplace Relations | Remunerations and Allowances Act 1990 section 8 |                | Remunerations Tribunal Act 1973 section 7(13) |                |
|---|---|----------------|---|----------------|
|   | 2010<br>\$'000                                  | 2009<br>\$'000 | 2010<br>\$'000                                | 2009<br>\$'000 |
| Total payments  | 19,474  | 19,029         | 6,852   | 6,145          |
| <b>Total of payments for the responsible agency</b>         | <b>19,474</b>                                   | <b>19,029</b>  | <b>6,852</b>                                  | <b>6,145</b>   |

The legislation establishing these special appropriations is administered by the Department of Finance and Deregulation and the Department of Education, Employment and Workplace Relations. Arrangements have been entered into with these departments to allow the Department of House of Representatives to draw upon these appropriations.

**Note 15: Special Accounts**

| <b>Inter-Parliamentary Relations Special Account (Departmental)</b>  | <b>2010</b>   | <b>2009</b>   |
|--|---------------|---------------|
|  | <b>\$'000</b> | <b>\$'000</b> |
| Legal Authority: <i>Financial Management and Accountability Act 1997; s20</i>  |               |               |
| <i>Purpose</i> : For the receipt of all moneys and the payment of all expenditure related to the operation of the Commonwealth Parliamentary Association on behalf of the States, Territories and Commonwealth Branches of the Commonwealth Parliamentary Association, inter-parliamentary training, education and development services provided to support other governments and bodies that are not agencies within the meaning of the <i>Financial Management and Accountability Act 1997</i> . |               |               |
| The Minister for Finance and Administration has approved the earning of interest for this account under section 20 of the FMA Act. Interest is appropriated under this section of the Act.   |               |               |
| Balance carried from previous period   | <b>2,393</b>  | 2,728         |
| Appropriation for reporting period   | <b>141</b>    | 141           |
| GST credits (FMA Act s 30A)  | <b>7</b>      | 8             |
| Other receipts (transferred from OPA)  | <b>7</b>      | -             |
| <b>Total credits</b>   | <b>2,548</b>  | 2,877         |
| Payments made to suppliers   | <b>(176)</b>  | (484)         |
| Total debits   | <b>(176)</b>  | (484)         |
| <b>Balance carried to next year (excluding investment balances)</b>  | <b>2,372</b>  | 2,393         |
| Represented by:  |               |               |
| Cash transferred to the Official Public Account  | -             | -             |
| Cash receivables   | <b>2,372</b>  | 2,379         |
| Cash – held by the department  | -             | 14            |
| <b>Total balance carried to the next period</b>  | <b>2,372</b>  | 2,393         |

| <b>Other Trust Monies Special Account</b>  | <b>2010</b>   | <b>2009</b>   |
|--|---------------|---------------|
|  | <b>\$'000</b> | <b>\$'000</b> |
| Legal Authority: <i>Financial Management and Accountability Act 1997; s20</i>  |               |               |
| <i>Purpose</i> : For expenditure of monies temporarily held on trust or otherwise for the benefit of a person other than the Commonwealth. |               |               |
| This account is not interest bearing   |               |               |
| Balance carried from previous period   | <b>45</b>     | 38            |
| Other receipts   | <b>6</b>      | 7             |
| <b>Available for payments</b>  | <b>51</b>     | 45            |
| Transfer to departmental account   | <b>(27)</b>   | -             |
| Total debits   | <b>(27)</b>   | -             |
| <b>Balance carried to next period</b>  | <b>24</b>     | 45            |
| Represented by:  |               |               |
| Cash – held by the department  | <b>24</b>     | 45            |
| <b>Total balance carried to the next period</b>  | <b>24</b>     | 45            |

| <b>Services for other Governments and Non-Agency Bodies Special Account</b>  | <b>2010</b>   | <b>2009</b>   |
|--|---------------|---------------|
|  | <b>\$'000</b> | <b>\$'000</b> |
| Legal Authority: <i>Financial Management and Accountability Act 1997; s20</i>  |               |               |
| <i>Purpose</i> : For expenditure in connection with services performed on behalf of other governments and bodies that are not agencies under the FMA Act |               |               |
| This account is interest bearing   |               |               |
| Balance carried from previous period   | <b>113</b>    | 113           |
| Other receipts   | <b>1</b>      | -             |
| Total credits  | <b>114</b>    | 113           |
| <b>Available for payments</b>  | <b>114</b>    | 113           |
| Payments made to suppliers   | -             | -             |
| Total debits   | -             | -             |
| <b>Balance carried to next period</b>  | <b>114</b>    | 113           |
| Represented by:  |               |               |
| Cash – held by the department  | <b>114</b>    | 113           |
| <b>Total balance carried to the next period</b>  | <b>114</b>    | 113           |



**Note 16: Compensation and Debt Relief**

|  | 2010              | 2009              |
|--|-------------------|-------------------|
|  | \$                | \$                |
| <b>Departmental</b>  |                   |                   |
| No 'Act of Grace" payments were made during the reporting period. (2009: No payments made)   | -                 | -                 |
|  | <u>          </u> | <u>          </u> |
| No payments were made under s66 of the <i>Parliamentary Service Act 1999</i> during the reporting period. (2009: No payments made) | -                 | -                 |
|  | <u>          </u> | <u>          </u> |

**Note 17: Reporting of Outcomes****Note 18A: Net Cost of Outcome Delivery**

|  | Outcome 1     |        |
|--|---------------|--------|
|  | 2010          | 2009   |
|  | \$'000        | \$'000 |
| <b>Expenses</b>  |               |        |
| Departmental   | 23,503        | 25,178 |
| <b>Total expenses</b>  | <b>23,503</b> | 25,178 |
| <b>Costs recovered from provision of goods and services to the non government sector</b> |               |        |
| Departmental   | 27            | 28     |
| <b>Total costs recovered</b>   | <b>27</b>     | 28     |
| <b>Other external revenues</b>   |               |        |
| Departmental   |               |        |
| Gain from disposal of assets   | -             | 9      |
| Goods and services income  | 387           | 99     |
| <b>Total Departmental</b>  | <b>387</b>    | 108    |
| <b>Total other external revenues</b>   | <b>387</b>    | 108    |
| <b>Net cost/(contribution) of outcome delivery</b>                                       | <b>23,089</b> | 25,042 |

**Note 18B: Major Classes of Departmental Expenses, Income, Assets and Liabilities by Outcome**

|                                     | Outcome 1     |        |
|-------------------------------------|---------------|--------|
|                                     | 2010          | 2009   |
|                                     | \$'000        | \$'000 |
| <b>Departmental expenses:</b>       |               |        |
| Employees                           | 15,633        | 15,720 |
| Suppliers                           | 6,784         | 8,175  |
| Depreciation and Amortisation       | 1,067         | 1,264  |
| Write-down and impairment of assets | 12            | 11     |
| Other expenses                      | -             | 8      |
| Loss on sale of assets              | 6             |        |
| <b>Total</b>                        | <b>23,503</b> | 25,178 |
| <b>Departmental income:</b>         |               |        |
| Income from government              | 22,188        | 21,966 |
| Sale of goods and services          | 414           | 127    |
| Other gains and revenue             | 2,709         | 3,234  |
| <b>Total</b>                        | <b>25,311</b> | 25,327 |
| <b>Departmental assets:</b>         |               |        |
| Cash and cash equivalents           | 250           | 228    |
| Trade and other receivables         | 13,116        | 15,101 |
| Infrastructure, plant and equipment | 4,669         | 2,949  |
| Intangibles                         | 726           | 1,013  |
| Other non-financial assets          | 136           | 102    |
| <b>Total</b>                        | <b>18,896</b> | 19,394 |
| <b>Departmental liabilities:</b>    |               |        |
| Suppliers                           | 198           | 104    |
| Other payables                      | 323           | 557    |
| Employee provisions                 | 4,337         | 4,211  |
| <b>Total</b>                        | <b>4,858</b>  | 4,872  |

Outcome 1 is described in Note 1.1. Net costs shown include intra-government costs that are eliminated in calculating the actual Budget Outcome.

## ABBREVIATIONS AND ACRONYMS

|         |   |
|---------|---|
| ANAO    | Australian National Audit Office                          |
| A-PAC   | Australian Public Affairs Channel                         |
| ASEAN   | Association of Southeast Asian Nations                    |
| AusAID  | Australian Agency for International Development           |
| CPA     | Commonwealth Parliamentary Association                    |
| CWP     | Commonwealth Women Parliamentarians                       |
| FMA Act | <i>Financial Management and Accountability Act 1997</i>   |
| IPU     | Inter-Parliamentary Union                                 |
| IT      | information technology                                    |
| PAC     | Project Assessment Committee                              |
| PEO     | Parliamentary Education Office                            |
| POITAG  | Presiding Officers' Information Technology Advisory Group |
| PRO     | Parliamentary Relations Office                            |
| SMCG    | Senior Management Coordination Group                      |
| UNDP    | United Nations Development Programme                      |

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