



DEPARTMENT *of the* HOUSE *of* REPRESENTATIVES



2010-11
ANNUAL REPORT

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Front cover image

Department of the House of Representatives entrance viewed from the Chinese gardens. Photography by Lisa McDonald.

The department welcomes your comments on this report.

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PARLIAMENT of AUSTRALIA
HOUSE of REPRESENTATIVES

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24 October 2011

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

Dear Mr Speaker

I have 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 2011, 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 'BC Wright'.

BC 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 2010–11 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. The departmental overview describes our purpose, role, organisational structure, and outcome and program structure.

The **performance** section describes the main activities of our five program components, 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. This section also provides an outlook on the next financial year.

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 an index.

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Overviews

- Clerk's review
- Departmental overview

Clerk's review

2010–11 was a significant year for the House of Representatives. The House was dissolved for a general election on 19 July 2010, bringing the Forty-second Parliament to an end. Staff working across the department contributed to the completion of tasks associated with the end of one parliament and preparation for the next, in a period of activity made more challenging by an unusually short lead time between the election on 21 August and the opening of the new parliament on 28 September.

The opening of the Forty-third Parliament was a highlight of 2010–11. Among other activities, the department organised the Indigenous 'welcome to country' ceremony on the opening day. While this was not the first time such a ceremony had taken place, it was the first time it occurred in accordance with a resolution of the Senate and the standing orders of the House as part of the normal arrangements for the opening of a new parliament.

The election had resulted in neither major party emerging with a majority in the House, and the negotiations that followed it led to the formation of a minority federal government, the first since 1940. These events and those that followed posed significant challenges for the department—and they were challenges the department welcomed.

The department's response to the challenges presented by minority government helped inform our thinking in developing our new corporate plan during the year. Our priorities during the period of the Corporate Plan 2010–13 are to:

- ▶ strengthen our culture of service to our clients
- ▶ work together to ensure our people have the capability to provide high-quality service and that the department is a good place to work

- ▶ ensure that our capability to effectively support our clients and the parliamentary institution continues
- ▶ strengthen our collaboration, both in Australia and internationally, with parliamentary colleagues, other public sector agencies and organisations committed to the development of parliamentary institutions.

Service

The department provided advice and assistance at all stages in the period following the election as the various possibilities emerged. The agreements negotiated before the formation of the minority government provided for reforms in important areas of House practice. These included the legislative process, committee operations and question time. Sitting hours were increased, with all of the additional time being allocated to private members' business.

The department welcomed the challenge of developing new procedures to support the introduction and operation of these reforms; several had been recommended by the Procedure Committee in the past, and we believe they have the potential to be sustained in the longer term.

The House re-established a Selection Committee in the Forty-third Parliament, with a broader role than its predecessors. Its role now encompasses the referral of bills to committees and the recommendation of items of private members' business to be voted on, as well as the programming of private members' business and committee and delegation business.

By 30 June the Selection Committee had referred 28 bills to house or joint committees, under new procedures introduced through changes to the standing orders. Support for the work of the Selection Committee and for committee inquiries into bills gave us opportunities for innovation and required the wider development and transfer of skills within the department. Members took advantage

of the increased opportunities to initiate items of business and of the commitment to bring matters on for decision. The demand for legislative drafting was such that it was necessary to appoint a consultant drafter:

The department has traditionally placed a high priority on its relationship with members and their staff. Historically, the department's role has been to advise, support and facilitate behind the scenes, and it has not had a high profile. The circumstances of minority government and the uncertainty attaching to many matters saw a significant increase in requests for advice, for example in respect of options for dealing with the business of the House.

Often multiple requests for advice were received from different members on the same matters. Some of these matters were of a highly technical nature, and some raised points that had not been issues in the past, yet members were required to make decisions about them. In some cases, to ensure that the practice of the House was explained as well and as consistently as possible, I published detailed procedural notes to members. At times the subjects were politically sensitive, and it was realised that, in any particular case, the substance of a note might be welcomed more by some members than others. I recognised that such actions contained some risk for the department. These actions were taken only because of the unusual circumstances and because of the demand from members as they were required to make decisions about possibilities that had not arisen before. We trust that our intentions in these matters were understood.

We are encouraged that feedback from the Speaker and other participants about our services was positive. The annual members' survey, which was conducted in May and June 2011, confirmed that the department continues to provide a high level of service. It was gratifying that, in a challenging year for departmental staff, there was an increase in the 'extremely satisfied' and 'highly satisfied' responses in most categories in the survey when compared with the corresponding results in 2010. Further details are in Appendix 12.

In terms of service to the community, during 2010–11 we continued to facilitate community engagement with the House by supporting the work of parliamentary committees. The department supported some high-profile inquiries during the year. These included the Standing Committee on Regional Australia's inquiry into the impact of the controversial Murray–Darling Basin Plan, and an inquiry by the Joint Select Committee on Cyber-Safety, which received more than 33,000 responses to an online survey of young Australians. Further details on committee activities are on pages 31–7.

During the year we were able to expand our outreach activities at a time of increased interest in the work of the House of Representatives. For example:

- ▶ In February 2011 an 'About the House' Twitter news feed was introduced to highlight committee work and proceedings in the House of Representatives Chamber. By the end of 2010–11 the Twitter feed had attracted more than 2,500 followers.
- ▶ A new television program, *MPI (Matters of Public Importance)*, providing highlights from each parliamentary sitting period, is now broadcast on Australia's Public Affairs Channel, A-PAC, with replays available on the Parliament of Australia website.
- ▶ The department contributed to the organisation of Parliament House Open Day in September 2010, with our display focusing on committee work.
- ▶ To help engage young Australians with the House of Representatives, the department, in association with the Parliamentary Education Office, organised the 'My First Speech' competition. The competition was open to students in years 10 to 12 from around Australia, inviting them to write and record a speech as if it were their first as a member of the House of Representatives.

More information on these initiatives and other community outreach activities is at pages 26–30.

People

While the department believed it had a good knowledge base in all areas, the new arrangements required more staff members to support bills inquiries; support for new committees and extended sitting hours; advice about new possibilities in the working of the House and its committees; and subsequent extensive amendment to the written procedural guidance produced by the department. These outcomes were achieved with staff numbers remaining stable; the department had 158 staff at the end of 2010–11, the same figure as at 30 June 2010.

It was very pleasing, although not surprising, to see the enthusiastic and professional manner in which departmental staff members responded to the considerable challenges of the Forty-third Parliament.

The sharing of knowledge and experience has never been more important than it was in 2010–11 and, in my view, has never been done with more goodwill and success.

One of the main management tools in the department is the annual staff survey. The various indexes derived from the survey remained broadly comparable with last year's results. In particular, it was pleasing that the leadership satisfaction index from the survey, which measures leadership at all levels of the department, remains at more than 80 per cent. Further details on the survey are at pages 55–6.

The department held its annual planning day in May 2011. As in past years, I was grateful to staff from all areas and at all levels for their willingness to contribute their views at the planning day. The discussions were guided by our practical experience of the challenges and opportunities presented by minority government.

The department continued to support a comprehensive training program in 2010–11, reflecting our status as an organisation that complies with the Investors in People standard. In particular, the department supported extensive development of knowledge and skills in the application of

parliamentary law, practice and procedure through a range of specialist training programs, 'shadowing' opportunities and in-house seminars and debriefs designed to share experiences.

Capability

In our report for 2009–10 we drew attention to the ever-increasing pressure on the department's budget and to steps that had been taken, with the Speaker's support, to achieve savings. The reform agreements provided for the establishment of an Appropriations and Administration Committee to consider, among other things, estimates for the funding required for the department's operations. The committee, which is chaired by the Speaker, supported a proposal for supplementation of the department's funding to enable it to meet additional costs incurred as a result of the new arrangements. It is most pleasing to report that this proposal met with some success.

The establishment of the Appropriations and Administration Committee is significant. It means that, for the first time, a formal and representative group of members, led by the Speaker, will be able to consider the funding needs of the department on a regular basis and make representations as it judges necessary.

The reform agreements had also endorsed an earlier recommendation by the House of Representative Standing Committee on Procedure that an external review be conducted of staffing levels within the department's Committee Office. A consultant was subsequently engaged to undertake the review. The consultant's report, presented to the department in March 2011, made the following recommendations:

- ▶ that a model where one secretariat work group supports two committees be the standard (in the Forty-second Parliament most secretariats had supported three committees)
- ▶ that an additional secretariat be established to allow this model to be implemented fully

- ▶ that additional resources be provided in 2011–12 to support the increase in bills inquiries by House committees, with the level of resourcing to then be reviewed
- ▶ that a specific budget allocation be established to allow committees to procure external expert advice to support the committee inquiry process.

The department was able to implement the first two of these recommendations, having secured additional funding in the 2011–12 Budget. Implementation of the final two recommendations will depend on the department receiving supplementary funding.

While the additional funding received in the 2011–12 Budget was welcome, the department's financial position remains tight. We anticipate an increase in activity in 2011–12, as is customary in the middle year of an election cycle, and greater pressure on our budget as a result.

We continue to seek efficiencies in response to these pressures. For example, during 2010–11 we progressed work on a number of information and communications technology improvements, including an ongoing transfer to electronic record keeping; development of a significantly improved departmental intranet to be launched in late 2011; and more efficient HTML publishing of, in particular, committee

reports (using a software program provided by the Department of the Senate). We also entered into an arrangement with a travel services provider, consistent with whole-of-government reforms intended to drive efficiencies in procurement across the public sector.

Collaboration

The department places a high priority on its relationship with the staff of other parliamentary departments, and others who deal with or support the House and its committees.

We collaborated with our colleagues in the other departments to support major events in the parliamentary calendar, such as the opening day for the Forty-third Parliament, the Parliament House Open Day referred to earlier, and the address on 20 June 2011 by the Right Honourable John Key—the first address by a New Zealand Prime Minister to the Australian Parliament.

During 2010–11 we expanded our links with the other departments in the delivery of several important projects. For example, with the Department of the Senate we exchanged and trialled information and communications technology applications to automate the processing and distribution of parliamentary



Staff of the department's People Strategies Office receive a staff achievement award from the Clerk of the House, 29 November 2010.

committee documents. The departments also began work on an electronic repository for the Parliamentary Papers Series, a project to redevelop the chamber document production system and associated databases for both Houses, and a project to redevelop booking systems for school visits, chamber galleries and committee rooms. Considerable support was also provided, with the other parliamentary departments, for the ongoing redevelopment of the Parliament of Australia website.

In 2010–11 we finalised the implementation of a shared service agreement with the Department of Parliamentary Services, whereby the Department of the House of Representatives is now responsible for managing the Department of Parliamentary Services' payroll. We also contributed to infrastructure projects in the House of Representatives delivered by the Department of Parliamentary Services, such as redevelopment of security entries and relighting of the House of Representatives car park.

We continued to collaborate with external organisations. During 2010–11 we maintained our association with the Parliamentary Studies Centre at the Australian National University, in cooperation with colleagues from the Department of the Senate and the Parliamentary Library. We also undertook further work with the South Australian House of Assembly to redevelop the department's Procedural Records System.

I am pleased that in 2010–11 the department was able to secure funding from AusAID to support a three-year Pacific Parliamentary Partnerships program to strengthen the parliaments of Kiribati, Tonga and Tuvalu. The program, which commenced in January 2011, is a joint initiative with the United Nations Development Programme and is also being supported by the parliaments of the Australian Capital Territory, South Australia and Victoria.

The department's International and Community Relations Office, in partnership with interparliamentary relations staff from the New Zealand Parliament, coordinated a meeting of Pacific parliaments in New Zealand in August 2010. An important outcome from the meeting was the development of a Pacific Parliaments Network, linking parliaments in the Pacific region through a website (launched in February 2011) that provides a calendar of events, access to research papers, and a facility for Pacific island parliaments to seek research assistance from the New Zealand and Australian parliamentary libraries.

Outlook

The uncertainty in the House that was evident in the first nine months of minority government is likely to continue in 2011–12. The significant legislative, scrutiny and representational work of the House will continue, as it must.

I am optimistic that the department will continue to play its part in supporting this work in a professional and expert manner. This confidence is based on its past performance, and especially its performance during 2010–11.

The provision of support services for the daily work of the House, its committees and members will again be an overriding responsibility. We will seek to ensure that the development and refinement of departmental systems, and the wider systems with which we are involved, continues and is not compromised by day-to-day demands. Completion of the redevelopment of the Parliament of Australia website will be a high priority. We will also continue to give a high priority to training and development, and to the sharing of experience, fortified by the belief that the priority given to these matters was critical to the success of the department in meeting the challenges of 2010–11.

Departmental overview

Purpose

The department's purpose, as set out in its corporate plan, is:

To support the House of Representatives, and the wider parliament, in the role of a representative and legislative body by providing advice and services of a high 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 2010–11, 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 relationships within Australia and internationally.

Organisational structure

The department is led by its Executive, comprising the Clerk, Deputy Clerk, Clerk Assistant (Committees), Clerk Assistant (Table) and Serjeant-at-Arms. The work of the department is carried out through eight offices. The department's organisational structure at 30 June 2011 is depicted in Figure 1. The only change to this structure during 2010–11 was the merger, with effect from 1 October 2010, of the former Parliamentary Relations Office and the Liaison and Projects Office to form the International and Community Relations Office.

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 one program, containing the following five components:

▶ **Program component 1.1:
Chamber and Main Committee**

Departmental activities: *Resources supporting the effective operation of the Chamber and Main Committee of the House of Representatives.*

▶ **Program component 1.2:
Community awareness**

Departmental activities: *Resources supporting the provision of services to increase community understanding of, and interaction with, the work of the House of Representatives and the Commonwealth Parliament.*

Revenue from other sources (s. 31).

► **Program component 1.3:
Committee services**

Departmental activities: *Resources supporting the House of Representatives and some joint committees in fulfilling their role in the parliamentary consideration of policy and legislation and the scrutiny of government.*

► **Program component 1.4:
Interparliamentary relations**

Departmental activities: *Provision of advice and support to facilitate the conduct of the parliament's international and regional affairs.*

► **Program component 1.5:
Members' services**

Departmental activities: *Provision of advice, services and support to members in Parliament House.*

Payment of members' salaries and allowances.

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

Figure 1 Organisational structure at 30 June 2011

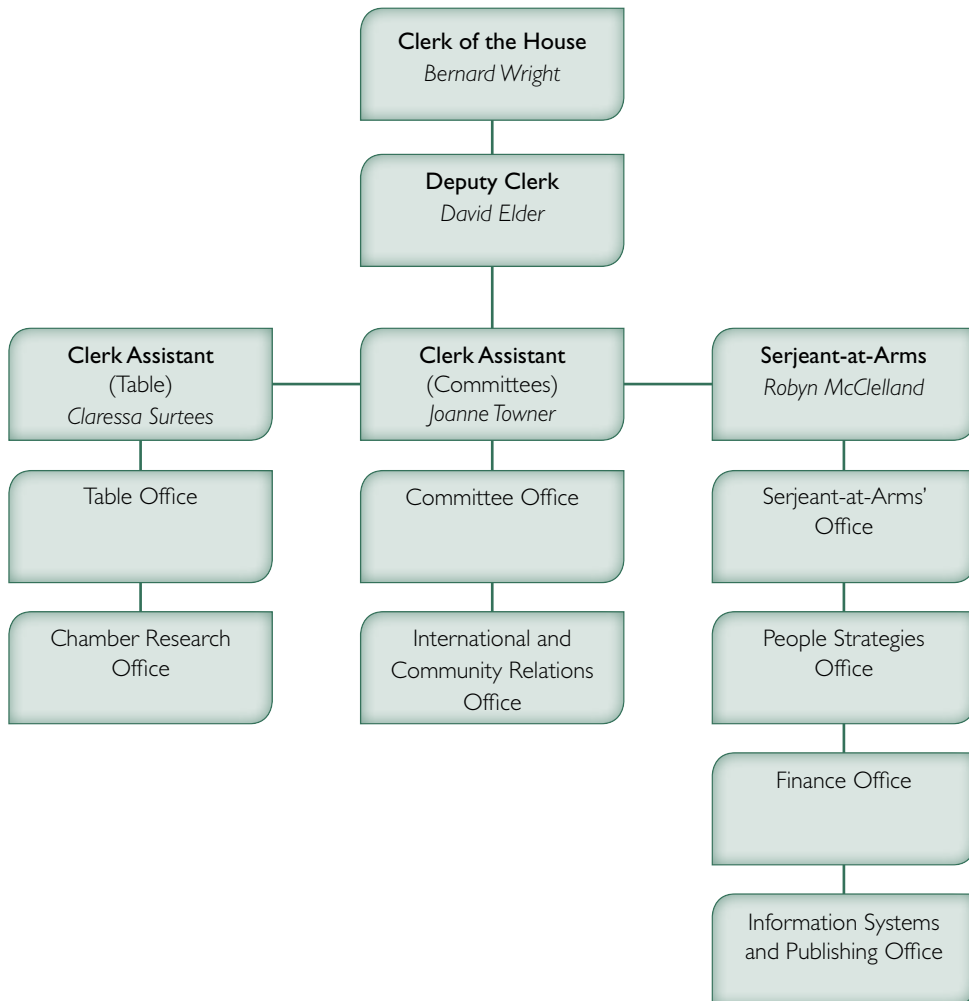


Figure 2 Outcome and program structure at 30 June 2011

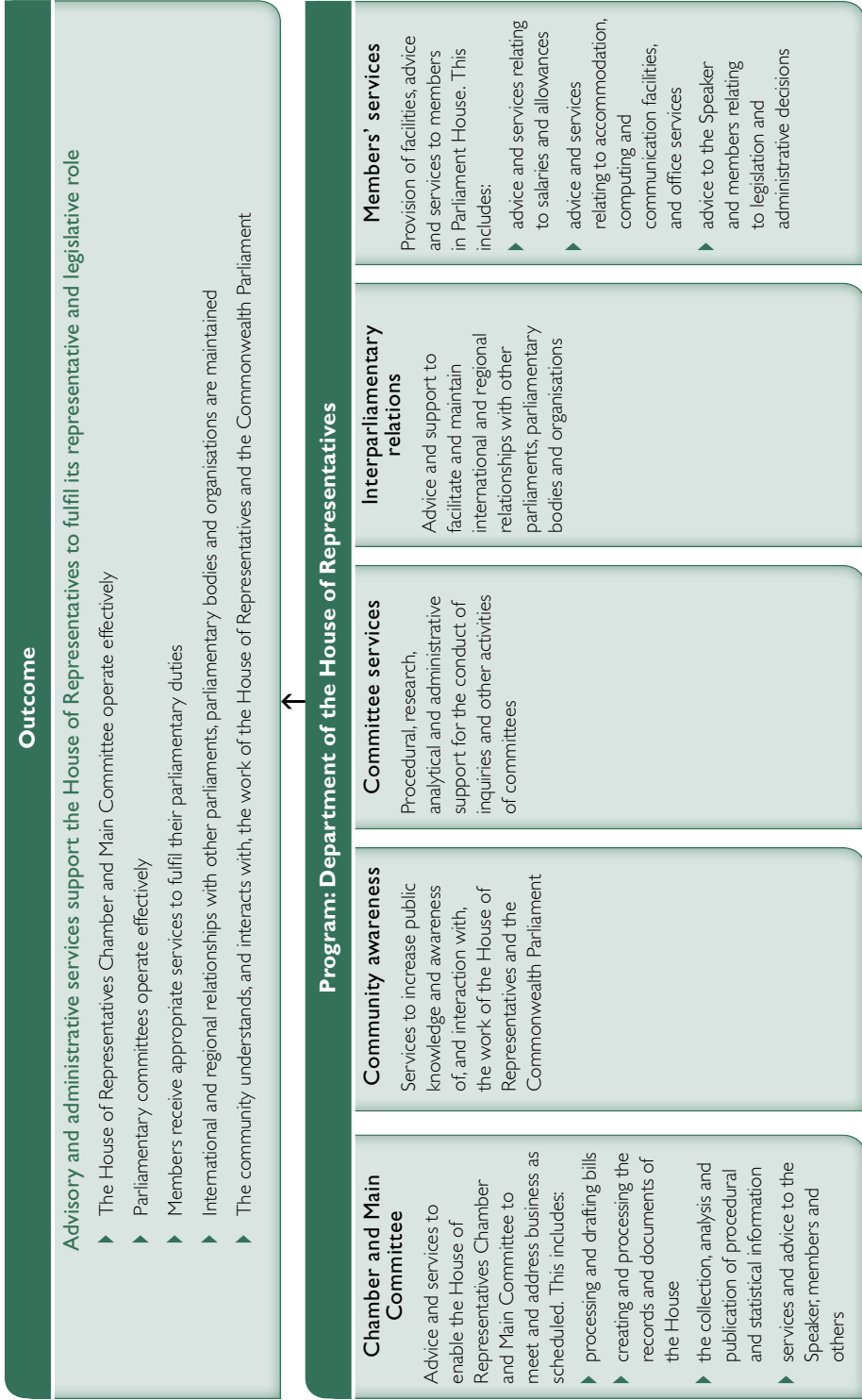
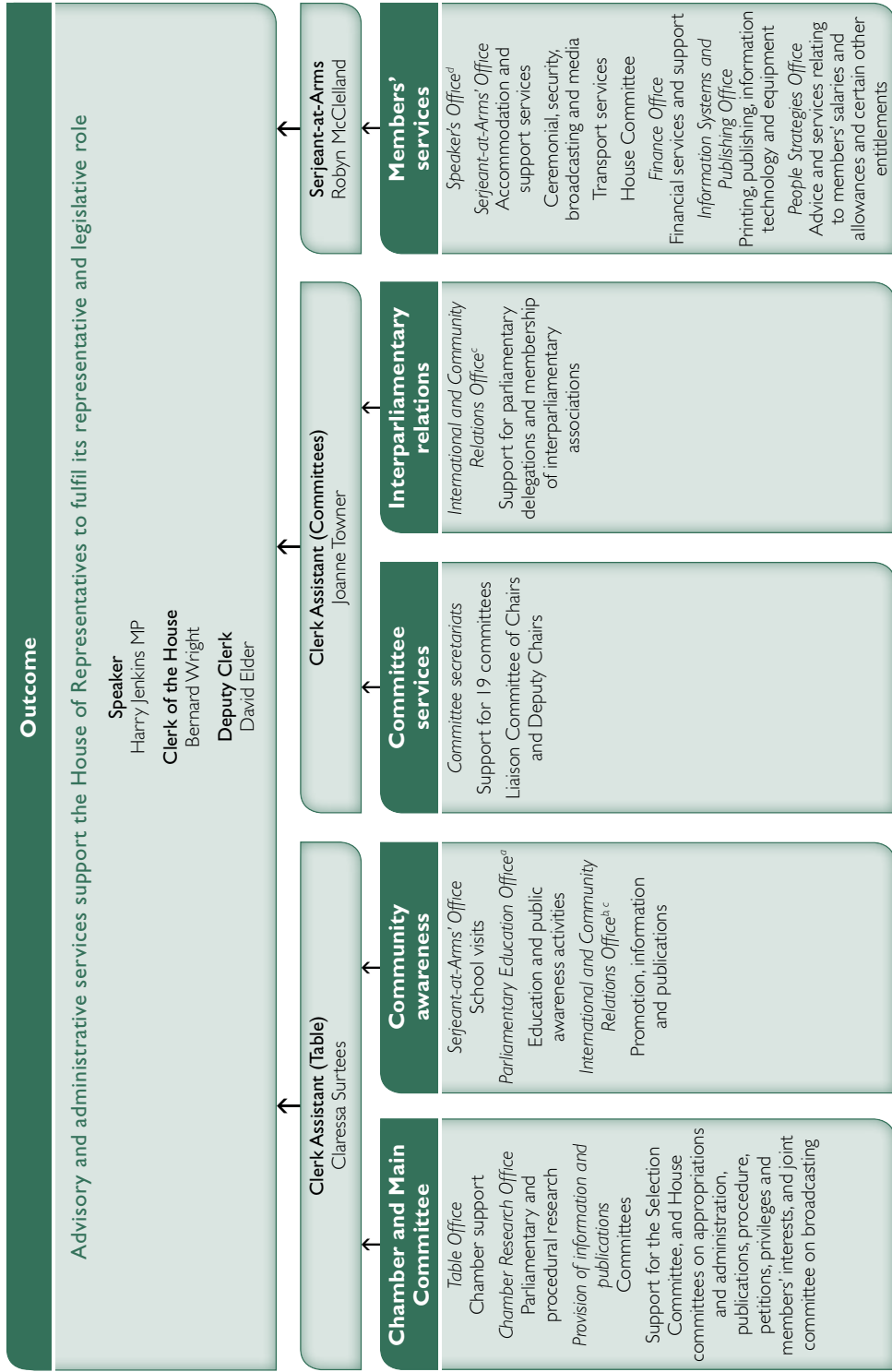


Figure 3 Organisational contribution to the outcome at 30 June 2011



a. Jointly funded by the departments of the House of Representatives and the Senate, and administered by the Department of the Senate.

b. The International and Community Relations Office reports to the Clerk Assistant (Committees).

c. Jointly funded by the departments of the House of Representatives and the Senate, and formed by the merger, on 1 October 2010, of the Parliamentary Relations Office and the Liaison and Projects Office.

d. Included in this program component for budgetary purposes.

Financial performance

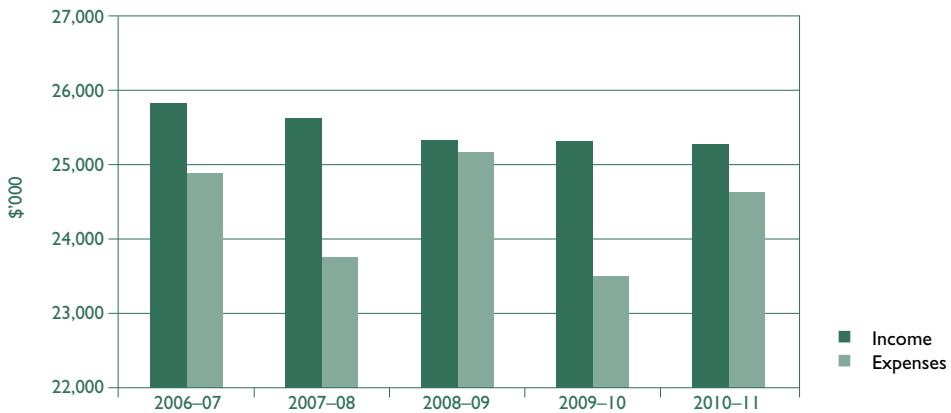
The department ended the 2010–11 financial year with a surplus attributable to the Australian Government of \$651,000. This result reflects very low levels of normal activity for the first four months following the election with high levels of activity across all areas of the department for the remainder of the financial year. Through the 2010–11 Federal Budget the department was able to secure a small amount of funding to support the Joint Select Committee on Cyber-Safety. The increase in the department’s own source income is attributed to revenue from the provision of payroll services to the Department of Parliamentary Services and other revenue from AusAID secured under the Pacific Public Sector Linkages Program.

The department’s balance sheet has continued to remain healthy, which is important as we enter the middle year of the parliamentary cycle, traditionally a year of increased activity and corresponding increases in expenditure. The department received capital funding of \$1.3 million and this is recorded in the financial statements as an equity injection.

The outlook for the coming financial years continues to be tight. Cost pressures resulting from additional resources required to support the extra sitting hours of the Chamber and Main Committee have been alleviated with the supplementation in funding received in the 2011–12 Federal Budget. Additional funding was also received to support the Joint Committee on the National Broadband Network. While this funding is essential to enable the department to fulfil its outcome, the increase in the efficiency dividend to 1.5 per cent for 2011–12 and the following year will mean that the department will need to continue to adopt a conservative approach to the use of resources, while at the same time maintaining existing service levels. This will be particularly challenging as 2011–12, being the middle year of the Forty-third Parliament, will be one of high activity resulting in increasing costs in all offices.

Figure 4 provides a picture of the department’s financial performance over the five-year period since 2006–07.

Figure 4 Financial performance, 2006–07 to 2010–11





Performance

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

Photo: The Clerk of the House (left) with the department's recipients of Australia Day Medallions, 31 January 2011.

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
- ▶ process and provide access to, and custody and archival storage of, the documents and records of the House
- ▶ undertake procedural and parliamentary research and publish statistical information on the business of the House
- ▶ provide secretariat support to certain domestic committees.

In 2010–11, the budget allocation for the component was \$3.9 million and expenditure was \$3.2 million. 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—96 per cent (89 per cent in 2009–10)

An election year

The House was dissolved on 19 July 2010 and the Forty-second Parliament came to an end. During the election period, we addressed a number of administrative tasks associated with the end of one parliament and preparation for the next. This included compiling the records and documents of the Forty-second Parliament—the bills volumes, the *Votes and Proceedings* (and *Votes Index*), the *Notice Papers* and the *Index to Papers Presented to Parliament*.

For the opening of the Forty-third Parliament, we organised the procedural aspects of the opening day including the swearing-in of members, and drafted amendments to the standing orders. We then focused on establishing the new parliament and supporting procedural developments (see page 17).

This period was unusual in a number of ways. We had a very short lead time between the general election and the opening of the Forty-third Parliament. The high levels of uncertainty surrounding the formation of government and the late appointment of various key parliamentary office holders led to significant challenges for staff supporting the House.

- ▶ advice and services received from other staff in relation to Chamber and Main Committee duties—92 per cent (83 per cent in 2009–10)
- ▶ quality and availability of procedural and statistical publications and support in obtaining such information—87 per cent (67 per cent in 2009–10).

We continued to achieve high levels of performance as measured against 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 Chamber and meetings of the Main Committee. Quantitative information on the sittings of the House and meetings of the Main Committee in 2010–11 and the previous year is shown in Table 1.

In 2010–11, an election year, sitting days totalled 52. This represented a reduction of 15 days from the previous year (22 per cent) and an increase of four days (8 per cent) by comparison with the most recent election year (2007–08). Not surprisingly, there was a reduction (9 per cent) in meeting hours of the Chamber and Main Committee by comparison with 2009–10, although an increase (27 per cent) by comparison with 2007–08. 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 procedure

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

Our 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.

Programming and coordination of business

Throughout 2010–11, 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
 - procedural scripts for all items of business for use in the Chamber and the Main Committee
- ▶ 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 could be conducted in an

Table 1 Performance summary, Chamber and Main Committee, 2009–10 and 2010–11

Aspect of performance	Result	
	2009–10	2010–11
Number of sittings of the House	67	52
Number of meetings of the Main Committee	55	46
Hours of sittings of the House ^a	614	511
Hours of meeting of the Main Committee ^a	222	248
Number of bills introduced	236	186
Number of bills passed both Houses and assented to ^b	178	116

a Excludes suspensions.

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

appropriate environment and that chamber papers were 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
- ▶ 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 2006–07 to 2010–11.

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

- ▶ government business (for example, legislation)
- ▶ private members' business (for example, a motion proposed by an individual member)
- ▶ House business (matters potentially involving all members—for example, question time, debate on committee reports or privilege matters).

A longitudinal view of the amount of time the House (Chamber and Main Committee inclusive) has devoted to each of these types of business is shown in Figure 5. In 2011, there was a reduction in the proportion of time allocated to government business and business of the House, reflecting the significant increase in private members' business time.

Table 2 Questions in writing to ministers and answers to questions in writing, 2006–07 to 2010–11

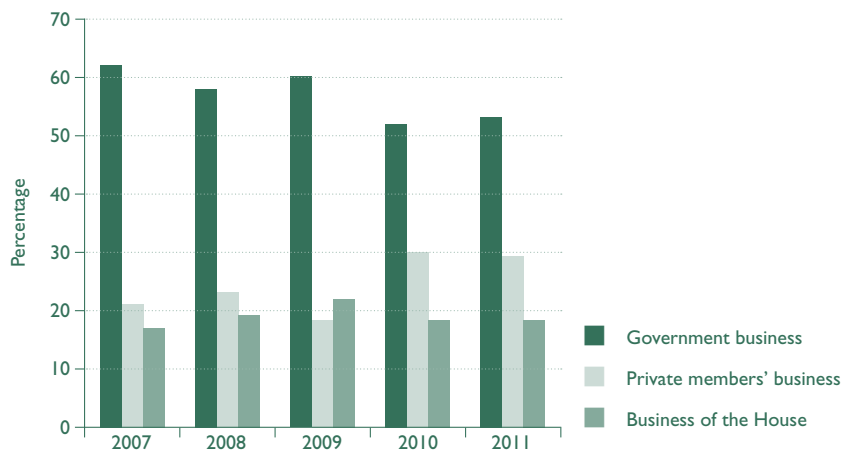
	2006–07	2007–08 ^a	2008–09	2009–10	2010–11 ^c
Questions in writing ^a	2,304	437	642	571	441
Questions answered ^b	1,386	177	497	444	335

a Net of questions withdrawn.

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

c Election year.

Figure 5 Government and private members' business and business of the House (Chamber and Main Committee), 2007 to 2011



Minority government and agreements on the reform of parliament

The 2010 election resulted in the formation of a minority Labor government, which had made agreements on parliamentary reform with the Australian Greens and some of the non-aligned members of the House of Representatives. Minority government and aspects of the reform of parliament agreements have significantly affected the operation of the department.

There has been an increase in demand from members for procedural advice and guidance, particularly on issues that do not arise when the government has a comfortable majority in the House. The period has at times been less predictable. Several issues—such as House practice in relation to sections 53 and 56 of the Constitution, the possibility of a second reading amendment being agreed to, and aspects of the financial initiative of the Executive—have, on occasion, been the subject of lengthy written advice provided to all members of the House in response to matters arising, or considered likely to arise, in the House.

Procedural scripts, which are provided for all items of business in the Chamber and Main Committee, have had to be created to support innovations—such as voting taking place on items of private members' business—or modified to provide for the possibility of procedural outcomes that are unlikely when the government has a comfortable majority in the House.

A Selection Committee (see pages 22–3) was re-established in the Forty-third Parliament with a broader role than its predecessors in the Forty-first and earlier parliaments. Its role now encompasses the referral of bills to committees and the recommendation of items of private members' business to be voted on, as well as the programming of private members' business and committee and delegation business (undertaken in the Forty-second Parliament by a meeting of party whips). These new functions, and the significant increase in time available for private members' business for which it has to make programming decisions, mean the Selection Committee requires significantly more resources for its administrative support than

either the whips' meetings in the Forty-second Parliament or its predecessor committees in earlier parliaments. As an aid to members and others, determinations and recommendations of the Selection Committee relating to items of business before the House are reflected on the *Notice Paper*.

The time formally available for private members' business has increased from 50 minutes in the House and 1 hour 35 minutes in the Main Committee per sitting week in the Forty-second Parliament, to 3 hours 20 minutes in the House and 5 hours in the Main Committee per sitting week in the Forty-third Parliament. In addition to the considerable administrative support the Selection Committee requires, more private members' business time requires additional procedural support (scripts and advice to members) and more detailed preparation for the *Notice Paper* and *Votes and Proceedings* because of the greater number of items of private members' business in the House and Main Committee. These documents are usually finalised after the House has risen for the evening.

Meeting hours of the Main Committee have increased by 3 hours 30 minutes on Mondays. The Main Committee now meets much more often during the 'if required' periods on Tuesdays and Wednesdays, and when it does meet on Tuesdays, meeting hours have increased by 30 minutes, to 10 pm. Sitting hours of the Chamber have increased by 30 minutes on Mondays (to 10.30 pm) and by 1 hour 30 minutes on Tuesdays (to 10.30 pm). The later sitting hours on Tuesdays are particularly affecting Chamber support staff and the department's salaries and allowances expenditure, as it has become more difficult to ensure some employees have an appropriate break from work before attending the office to support sittings that begin at 9 am on Wednesday mornings. Table Office and Serjeant-at-Arms' Office management are considering measures to mitigate the impact of the additional demands being placed on Chamber support staff.

Processing and drafting of bills

Legislation

As in previous years, our support for the legislative process in 2010–11 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, 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—171 messages relating to the passage of bills in 2010–11 (259 in 2009–10) and 39 other messages (15 in 2009–10)
- ▶ 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 year saw considerable effort given to ensuring a smooth transition for bills information from the existing information

technology system for storage, management and publication of bills to the proposed new parliamentary website. A number of issues have yet to be resolved.

Chamber staff of both Houses continued to work with the developer of the bills system to maintain optimum levels of technical support. The Bills System Advisory Group continued its role in advising the Bills System Advisory Board in relation to solutions for system enhancements and in satisfaction of business requirements.

Queries on the bills and legislation collection available on the internet during the year totalled 13,869,390, an increase of more than 100 per cent on the previous year (6,423,042 in 2009–10). This was not unexpected in the context of a minority government, given the changed complexion of the membership of the House and the reforms being implemented. The total number of legislation queries represented 25 per cent (21 per cent in 2009–10) of the queries made through ParlInfo Search. Work to include bills from earlier parliaments in the electronic storage system is ongoing.

Legislative workload

During the year, 186 bills were introduced (236 in 2009–10), of which 171 were initiated in the House of Representatives and 15 were received from the Senate; 116 bills passed both Houses (178 in 2009–10), of which 101 were initiated in the House of Representatives (173 in 2009–10) and 15 in the Senate (5 in 2009–10). Table 3 summarises bills introduced and assented to from 2006–07 to 2010–11.

In 2010–11, the House passed 139 bills (215 in 2009–10). This represented 2.7 bills on average each sitting day, compared with 3.2 bills on average passed in the previous year. The House amended 10.8 per cent of the bills it passed (12.6 per cent in 2009–10).

Table 3 Number of bills introduced in the House, and number of bills assented to, 2006–07 to 2010–11

	2006–07	2007–08 ^b	2008–09	2009–10	2010–11 ^b
Bills introduced	218	167	210	236	186
Bills assented to ^a	207	142	148	178	116

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

The House amended 15 bills that were initiated in the House (27 in 2009–10). 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 20 House bills (37 in 2009–10), with further processing by the office before the bills were presented to the Governor-General for assent.

The House did not amend any bills initiated in the Senate (1 in 2009–10).

The Table Office prepared 15 third reading prints (24 in 2009–10) and 101 assent prints (173 in 2009–10). All documents accurately reflected the decisions of the Houses and were processed in a timely fashion.

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.

The Forty-third Parliament has seen an increase in the number of private members' bills requested and being introduced, with two being passed by the House and forwarded to the Senate for consideration and one of those passed into law. Table 4 provides chamber statistics for private members' legislation. This does not reflect all the department's work in this area, as some drafted material is not introduced. The table shows an increase in the level of activity of the Forty-third Parliament (2010 onwards) compared with that of the

Forty-second Parliament (2008 to 2010). Such has been the increase in demand for bills and amendments to be drafted that the department had to employ a consultant drafter.

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. Following the dissolution of the House in July 2010 the *Votes and Proceedings* for the Forty-second Parliament, the associated index and the *Index to Papers Presented to Parliament* were finalised and prepared for permanent binding.

The *Votes and Proceedings* is 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, which enables 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.

As with bills, considerable time has been spent working with those developing the new parliamentary website to ensure that access to the *Votes and Proceedings* and the *Votes Officer's Minutes*, and the display quality of the documents, are maintained on the new website.

Documents

During the year, we processed all documents presented to the House and recorded their details in the *Votes and Proceedings* and the

Table 4 Private members' bills introduced and amendments moved, 2006–07 to 2010–11

	2006–07	2007–08 ^b	2008–09	2009–10	2010–11 ^b
Bills introduced	11	4	6	15	17
Second reading amendments moved ^a	63	42	10	12	14
Consideration in detail amendments moved ^a	188	36	85	134	292

a Includes Main Committee.

b Election year.

Index to Papers Presented to 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. We continue to review our requirements for tabling stock in the light of ever-improving online availability of documents and declining demand for hard copies.

In 2010–11, documents presented to the House numbered 4,686, a decrease of 17.5 per cent (5,681 in 2009–10).

As reported last year, a Tabled Papers Register was developed in conjunction with the Department of the Senate and the Department of Parliamentary Services and made publicly available on the Parliament of Australia website. The register does not yet contain, or link to, electronic copies of documents, but as a first step, work began during 2010–11 on the development of an electronic repository for the Parliamentary Papers Series, which will enable access to the documents themselves as well as the data accessible through the Tabled Papers Register.



The Prime Minister of New Zealand, the Rt Hon John Key, addresses members and senators in the House of Representatives Chamber, 20 June 2011.

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. As reported last year, in May 2010, the Joint Committee on Publications undertook an inquiry into the electronic distribution of the series and recommended that an electronic Parliamentary Papers Series be developed, with a repository based in the parliament and managed by the chamber departments. The Presiding Officers responded in November 2010 and agreed that an electronic Parliamentary Papers Series should be developed and that a digital repository should be managed by the parliamentary departments, subject to a business case being developed. Work on these matters has begun and a preliminary repository is expected to be available during calendar year 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, *Votes and Proceedings*, and all documents presented to the House dating from 1901. The records are stored in an archive in the basement at Parliament House. The conditions for the preservation of documents in this area have been significantly improved by the completion of a range of works, as reported last year, and we continue to monitor the suitability of the archive environment.

Pictorial collection

The Chamber Research Office, in cooperation with the department's Information Systems and Publishing Office, began a project last year to upgrade the storage and cataloguing of the department's extensive pictorial collection. The project continues to examine

images dating back to the 1950s, and provides a detailed description of events and people depicted. Some images have been digitised in response to requests from members, museums and the media. The project will improve the collection's compliance with the Australian and international standard for records management and enable greater access to the collection for use in House and departmental activities.

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. In addition, the election in 2010–11 may have resulted in fewer petitions being received in the reporting period. It is worth noting, however, that despite the lower number of petitions, the total number of associated signatures has increased by 65 per cent on the previous year. In part, this can be attributed to one petition being signed by more than 220,000 petitioners (for more on this petition, see page 23).

Research

The Chamber Research Office continued to fulfil its role of collecting, analysing and publishing procedural and statistical information on the work of the House and its committees.

In 2010–11, the office provided:

- ▶ advice, or assistance with advice, for the Speaker and members on the application of the standing orders, as well as precedents in the application of the standing orders and other House practices

- ▶ secretariat support to the Committee on Procedure and the Committee on Petitions
- ▶ advice and publications in relation to House statistics, practices and procedure
- ▶ information to the media, the public and other parliaments on the operations of the House.

The level of demand for the services of the office increased considerably during the year as a further consequence of the changed circumstances of the parliament during this period of minority government.

Publications

The Chamber Research Office is responsible for the maintenance, publication and distribution of the standing orders of the House. An insert to the *Standing and Sessional Orders* as at 1 December 2008 was produced on 29 September 2010 to reflect the considerable number of amendments made by the House earlier that day. An additional insert was produced in October 2010 to reflect amendments made on 19 and 20 October. In early November 2010, a consolidated version of the *Standing and Sessional Orders* as at 20 October 2010 was published, at the same time as updated versions of the *Guide to Procedures* and the series of 21 *Infosheets*. As might be expected, following the focus on procedural reforms in the Forty-third Parliament, these publications have been widely sought after by members, staff and other people who are interested in the procedural framework of the House. The authoritative text *House of Representatives Practice* is being revised and a sixth edition will be published during 2011–12. The office continued to produce publications detailing procedural events of note, generally following each sitting fortnight. The *Procedural*

Table 5 Petitions and signatories to petitions, 2006–07 to 2010–11

	2006–07	2007–08 ^a	2008–09	2009–10	2010–11 ^a
Number of petitions presented	305	150	141	163	129
Number of signatories	204,509	104,903	234,622	270,964	445,921

a Election year.

Digest is a subject-based record of proceedings and is published online, and another publication, the *Procedural Extracts*, is more technical in nature and directed towards internal users. The office also published the *Statistical Digest* after each sitting fortnight and the more comprehensive six-monthly statistical publication, *Work of the Session*, in July 2010 and in January 2011.

The department continued its association with the Parliamentary Studies Centre at the Australian National University, in cooperation with colleagues from the Department of the Senate and the Parliamentary Library. Departmental staff drafted additional research papers for publication by the centre.

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, these committees held a total of 82 meetings (56 in 2009–10) for 34 hours and 48 minutes (44 hours in 2009–10) and produced 37 reports (17 in 2009–10). The increase in the number of meetings and reports presented is primarily attributable to the re-establishment of the Selection Committee in the Forty-third Parliament. Details of meetings and reports are set out in Appendixes 4 and 5.

Selection Committee

A Selection Committee, with responsibility for selecting and programming private members' business and committee and delegation business, was re-established in the Forty-third Parliament. This role had been undertaken by a meeting of party whips in the previous parliament, although there had been such a committee in earlier parliaments. The Selection Committee has retained the traditional role of not only selecting this business but also allocating times for individual business items, as well as times for individual speeches. Two significant roles have been added. One is that the committee looks at all bills introduced and has the power to refer bills directly to House or joint committees for inquiry; this power can be exercised by an individual member of the committee (28 bills were referred to committees under this new procedure in 2010–11). A second significant new role is that the committee can recommend items of private members' business for a vote of the House (44 items of private members' business were voted on in 2010–11).

The committee consists of 11 members: the Speaker (as chair), the chief whips of the three parties, three government members, two opposition members and two non-aligned members. The committee met 35 times during the reporting period, typically twice each sitting week. On occasion a third meeting was conducted to enable a bill just introduced to

Table 6 Committees supported by Chamber and Main Committee component, 2010–11

House committees
Selection Committee
Committee on Appropriations and Administration
Standing Committee of Privileges and Members' Interests
Standing Committee on Petitions
Standing Committee on Procedure
Standing Committee on Publications
Joint committee
Joint Committee on the Broadcasting of Parliamentary Proceedings

be referred to a committee for inquiry. The Selection Committee is supported by Table Office staff.

Committee on Appropriations and Administration

The House has established an Appropriations and Administration Committee to consider, among other things, estimates of the funding required for the operation of the department each year. Unlike its counterpart in the Senate, it is not called an 'appropriations and staffing' committee, to reflect the fact that, under the *Parliamentary Service Act 1999*, the Clerk has responsibility for staffing matters.

The committee has nine members (four government and four non-government) and is chaired by the Speaker. It is supported by the Clerk, the Serjeant-at-Arms and officers of the department. During the year the committee met four times and presented its first report (see page 54).

Standing Committee of Privileges and Members' Interests

The Committee of Privileges and Members' Interests met seven times during the reporting period. The committee had an inquiry referred by the House in November 2010 into the development of a code of conduct for members of the Australian Parliament. The stimulus for the inquiry was the various agreements for parliamentary reform that were made during the formation of the minority government in September 2010. These agreements referred to the adoption of a code of conduct for federal parliamentarians and the appointment of a Parliamentary Integrity Commissioner to uphold the code. In addition to the development of a draft code, the committee has also been asked to look at how complaints under the code would be raised and dealt with. The committee is required to report to the House by the end of 2011.

As discussed in the committee's November 2009 report on the publication of a register of members' interests, an online register has been published on the Parliament of Australia website since the beginning of the Forty-third Parliament.

Standing Committee on Petitions

The chair's first announcement of petitions on behalf of the committee in the Forty-third Parliament was on 15 November 2010, almost five months after the last announcement in the Forty-second Parliament. As such, the November sittings announcements contained the bulk of petitions received during the election period and, commensurate with the end of the caretaker period, a considerable number of ministerial responses were also tabled.

In the autumn and winter sittings the committee received a steady flow of petitions whose compliance with standing orders had to be considered. The committee also received and considered the third-largest petition since signatures were first recorded in 1988. The petition, with 225,328 signatures, was tabled in March 2011 and related to child trafficking in the commercial sex industry in the Asia-Pacific region.

In addition to petitions presented by the chair during the committee's Monday announcements, petitions assessed by the committee as meeting House standing orders are also tabled by members. In the second half of the year, member presentations as a proportion of total presentations increased to 31 per cent (from 18 per cent in the same period in 2009–10). This possibly reflected expanded private members' opportunities in which to table petitions and speak about them under the new procedural arrangements of the Forty-third Parliament.

The committee has the discretion to hold public hearings with principal petitioners or relevant government departments and agencies on tabled petitions. These hearings are not to investigate or resolve matters but to provide a further opportunity for issues to be aired and to allow for explanation of relevant federal government legislation, policy, processes or administration regarding a petition's subject matter. In May 2011 the committee held a public hearing into two petitions—one on the use of child labour in the cocoa industry

and the other on a request for an increase in Australia's foreign aid budget—both of which had received ministerial responses in 2011.

Standing Committee on Procedure

Following the 2010 general election, significant procedural reforms were proposed by a group of non-aligned members and agreed to by the major parties. On the second day of the new parliament the House agreed to a number of amendments to standing orders, a sessional order and a resolution. In speaking to the motion to amend standing orders in line with the agreement, the Leader of the House, the Hon Anthony Albanese MP, identified the Standing Committee on Procedure as the appropriate body to review the implementation and operation of the reforms.

At its first meeting, the committee agreed to monitor and report on procedural changes implemented in the House of Representatives in the Forty-third Parliament. The committee presented its first report under this ongoing reference—*Interim report: monitoring and review of procedural changes implemented in the 43rd Parliament*—in May 2011.

The committee also adopted as an ongoing reference the *Maintenance of the Standing and Sessional Orders*, to allow it to deal with other issues arising from the *Standing and Sessional Orders*.

Standing Committee on Publications

The committee met three times in 2010–11, and met with the Senate Publications Committee on another six occasions. The committee presented eight reports recommending which documents presented to parliament should be included in the Parliamentary Papers Series. All reports were agreed to.

In the previous year, 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. The Presiding Officers tabled their response to the

report in the House of Representatives on 25 November 2010.

Procedural training

The department continued to support extensive development of knowledge and skills in the application of parliamentary law, practice and procedure through a range of measures for staff, including:

- ▶ on-the-job training and experience
- ▶ parliamentary and departmental briefing sessions
- ▶ specialist training programs developed in-house. Workshops on parliamentary privilege have enabled staff, especially senior staff, who are required to have a working knowledge of parliamentary privilege matters, to develop that knowledge through practical exercises and guidance in the use of sources to develop advice on privilege matters. These workshops are facilitated by the Deputy Clerk. Other programs are being developed
- ▶ 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 intranet
- ▶ 'shadowing' opportunities, enabling staff outside the Table and Serjeant-at-Arms' offices to learn chamber support duties on sitting nights. 'Shadows' provide important back-up capability in the event of staffing absences or turnover and some are performing the duties by themselves, enabling the person they shadow to go home earlier
- ▶ opportunities to draft papers, including for the Parliamentary Studies Centre and the Australia and New Zealand Association of Clerks-at-the-Table, and to deliver presentations at departmental or external events
- ▶ for a small number of staff each year, participation in the annual university course

in parliamentary law, practice and procedure under the auspices of the Australia and New Zealand Association of Clerks-at-the-Table. These students are assigned a mentor from the department's senior executive, and participate in parliamentary seminars and conferences.

Information technology

The project to redevelop the chamber document production system and associated databases for the department and for the Senate progressed. A project manager was appointed and the tender documentation is in the final stage of development with the assistance of a consultant adviser. It is expected that the tender will be advertised early in 2011–12.

As mentioned above, work progressed on the implementation of an electronic Parliamentary Papers Series.

Further work was done with the House of Assembly, South Australia, to redevelop the department's Procedural Records System with a view to sharing the solution with the House of Assembly.

As noted above, the department also provided considerable support for the project to redevelop the Parliament of Australia website, with emphasis on key documents and other material relating to the Chamber and Main Committee. Staff have undertaken extensive testing of the site and considerable further development is required before the website will be ready to go live.

Improving performance

Chamber staff have been attentive in liaising with Department of Parliamentary Services' staff who are responsible for implementing the new Hansard production system, which was introduced shortly before budget week. We will continue to work with our parliamentary colleagues to identify changes and develop solutions for the system to satisfy business requirements.

As noted above, training and development continued to be a priority during the

year. Senior staff in the Chamber Research and Table offices are developing a new intensive training program, which they will deliver in 2011–12, to enable participating staff to develop a detailed understanding of legislation and the legislative process. This program will train staff who are less experienced in providing procedural support to the House as well as staff who are now engaged in bills inquiries by parliamentary committees. The increase in sitting hours of the Chamber and the Main Committee has increased demand for procedural support staff. Also, bills inquiries are much more common in the Forty-third Parliament because of the reforms introduced during the formation of the minority government.

Outlook

Relationships with colleagues in the Department of the Senate and the Department of Parliamentary Services will remain strongly in focus as several significant information technology-dependent support measures proceed through joint projects. We look forward to the benefits of additional efficiencies in work practices when these new systems are fully implemented, including from the proposed new Parliament of Australia website.

We note also that the electronic Parliamentary Papers Series will not appear until the new website is functioning.

Redevelopment of the document production system and associated databases for the Table offices of the department and the Department of the Senate is a significant project and will be a priority for the next few years.

Given these significant projects under way and the stage of the parliamentary cycle, the year ahead promises to be a full one. Staff are poised to continue to respond to the challenges of the first minority federal government in 70 years. In addition to building on initiatives to take care of chamber support staff and mitigate the impact of the additional demands on them, we will maintain our focus on achieving suitably high service standards.

Community awareness

The department supports a comprehensive outreach program that seeks to engage the community with the work of the House of Representatives. Through a range of products and services the International and Community Relations Office works with other departmental areas to inform the community about the House of Representatives and encourage community participation in the House's work.

Performance summary

Community outreach products and services remained in high demand throughout the year and positive feedback was received on the quality and usefulness of the information made available to the community. Social media was used to broaden the reach of information on the House's work. The break in the parliamentary calendar for the August 2010 federal election meant that some products and services were not available for several months.

Community liaison

Print and electronic media

The magazine *About the House* remained a key vehicle for informing the community about the work of the House and its committees, although the 2010 federal election meant that only one issue of the magazine was produced during the financial year. The results from a readers' survey, conducted over a six-month period from May 2010, showed a high level of satisfaction with the magazine (see Figure 6). Readers were asked to rate the magazine according to the content and readability of articles, layout and design and the range of topics covered. More than 2,000 survey responses were received and 88 per cent of respondents indicated that they preferred to read the magazine in a printed copy rather than online.

A new television program went into production after a successful pilot episode in

June 2010. *MPI (Matters of Public Importance)* provides highlights from each parliamentary sitting period and is broadcast on Australia's Public Affairs Channel, A-PAC, with replays also available on the About the House page on the Parliament of Australia website. The new program complements the television program *About the House*, which is televised on Sky News and provides highlights of parliamentary committee work. That program, in its seventh year, continued to receive positive feedback from the programmers at Sky News and A-PAC.

From February 2011 an About the House Twitter news feed was introduced to highlight parliamentary committee work and proceedings in the House of Representatives Chamber. It has also served as an educational tool, providing links to information on parliamentary procedures and practices. By the end of June 2011, the About the House Twitter news feed had attracted more than 2,500 followers.

The email alert service providing news updates on parliamentary committee work remained popular, with more than 3,200 subscribers. Subject-specific alerts allowed subscribers to focus on issues of particular interest to them.

Seminars and presentations

Eight seminars were conducted during the year on the work and procedures of the House of Representatives, seven of which were seminars for individual government departments and organisations. There were 329 participants in these seminars (an increase of 33 from the previous year). Evaluations by participants gave an average satisfaction rating of 8 out of 10 for the seminars.

Two university lectures were presented under the House Calls program. The Speaker and Clerk delivered a lecture at the University of Queensland and the Clerk and a senior staff member delivered a lecture at the University of

Tasmania. Each presentation was well received, with university staff and students indicating that the lecture content fitted in well with course objectives.

Projects and events

The department contributed to the organisation of Parliament House Open Day on 18 September 2010, which attracted a large crowd of visitors to the building. Our display for the 2010 Open Day focused on parliamentary committee work.

To help engage young Australians with the House of Representatives, a competition was conducted for students in years 10 to 12 inviting them to write and record a speech as if it were their first as a member of the House of Representatives. The 'My First Speech' competition, coordinated by the International and Community Relations Office in association with the Parliamentary Education Office, attracted 176 entries from 68 schools throughout Australia. The three winners—from the Australian Capital Territory, New South Wales and Queensland—presented their speeches at the launch of an exhibition at Parliament House showcasing the competition entries.

The department assisted with two other exhibitions held at Parliament House: one on the architectural drawings of Romaldo Giurgola AO, principal design architect of Parliament House, to celebrate his ninetieth birthday, and the other to commemorate the centenary of the surveying of Canberra.

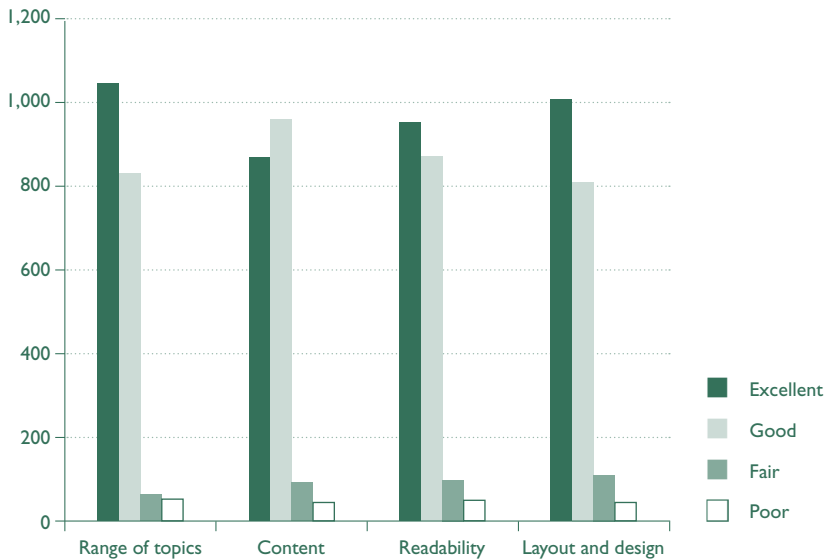
Parliamentary assistants program

The parliamentary assistants program, successfully run by the Serjeant-at-Arms' Office, entered its eleventh year. University students competed for places on the program, which promotes understanding and engagement with the work of the parliament through part-time employment in the House of Representatives. (For further details see page 46.)

Parliamentary internship program

The Australian National Internship Program has operated under an agreement between the Vice-Chancellor of the Australian National University and the Presiding Officers since 1993. Australian and foreign students enrolled at the university under the program have an

Figure 6 Readership satisfaction for *About the House*



internship placement of about 10 weeks each semester as part of their formal course of study. In 2010–11, students were placed with senators and members. The departments of the House of Representatives and the Senate conducted an orientation seminar for the parliamentary and other interns. The program has continued to provide students with a valuable opportunity to perform applied policy work and to complement their academic studies through first-hand experience of the complexities of parliamentary government in Australia.

Parliamentary exchange program for Australian Defence Force

Each year, a small number of Australian Defence Force representatives may spend a week at Parliament House, being hosted by a member or senator. This arrangement began in 2003 and expanded on a program started in 2001, under which members and senators take up a short placement with Defence personnel and participate in their working life. The arrangements for participation by members and senators are made through the Parliamentary Secretary for Defence in conjunction with the Department of Defence. In 2010–11, 15 Australian Defence Force representatives were placed with a member or senator. The departments of the House of Representatives and the Senate supported the exchange program with an orientation seminar for participants.

Public visits to the House

Public visits to observe proceedings

Public interest in the proceedings of the new parliament resulted in high demand for tickets to view question time in the House of Representatives, and public galleries were full on many occasions. Peak periods were during the Floriade flower festival—with a record 2,780 people visiting the galleries on 29 September 2010—and during the budget sittings in May 2011. In total 68,038 visitors observed proceedings this year, down on last

year's number due to fewer sittings of the House in an election year.

On 20 June 2011, the Prime Minister of New Zealand, the Right Honourable John Key, addressed members and senators in the House of Representatives Chamber. Community and school groups and members of the public viewed the address from the galleries, along with invited guests.

Gallery bookings for question time and special events were organised by the Serjeant-at-Arms' Office.

School visits to Parliament House

School visits to Parliament House are coordinated by the Serjeant-at-Arms' Office, working in partnership with the Parliamentary Education Office and Visitor Services.

The total number of students visiting Parliament House and participating in school programs was 114,598, down on numbers for the previous year but consistent with the drop in numbers during the last election year. However, there was an increase in students from the Northern Territory, Queensland and Victoria (see Table 7).

Most students participated in a guided tour that includes a visit to both chambers, 84 per cent (96,454) of the students received hospitality and 77 per cent (88,423) participated in the Parliamentary Education Office program.

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. The mission of the PEO is to provide parliamentary education services to schools, teachers and students. The PEO also provides parliamentary education support services to members and senators.

The two departments liaise closely on the strategic direction of the PEO and the content of its teaching, educational material and online resources. The PEO Advisory Committee, chaired by the Deputy Speaker, was reappointed for the Forty-third Parliament by the Presiding Officers. In addition to providing strategic guidance to the PEO, the Advisory

Committee is available to give the Presiding Officers advice on the parliamentary education support needs of members and senators. The Advisory Committee met in June 2011. The Clerk Assistant (Table) attended as an observer.

A healthy total of 88,423 students from every state and territory participated in the PEO's role-play program at Parliament House during the year (compared with the record participation of 91,648 in 2009–10). This brought the cumulative total of students who have participated in role-play programs since the Parliament House building opened on 9 May 1988 to 1,550,698. A number of members took the opportunity to interact with student groups that attended Parliament House and participated in the PEO's programs.

The PEO continued to invest in a range of strategies to ensure it provides parliamentary education services to a broad student population, not just those that are able to travel to Canberra. An extensive review of the PEO website structure and content has been undertaken and is substantially complete. PEO website patronage has continued to increase, with more than 542,738 visitors accessing over 4.718 million page views in 2010–11, compared with 525,738 visitors and 4.323 million page views in 2009–10. This represents an increase of 3 per cent in visitors and a 9 per cent increase in page views.

The PEO continued its work with members and senators in a targeted school visits program called Parliament Alive. Visits were successfully conducted this year to schools in outer south and outer north Brisbane and throughout Tasmania. Again, a number of members participated in these activities, which provided students an invaluable opportunity

to learn at firsthand about the role and work of their federal member. In addition, the PEO conducted a number of other parliamentary education programs, both at Parliament House and around Australia, involving students, trainee and qualified teachers, Indigenous groups and senior citizens.

The PEO has continued to produce a wide range of educational resources in different media—print, DVD and video—including a new edition of the pocket Constitution, which was launched by the Attorney-General in early 2011. The demand for PEO publications and resources continued to increase during the year.

Improving performance

During 2010–11 the Liaison and Projects Office was amalgamated with the Parliamentary Relations Office to form the International and Community Relations Office, effective from 1 October 2010, resulting in administrative efficiencies and greater flexibility in staffing arrangements within the new work group. The staffing profile of the community outreach team was also changed to sharpen the office's focus on multimedia work.

More information on the parliament's international program was included in the magazine *About the House* and in the television programs *About the House* and *MPI*.

Use of social media such as Twitter helped expand the reach of information produced by the department on the work of the House and also increased public interaction with that work.

A functional review of the schools booking system began, as part of a wider review of bookings systems and services provided by the Serjeant-at-Arms' Office. The review has focused on identifying systems and services,

Table 7 Students visiting Parliament House, by location and year, 2006–07 to 2010–11

Year	ACT	NSW	NT	Qld	SA	Tas.	Vic.	WA	Other	Total
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
2010–11	2,730	67,715	707	16,411	4,205	1,262	17,458	4,048	62	114,598

examined business processes and relationships between departments, and confirmed current and future system requirements.

Serjeant-at-Arms' Office staff continued to provide induction training to colleagues from other parliamentary departments, including Security, Visitor Services and Hansard. Training covers the functions and responsibilities of the House of Representatives, and operational requirements for the Chamber, Main Committee and chamber galleries.

A project board has been initiated to consider the introduction of a content management system for the PEO website, which will facilitate greater visitor interaction. Increasing PEO website patronage underscores the importance of this project. The department is represented on the project board by the Clerk Assistant (Table).

Outlook

The redevelopment of the Parliament of Australia website will provide an opportunity to further develop the online information services the department provides for the community.

Feedback from the community on the department's outreach products and services

will be used to further develop the outreach program.

Planning will be undertaken for the department's involvement with the 25th anniversary of Parliament House, which coincides with Canberra's centenary in 2013. This will present an opportunity to contribute to the improvement of public displays at Parliament House.

We will move into the next phase of the review of bookings systems and services provided by the Serjeant-at-Arms' Office. Possible enhancements to the schools booking system include enabling schools and tour operators to view the schools booking diary, search availability of activities, and submit booking requests electronically.

School bookings for the 2012 calendar year have already opened, with a high level of interest from students wanting to visit Parliament House. In the first week, 1,418 requests were received from agents and schools for 51,872 students to visit next calendar year.

The Serjeant-at-Arms' Office will continue to work in partnership with colleagues in other departments toward meeting the needs of the variety of people who visit Parliament House.



The My First Speech contest winners (left to right: Jeeven Nandanakumar, Penelope Meeves and Tim Lo Surdo) meeting with Mr Ken Wyatt AM, MP, 6 July 2011.

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 2010–11 was \$8.0 million, which was \$1.5 million below the budget allocation of \$9.5 million. Staff levels, by location, are shown in Appendix 11.

Performance summary

The 2010–11 financial year included an election. The parliament was prorogued and the House of Representatives dissolved on 19 July 2010. A general election was held on 21 August 2010 and members of the Forty-third Parliament were sworn in on 28 September 2010.

At the beginning of the financial year (the last weeks of the Forty-second Parliament) eight Committee Office secretariats were supporting 12 House committees and nine joint committees. Four committee reports were presented to the Speaker out of session in 2010–11 before the dissolution of the House.

Agreements made during the formation of the minority government at the beginning of the Forty-third Parliament resulted in significant changes to the House committee system. The number of House investigatory committees was reduced from 12 to 9, and membership of each of these committees was reduced from 10 to 7. One of these committees (the newly established Standing Committee on Regional Australia) was exempted from the standing order requiring chairs to be government members, enabling a non-aligned member to be elected as the committee's chair.

The number of joint investigative committees supported by the department remained at eight (the same as the previous financial year) until April 2011, when the Joint Committee on the National Broadband Network was

established. A ninth secretariat was formed by the department (using additional funding obtained for this purpose) to support this joint committee. As an exception to the usual composition of joint committees, this committee and another, the Joint Committee of Public Accounts and Audit, are chaired by a non-aligned member.

The office supported two joint select committees during 2010–11. The Joint Select Committee on Cyber-Safety was re-established in September 2010 (having existed in the Forty-second Parliament, but not having reported by the time the parliament concluded) and is due to present its final report by 30 April 2012. The Joint Select Committee on the Parliamentary Budget Office was established in November 2010 and reported on 23 March 2011. After presenting its final report, the committee was dissolved.

Committees supported by the Committee Office in 2010–11 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 of committees administered by the House can discuss aspects of committee administration and support. In previous years the committee generally met every six months, but it met more frequently in 2010–11: in November 2010, twice in February 2011, and in March and June 2011. The committee discussed topics such as the powers and responsibilities of committees and chairs, videoconferencing and teleconferencing facilities, and government responses to committee reports. The committee also met with the consultant who undertook the external review of committee office staffing (discussed in more detail on pages 36–7), to provide input into the review.

Table 8 Committees supported by the Committee Office, 2010–11

Forty-second Parliament House committees	Forty-third Parliament House committees
Standing Committee on Aboriginal and Torres Strait Islander Affairs	Standing Committee on Aboriginal and Torres Strait Islander Affairs
Standing Committee on Climate Change, Water, Environment and the Arts	Standing Committee on Agriculture, Resources, Fisheries and Forestry
Standing Committee on Communications	Standing Committee on Climate Change, Environment and the Arts
Standing Committee on Economics	Standing Committee on Economics
Standing Committee on Education and Training	Standing Committee on Education and Employment
Standing Committee on Employment and Workplace Relations	Standing Committee on Health and Ageing
Standing Committee on Family, Community, Housing and Youth	Standing Committee on Infrastructure and Communications
Standing Committee on Health and Ageing	Standing Committee on Regional Australia
Standing Committee on Industry, Science and Innovation	Standing Committee on Social Policy and Legal Affairs
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 committees
Joint Committee of Public Accounts and Audit	Joint Committee of Public Accounts and Audit
Joint Select Committee on Cyber-Safety	Joint Committee on the National Broadband Network
Joint Standing Committee on Electoral Matters	Joint Select Committee on Cyber-Safety
Joint Standing Committee on Foreign Affairs, Defence and Trade	Joint Select Committee on the Parliamentary Budget Office
Joint Standing Committee on Migration	Joint Standing Committee on Electoral Matters
Joint Standing Committee on the National Capital and External Territories	Joint Standing Committee on Foreign Affairs, Defence and Trade
Joint Standing Committee on Treaties	Joint Standing Committee on Migration
Parliamentary Joint Committee on Intelligence and Security	Joint Standing Committee on the National Capital and External Territories
Parliamentary Standing Committee on Public Works	Joint Standing Committee on Treaties
	Parliamentary Joint Committee on Intelligence and Security
	Parliamentary Standing Committee on Public Works

Note: Six 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 other program components of the department and are discussed on pages 22–4.

Committee activity

On 1 July 2010, the investigatory committees supported by the department had 25 ongoing inquiries. During 2010–11, these committees commenced 74 inquiries and tabled 42 reports relating to 41 inquiries. As at 30 June 2011, the committees had 36 ongoing inquiries.

Most inquiries typically relate to policy or administrative issues within government. The inquiry-related activities of committees are summarised in Appendixes 4 and 5.

Committees that the department administers have in the past occasionally (once in 2009–10, for example) conducted inquiries into bills and pre-legislation proposals—these generally have a significant influence on the legislation in question. Changes to the standing orders at the beginning of the Forty-third Parliament enabled the re-established Selection Committee to refer bills to House and joint committees, with one member of that committee being sufficient to select a bill for referral. From the introduction of these changes in October 2010 until 30 June 2011, 28 bills had been referred by the Selection Committee to committees supported by the department, representing a significant increase in workload over previous years. With some bills inquired into as a package, these referrals resulted in 17 inquiries, which were conducted alongside any other inquiries that each committee was conducting. The House Standing Committee on Procedure, which is monitoring the procedural changes implemented in the Forty-third Parliament, recommended in its interim report (dated 23 June 2011) that the standing orders be amended to remove the provision that one member of the Selection Committee is sufficient to refer a bill to a committee. Such an amendment would require the support of a majority of the House.

Another change to the standing orders at the beginning of the Forty-third Parliament enabled committee chairs and deputy chairs to make statements in the House concerning their committees' inquiries without presenting a report. This opportunity has been well utilised, with 19 such statements being made in 2010–11.

During the year, the Committee Office supported some high-profile inquiries. For example, the newly appointed Standing Committee on Regional Australia conducted an inquiry into the impact of the proposed Murray–Darling Basin Plan in regional Australia following a public outcry over a guide to the plan released in late 2010. The committee undertook a wide-ranging tour throughout the Murray–Darling Basin, including a committee first—a nine-day tour in mid-January, travelling from South Australia through Victoria and into New South Wales. The resulting report, *Of drought and flooding rains*, was well received by stakeholders and the committee has been widely commended for the consultative manner in which it conducted the inquiry.

In the first third of 2011, the Joint Select Committee on Cyber-Safety, administered by the department, conducted an online survey of young Australians about their online activities and views on cyber-safety and cyber-bullying and their strategies to reduce online risks. The survey was in two parts: one for young people up to the age of 12 and the other for those aged 13 to 18. The committee promoted the survey on social media sites, including Google and Facebook, and went directly to some 7,000 primary and secondary schools. The committee received a total of 33,751 responses to the surveys, which included 60,000 free text comments. These responses and associated comments were used to inform the committee's recommendations in its report *High-wire act: cyber-safety and the young*, which was tabled in June 2011.

During the year, the secretariat of the Joint Standing Committee on Foreign Affairs, Defence and Trade continued to support the committee's inquiry into Australia's relationship with the countries of Africa. This included providing a delegation secretary when members of the committee travelled to Africa as an additional parliamentary delegation. The delegation visited South Africa, Zimbabwe, Ghana and Ethiopia over a two-week period in April 2011.

Highlights of the trip included:

- ▶ briefings on investment opportunities in South Africa from the Western Cape Business Group and the Johannesburg Stock Exchange
- ▶ meetings with Movement for Democratic Change politicians and women's groups in Zimbabwe
- ▶ a visit to the Adamus Resources gold mine in western Ghana
- ▶ visits to the Hamlin Fistula Hospital and Hamlin College of Midwives in Ethiopia.

The report of the trip was incorporated into the committee's inquiry report, which was presented in June 2011. Committee members expressed their appreciation for the support for the trip provided by secretariat staff.

In 2010–11, the government responded to some important reports from the previous year. In November 2010, the government responded to the report by the Standing Committee on Climate Change, Water, Environment and the Arts, *Managing our coastal zone in a changing climate: the time to act is now*. The report called for new governance arrangements for Australia's

coastal zone and made recommendations to improve management of climate change and environmental impacts on the coast. The government response acknowledges the work of the committee and details several government initiatives in line with the report's major theme and recommendations.

Also in November 2010, the government responded to *Hackers, fraudsters and botnets: tackling the problem of cyber crime*, a report by the Standing Committee on Communications. The report dealt with the growing problem of organised cyber crime, and recommendations included the establishment of an Office of Online Security headed by a cyber-security coordinator within the Department of the Prime Minister and Cabinet. The government response welcomed the committee's report, noting that the government had recently established the function of Cyber Policy Coordinator within the Department of the Prime Minister and Cabinet and was committed to a coordinated national approach to combating cyber crime.

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



Joint Standing Committee on Foreign Affairs, Defence and Trade meeting with students and staff of Ebenezer Rural Agricultural Training Centre, Zimbabwe.

Analysis of performance

The most important 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 2011, a random selection of 30 current members of parliament was asked to participate in the survey, and 24 members responded (18 in 2009–10). Details of the survey findings are in Appendix 12. As in previous years, the department rated very highly on members' satisfaction with committee services. One hundred per cent of members who used the services 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.

Committee support

The 2010–11 financial year, an election year, saw a return to high levels of committee activity following the establishment of committees and commencement of inquiries in the Forty-third Parliament. Many committees have handled particularly high workloads at times when (sometimes multiple) bills have been referred for inquiry and an advisory report, usually with a very short reporting timeframe. Secretariats have focused on seeking input into inquiries, organising public hearings, drafting reports and assisting committees at meetings to consider reports.

Records management and archiving

Committee Office staff were busy during the election period archiving the committee records of the Forty-second Parliament and some records from earlier parliaments. In conjunction with the department's Records Management Unit, more than 31 shelf metres of committee records were transferred into the custody of the National Archives during the year. A further eight 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 began a project to extend the use of electronic records management to the entire Committee Office, following the success of the pilot undertaken in 2009–10. To date, two committee secretariats and the office of the Clerk Assistant (Committees) have made the transition to electronic records management, with further secretariats to follow in 2011–12.

Digitisation of committee reports

The department continued its project to post online digital copies of House committee reports tabled since 1901. This project has progressed and only 10 reports remain to be digitised out of the 417 reports that were identified.

Committee report web pages have been standardised so that both current and former committees contain information dating as far back as the Thirty-eighth Parliament.

Table 9 Committee Office performance indicators

Indicator	2006–07	2007–08 ^a	2008–09	2009–10	2010–11 ^a
Members' satisfaction rates (%) ^b	91	95	100	100	100
Reports, total	62	51	58	55	42
Staff numbers, Committee Office ^c	65	61	63	64	63

a 2007–08 and 2010–11 were election years. Committees cease to exist during election breaks (October 2007 to February 2008, and July to September 2010).

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

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

Improving performance

The Committee Office has been involved in several projects aimed at improving its operational efficiency and maintaining a high standard of service to its clients and stakeholders. In addition to the activities discussed in detail below, the Committee Office continued to provide advice and assistance to the Department of Parliamentary Services in relation to its project to redevelop the Parliament of Australia website.

Review of Committee Office staffing

In its report on the inquiry into the effectiveness of the House committee system (presented in June 2010), the House of Representatives Standing Committee on Procedure recommended that an external review be conducted of staffing levels within the department's Committee Office. The *Agreement for a better Parliament* document negotiated among members at the beginning of the Forty-third Parliament supported the Procedure Committee's recommendation.

The department engaged HBA Consulting to conduct the review, with a focus on determining the nature and level of secretariat support necessary to ensure that the committee system is supported by an adequate number of appropriately qualified staff. The consultant's report, presented to the department in March 2011, made four recommendations:

- ▶ that the model where one work group (the secretariat) supports two committees be the standard
- ▶ that an additional work group be established to allow this model to be implemented fully (an increase from eight to nine secretariat work groups)
- ▶ that in response to an increase in bill inquiries by House committees, additional resources be provided initially to support this work in 2011–12, and the level of resourcing then be reviewed
- ▶ that a specific budget allocation be established to allow committees to procure external expert advice to support the committee inquiry process, when required and requested.



Members and staff of the Parliament's Joint Select Committee on Cyber-Safety at a public hearing in Adelaide, 3 February 2011.

The department supported these recommendations. Additional funding allocated to the department for 2011–12 and the three following years to support the Joint Committee on the National Broadband Network has allowed the first two recommendations to be implemented. Implementation of the final two recommendations is dependent on supplementary funding for the department in the next financial year.

HTML generator

Since the department began publishing the work of parliamentary committees on the Parliament of Australia website in the mid-1990s, committee reports have been uploaded only in portable document format (PDF). Documents in this format are not able to be read by some screen readers used by those with sight impairment.

Providing a committee's report (including graphics, tables and footnotes) as a web page, rather than as a downloadable document, provides the information in a way that screen readers can easily translate for sight-impaired people.

Before the start of 2011, reports were converted to HTML (hypertext mark-up language) manually. This work was labour intensive and resulted in delays in publishing the HTML version of a report, which prompted the department to seek alternative methods. A software program obtained from the Department of the Senate and modified to operate with our report template is now used to convert reports into HTML. This has greatly increased the efficiency of the process and the quality of the reports converted.

Extension of SCID and CommDocs

The department and the Department of the Senate use separately developed systems to automate the processing and distribution of committee documents. The House of Representatives system, known as CommDocs,

provides a secure and access-controlled web-based interface for House committee secretariat staff to distribute committee documents to members of House committees and House-administered joint committees. The Senate Centralised Information Database (SCID) system assists with the electronic lodgment, management and publishing of Senate committee submissions and associated Senate committee web pages.

During the financial year the departments began a trial to extend CommDocs to Senate-supported committees and extend SCID to House-supported committees. As at 30 June 2011, two committees supported by the department were trialling SCID for their inquiries, and further committees may be included as circumstances permit.

If the trial is successful, the systems may in future be able to be integrated to avoid repetition of similar tasks involving submissions and other committee documents.

Outlook

The first year of the Forty-third Parliament has seen some very significant changes for the Committee Office. In addition to the changes to committee structures and membership, trends towards the increased use of select committees and the higher rate of bill referrals to committees have affected the way committees operate and the degree and nature of support required of Committee Office staff.

If these trends continue, there will be some pressure on the department in maintaining the level of service required to adequately support the committee system. If the department is able to secure the funding required to fully implement the recommendations of the review of Committee Office staffing, this will go some way towards relieving the pressure on the Committee Office and providing greater flexibility for the department in providing support to committees.

Interparliamentary relations

Through its international program, the Australian Parliament engages with parliaments throughout the world and works to strengthen parliamentary democracy, particularly in our immediate region. Support for the parliament's international program is provided primarily through the International and Community Relations Office, previously known as the Parliamentary Relations Office. The office's interparliamentary activities are jointly funded by this department and the Department of the Senate, and administered by this department.

The department's international program is administered by the International and Community Relations Office. That office's expenditure in 2010–11 was \$2.1 million, against a budget allocation of \$2.2 million (noting that these figures also include the International and Community Relations Office's contribution to the community awareness component). Staff levels, by location, are shown in Appendix 11.

Performance summary

A range of delegation visits were coordinated during the year, although fewer visits were held as a result of the break in the parliamentary calendar for the August 2010 federal election. Projects that provided professional development opportunities for parliamentarians and strengthened links with Pacific island parliaments progressed. The International and Community Relations Office collaborated successfully with other organisations and sourced new funds in delivering an expanded international program during the year. Feedback on this work indicated a high level of satisfaction with the services provided by the office and its approach to broadening the parliament's international program.

Delegations and visits

During 2010–11, the department coordinated 17 official overseas visits, which included bilateral visits to six countries, attendance at

five conferences, workshops and seminars, and 11 other visits (see Appendix 8). There were eight official visits to Australia by parliamentary delegations from other countries as guests of the Australian Parliament (see Appendix 6), along with 15 other visits (see Appendix 7).

An annual committee visit to the People's Republic of China was introduced into the official outgoing delegations program from 2011 to help implement a parliamentary memorandum of understanding with that country's National People's Congress. The department's Climate Change Committee was selected to undertake the visit, which is scheduled to take place in late August 2011.

At debrief meetings for outgoing visits, delegation members indicated a high level of satisfaction with the arrangements for and program content of outgoing delegations. For example, senators who participated in the annual New Zealand committee exchange program in June 2011 indicated that they used information gathered during the visit at community meetings held following the visit and in a report they presented to parliament.

The incoming visits program maintained an Asia–Pacific focus, with visits from Argentina, Bhutan, New Zealand and Tuvalu. The 30th anniversary of relations between the Australian and European parliaments was also recognised, with visits by a European parliamentary delegation and by the Secretary-General of the European Parliament.

Support for other parliaments

A major parliamentary strengthening program for three Pacific island parliaments began in January 2011, after funding was secured from AusAID. The three-year Pacific Parliamentary Partnerships program for the parliaments of Kiribati, Tonga and Tuvalu is being coordinated by the International and Community Relations Office, in its role as the Australian

Region secretariat for the Commonwealth Parliamentary Association. It is a joint program with the United Nations Development Programme and is also being supported by the Australian Capital Territory Legislative Assembly and the state parliaments of South Australia and Victoria, which have in place twinning arrangements with the parliaments of these three countries.

The focus of the program is professional development of parliamentarians, capacity building of parliamentary secretariats and development of community outreach initiatives. A number of activities were supported in the first six months of the program, including study visits to Australia, development of a corporate plan for the Tongan Legislative Assembly and induction programs for new parliamentarians. An application was made to AusAID to extend the program to the Cook Islands, Samoa and Vanuatu and a decision on that application is pending.

Pacific island parliaments were also supported with training and equipment provided through an Education Trust Fund administered by the department on behalf of the Australian



Members of the Tongan delegation.

Region of the Commonwealth Parliamentary Association. This year's support included provision of information technology and broadcasting equipment as well as training in Hansard and other procedural training.

The annual Inter-Parliamentary Study Program was conducted in March 2011, attended by senior parliamentary staff from nine parliaments (three from Asia, two from Africa, one from Australia, two from Pacific islands and one from South America). The program allows for detailed study of Australian parliamentary processes and practices over a two-week period. Participants indicated a high level of satisfaction with the program content and arrangements, providing an average rating of 4.7 out of 5 in their evaluations.

Participation in international parliamentary organisations

Australian parliamentary delegations attended meetings and conferences of the Commonwealth Parliamentary Association, the Inter-Parliamentary Union, the Asia Pacific Parliamentary Forum and the ASEAN Inter-Parliamentary Assembly (for more details see Appendix 8). The department also supported a number of regional events for the Commonwealth Parliamentary Association and the Inter-Parliamentary Union.

An Australian regional conference for Commonwealth Women Parliamentarians was held in Sydney from 30 June to 2 July 2010, coordinated jointly by the International and Community Relations Office and the New South Wales Parliament, and funded by the Commonwealth Parliamentary Association and the Australian Parliament. The program focused on domestic and workplace violence; bullying, including cyber-bullying; parliamentary behaviour; interacting with the media; using new media and social networks; access, equity and affirmative action strategies; and human rights. There were 42 participants and 29 (69 per cent) completed evaluation forms. In the evaluations, participants were overwhelmingly positive about the conference's length, content and organisational arrangements.

A Commonwealth Parliamentary Whips Workshop was held in the Hunter Valley, New South Wales from 13 to 17 July 2010, coordinated by the office and funded by the Commonwealth Parliamentary Association and the Australian Parliament. The workshop brought together parliamentary whips from eight out of the nine regions of the association, with 26 participants from Australia, Bermuda, Canada, Kenya, New Zealand, Samoa, Sri Lanka and the United Kingdom. It was the first time this sort of professional development activity had been held for parliamentary whips and included an evaluation session that formally endorsed the establishment of a Commonwealth Parliamentary Whips Network, with the Australian Parliament to take a leading role in its development.

A meeting of Pacific parliaments was held in Auckland, New Zealand on 9 and 10 August 2010, coordinated jointly by the office and interparliamentary relations staff from the New

Zealand Parliament. Funding was provided by AusAID, the Inter-Parliamentary Union, the UN Development Programme and the Centre for Democratic Institutions. The meeting brought together Speakers and parliamentary representatives from 14 parliaments in the Pacific region (Australia, Cook Islands, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, New Zealand, Niue, Palau, Samoa, Timor-Leste, Tonga, Tuvalu and Vanuatu), as well as the Secretary General of the Inter-Parliamentary Union and representatives from the UN Development Programme and the Centre for Democratic Institutions. The meeting discussed Pacific parliamentary engagement with the Inter-Parliamentary Union and opportunities for enhanced coordination of parliamentary strengthening activities in the Pacific region. An outcomes statement was agreed and is being implemented. One of the outcomes was the development of a Pacific Parliaments Network linking parliaments in the Pacific region through a website that provides a calendar of events,



The Speaker of the House of Representatives, Mr Harry Jenkins MP, with participants in the 2011 Inter-Parliamentary Study Program.

access to research papers, and a facility for Pacific island parliamentarians to seek research assistance from the New Zealand and Australian parliamentary libraries. The website was launched in February 2011. Another outcome was the decision to hold a regional climate change workshop for Pacific parliaments, which has been scheduled for August 2011 and is being coordinated by the office.

The 30th Australian and Pacific Regional Conference of the Commonwealth Parliamentary Association was held in Canberra from 2 to 6 November 2010, coordinated by the ACT Legislative Assembly with support from the office. The conference focused on parliamentary responses to regional challenges; parliamentary challenges and how they are being dealt with in regional branches of the association; and professional development of parliamentarians.

A planning day was supported for the Commonwealth Women Parliamentarians Australian Region Steering Committee. One outcome from the planning day was agreement to conduct a Commonwealth Young Women's Forum, called w.comm, in August 2011 to connect young Australian women with politics, parliament and the democratic principles of the Commonwealth.

During the year both the Commonwealth Parliamentary Association and Inter-Parliamentary Union considered their future directions. The office provided support for Australian parliamentarians who attended meetings to discuss proposed reforms. These discussions are ongoing.

Improving performance

The amalgamation of the Parliamentary Relations Office and the Liaison and Projects Office to form the International and Community Relations Office, effective from 1 October 2010, created administrative efficiencies and provided for staffing flexibility within the new work group.

Funding sourced from AusAID, the Commonwealth Parliamentary Association, the Inter-Parliamentary Union, the UN Development Programme and the Centre for Democratic Institutions enabled the expansion of parliamentary strengthening programs.

More information on the parliament's international program was made available to the community through the department's community outreach program, including in the magazine *About the House* and two television programs (*About the House* and *MPI*) that are produced by the office and shown on Sky News and Australia's Public Affairs Channel.

Outlook

The year ahead will see a full program of delegation visits and project work for the office. A number of events are planned, including a regional workshop on climate change and a Commonwealth Young Women's Forum. Particular attention will be directed to parliamentary strengthening projects, especially the Pacific Parliamentary Partnerships program.

Redevelopment of the Parliament of Australia website will provide the opportunity to expand the information available to the community on the international program.

Proposed reforms of the Commonwealth Parliamentary Association and the Inter-Parliamentary Union could have implications for the Australian Parliament's interaction with those associations, which will need to be considered in the year ahead.

Members' services

The members' services program component comprises provision of advice, services and support 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 Finance Office, the Information Systems and Publishing Office, the People Strategies Office and the Serjeant-at-Arms' Office.

In providing these services, the department liaises closely with the Department of Parliamentary Services. That department is responsible for 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 services.

The expenditure for members' services in 2010–11 was \$3.051 million. The budget allocation was \$3.215 million. Staff levels, by location, are shown in Appendix 11.

Performance summary

The results of the 2011 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 (87 per cent satisfied, 100 per cent in 2010) and 78 per cent extremely or highly satisfied (67 per cent in 2010). All members were satisfied again this year with their home pages on the Parliament of Australia website (50 per cent were either extremely or highly satisfied compared with 45 per cent in 2010). In respect of services for base salary, electorate allowances and deductions, 87 per cent of members were satisfied (100 per cent in 2010) and 58 per cent were extremely or highly satisfied (44 per cent in 2010).

An election year

An election year is marked for the members' services program component by significant activity and workload and a large event management role.

The period following dissolution of the House on 19 July 2010 involved payment of final salaries for, and clearance and programmed maintenance of the suites of, retiring members. Information technology equipment was retrieved and cleared, network accounts were cleared and members' internet home pages were updated. As polls were declared, letters were sent to new and returning members informing them of entitlements and services, members' suites were allocated, salary payments were initiated, information technology equipment was provided and services were arranged.

Associated with the end of the Forty-second Parliament and the beginning of the Forty-third Parliament, the Serjeant-at-Arms' Office supported the House, the Speaker and members in arranging, or contributing to the arrangement of:

- ▶ the ceremony on the forecourt of Parliament House on 19 July 2010 to mark the prorogation of the Forty-second Parliament and dissolution of the House
- ▶ the opening of the Forty-third Parliament on 28 September 2010
- ▶ the presentation to the Governor-General at Government House of the Address-in-Reply on 2 March 2011.

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

Highlights

Highlights for the members' services program component this year included organising the welcome to country ceremony for the opening of the Forty-third Parliament. This was the first time a ceremony of welcome had taken place as part of the normal procedures for opening a new parliament, in accordance with a resolution of the Senate and the standing orders of the House. The ceremony was held on the mosaic on the forecourt of Parliament House and was attended by Indigenous elders, members, senators and their guests.

The program component also coordinated arrangements for the address by the Right Honourable John Key, Prime Minister of New Zealand, on 20 June 2011 to members and senators in the House of Representatives Chamber. It was the first address by a Prime Minister of New Zealand to the Australian Parliament.

Heightened public and media interest in the formation of a minority government, and the new parliament and its members, led to increased engagement between the

department and the Federal Parliamentary Press Gallery in relation to media activity in and around Parliament House. A review, by members of the Joint Committee on the Broadcasting of Parliamentary Proceedings, of media arrangements applying in Parliament House, was begun during the year.

A high priority for the program component continued to be the provision of advice and support to the Speaker and his office in relation to control and management of the precincts and ceremonial and other events at Parliament House. We worked closely with colleagues in the Department of the Senate and the Department of Parliamentary Services on these matters. We also worked in partnership with parliamentary departmental colleagues to deliver major projects, such as physical security and information technology enhancements. Another important priority was to represent the department and support the interests of the House and members in whole-of-parliament governance arrangements.

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 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 13 sitting Tuesdays, and 16 members or their staff used the service. 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

The Serjeant-at-Arms' Office manages accommodation, capital works and maintenance services within the House of Representatives wing.

A number of accommodation changes occurred as a result of the general election in August 2010, with 32 new members entering the parliament, and several changes to parliamentary office holders and the ministry. The Serjeant-at-Arms' Office coordinated 90 office relocations, including removals for retiring members, moves for returning members, and establishing offices for new members. During the year, 556 requests to supply and move furniture were actioned (64 more than 2009–10). Most involved rearranging furniture to meet the changed needs of members and their staff following the election.

All tasks were performed to agreed timeframes and standards, and to the satisfaction of party whips and individual members. This was a significant achievement, given the limited time between formation of the government and commencement of the parliament.

We contributed to several accommodation projects in the House of Representatives delivered by our colleagues in the Department of Parliamentary Services. Major security projects included security entry redevelopments in the House of Representatives galleries and between the Marble Foyer and House of Representatives wing, and relighting of the car parks.

Maintenance, access and transport services

Maintenance requests are coordinated by the Serjeant-at-Arms' Office, and include emergency, routine and periodic work. During the year, 375 emergency requests were processed; all were attended to within five minutes of receipt. Routine maintenance requests for repairs or alterations to suites or

common areas totalled 234. By implementing a pre-emptive maintenance program, the office avoids a large number of emergency requests, particularly by members returning after a break. Three major refurbishments were undertaken in members' suites, which involved redecoration, replacing carpet and refurbishing furniture.

There were 337 requests for assistance with telephone faults, relocations and allocations of telephone numbers. Faults reported were referred to telephone support within five minutes of receipt, and telephone support officers resolved faults within an agreed time period.

The Serjeant-at-Arms' Office approved 929 requests for access to suites and general circulation areas for general maintenance and services provided by the Department of Parliamentary Services. This reflects the high level of project activity in Parliament House.

During the year, the Serjeant-at-Arms' Office responded to 274 filming or photography requests and dealt with 529 proposals to use the facilities at Parliament House. Requests for filming and photography during functions and



The Speaker of the House of Representatives, Mr Harry Jenkins MP (foreground, right), with members of the House and departmental staff, Address-in-Reply, 2 March 2011. Picture courtesy of Auspic.

events are now included with proposals to use facilities, and no longer reported separately.

The Serjeant-at-Arms' Office continued to coordinate transport services for members, including managing the shuttle service on behalf of the Department of Finance and Deregulation during sitting weeks. In 2010–11 there were 12,320 bookings (up from 10,372 in 2009–10) with a 99 per cent success rate. Despite fewer sitting weeks in an election year, this increased activity is because many members now arrive in Canberra on Sundays, due to earlier sitting times on Mondays.

Security screening

Guests of government and parliament are subject to automatic exemption from security screening on entry to Parliament House. Approvals for any other exemptions from security screening are jointly made by the Usher of the Black Rod and the Serjeant-at-Arms as delegates of the Presiding Officers. During the year, exemptions from security screening were approved for 20 groups or individuals.

Software and hardware services

The election saw a changeover of 32 members. This resulted in a great deal of movement and reallocation of information technology equipment as well as creation and deletion of network accounts and updates to internet pages for members. Laptops and desktop computer equipment were retrieved from retiring and defeated members and hard disks were sanitised. As part of the asset replacement program, and timed to coincide with the new parliament, approximately 200 new laptops were provided to members.

Projects to replace many of the support systems for the chamber and members' services began. These systems included the Table Office's document production system, Procedural Records System and the Serjeant-at-Arms' Office bookings systems for school visits, galleries and committee rooms. The initial phases of these projects were conducted including extensive requirements analysis and process mapping. The market will be

approached for solutions and products in the next financial year.

In the previous parliament a database was developed to track the processing of all petitions for the petitioning process for the House of Representatives. A large number of enhancements were made to this database during the year.

Implementation of the electronic records management system e-Trim continued during the year. Additional committee secretariats and the office of the Clerk Assistant (Committees) now use the system (see page 59).

Internet and intranet services

During the year, the department worked closely with the Department of the Senate to look at sharing some of the information technology support systems for committees (see page 37). Further use of the relevant systems across the two committee areas will occur during the next financial year and consideration will be given to enhancing and integrating the two systems.

Redesign of the Parliament of Australia website continued. This project is being conducted by the Department of Parliamentary Services in conjunction with this department and the Department of the Senate. Due to the complexity of the website content and the implementation of a new content management system, the revised website had not been launched by 30 June 2011. Work will continue on this project and it is expected to be released during the next financial year.

The register of members' interests was made available online on the Parliament of Australia website. Updates to this register are made available on the website as soon as practicable after receipt by the registrar.

New intranet sites were developed for the department and for members. These sites have been developed on a SharePoint 2010 platform. SharePoint features have been incorporated to simplify many processes such as the expiry of content and reminders to update content. These intranet sites are to be launched early in 2011–12.

Printing

The department's in-house printing service produced 2.8 million impressions in 2010–11 (5.2 million in 2009–10). The reduced numbers were a result of the election period and reduced printing volumes for committees (briefing papers in particular). Committee members routinely access electronic documents via CommDocs. Most 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. Limited printing services are provided for the shadow ministry.

Messenger services

The Serjeant-at-Arms' Office provided courier and mail services, as well as chamber support for the House of Representatives and the Main Committee, in accordance with its service charter; despite an increase in the sitting hours of both chambers. Some flexibility was achieved by utilising staff who undertake both messenger and office-based duties.

Parliamentary assistants program

The parliamentary assistants program is managed by the Serjeant-at-Arms' Office. Parliamentary assistants are university students who perform the duties of messenger attendants for an average of 10 hours per week; rosters are planned around student commitments and the requirements of the House of Representatives.

Six positions were offered this year: two existing parliamentary assistants and four new students were appointed. The successful applicants came from metropolitan and country New South Wales and Victoria, and all study at universities in Canberra. Former parliamentary assistants were also engaged in the Serjeant-at-Arms' Office to work on school bookings, transport and other members' services.

Members' salaries

All processing of members' salaries and entitlements by the People Strategies Office was in accordance with legislation and administrative decisions. In the 2011 members' survey, 58 per cent of members were extremely or highly satisfied (44 per cent in the 2010 survey), and in total 87 per cent were satisfied with services in relation to their base salary, electorate allowances and deductions (100 per cent in the 2010 survey). On the basis of survey comments provided by members, some of the reduction in overall satisfaction reflected concerns about services provided by the Department of Finance and Deregulation. Annual expenditure on members' salaries and other entitlements was \$29.430 million during 2010–11, an increase of \$1.411 million over the \$28.019 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 average cost per transaction rose slightly, from \$6.75 to \$6.95.

The office processed an increase to members' rate of pay during the year, with effect from 1 August 2010. The pay rise increased the base rate of members' pay to \$136,640 per annum. Office holders' additional salaries were also adjusted in accordance with the formula outlined in the Remuneration Tribunal's Determination 2010/16.

The office processed the cessation of Office Holders' Allowance at the dissolution of parliament. Thirty-two members' entitlements ceased either at the date of dissolution or on the day before election day. The office also processed the payment of Resettlement Allowance, which was payable to former members elected from 2001 onwards who met certain criteria.

The 32 new members were paid their initial entitlements within two weeks of their poll being declared.

During the year the Remuneration and Other Legislation Amendment Bill 2011 passed both Houses. The bill expanded the jurisdiction of

the Remuneration Tribunal to determine the base salary of parliamentarians. It gave effect to the government's decision to implement the recommendation in the report of the Committee for the Review of Parliamentary Entitlements to:

- ▶ restore the ability of the Remuneration Tribunal to determine parliamentary base salary
- ▶ require the tribunal to publish reasons for its decisions in relation to parliamentary remuneration
- ▶ remove the parliament's ability to disallow parliamentary remuneration determinations made by the tribunal.

The government released the report of the review, dated April 2010, during the year; and the department briefed the Speaker on the report and its implications for the parliamentary administration.

Improving performance

High-definition digital flat-screen televisions were installed throughout the House of Representatives wing, replacing analogue televisions that had become redundant.

The department's business plan includes a project for the replacement of office furniture used by members' staff and departmental staff. During the year, a furniture style guide was developed in partnership with the other parliamentary departments, and has been used by the Department of Parliamentary Services. A review was undertaken of the basis for the replacement of office furniture, which will inform further decisions.

Various opportunities to improve flexibility and deliver efficiencies were identified. For example, leases on franking machines were not renewed as internal charge-back accounts are now being used, providing an efficient, auditable service without the added leasing costs. Members were also offered the option to discontinue receiving a portion of the communications entitlement as a stamp allowance.

The department continues to work closely with the departments of Parliamentary Services and the Senate through its participation in the Senior Management Coordination Group, the

Project Assessment Committee, the Security Management Board, the Security Projects Program Board and other forums. These forums are important in giving direction to activities and projects that affect members and the department.

Outlook

In 2011–12 the department will continue providing advice and services of a high standard to support members in Parliament House and to pay their salaries and entitlements. It is anticipated that activity levels during the year will be high in many areas, consistent with a middle year of the parliamentary cycle and the new ways of working of the Forty-third Parliament. The extended sitting hours of the Forty-third Parliament will mean workloads will remain high. The sustainability of meeting increased demands within current staffing levels is being reviewed.

Other important priorities for the member services' program component during the year include:

- ▶ supporting the implementation of parliamentary and departmental information and communications technology projects— including the website redevelopment, e-Trim, and redevelopment of three systems: the Table Office's document production system, committee systems and the Serjeant-at-Arms' Office booking systems
- ▶ the review of media arrangements applying in Parliament House
- ▶ the furniture replacement project
- ▶ business continuity planning, including implementation of recommendations from an internal audit report and whole-of-parliament planning
- ▶ development, with parliamentary departmental colleagues, of an information security policy for Parliament House
- ▶ preparation for activities to mark the 25th anniversary of Parliament House and the centenary of Canberra, in 2013.

The department will continue to ensure that whole-of-parliament governance arrangements operate effectively.



Management and accountability

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

Photo: Members and staff of the House of Representatives Standing Committee on Regional Australia during a public hearing for the committee's inquiry into the impact of the Murray–Darling Basin Plan, 21 January 2011.

Corporate governance

The Speaker of the House of Representatives may be questioned by members about the work of 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.

Legislation

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 are briefed 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 of the House, the Deputy Clerk and three Senior Executive Service 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 (see Figure 3 on page 10).

During the year, the Executive met eight times to discuss and make decisions on a wide range of departmental management issues. Staff

were informed of the outcomes of each of the meetings through the staff bulletin.

The Executive Band 2 staff also met formally on two occasions to consider and advise on matters referred by the Executive.

Senior Management Coordination Group

The Senior Management Coordination Group coordinates corporate and related matters among the three parliamentary departments. The department is represented by the Serjeant-at-Arms, the Department of Parliamentary Services by its Deputy Secretary, and the Department of the Senate by the Usher of the Black Rod. The position of chair rotates annually among the three members.

The Senior Management Coordination Group met five times in 2010–11. Among the issues considered were:

- ▶ developments in the Australian Public Service and their implications for the Parliamentary Service (including proposed amendments to the Public Service Act and APS enterprise bargaining)
- ▶ information technology and communications governance for the parliamentary computing network
- ▶ information technology and communications projects and issues
- ▶ Parliament House environmental performance
- ▶ provision of potential shared services for the parliamentary departments
- ▶ the Department of Parliamentary Services' services catalogue
- ▶ draft heritage management framework for Parliament House
- ▶ accommodation planning
- ▶ common purchasing arrangements.

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 (Ms Barbara Davis). The committee, chaired by the Clerk Assistant (Table), met four times during the year. Representatives of the Australian National Audit Office and internal audit, and the Chief Financial Officer, attended all meetings.

The department's contracted internal auditor was KPMG. Internal audits and advisory reviews conducted during the year covered the following areas:

- ▶ fraud risk assessment
- ▶ fraud control plan
- ▶ risk management plan
- ▶ business continuity plan review
- ▶ information security policy review
- ▶ Australian Government credit card purchasing practices
- ▶ review of treatment of section 31 revenue.

The internal auditor also undertook fieldwork for an audit of payroll processes. 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.

Consistent with the internal audit charter, the internal auditor provided an annual report on internal controls. The overarching observations were that, within the Australian Government context, the department was a relatively low-risk business environment, and that the control environment, particularly in respect of finance, had improved in recent years.

During the year, the committee approved an internal audit plan for the period 1 July 2011 to 30 June 2015. It reviewed the report of the Chief Financial Officer on the certificate of compliance process, and recommended that the Clerk sign the certificate on the basis that the department's compliance processes were satisfactory and that the department

was financially sustainable in the context of the following financial year.

The Audit Committee undertook a self-assessment of performance, using an Australian National Audit Office questionnaire. The results were again satisfactory, with the average score across all items increasing from 4.0 in 2007 to 4.3 (out of 5) in 2011.

As in previous years, staff were informed of the outcomes of Audit Committee meetings through meetings of the Consultative Committee and weekly senior management meetings. The internal auditor also briefed staff on internal audit at a departmental forum in September 2010.

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 has:

- ▶ four departmental representatives
- ▶ two elected staff representatives
- ▶ two union-nominated representatives.

New staff representatives were elected in early 2011. Routine matters discussed at the meetings included monitoring of the collective then enterprise agreement, recruitment policy, general employment matters and reports from other committees. The committee met six times during 2010–11. Discussions covered issues relating to the external review of Committee Office staffing (see pages 36–7), the effect on staff in the department of changes in sitting hours and other matters arising from the minority government and agreements for parliamentary reform, and the implementation of the new enterprise agreement.

Planning and evaluation

A large number of staff attended the department's annual planning workshop on 18 May 2011. The Clerk gave his annual address to staff, 'The year ahead', in which he outlined the department's general direction and the challenges and opportunities faced. Staff

participated in syndicate groups covering the following topics:

- ▶ service
- ▶ skills and capabilities
- ▶ relationships and collaboration.

As in previous years, syndicate reports were consolidated and reported to staff, and copies were placed on the department's intranet. Information gathered at the planning day will be drawn upon in the development of the 2011–12 business plan.

Corporate plan

The Corporate Plan 2010–13 was launched in July 2010. Our priorities during the period of the corporate plan seek to build on our capacity to serve our clients, develop our people, sustain our capability, and work collaboratively with each other and other key people and organisations.

Business plan

The department's business plan for 2010–11 was issued in 2010. The format of the document was revised to make it more concise. Through the weekly senior management meeting and the six-monthly reporting meetings, senior managers were able to report that a 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 2011, the 2011 members' survey was conducted. This was the ninth annual survey, and followed the same format as in previous years.

The department surveyed a random sample of 30 members, 24 of whom responded (18 participated last year). 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 in Appendix 12. Survey results are also discussed in the context of the reports of the various program components.

Accountability mechanisms

The department's main formal 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 2009–10 assessed performance against the targets set in the Portfolio Budget Statements 2009–10 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

In accordance with the department's risk management policy, the department's risk management plan was reviewed during the year. The policy requires an overall risk assessment process to be undertaken every two years. The department's internal auditor, KPMG, facilitated a workshop with the Executive and Executive Band 2 staff in March 2011. The final risk management plan was endorsed by the Audit Committee in May 2011.

The internal auditor subsequently briefed departmental staff on risk management at a departmental forum in July 2011.

The department's fraud control plan and fraud risk assessment were endorsed by the Audit Committee during the year. The fraud control plan was revised in accordance with the requirements of the Commonwealth Fraud Control Guidelines 2011. Regard was also paid to the guidance in the Australian National Audit Office better practice guide—*Fraud control in Australian Government entities*, March 2011. As required, a fraud policy statement for the department was developed.

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. There were no losses of public money and no instances of fraud identified during the year. There were some losses of property (members' laptops) and write-offs as a result of items not found during stocktake.

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 was reviewed during the year and a minor revision was made. The updated charter was included in the handbook provided to members at the start of the parliament.

Social inclusion

The department's role is to support the House of Representatives rather than to deliver services directly to the public. Accordingly, the department's activities do not have a direct impact on social inclusion outcomes. However, the department contributes to social inclusion outcomes indirectly through the work of the House of Representatives itself, its members and its committees.

Purchaser–provider arrangements

The department provided payroll services to the Department of Parliamentary Services during the year (see page 55). A service-level agreement and associated fee structure were agreed during the year.

The department does not have any other purchaser–provider arrangements in place for selling services to or buying services from an Australian 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.

The department also has agreements in place with the Department of the Senate in relation to the provision of interparliamentary services (by this department) and parliamentary education services (by the Department of the Senate). We run parliamentary education seminars on a fee-for-service basis for the public, and we occasionally purchase services from other agencies—for example, occupational health services from Comcare.

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 2010–11 had, or are anticipated to have, a significant effect on the operation of the department.

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

The Australian National Audit Office audited the department's 2009–10 financial statements and provided an unqualified audit report.

During 2010–11, as in previous years, the department contributed to an inquiry by the House Standing Committee on Procedure. The Clerk made one submission to and appeared before the procedure committee this financial year (on the inquiry into procedural changes implemented in the Forty-third Parliament).

The department also supported the Standing Committee on Appropriations and Administration following the committee's establishment on 1 September 2010. The Clerk and other departmental staff provided the committee with information on the department's budget position and attended the committee's meetings to enable the committee to discharge its responsibilities under standing order 222A. The committee presented its first

report, *Budget estimates 2011–12: Department of the House of Representatives*, on 12 May 2011. The report fulfilled the committee's obligation to provide to the Speaker for presentation to the House the amounts for inclusion in the appropriation bills for the department. The committee endorsed the department's proposals to seek additional operational funding in the form of new policy proposals for certain funding. As mentioned on page 11, the department was successful in obtaining additional funding.

No investigations by the Commonwealth Ombudsman in 2010–11 involved the department.

Freedom of information

Although the department is not considered to be a department or agency subject to 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 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.

Changes to disability reporting in annual reports

Since 1994, Commonwealth departments and agencies have reported on their performance as policy adviser, purchaser, employer, regulator and provider under the Commonwealth Disability Strategy. The department has provided information on compliance with the strategy through annual reports. From 2010–11, departments and agencies are no longer required to report on these functions.

The Commonwealth Disability Strategy has been overtaken by a new National Disability Strategy which sets out a 10-year national policy framework for improving life for Australians with disability, their families and carers. A high-level report to track progress for people with disability at a national level will be produced by the Standing Council on Community, Housing and Disability Services to the Council of Australian Governments and will be available at www.fahcsia.gov.au. The Social Inclusion Measurement and Reporting Strategy agreed by the government in December 2009 will also include some reporting on disability matters in its regular *How Australia is faring* report and, if appropriate, in strategic change indicators in agency annual reports. More detail on social inclusion matters can be found at www.socialinclusion.gov.au.

Shared services: the Department of Parliamentary Services payroll

The department began paying staff of the Department of Parliamentary Services as a shared service arrangement in 2009–10. Implementation of the payment of security staff was delayed due to the need to also implement a rostering package that would roster staff and assist in the payment of shift entitlements. The final part of the implementation was achieved when security staff were paid on 8 July 2010. During 2010–11, staff in the People Strategies Office worked closely with staff from the Department of Parliamentary Services to ensure that reporting practices met requirements. Work was also undertaken on training staff in the use of employee self-service, a tool that enables staff to apply for leave and overtime online.

Staff survey

In June 2011 the department conducted its seventh annual staff survey, the 2011 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 agreed' and 'agreed' 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 (82 per cent in 2011, 85 per cent in 2010 and an average of 81 per cent over the last five annual surveys).
- ▶ The 'leadership' satisfaction index measures the level of satisfaction of staff with their managers, as measured against the department's leadership statement (85 per cent in 2011, 82 per cent in 2010 and an average of 84 per cent over the last five annual surveys). (The department has 11 years of trend data for the leadership satisfaction index.)
- ▶ The 'benefits' satisfaction index measures the level of staff satisfaction with pay and working conditions (85 per cent in 2011, 88 per cent in 2010 and an average of 81 per cent over the last five annual surveys).

People strategies planning

The department's people strategies framework (Figure 7) helps to achieve corporate outcomes through departmental staff.

People strategy 1: people forecasting

Workforce planning

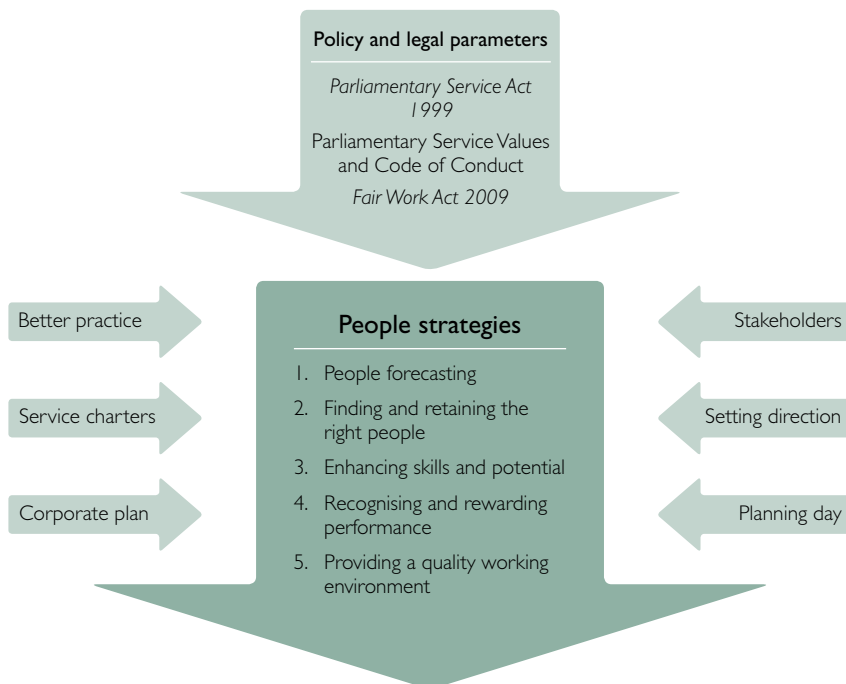
At a meeting in July 2010, the Executive considered the staffing profile of the department. It was recognised that changes had occurred at senior levels of staff.

During 2011–12 further work will be done on workforce planning to help ensure the continuous provision of high-level service.

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.

Figure 7 People strategies framework



People strategy 2: finding and retaining the right people

Recruitment of staff

The department advertised to fill six ongoing vacancies during 2010–11 (22 in 2009–10), of which three were filled by internal applicants. Of the three external successful applicants, one was a woman (in 2009–10, seven of the 10 successful external applicants were women).

Retention of staff

A total of 14 ongoing and 13 non-ongoing staff left the department in 2010–11—a turnover rate of 7.5 per cent of ongoing staff. This compares with 11 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. Three interviews were conducted during the year; the main reasons given for leaving were retirement or promotion.

Graduate placement program

The parliamentary graduate placement program for 2011 was 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 nine graduates on three-month placements in 2010–11.

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

Alumni

The department formed an alumni association of former staff in 2008. On 30 June 2011 there were 187 members.

On 6 September 2010, the annual general meeting of the association was held; 14 members of the association attended. At the meeting, two co-chairs were elected and the membership of the alumni board was increased by self-nomination of attendees.



2011 graduate placement program participants. Left to right: Bianca Birdsall, Jacqui Woods, Adelle Neary and Lucas Robson. Picture courtesy of Auspic.

Table 10 Expenditure on training and development programs, 2009–10 and 2010–11

	2009–10	2010–11
Expenditure as percentage of annual payroll	2.0%	1.5%
Average training days per person	4.6	4.7
Average staffing level	149.5	152.5

Table 11 Average attendance of staff at training courses, 2009–10 and 2010–11

Classification	Average staffing level	Total number of training days attended		Average number of training days attended
	2010–11	2010–11	2009–10	2010–11
Senior Executive Service	5.0	26.5	3.4	5.3
Executive Band 2	18.3	50.9	2.0	2.8
Executive Band 1	39.7	154.8	5.2	3.9
Parliamentary Service Level 6	22.5	80.7	4.5	3.6
Parliamentary Service Level 5	8.5	41.3	3.1	4.9
Parliamentary Service Level 4	27.7	153.5	4.8	5.5
Parliamentary Service Level 3	10.4	30.5	5.3	2.9
Parliamentary Service Level 2	20.4	61.4	1.3	3.0
Not specified		112.7		
Totals	152.5	718.8	4.6	4.7

The board met twice in 2010–11. A reception was held in April 2011. The reception 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 2009–10 and 2010–11. 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 increased marginally from 4.6 to 4.7 days of off-the-job training per person per year.

Table 11 compares the average attendance of staff at training courses in 2009–10 and 2010–11. It also shows the average staffing level and total number of training days attended in 2010–11 for each classification.

Leadership development

During 2010–11, there was a continued emphasis on developing leaders at the classification levels of Parliamentary Service Level 6 and Executive Band 1. In December 2010, 11 staff completed the third program conducted for the department by the Centre for Public Management. The program comprised six sessions on leadership concepts over several months. In the final session, as has occurred in previous years, participants made a presentation to the Executive on leadership, and their learning and reflections from the program.

Election period mobility placements

As in previous election periods, staff had the opportunity to undertake placements and secondments to other government departments and agencies. The placements were pursuant to the department's mobility guidelines, and formal performance assessment arrangements were put in place with the

receiving agencies. In 2010–11, 16 staff undertook placements, including in the United States, East Timor and various destinations in Australia. The placements provide a number of benefits for the department and staff—providing fresh perspectives and the opportunity to test and demonstrate skills and capabilities. Participants report formally on their experiences and many staff make oral presentations at departmental meetings.

Knowledge management

The Knowledge Management Steering Committee was refreshed during 2010–11 and met four times. Comprising staff from all areas of the department and chaired by the Clerk Assistant (Table), the committee adopted new terms of reference in February, to:

- a) critically examine the department's knowledge foundations and processes
- b) put forward ideas for new and changed processes
- c) advise the departmental Executive on policies and measures to strengthen the foundations and improve and extend processes
- d) implement knowledge management policies and measures approved by the Executive
- e) attain departmental commitment to knowledge management and communicate with the department about knowledge management activities.

The committee continued its work in the area of records management, reviewing draft policies on records management and the disposal of paper records scanned into TRIM. The policies were endorsed by the committee and subsequently approved by the Executive. In addition, the committee monitored progress with the intranet upgrade and internet redesign projects and the proposed projects on e-Trim and the Table Office's document production system, as reported in 'Members' services'. It also kept a watching brief on emerging technologies, including trials of 'unmanaged devices' such as iPads and smartphones.

Studybank

Twenty staff participated in the department's Studybank program during the year (compared with 16 staff in 2009–10). Collectively, they

received financial assistance of \$19,604 (compared with \$22,811 in 2009–10), along with some study leave on full pay.

Security-awareness training

As part of their induction program, all new 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 2010. 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

Enterprise agreement

The Department of the House of Representatives Enterprise Agreement 2011–12 covers all staff except SES staff, who are covered by a determination made under section 24(1) of the *Parliamentary Service Act 1999*.

The enterprise agreement was negotiated between the Clerk and the department in 2010. The agreement was lodged with and approved by Fair Work Australia in December 2010. The first pay rise was paid on 1 January 2011. Staff salary scales under the agreement are summarised in Table 12.

Productivity

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

Salaries expenditure

In 2010–11, salaries and allowances totalled \$16.2 million (\$15.6 million in 2009–10).

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. Refresher training was provided to the harassment contact officers in 2010. A presentation was made by harassment contact officers at the April 2011 monthly forum. Staff were reminded of the roles of the harassment contact officers.

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 for staff on request. Included in the workstation assessment is education on the correct set-up of workstations. This information is also included in orientation sessions for new staff.

In March 2011 influenza vaccinations were offered to staff; 61 staff were vaccinated.

The department's Comcare premium rate for 2010–11 was 0.60 per cent of payroll, a reduction from the rate in 2009–10 of 0.69 per cent.

During the year, no dangerous occurrences required 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 summarises compensation claims received from staff for the past four financial years.

Table 12 Salary scales of staff covered by the enterprise agreement, at 1 January 2011

Classification	Salary scale (\$)
Executive Band 2	117,821–124,841
Executive Band 1	91,032–101,538
Parliamentary Service Level 6	73,362–83,259
Parliamentary Service Level 5	67,810–71,753
Parliamentary Service Level 4	59,949–64,860
Parliamentary Service Level 3	54,237–58,263
Parliamentary Service Level 2	48,200–52,629
Parliamentary Service Level 1	42,608–46,621

Table 13 Compensation claims incidence, by injury group, 2007–08 to 2010–11

	2007–08	2008–09	2009–10	2010–11
Fracture excluding back	–	–	–	–
Strain excluding back	–	1	2	1
External effects	–	–	–	–
Multiple injuries	–	–	–	–
Occupational overuse syndrome	–	1	–	–
Psychological injuries	–	1	1	–
Total	0	3	3	1

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, furniture and fittings and portable and attractive assets was completed during 2010–11. The department completed a desk-top review of the office machines and plant asset classes. Impairment testing was undertaken during the stocktake. There were no material impairment adjustments required.

Purchasing

The department undertook procurement of IT hardware (laptop computers, desktop computers and monitors) in accordance with life-cycle management planning. The majority of these purchases were completed through contracts managed by the Department of Parliamentary Services. The department signed a new agreement for the purchase of Microsoft Licences under the Whole of Australian Government Microsoft Volume Sourcing Arrangement. The department entered into a contract with FCM Travel Solutions for the

provision of travel management services. This arrangement was undertaken through the Whole of Australian Government Air Travel and Travel Management Services. The department in conjunction with the Department of the Senate finalised the style guide for the replacement of office furniture. A review of furniture replacement strategies was undertaken during the year.

All procurement activity was conducted within financial delegation limits. The department has complied with the core purchasing policies and principles as articulated in the Commonwealth Procurement Guidelines.

Consultants

Consultancy services procured in 2010–11 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 2010–11 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.

Table 14: Consultancy services, 2010–11

Consultant name	Description	Contract payments 2010–11 (inc. GST)	Selection process	Justification
KPMG	Internal audit services	\$84,190	Open tender	Need for specialist or professional skills and independent research or assessment.
HBA Consulting	Professional services – Committee Office staffing review	\$44,000	Select tender	Need for specialist or professional skills and independent research or assessment.

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 2010–11 was \$96,526, a decrease from the previous year's total (\$133,150). This reduction in expenditure was as a result of a reduction in committee activity during the election period and the first two months of the Forty-third Parliament.

The expenditure was as follows:

- ▶ \$79,010 for publicising the work of the House and committees (\$109,408 in 2009–10)
- ▶ \$7,727 for advertising in relation to inquiries being undertaken by parliamentary committees (\$13,494 in 2009–10)
- ▶ \$5,604 for publicising recruitment advertising (\$5,183 in 2009–10)
- ▶ \$4,185 paid to the Attorney-General's Department for chamber-related gazettals (\$5,065 in 2009–10).

Most of the advertising for 2010–11 was placed with Adcorp Australia.

Discretionary grants

The department did not administer any grant programs in 2010–11.

Ecologically sustainable development and environmental performance

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 Senior Management Coordination Group receives a report on environmental performance at Parliament House as a standard agenda item at its meetings.

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.

Outlook

In 2011–12 the department will continue to support a minority House. The department must continue to be capable of delivering advice and support of a high standard, and of being able to anticipate and respond quickly to developments and changing requirements.

The department's financial position will remain tight during the year and will continue to be closely monitored, with reporting to the Appropriations and Administration Committee as necessary. The department will continue to seek efficiencies in response to these pressures and to innovate, with emphasis on information and communications technology improvements. To ensure resilience, the department will also review and revise its business continuity plans, and will work in collaboration with the other parliamentary departments to ensure capability at whole-of-parliament level.

The implications of APS reform for the department and the parliamentary administration will continue to be monitored and responded to. It is anticipated, for example, that amendments to the Public Service Act will be introduced during the

year, in response to the report *Ahead of the game: Blueprint for the reform of Australian Government administration*. The parliamentary departments will arrange for appropriate amendments to the Parliamentary Service Act to be introduced in parallel. The department will ensure its procurement practices benefit from developments in the APS involving more centralised procurement arrangements. It will take into account the new APS framework for protective security in collaborating with the other parliamentary departments to develop a whole-of-parliament protective security policy.

The department will also continue to accord priority to supporting and enhancing whole-of-parliament governance arrangements, including the Security Management Board, the Senior Management Coordination Group and the Projects Assessment Committee. These processes are important in ensuring that strategic priorities are addressed and operate effectively.

The department will work with the other parliamentary departments to support environmental sustainability initiatives and programs and on a heritage framework for Parliament House.



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 2011
- 13 Contact directory
- 14 List of requirements

1 Performance information

The following table summarises the performance of the Department of the House of Representatives in 2010–11. Comparable performance information for 2009–10, where available, is given in brackets.

The table reflects a change to the Department's program structure in 2010–11, whereby the Department now comprises one program (two in 2009–10) with five components. Performance information corresponding with the former Program 1.1, Parliamentarians' remuneration and entitlements, can be found at program component 1.5 in the table.

Summary of performance, 2010–11 (2009–10)

Program component 1.1: Chamber and Main Committee	
Deliverable: Advice and services to enable the Chamber and Main Committee to meet and address business as scheduled	
Key performance indicator	Performance
Member satisfaction with the quality and timeliness of chamber support and advisory services (target: 99 per cent satisfaction rate)	100 (100) per cent of members surveyed were satisfied with advice and service provision by Clerks-at-the-Table; 96 (89) 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; 95 (83) per cent were 'extremely' or 'highly' satisfied.
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 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 2009–10).

Processing and drafting of bills

<i>Key performance indicator</i>	<i>Performance</i>
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 (as in 2009–10).
	All members surveyed who had used legislative and drafting services were satisfied with advice and service provision (as in 2009–10).
	100 (100) per cent of bills/amendments were drafted within the timeframe required.

Creating and processing records and documents of the House

<i>Key performance indicator</i>	<i>Performance</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)	Service standards for preparation of the Votes and Proceedings and the Live Minutes were met on all occasions (all service standards were met in 2009–10).
	3,387 (5,681) disallowable instruments and documents were processed.
	129 (163) petitions with a total of 445,921 (270,964) signatories; 79 (115) ministerial responses to petitions.

Collection, analysis and publication of procedural and statistical information

<i>Key performance indicator</i>	<i>Performance</i>
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 (100) per cent of members surveyed were satisfied and 87 (67) 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.

Program component 1.2: Community awareness

Deliverable: Services to increase public knowledge and awareness of, and interaction with, the work of the House of Representatives and the Commonwealth Parliament

Key performance indicator	Performance
Number of participants in community awareness programs such as seminars, school visits, subscribers to email alert service and magazine continues to increase over time	3,300 (3,500) individuals and organisations subscribed to the email alert service.
	329 (302) people attended seminars.
	More than 14,000 (16,200) individuals and organisations subscribed to the <i>About the House</i> magazine.
	114,598 student visitors from 3,439 schools (117,955 student visitors from 3,465 schools)

Program component 1.3: Committee services

Deliverable: Procedural, research, analytical and administrative support for the conduct of inquiries and other activities of committees

Key performance indicator	Performance
90 per cent satisfaction rate of committee members with advice and services provided	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.

Program component 1.4: Interparliamentary relations

Deliverable: Advice and support to facilitate and maintain international and regional relationships with other parliaments, parliamentary bodies and organisations	
<i>Key performance indicator</i>	<i>Performance</i>
Rate of satisfaction of Presiding Officers, delegates and diplomatic representatives with arrangements for incoming and outgoing delegations. Levels of participation in parliamentary organisations and quality of policy advice	Correspondence and anecdotal feedback from delegates and diplomatic missions indicated a high level of satisfaction with visits.
	Eight evaluation forms were completed by participants in outgoing delegations: six rated the support provided as 'excellent' and two provided a rating of 'good'.
	All submissions on the international program were approved by the Presiding Officers.
	Of eligible senators and members, 57 per cent (60 per cent) were members of the Commonwealth Parliamentary Association. Of eligible senators and members, 71 per cent (82 per cent) were members of the Inter-Parliamentary Union.
	Delegations attended the assemblies and conferences of the Commonwealth Parliamentary Association, Inter-Parliamentary Union, Asia Pacific Parliamentary Forum and ASEAN Inter-Parliamentary Assembly. Three regional activities were conducted for the Commonwealth Parliamentary Association and one for the Inter-Parliamentary Union.
Rate of satisfaction of parliaments in the Pacific region with the training and equipment purchases provided through the education trust fund	Reports on training activities and anecdotal feedback on equipment indicated a high level of satisfaction with the education trust fund's operations.

Program component 1.5: Members' services

Deliverable: Advice and services relating to members' salaries and allowances

Key performance indicator	Performance
All variations to salary and allowances and salary increases processed with at least 99 per cent accuracy	All variations and salary increases were processed with an accuracy rate of at least 99 (99) per cent.

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 per cent of the accommodation changes, office services and communication facilities provided met agreed timeframes and standards, and met the satisfaction of party whips and individual members. 96 per cent of members surveyed were satisfied with the information on their internet home page.
Number of accommodation-related services provided to members	<p>234 (224) routine maintenance requests were actioned.</p> <p>The target for emergency requests was 'action within five minutes'; this target was reached for 100 (100) per cent of the 375 (318) emergency requests received.</p> <p>Furniture movement requests targets are set at four levels:</p> <p>Priority 1 (within 3 hours)—42</p> <p>Priority 2 (within 12 hours)—71</p> <p>Priority 3 (within 24 hours)—196</p> <p>Priority 4 (within 2 to 5 days)—247</p> <p>Total: 556 (492)</p> <p>All were processed within the agreed timeframes (as in 2009–10).</p> <p>12,320 (10,372) transport requests were processed with 99.1 (98.9) per cent accuracy.</p>

Note: 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, 2010–11

		Actual available appropriation for 2010–11	Payments made 2010–11	Balance remaining 2010–11
		\$'000	\$'000	\$'000
		(a)	(b)	(a) - (b)
Ordinary annual services¹				
Departmental appropriation				
Departmental appropriation ²		22,387	19,010	3,377
s31 agency receipts		978	978	–
s30 agency receipts		5	5	–
Total	A	23,370	19,993	3,377
Outcome 1: Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.				
Total ordinary annual services		23,370	19,993	
Other services				
Departmental non-operating				
Previous years' outputs		31	31	–
Total		31	31	–
Total other services	B	31	31	–
Special Accounts³				
Opening balance		2,372		
Appropriation receipts ⁴		141		
Payments made			186	
Total Special Account	C			2,327
Total resourcing for the Department of the House of Representatives⁵		23,401	20,024	

¹ Appropriation (Parliamentary Departments) Act (No.1) 2010–11.

² Includes an amount of \$1.3m in 2010–11 for the departmental capital budget. For accounting purposes this amount has been designated as 'contributions by owners'.

³ Does not include money held in accounts like Services for Other Entities and Trust Moneys Special Accounts.

⁴ Appropriation receipts from departmental appropriation for 2010–11 included above.

⁵ Total resourcing equals A + B.

Third-party drawdowns from and on behalf of other agencies

	\$'000
Payments made on behalf of the Department of Finance and Deregulation (disclosed in the respective agency resource statement)	2,080
Payments made on behalf of the Australian Public Service Commission (disclosed in the respective agency resource statement)	16,077
Payments made on behalf of the Department of Education, Employment and Workplace Relations (disclosed in the respective agency resource statement)	11,273

Expenses and resources for Outcome 1, 2010–11

Outcome 1: Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.	Budget ¹ 2010–11 \$'000	Actual expenses 2010–11 \$'000	Variation 2010–11 \$'000
	(a)	(b)	(a) - (b)
Program 1: Department of the House of Representatives			
Departmental expenses			
Ordinary annual services (Parliamentary Appropriation Act No. 1)	22,387	20,250	2,137
Revenues from independent sources (Section 31)	825	797	28
Other revenues	–	205	(205)
Special accounts	146	186	(40)
Expenses not requiring appropriation in the Budget year	3,000	3,179	(179)
Total for Program 1	26,358	24,617	1,741
Total expenses for Outcome 1	26,358	24,617	1,741
	2009–10	2010–11	
Average staffing level (number)	149.5	152.5	

¹ Full year budget, including any subsequent adjustment made to the 2010–11 Budget.

3 Business of the House and Main Committee

This appendix contains summary information on the business of the House and Main Committee in 2010–11.

Meetings of the House of Representatives, 2010–11

Events	Spring 2010	Autumn/Winter 2011 ^a	Total
Sitting weeks	5	9	14
Sitting days	19	33	52
Hours of sitting ^b			
including suspensions	283	421	704
excluding suspensions	191	321	512
Sittings after midnight	0	0	0
Bills introduced	79	107	186
Private members' bills introduced	9	8	17
Private members' motions moved	34	69	103
Private members' motions agreed to	6	23	29
Committee reports presented	19	66	85
Days on which			
the adjournment motion was debated	17	23	40
matters of public importance were discussed	14	26	40
private members' business occurred	7	15	22
Divisions	38	87	125
Closure of question agreed to	0	0	0
Closure of member agreed to	0	0	0
Bills guillotined ^c	0	0	0

a Excludes sittings on 4–7 July 2011.

b Hours of sitting are rounded to the nearest hour.

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

Meetings of the Main Committee, 2010–11

Events	Spring 2010	Autumn/ Winter 2011 ^a	Total
Number of meetings	15	31	46
Hours of meeting (excluding suspensions) ^b	80	168	248
Bills referred	27	44	71
Private members' bills debated	2	0	2
Private members' motions debated	23	51	74
Committee and delegation reports referred	1	12	13
Other papers debated	1	2	3
Days on which			
the adjournment motion was debated	4	9	13
grievance debate occurred	4	6	10
private members' business occurred	4	6	10

a Excludes sittings on 4–7 July 2011.

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

Bills and amendments dealt with by the House of Representatives (including the Main Committee), 2007–08 to 2010–11

Event	2007–08	2008–09	2009–10	2010–11
Total government bills (including bills brought from the Senate)	163	204	221	169
Introduced in				
the House	149	195	216	154
the Senate	14	9	5	15
Total private members' bills introduced	4	6	15	17
Second reading amendments moved	42	10	12	14
Consideration in detail amendments moved				
government	137	422	329	125
opposition	35	53	38	161
independent/minor party	1	32	96	6
amendments to private members' bills	0	0	0	0
Consideration in detail amendments passed				
government	137	422	329	125
opposition	1	0	1	4
independent/minor party	0	0	0	2
amendments to private members' bills	0	0	0	0

4 Committee activity

The following tables summarise the activities of the House of Representatives and joint committees of the Forty-second and Forty-third Parliaments in 2010–11.

Committee activity, Forty-second Parliament, 2010–11

Committee	Meetings	Inquiries lapsed at 19 July 2010	Reports presented
Aboriginal and Torres Strait Islander Affairs	3	1	0
Australian Commission for Law Enforcement Integrity ^a	0	1	0
Australian Crime Commission ^a	0	1	0
Broadcasting of Parliamentary Proceedings	0	0	0
Climate Change, Water, Environment and the Arts	0	0	0
Communications	0	0	0
Corporations and Financial Services ^a	0	0	0
Cyber-Safety	2	1	0
Economics	0	1	0
Education and Training	4	1	0
Electoral Matters	0	1	0
Employment and Workplace Relations	2	1	0
Family, Community, Housing and Youth	0	0	1
Foreign Affairs, Defence and Trade	0	2	1
Health and Ageing	1	1	1
Industry, Science and Innovation	0	0	0
Infrastructure, Transport, Regional Development and Local Government	0	1	0
Intelligence and Security	0	0	0
Legal and Constitutional Affairs	0	0	0
Migration	1	0	0
National Capital and External Territories	0	0	0
Petitions	0	0	0
Primary Industries and Resources	0	0	0
Privileges and Members' Interests	0	2	0
Procedure	0	2	0
Public Accounts and Audit	0	3	0
Publications	0	0	0
Public Works	1	3	1
Treaties	1	3	1

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.

Committee activity, Forty-third Parliament, 2010–11

Committee	Meetings	Inquiries active at 30 June 2011	Reports presented
Aboriginal and Torres Strait Islander Affairs	16	1	1
Agriculture, Resources, Fisheries and Forestry	16	2	1
Australian Commission for Law Enforcement Integrity ^a	10	1	1
Australia's Immigration Detention Network ^a	2	1	0
Appropriations and Administration	3	0	1
Broadcasting of Parliamentary Proceedings	2	0	0
Christmas Island Tragedy ^a	10	0	1
Climate Change, Environment and the Arts	16	1	2
Corporations and Financial Services ^a	20	1	4
Cyber-Safety	15	2	1
Economics	26	1	7
Education and Employment	26	2	3
Electoral Matters	15	2	0
Foreign Affairs, Defence and Trade	20	4	1
Gambling Reform ^a	19	4	1
Health and Ageing	26	2	1
Infrastructure and Communications	28	4	0
Intelligence and Security	7	2	1
Law Enforcement ^a	15	0	1
Migration	11	1	0
National Broadband Network	7	2	0
National Capital and External Territories	0	0	0
Parliamentary Budget Office	5	0	1
Petitions	12	0	0
Privileges and Members' Interests	7	1	1
Procedure	15	2	1
Public Accounts and Audit	12	3	6
Publications	8	0	8
Public Works	27	4	5
Regional Australia	39	0	1
Selection	35	0	26
Social Policy and Legal Affairs	17	2	2
Treaties	17	3	4

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 of the Forty-second and Forty-third Parliaments in 2010–11.

Scrutiny committees, Forty-second Parliament, 2010–11

Committee	Reports	Lapsed inquiries at prorogation 19 July 2010
Aboriginal and Torres Strait Islander Affairs, Standing Committee on	Nil	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 ^a	Nil	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 ^a	Nil	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	Nil	Nil
Communications, Standing Committee on	Nil	Nil
Corporations and Financial Services, Parliamentary Joint Statutory Committee on ^a	Nil	Nil
Cyber-Safety, Joint Select Committee on	Nil	Inquiry into cyber-safety (reference received 15 March 2010)
Economics, Standing Committee on	Nil	Review of the Reserve Bank Annual Report 2009 (reference adopted 30 October 2009)
Education and Training, Standing Committee on	Nil	Inquiry into school libraries and teacher librarians in Australian schools (reference received 10 March 2010)
Electoral Matters, Joint Standing Committee on	Nil	Inquiry into allegations of irregularities in the recent South Australian state election (reference received 13 May 2010)
Employment and Workplace Relations, Standing Committee on	Nil	Inquiry into regional skills relocation (reference received 17 February 2010)

Committee	Reports	Lapsed inquiries at prorogation 19 July 2010
Family, Community, Housing and Youth, Standing Committee on	<i>Avoid the harm—stay calm: Report on the inquiry into the impact of violence on young Australians</i> Presented: 7 July 2010 PP: 182/2010	Nil
Foreign Affairs, Defence and Trade, Joint Standing Committee on	<i>Review of the Defence Annual Report 2008–2009</i> Presented: 2 July 2010 PP: 184/2010	Inquiry into Australia's relationship with the countries of Africa (reference received 21 October 2009) 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>Roundtable forum on burns prevention</i> Presented: 16 July 2010 PP: 183/2010	Roundtable forum on youth suicide prevention (reference adopted 25 November 2009)
Industry, Science and Innovation, Standing Committee on	Nil	Nil
Infrastructure, Transport, Regional Development and Local Government, Standing Committee on	Nil	Inquiry into smart infrastructure (reference received 20 November 2009)
Intelligence and Security, Parliamentary Joint Committee on	Nil	Nil
Legal and Constitutional Affairs, Standing Committee on	Nil	Nil
Migration, Joint Standing Committee on	Nil	Nil
National Capital and External Territories, Joint Standing Committee on the	Nil	Nil
Primary Industries and Resources, Standing Committee on	Nil	Nil
Public Accounts and Audit, Joint Committee of	Nil	Review of Auditor-General's Reports Nos. 21 to 38 (2009/2010) (reference adopted 26 May 2010) Review of Auditor-General's Reports Nos. 4 to 21 (2009/2010) (reference adopted 3 February 2010) Inquiry into the Auditor-General Act 1997 (reference adopted 25 February 2009)

Committee	Reports	Lapsed inquiries at prorogation 19 July 2010
Public Accounts and Audit, Joint Committee of		<p>Annual public hearing on the Defence Major Projects Report (reference adopted 12 November 2008)</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 3/2010: Extension of scope to the Australian SKA Pathfinder Telescope and the Pawsey High Performance Computing Centre for SKA Science</i> Presented: 12 July 2010 PP: 186/2010</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> <p>Proposed development and construction of housing for Defence at Largs North (Bayriver), Port Adelaide, South Australia (reference received 27 May 2010)</p> <p>HMAS Penguin and Pittwater Annexe Redevelopment, Mosman and Clareville, NSW (reference received 3 June 2010)</p>
Treaties, Joint Standing Committee on	<p><i>Report 113: Treaty tabled on 12 May 2010</i> Presented: 19 July 2010 PP: 185/2010</p>	<p>Treaties tabled on 12 May 2010 (reference received 21 May 2010)</p> <p>Treaties tabled on 15 and 16 June 2010 (reference received 15 and 16 June 2010)</p> <p>Treaties tabled on 21, 22 and 24 June 2010 (reference received 21, 22 and 24 June 2010)</p>

a Joint committees supported by the Department of the Senate.

Scrutiny committees, Forty-third Parliament, 2010–11

Committee	Reports	Inquiries active at 30 June 2011
Aboriginal and Torres Strait Islander Affairs, Standing Committee on	<i>Doing time—time for doing: Indigenous youth in the criminal justice system</i> Presented: 20 June 2011 PP: 145/2011	Nil
Agriculture, Resources, Fisheries and Forestry, Standing Committee on	<i>Advisory report on the Offshore Petroleum and Greenhouse Gas Storage Amendment (National Regulator) Bill 2011 and related Bills</i> Presented: 27 June 2011 PP: 174/2011	Inquiry into the Australian forestry industry (reference received 7 February 2011)
Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on the ^a	<i>Examination of the Annual Report of the Integrity Commissioner 2009–10</i> Presented: 23 March 2011 PP: 60/2011	Inquiry into the operation of the <i>Law Enforcement Integrity Commissioner Act 2006</i> (reference adopted 14 May 2009)
Australia's Immigration Detention Network, Joint Select Committee on ^a	Nil	Inquiry into Australia's Immigration Detention Network, including its management, resourcing, potential expansion, possible alternative solutions, the government's detention values, and the effect of detention on detainees (reference adopted 16 June 2011)
Christmas Island Tragedy, Joint Select Committee on the ^a	<i>Joint Select Committee on the Christmas Island Tragedy of 15 December 2010—Report</i> Presented: 29 June 2011 PP: 165/2011	Nil
Climate Change, Environment and the Arts, Standing Committee on	<i>Advisory report on Bills referred 24 March 2011</i> Presented: 23 May 2011 PP: 115/2011	Inquiry into Australia's biodiversity in a changing climate (reference adopted 2 June 2011)
Corporations and Financial Services, Parliamentary Joint Statutory Committee on ^a	<i>Statutory oversight of the Australian Securities and Investments Commission</i> Presented: 28 February 2011 PP: 37/2011 <i>Report on the 2009–10 annual reports of bodies established under the ASIC Act</i> Presented: 28 February 2011 PP: 39/2011 <i>Access for small and medium business to finance</i> Presented: 28 April 2011 PP: 113/2011 <i>Statutory oversight of the Australian Securities and Investments Commission</i> Presented: 23 May 2011 PP: 114/2011	Inquiry into the collapse of Trio Capital and any other related matters (reference adopted 23 June 2011)

Committee	Reports	Inquiries active at 30 June 2011
Cyber-Safety, Joint Select Committee on	<p><i>High-wire act: Cyber-safety and the young (interim report)</i> Presented: 20 June 2011 PP: 146/2011</p>	<p>Inquiry into cyber-safety (reference received 30 September 2010) Review of Cybercrime Legislation Amendment Bill 2011 (reference received 23 June 2011)</p>
Economics, Standing Committee on	<p><i>Advisory report on the Competition and Consumer (Price Signalling) Amendment Bill 2010 and the Competition and Consumer Amendment Bill (No. 1) 2011</i> Presented: 22 June 2011 PP: 152/2011</p> <p><i>Advisory report on the National Consumer Credit Protection Amendment (Home Loans and Credit Cards) Bill 2011</i> Presented: 15 June 2011 PP: 138/2011</p> <p><i>Review of the Reserve Bank Annual Report 2010 (second report)</i> Presented: 23 May 2011 PP: 112/2011</p> <p><i>Advisory report on the Taxation of Alternative Fuels Bills 2011</i> Presented: 1 June 2011 PP: 127/2011</p> <p><i>Inquiry into Indigenous economic development in Queensland and advisory report on the Wild Rivers (Environmental Management) Bill 2010</i> Presented: 12 May 2011 PP: 108/2011</p> <p><i>Review of the Reserve Bank Annual Report 2010 (first report)</i> Presented: 28 February 2011 PP: 56/2011</p> <p><i>Inquiry into the Income Tax Rates Amendment (Temporary Flood Reconstruction Levy) Bill 2011; and the Tax Laws Amendment (Temporary Flood Reconstruction Levy) Bill 2011</i> Presented: 21 February 2011 PP: 54/2011</p>	<p>Review of the Reserve Bank Annual Report 2010</p>

Committee	Reports	Inquiries active at 30 June 2011
Education and Employment, Standing Committee on	<p><i>School libraries and teacher librarians in 21st century Australia</i> Presented: 23 May 2011 PP: 111/2011</p> <p><i>Advisory report on the Social Security Legislation Amendment (Job Seeker Compliance) Bill 2011</i> Presented: 11 May 2011 PP: 104/2011</p> <p><i>Advisory report on the Higher Education Legislation Amendment (Student Services and Amenities) Bill 2011</i> Presented: 15 November 2010 PP: 333/2010</p>	<p>Inquiry into mental health and workforce participation (reference adopted 3 March 2011)</p> <p>Inquiry into the Schools Assistance Amendment Bill 2011 (reference received 23 June 2011)</p>
Electoral Matters, Joint Standing Committee on	Nil	<p>Inquiry into the funding of political parties and election campaigns (reference received 12 May 2011)</p> <p>Inquiry into the 2010 federal election (reference received 23 November 2010)</p>
Foreign Affairs, Defence and Trade, Joint Standing Committee on	<p><i>Inquiry into Australia's relationship with the countries of Africa</i> Presented: 23 June 2011 PP: 181/2011</p>	<p>Inquiry into Australia's human rights dialogues with China and Vietnam (reference received 25 June 2011)</p> <p>Inquiry into Australia's trade and investment relationship with Japan and the Republic of Korea (reference received 21 April 2011)</p> <p>Review of the Defence Annual Report 2009–2010 (reference received 24 November 2010)</p> <p>Inquiry into Australia's trade and investment relations with Asia, the Pacific and Latin America (reference received 4 June 2008)</p>
Gambling Reform, Joint Select Committee on ^a	<p><i>First report: The design and implementation of a mandatory pre-commitment system for electronic gaming machines</i> Presented: 6 May 2011 PP: 85/2011</p>	<p>Interactive and online gambling and gambling advertising (reference received 28 October 2010)</p> <p>Interactive Gambling and Broadcasting Amendment (Online Transactions and Other Measures) Bill 2011 (reference received 20 June 2011)</p> <p>Poker Machine Harm Reduction Tax (Administration) Bill 2008 (reference received 28 October 2010)</p> <p>Poker Machine (Reduced Losses—Interim Measures) Bill 2010 (reference received 28 October 2010)</p>

Committee	Reports	Inquiries active at 30 June 2011
Health and Ageing, Standing Committee on	<p><i>Advisory report on the National Health Reform Amendment (National Health Performance Authority) Bill 2011</i> Presented: 22 March 2011 PP: 73/2011</p>	<p>Inquiry into early intervention programs aimed at preventing youth suicide (reference adopted 25 November 2009; re-adopted in Forty-third Parliament 16 November 2010)</p> <p>Inquiry into registration processes and support for overseas trained doctors (reference received 23 November 2010)</p>
Infrastructure and Communications, Standing Committee on	<p>Nil</p>	<p>Inquiry into smart infrastructure (reference adopted 23 February 2011)</p> <p>Inquiry into the role and potential of the National Broadband Network (reference adopted 7 December 2010)</p> <p>Inquiry into the ratio of cabin crew members on aircraft (reference adopted 2 March 2011)</p> <p>Inquiry into the Navigation Amendment Bill 2011 (reference received 26 May 2011)</p>
Intelligence and Security, Parliamentary Joint Committee on	<p><i>Annual report of committee activities 2009–2010</i> Presented: 20 June 2011 PP: 144/2011</p>	<p>Review of Administration and Expenditure No. 9 (2009–2010)—Australian Intelligence Agencies (under section 102.1A of the <i>Criminal Code Act 1995</i>)</p> <p>Review of the listing of Al-Qa'ida in the Arabian Peninsula (AQAP) and the re-listing of six terrorist organisations (under section 102.1A of the <i>Criminal Code Act 1995</i>)</p>
Law Enforcement, Parliamentary Joint Committee on ^a	<p><i>Inquiry into the adequacy of aviation and maritime security measures to combat serious and organised crime</i> Presented: 16 June 2011 PP: 132/2011</p>	<p>Nil</p>
Migration, Joint Standing Committee on	<p>Nil</p>	<p>Inquiry into multiculturalism in Australia (reference received 9 February 2011)</p>
National Broadband Network, Joint Committee on the	<p>Nil</p>	<p>Review of the rollout of the National Broadband Network (reference received 21 April 2011)</p> <p>Telecommunications Legislation Amendment (Fibre Deployment) Bill 2011 (reference received 12 May 2011)</p>

Committee	Reports	Inquiries active at 30 June 2011
National Capital and External Territories, Joint Standing Committee on the	Nil	Nil
Parliamentary Budget Office, Joint Select Committee on the	<i>Inquiry into the proposed Parliamentary Budget Office</i> Presented: 23 March 2011 PP: 69/2011	Nil
Public Accounts and Audit, Joint Committee of	<i>Review of the 2009–10 Defence Major Projects Report</i> Presented: 11 May 2011 <i>Report 421—Inquiry into the role of the Auditor-General in scrutinising government advertising campaigns</i> Presented: 3 March 2011 PP: 63/2011 <i>Report 420—Annual Report 2010–2011</i> Presented: 10 February 2011 PP: 25/2011 <i>Report 419—Inquiry into the Auditor-General Act 1997</i> Presented: 22 December 2010 PP: 25/2011 <i>Report 418: Review of Auditor-General's reports tabled between 4 August and 18 December 2009</i> Presented: 22 December 2010 PP: 24/2011	Review of Auditor-General's Reports Nos. 39 (2009/10) to 15 (2010/11) (reference adopted 24 November 2010) Biannual public hearing with the Commissioner of Taxation (reference adopted 4 March 2011) Review of Auditor-General's Reports Nos. 16–46 2010/11 (reference adopted 22 June 2011) Inquiry into national funding agreements (reference adopted 9 February 2011)
Public Works, Parliamentary Standing Committee on	<i>Report 4/2010—Referrals made in October 2010</i> Presented: 23 November 2010 PP: 328/2010 <i>Report 1/2011—Referrals made in October and November 2010</i> Presented: 22 February 2011 PP: 49/2011 <i>Report 2/2011—Referrals made in November 2010</i> Presented: 22 March 2011 PP: 66/2011 <i>Seventy-fourth annual report</i> Presented: 22 March 2011 PP: 65/2011 <i>Report 3/2011—Referrals made February to March 2011</i> Presented: 20 June 2011 PP: 143/2011	Proposed fit out of new leased premises for the Human Services portfolio at Greenway, Australian Capital Territory (reference received 12 May 2011) Proposed fit-out of new leased premises for the Australian Taxation Office at the site known as 55 Elizabeth Street, Brisbane, Queensland (reference received 2 June 2011) Proposed contamination remediation works, former fire training area, RAAF Base Williams, Point Cook, Victoria (reference received 16 June 2011) Proposed specific nutritional capability project for Defence Science and Technology Organisation at Scottsdale, Tasmania (reference received 16 June 2011)

Committee	Reports	Inquiries active at 30 June 2011
Regional Australia, Standing Committee on	<i>Of drought and flooding rains: Inquiry into the impact of the Guide to the Murray–Darling Basin Plan</i> Presented: 2 June 2011 PP: 135/2011	Nil
Social Policy and Legal Affairs, Standing Committee on	<i>Inquiry into the Family Assistance and Other Legislation Amendment Bill 2011</i> Presented: 12 May 2011 PP: 107/2011 <i>Inquiry into the Family Assistance and Other Legislation Amendment Bill 2011</i> Presented: 14 June 2011 PP: 107/2011	Inquiry into the regulation of billboard and outdoor advertising (reference received 14 December 2010) Inquiry into the operation of the insurance industry during disaster events (reference received 2 June 2010)
Treaties, Joint Standing Committee on	<i>Report 117: Treaties tabled on 9 and 10 February, and 1 March 2011</i> Presented: 14 June 2011 PP: 137/2011 <i>Report 116: Treaties tabled on 24 and 25 November 2010, 9 February and 1 March 2011 and treaties referred on 16 November 2010 (part 3)</i> Presented: 11 May 2011 PP: 105/2011 <i>Report 115: Treaties tabled on 28 October and 24 November 2010 and treaties referred on 16 November 2010 (part 2)</i> Presented: 21 March 2011 PP: 64/2011 <i>Report 114: Treaties referred on 16 November 2010 (part 1)</i> Presented: 3 December 2010 PP: 45/2011	Treaty tabled on 23 March 2011 (reference received 23 March 2011) Treaty tabled on 11 May 2011 (reference received 11 May 2011)

a Joint committees supported by the Department of the Senate.

Internal committees, Forty-second Parliament, 2010–11

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 usually meets with the equivalent Senate committee as the Joint Library Committee, serviced by the Department of Parliamentary Services.	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.	None
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.	Inquiry into whether there had been improper interference with the Member for Ryan (reference received 3 June 2010) Inquiry into the use of mobile devices during proceedings (reference received 18 March 2010)
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	Inquiry into the maintenance of the standing orders (reference adopted 13 March 2008) Inquiry into the conduct of the House (reference adopted 29 May 2008)
Publications, Parliamentary Joint Committee on	The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of papers presented to parliament.	None

Internal committees, Forty-third Parliament, 2010–11

Committee	Purpose	Reports/inquiries
Appropriations and Administration, Standing Committee on	The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations and Staffing.	<i>Report No. 1: Budget estimates 2011–12 for the Department of the House of Representatives</i> Presented: 12 May 2011 PP: 109/2011
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 usually meets with the equivalent Senate committee as the Joint Library Committee, serviced by the Department of Parliamentary Services.	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.	None
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.	Inquiry into a draft code of conduct for Members of Parliament (reference received 23 November 2010) <i>Report concerning the registration and declaration of members' interests during 2010</i> Presented: 24 February 2011 PP: 51/2011
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	Inquiry into monitoring and review of procedural changes implemented in the Forty-third Parliament (reference adopted 28 October 2010)

Committee	Purpose	Reports/inquiries
Procedure, Standing Committee on		Inquiry into the maintenance of the standing orders (reference adopted 28 October 2010) <i>Interim report No. 1: Monitoring and review of procedural changes implemented in the 43rd Parliament</i> Presented: 23 May 2011 PP: 116/2011
Publications, Parliamentary Joint Committee on	The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of papers presented to parliament.	None
Selection Committee	The committee has been established to determine the program of business for committee and delegation business and private members' business for each sitting Monday, to recommend items of private members' business to be voted on, and to select bills for referral to committees.	The committee released 26 reports.

6 Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2010–11.

Date	Delegation	Country represented
24–31 October 2010	Parliamentary delegation from Argentina	Argentina
14–20 November 2010	Parliamentary delegation from Mongolia	Mongolia
19–26 November 2010	Parliamentary delegation from the European Parliament	European Parliament
27 February – 5 March 2011	Parliamentary delegation from Bhutan	Bhutan
5–11 May 2011	Parliamentary delegation from Malawi	Malawi
21–28 May 2011	Visit by the Secretary-General of the European Parliament	European Parliament
22–28 May 2011	Parliamentary delegation from the Social Services Committee of New Zealand	New Zealand
12–19 June 2011	Parliamentary delegation from Tuvalu	Tuvalu

7 Other incoming parliamentary visits

This appendix contains summary information on other incoming parliamentary visits in 2010–11.

Date	Delegation	Country represented
19 July 2010	HE Dr Bounthavy Sisouphanthong from Laos	Laos
12 August 2010	Mr Norihiko Fujita MP from the House of Representatives of Japan	Japan
2 September 2010	Committee on Scrutiny and Constitutional Affairs of the Parliament of Norway	Norway
20 September 2010	Academy of Social Sciences of the Tibet Autonomous Region of China	China
30 September 2010	Professor Dr Bostjan Zeks, Minister for Slovenians Abroad	Slovenia
6–7 December 2010	National Assembly of Vietnam	Vietnam
20 December 2010	The Hon Nimal Siripala de Silva	Sri Lanka
6–12 February 2011	Lord Tuiafitu, Speaker and Lord Lasike, Deputy Speaker of Tonga	Tonga
24 February 2011	Congressional delegation from the United States of America	United States
28 February – 1 March 2011	Parliamentary Budget Committee from Germany	Germany
2–3 March 2011	Kuwait/Australia Parliamentary Friendship Group from the National Assembly Kuwait	Kuwait
3 March 2011	Parliamentary delegation from Indonesia	Indonesia
23–24 March 2011	Hon Waheedullah Shahrani, Minister of Mines of Afghanistan	Afghanistan
23–24 May 2011	Parliamentary delegation from Bangladesh	Bangladesh
29 June 2011	Speaker of the House of Representatives of the Autonomous Region of Bougainville	Papua New Guinea

8 Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2010–11.

Date	Event	Delegation members
4–10 July 2010	Parliamentary delegation to Indonesia and Singapore by members of the Senate Standing Committee on Legal and Constitutional Affairs	Senator Trish Crossin <i>Delegation Leader</i> Senator Guy Barnett <i>Deputy Delegation Leader</i> Senator David Feeney Senator Stephen Parry
9–21 July 2010	Parliamentary delegation to Bhutan and Mongolia	Senator Annette Hurley <i>Delegation Leader</i> The Hon David Hawker MP <i>Deputy Delegation Leader</i> The Hon Bob Debus MP Mrs Kay Hull MP
9 September – 12 December 2010	Parliamentary delegation to attend the United Nations General Assembly, New York	Senator Kerry O'Brien Senator Alan Eggleston
10 – 19 September 2010	Parliamentary delegation to attend the 56th Commonwealth Parliamentary Conference, Nairobi, Kenya	Senator the Hon John Hogg <i>President of the Senate and Delegation Leader</i> Senator the Hon Helen Coonan
19–21 September 2010	President of the Senate, Senator the Hon John Hogg visit to Tunisia	Senator the Hon John Hogg <i>President of the Senate</i>
19–26 September 2010	Parliamentary delegation to attend the 31st General Assembly of the ASEAN Inter-Parliamentary Association, Hanoi, Vietnam	Senator the Hon Nick Minchin The Hon John Murphy MP
1–11 October 2010	Parliamentary delegation to attend the 123rd Assembly of the Inter-Parliamentary Union, Geneva, Switzerland and visit to international organisations, Paris, France	Senator Michael Forshaw <i>Delegation Leader</i> Senator the Hon Judith Troeth <i>Deputy Delegation Leader</i> Senator Trish Crossin Mr Patrick Secker MP
11–21 January 2011	Speaker of the House of Representatives, Mr Harry Jenkins MP visit to the United Kingdom, France and the Netherlands	Mr Harry Jenkins MP <i>Speaker of the House of Representatives</i>
23–27 January 2011	Parliamentary delegation to attend the 19th Asia Pacific Parliamentary Forum, Ulaanbaatar, Mongolia	Mr Harry Jenkins MP <i>Speaker of the House of Representatives and Delegation Leader</i> Senator Anne McEwen The Hon John Murphy MP

Date	Event	Delegation members
6–11 March 2011	Committee exchange to New Zealand by the House of Representatives Standing Committee on Aboriginal and Torres Strait Islander Affairs to New Zealand	Mr Shayne Neumann MP <i>Delegation Leader</i> The Hon Dr Sharman Stone MP <i>Deputy Delegation Leader</i> Mr Barry Haase MP Mr Graham Perrett MP
2–16 April 2011	Parliamentary delegation to Denmark, Sweden and Greece	Senator the Hon John Hogg <i>President of the Senate and Delegation Leader</i> Mr Barry Haase MP Senator Judith Adams Mr Laurie Ferguson MP Senator Sarah Hanson-Young Senator Dana Wortley
4–23 April 2011	Parliamentary delegation to attend the 124th Assembly of the Inter-Parliamentary Union, Panama and visit to Brazil	Mr Harry Jenkins MP <i>Speaker of the House of Representatives and Delegation Leader</i> Senator the Hon Judith Troeth The Hon Dick Adams MP Mr Patrick Secker MP Senator the Hon Ursula Stephens
4–18 April 2011	Parliamentary delegation to South Africa, Zimbabwe, Ghana and Ethiopia by members of the Joint Standing Committee on Foreign Affairs, Defence and Trade	The Hon Joel Fitzgibbon MP <i>Delegation Leader</i> The Hon Philip Ruddock MP <i>Deputy Delegation Leader</i> Senator Mark Bishop The Hon Alan Griffin MP Senator Claire Moore The Hon Dr Sharman Stone MP Senator Russell Trood
14–27 April 2011	President of the Senate, Senator the Hon John Hogg visit to the United Kingdom, Belgium, the Netherlands and Turkey	Senator the Hon John Hogg <i>President of the Senate</i>
14–21 May 2011	Speaker of the House of Representatives, Mr Harry Jenkins MP visit to Japan and the Republic of Korea	Mr Harry Jenkins MP <i>Speaker of the House of Representatives</i>
29 May – 4 June 2011	President of the Senate, Senator the Hon John Hogg visit to New Zealand, Singapore and Tonga	Senator the Hon John Hogg <i>President of the Senate</i>
6–10 June 2011	Committee exchange to New Zealand by the Senate Standing Committee on Rural Affairs and Transport	Senator Glenn Sterle <i>Delegation Leader</i> Senator Chris Back Senator the Hon Richard Colbeck Senator Kerry O'Brien

9 Parliamentary staff and other visits

This appendix contains summary information on parliamentary staff and other visits in 2010–11.

Date	Visit	Country represented
24 November – 2 December 2010	Centre for Democratic Institutions, Women in Parliament Training Course	Various
13–25 March 2011	Inter-Parliamentary Study Program	Argentina, Australia (Western Australia), China, Ghana, India, Malaysia, Namibia, Tonga and Tuvalu

10 Publications

This appendix contains summary information on Department of the House of Representatives publications in 2010–11.

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><i>The Speaker of the House of Representatives, second edition</i> An illustrated history of the office, role and duties of the Speaker, April 2008</p>
	<p><i>About the House</i> Magazine containing news of the House and its members; one issue was produced during the year</p>
	<p><i>A House for the Nation</i> History project including CD-ROM, documentary and study guide on 100 years of Australia's House of Representatives (1901–2001)</p>
	<p>Committee Office pamphlets:</p> <ul style="list-style-type: none"> ▶ <i>Appearing at a Public Hearing: Notes to help those appearing as a witness at a parliamentary committee hearing</i>, April 2011 ▶ <i>Making a Submission: Notes to help those intending to make a submission to a parliamentary committee inquiry</i>, April 2011 ▶ <i>Dealing with Parliamentary Committees</i>, April 2011 ▶ <i>Committee Support Standards</i>, April 2011 ▶ <i>Public hearings schedule</i>, revised weekly
	<p><i>House of Representatives Guide to Procedures, fourth edition</i> A concise introduction to the procedures of the House of Representatives, October 2010</p>
	<p><i>House of Representatives Facts and Figures: Forty-third Parliament</i> A document produced primarily for use by Parliament House visitors' guides, November 2010</p>
	<p>House of Representatives infosheets</p> <ol style="list-style-type: none"> 1 <i>Questions</i>, October 2010 2 <i>A typical sitting day</i>, October 2010 3 <i>The Speaker</i>, October 2010 4 <i>Committees</i>, October 2010 5 <i>Parliamentary privilege</i>, October 2010 6 <i>Opportunities for private Members</i>, October 2010 7 <i>Making laws</i>, October 2010 8 <i>Elections for the House of Representatives</i>, October 2010 9 <i>A new Parliament</i>, October 2010 10 <i>The Budget and financial legislation</i>, October 2010 11 <i>Petitions</i>, October 2010 12 <i>Finding out about the House</i>, October 2010 13 <i>The Constitution</i>, October 2010

Type	Title
Publications directly related to the work of the House and its committees	14 <i>Making decisions: debate and division</i> , October 2010
	15 <i>The work of a Member of Parliament</i> , October 2010
	16 <i>The Main Committee</i> , October 2010
	17 <i>Citizens' right of reply</i> , October 2010
	18 <i>Double dissolution</i> , October 2010
	19 <i>The House, Government and Opposition</i> , October 2010
	20 <i>The Australian system of government</i> , October 2010
	21 <i>The Clerk and other officials</i> , October 2010
	House of Representatives Practice , fifth edition The official authority for issues of practice and procedure, 2005
	Images of the House A pictorial record of the people and events that shaped the House from 1901 to 2001, June 2002
	Members' guides
	▶ <i>Members' Guide to Private Members' Bills and Amendments</i> , October 2010
	▶ <i>Members' Guide to Presenting a Petition</i> , October 2010
	▶ <i>Members' Guide to Raising a Matter for Debate</i> , October 2010
	Members' Handbook A guide to services and facilities for members of the House of Representatives, 2010
	Standing and Sessional Orders of the House of Representatives The permanent rules of procedure, as at 20 October 2010 Amendments to the Standing and Sessional Orders issued in September and October 2010
	Work of the Session A summary of the business of the House and its committees, published after each period of sittings, being this year: Forty-third Parliament, Spring sittings 2010
	Working with Parliamentary Committees , October 2010
	▶ <i>A guide for Committee Chairs</i>
	▶ <i>A guide for Members</i>
	▶ <i>A guide for Members' Staff</i>
Publications of an administrative nature	Department of the House of Representatives annual report 2009–10 The annual report on the operations of the department, presented to the House pursuant to the <i>Parliamentary Service Act 1999</i>
	Department of the House of Representatives Certified Agreement 2011–12
	Department of the House of Representatives Corporate Plan 2010–13
	Department of the House of Representatives Portfolio Budget Statements 2011–12
	Department of the House of Representatives Service Charter: Community Service Standards , May 2002

11 Staffing statistics

This appendix contains summary information on the Department of the House of Representatives staffing in 2010–11.

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 2011. 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 June 2008, 2009, 2010 and 2011

Location	2008	2009	2010	2011
Executive	5	5	5	5
Executive support/project staff	6	6	5	6
Table Office	14	15 ^b	12	13
Chamber Research Office	8	8	8	9
International and Community Relations Office				11 ^f
Parliamentary Relations Office	8	7	7	–
Liaison and Projects Office	5	6	5	–
Committee Office	61	63	64	63
Serjeant-at-Arms' Office	18 ^a	14 ^c	22 ^e	18 ^g
Finance Office	6	6	6	6
Information Systems and Publishing Office	18 ^b	15 ^d	14 ^b	15 ^b
People Strategies Office	5	5	10	12
Total	154	150	158	158
Staff of Speaker, Deputy Speaker and Second Deputy Speaker	5			

a Includes nine sessional staff.

b Includes two sessional staff.

c Includes five sessional staff.

d Includes one sessional staff.

e Includes 13 sessional staff.

f The Parliamentary Relations Office and Liaison and Projects Office were amalgamated, with effect from 1 October 2010, to form the International and Community Relations Office.

g Includes 10 sessional staff.

Non-ongoing staff (excluding sessional staff), by location, as at 30 June 2011

Location	Staff
Executive	—
Executive support/project staff	—
Table Office	—
Chamber Research Office	2
International and Community Relations Office	1
Committee Office	5
Serjeant-at-Arms' Office	—
Finance Office	2
Information Systems and Publishing Office	1
People Strategies Office	2
Total	13

Separations

The reasons for staff separating from the department, with comparative figures for 2008–09 and 2009–10, are detailed below.

Separations, 2008–09, 2009–10 and 2010–11

Location	2008–09	2009–10	2010–11
Transfer/promotion to another Commonwealth agency	7	4	5
Resignation	1	5	3
Medical incapacity	—	—	1
Retirement	3	4	1
Cessation of non-ongoing employment	15	15	13
Voluntary retrenchment	2	2	3
Death	—	—	1
Totals	28	30	27

Staff by classification and equal employment opportunity group, as at 30 June 2011

	Executive ^a	Parliamentary Service Levels 4–6	Parliamentary service Levels 1–3	Totals
Female	33	47	14	94
Male	31	22	11	64
Sub-totals	64	69	25	158
Aboriginal and Torres Strait Islander	0 (0%)	0 (0%)	1 (4%)	1 (0.6%)
Non-English-speaking background	3 (4.7%)	6 (8.7%)	3 (12%)	12 (7.6%)
People with disability	1 (1.6%)	3 (4.3%)	1 (4%)	5 (3.2%)

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

12 Members' survey 2011

A members' survey was carried out by the Department of the House of Representatives in May–June 2011 to identify levels of satisfaction with services provided by the department. The survey was identical to last year's survey. 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 24 respondents completed the survey (80 per cent) and five 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 unanimously 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 2010 survey, in brackets). The result is an overwhelming endorsement of the quality of service provided by the department, with a 98 per cent satisfaction rate overall. The overall 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. Fourteen of the members responding stated that they were satisfied with the service, compared with ten last year. The remainder stated that they had not used the service.

In relation to the not satisfied responses, detailed comments provided by members in the survey indicated that they had some difficulty distinguishing between the services provided to members by the department and those provided by other departments.

In relation to suggestions for change, there was encouragement to continue and improve good service provision.

Members' satisfaction levels with departmental services (figures in brackets are from the 2010 survey, which had 18 respondents)

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	16 (7)	7 (9)	– (2)	– (–)
Advice and services received from other staff in relation to Chamber and Main Committee duties	15 (5)	7 (10)	1 (3)	– (–)
Quality and availability of procedural and statistical publications and support in obtaining such information	7 (4)	13 (8)	3 (6)	– (–)
Procedural advice, research, analytical drafting and administrative support services in relation to committee inquiries and publication of the final report	11 (5)	7 (5)	3 (7)	– (–)
Rating of the House of Representatives magazine <i>About the House</i>	7 (1)	9 (9)	8 (6)	– (–)
Advice and support received in relation to overseas parliamentary delegation visits	5 (3)	3 (3)	1 (8)	– (–)
Services in relation to pay entitlements supplied by the department	6 (3)	8 (5)	7 (10)	3 (–)
Services provided by the Serjeant-at-Arms' Office	12 (3)	7 (9)	2 (6)	2 (–)
Information on members' home pages on the Parliament of Australia website	7 (1)	5 (7)	11 (9)	– (–)

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 2011.

Office holders and Senior Executive officers		
Speaker of the House of Representatives, Mr Harry Jenkins MP		
Parliament House	Phone (02) 6277 4000	Fax (02) 6277 2050
Electorate office	Phone (03) 9467 8055	Fax (03) 9467 1407
		Email HarryJenkins.MP@aph.gov.au
Deputy Speaker, the Hon Peter Slipper MP		
Parliament House	Phone (02) 6277 4975	Fax (02) 6277 8514
Electorate office	Phone (07) 5444 4888	Fax (07) 5452 6655
		Email Peter.Slipper.MP@aph.gov.au
Second Deputy Speaker, the Hon Bruce Scott MP		
Parliament House	Phone (02) 6277 4949	Fax (02) 6277 8421
Electorate office	Phone (07) 4662 2715	Fax (07) 4662 5149
		Email Bruce.Scott.MP@aph.gov.au
Clerk of the House, Mr Bernard Wright		
Phone (02) 6277 4111	Fax (02) 6277 2006	Email Clerk.Reps@aph.gov.au
Deputy Clerk, Mr David Elder		
Phone (02) 6277 4222	Fax (02) 6277 2006	Email David.Elder.Reps@aph.gov.au
Clerk Assistant (Table), Ms Claressa Surtees		
Phone (02) 6277 4777	Fax (02) 6277 4517	Email Claressa.Surtees.Reps@aph.gov.au
Clerk Assistant (Committees), Ms Joanne Towner		
Phone (02) 6277 4399	Fax (02) 6277 4034	Email Joanne.Towner.Reps@aph.gov.au
Serjeant-at-Arms, Ms Robyn McClelland		
Phone (02) 6277 4444	Fax (02) 6277 2006	Email Robyn.McClelland.Reps@aph.gov.au

Note: Details were correct as at 30 June 2011.

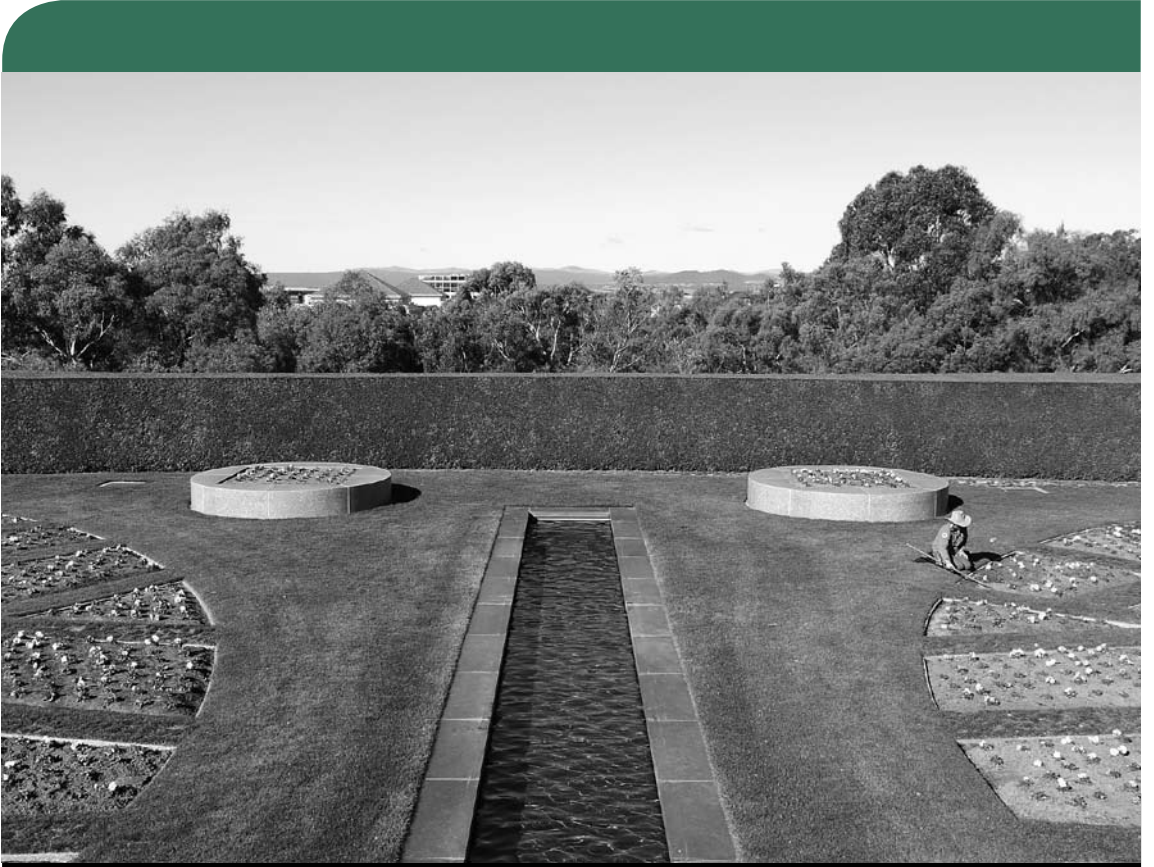
Departmental addresses	
Department of the House of Representatives	www.aph.gov.au/house
PO Box 6021 Parliament House Canberra ACT 2600	

14 List of requirements



Part of report	Description	Requirement	Page numbers
	Letter of transmittal	Mandatory	iii
	Table of contents	Mandatory	v
	Index	Mandatory	143
	Glossary	Mandatory	142
	Contact officer(s)	Mandatory	ii
	Internet home page address and Internet address for report	Mandatory	ii
Review by Clerk	Review by Clerk	Mandatory	2–6
	Summary of significant issues and developments	Suggested	2–6
	Overview of department's performance and financial results	Suggested	2–6
	Outlook for following year	Suggested	6
	Significant issues and developments – portfolio	Portfolio departments – suggested	Not applicable
Departmental overview	Overview description of department	Mandatory	7–11
	Role and functions	Mandatory	7
	Organisational structure	Mandatory	7–8
	Outcome and program structure	Mandatory	7–10
	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	14–47
	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	66–70
	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	14–47
	Trend information	Mandatory	11, 15, 16, 18, 19, 21, 29, 35, 56, 74
	Performance of purchaser–provider arrangements	If applicable, suggested	53

Part of report	Description	Requirement	Page numbers
	Significant changes in nature of principal functions/services	Suggested	None to report
	Factors, events or trends influencing departmental performance	Suggested	17
	Contribution of risk management in achieving objectives	Suggested	52–3
	Social inclusion outcomes	If applicable, mandatory	53
	Performance against service charter customer service standards, complaints data, and the department's response to complaints	If applicable, mandatory	53, 98
	Discussion and analysis of the department's financial performance	Mandatory	11
	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	71–2
	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	11
Management and accountability			
Corporate governance	Certification that the agency complies with the Commonwealth Fraud Control Guidelines	Mandatory	iii
	Statement of the main corporate governance practices in place	Mandatory	50–3
	Names of the senior executive and their responsibilities	Suggested	10, 50
	Senior management committees and their roles	Suggested	51
	Corporate and operational planning and associated performance reporting and review	Suggested	51–2
	Approach adopted to identifying areas of significant financial or operational risk	Suggested	52–3
	Policy and practices on the establishment and maintenance of appropriate ethical standards	Suggested	50
	How nature and amount of remuneration for SES officers is determined	Suggested	59–60
External scrutiny	Significant developments in external scrutiny	Mandatory	54
	Judicial decisions and decisions of administrative tribunals	Mandatory	54
	Reports by the Auditor-General, a parliamentary committee or the Commonwealth Ombudsman	Mandatory	54
Management of human resources	Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	Mandatory	55–60
	Workforce planning, staff turnover and retention	Suggested	56–7

Part of report	Description	Requirement	Page numbers
	Impact and features of enterprise or collective agreements, individual flexibility arrangements (IFAs), determinations, common law contracts and AWAs	Suggested	59
	Training and development undertaken and its impact	Suggested	58–9
	Occupational health and safety performance	Suggested	60
	Productivity gains	Suggested	59
	Statistics on staffing	Mandatory	96–7
	Enterprise or collective agreements, IFAs, determinations, common law contracts and AWAs	Mandatory	59
	Performance pay	Mandatory	None to report
Assets management	Assessment of effectiveness of assets management	If applicable, mandatory	61
Purchasing	Assessment of purchasing against core policies and principles	Mandatory	61
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	61
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 AusTender	Mandatory	None to report
Financial statements	Financial statements	Mandatory	103–41
Other mandatory information	Occupational health and safety (section 74 of the <i>Occupational Health and Safety Act 1991</i>)	Mandatory	60
	Freedom of information for the period 1 July 2010 to 30 April 2011 inclusive (see terms of subsection 8(1) of the <i>Freedom of Information Act 1982</i> as it existed prior to 1 May 2011)	Mandatory	54
	Advertising and market research (section 311A of the <i>Commonwealth Electoral Act 1918</i>) and statement on advertising campaigns	Mandatory	62
	Ecologically sustainable development and environmental performance (section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	Mandatory	63
	Grant programs	Mandatory	62
	Disability reporting – explicit and transparent reference to agency-level information available through other reporting mechanisms	Mandatory	55
	Correction of material errors in previous annual report	If applicable, mandatory	None to report
	List of requirements	Mandatory	100



Financial statements



INDEPENDENT AUDITOR'S REPORT

To the Speaker of the House of Representatives

Report on the Financial Statements

I have audited the accompanying financial statements of the Department of the House of Representatives for the year ended 30 June 2011, which comprise: a Statement by 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; and Notes comprising 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 of financial statements that give a true and fair view in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards, and for such internal control as the Clerk of the House determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

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 about 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 Representative's preparation of the financial statements that give a true and fair view 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 Representative's internal control. An audit also includes evaluating the appropriateness of the 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.

GPO Box 707 CANBERRA ACT 2601
19 National Circuit BARTON ACT 2600
Phone (02) 6203 7309 Fax (02) 6203 7777

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

Independence

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

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 Representative's financial position as at 30 June 2011 and of its financial performance and cash flows for the year then ended.

Report on Other Legal and Regulatory Requirements

As described in Note 15 to the financial statements, the Department of the House of Representatives has recently become aware there is an increased risk of a breach of section 83 of the Constitution where payments are made from special accounts in circumstances where the payments do not accord with conditions included in the relevant legislation, and has advised that these circumstances will be investigated.

Australian National Audit Office



Ron Wah
Audit Principal

Delegate of the Auditor-General

Canberra
28 September 2011

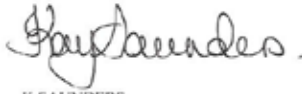
**DEPARTMENT OF THE HOUSE OF REPRESENTATIVES
STATEMENT BY THE CLERK OF THE HOUSE AND CHIEF FINANCIAL OFFICER**

In our opinion, the attached financial statements for the year ended 30 June 2011 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

28 September 2011



K SAUNDERS
Chief Financial Officer

28 September 2011

STATEMENT OF COMPREHENSIVE INCOME
for the period ended 30 June 2011

	Notes	2011 \$'000	2010 \$'000
EXPENSES			
Employee benefits	3A	16,242	15,633
Supplier expenses	3B	7,179	6,784
Depreciation and amortisation	3C	1,165	1,067
Write-down and impairment of assets	3D	3	12
Loss on sale of assets	3E	28	6
Total Expenses		24,617	23,503
LESS:			
OWN SOURCE INCOME			
Own Source Revenue			
Sale of goods and rendering of services	4A	797	414
Other revenue	4B	205	3
Total own source revenue		1,002	417
Gains			
Other gains	4C	3,179	2,706
Total gains		3,179	2,706
Total own source income		4,181	3,123
Net cost of services		20,436	20,380
Revenue from Government	4D	21,087	22,188
Surplus attributable to the Australian Government		651	1,808
OTHER COMPREHENSIVE INCOME			
Changes in asset revaluation reserves		-	1,341
Total comprehensive income		-	1,341
Total comprehensive income attributable to the Australian Government		651	3,149

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

BALANCE SHEET for Not-For-Profit Reporting Entities

as at 30 June 2011

	Notes	2011 \$'000	2010 \$'000
ASSETS			
Financial Assets			
Cash and cash equivalents	5A	158	250
Trade and other receivables	5B	16,281	13,116
Total financial assets		16,439	13,365
Non-Financial Assets			
Property, plant and equipment	6A	4,600	4,669
Intangibles	6C	505	726
Other non-financial assets	6E	86	136
Total non-financial assets		5,191	5,531
Total Assets		21,630	18,896
LIABILITIES			
Payables			
Suppliers	7A	537	198
Other payables	7B	569	323
Total payables		1,106	521
Provisions			
Employee provisions	8	4,536	4,337
Total provisions		4,536	4,337
Total Liabilities		5,642	4,858
Net Assets		15,989	14,038
EQUITY			
Contributed equity		(14,833)	(16,133)
Reserves		12,987	12,987
Retained surplus		17,835	17,184
Total Equity		15,989	14,038

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

STATEMENT OF CHANGES IN EQUITY for Not-For-Profit Reporting Entities
for the period ended 30 June 2011

	Retained earnings		Asset revaluation reserve		Contributed equity/capital		Total equity	
	2011 \$'000	2010 \$'000	2011 \$'000	2010 \$'000	2011 \$'000	2010 \$'000	2011 \$'000	2010 \$'000
Opening balance	17,184	15,376	12,987	11,646	(16,133)	(12,500)	14,038	14,522
Balance carried forward from previous period								
Adjustment for errors	-	-	-	-	-	-	-	-
Adjusted opening balance	17,184	15,376	12,987	11,646	(16,133)	(12,500)	14,038	14,522
Comprehensive income								
Other comprehensive income - Changes in asset revaluation reserve	-	-	-	1,341	-	-	-	1,341
Surplus (Deficit) for the period	651	1,808					651	1,808
Total comprehensive income	651	1,808	-	1,341	-	-	651	3,149
of which:								
Attributable to the Australian Government	651	1,808	-	-	-	-	651	1,808
Transactions with owners								
Distributions to owners								
Returns of capital:								
Other [Appropriation extinguished]	-	-	-	-	-	(3,633)	-	(3,633)
Contributions by Owners								
Equity injection (Departmental Capital Budget)	-	-	-	-	1,300	-	1,300	-
Sub-total transactions with owners	-	-	-	-	1,300	(3,633)	-	(3,633)
Closing balance as at 30 June	17,835	17,184	12,987	12,987	(14,833)	(16,133)	15,989	14,038
Closing balance attributable to the Australian Government	17,835	17,184	12,987	12,987	(14,833)	(16,133)	15,989	14,038

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

CASH FLOW STATEMENT for Not-For-Profit Reporting Entities
for the period ended 30 June 2011

	Notes	2011 \$'000	2010 \$'000
OPERATING ACTIVITIES			
Cash received			
Goods and services		897	343
Appropriations		18,719	20,677
Net GST received		376	409
Other		139	-
Total cash received		<u>20,131</u>	<u>21,429</u>
Cash used			
Employees		15,965	15,438
Suppliers		4,650	4,793
Total cash used		<u>20,615</u>	<u>20,231</u>
Net cash from or (used by) Operating Activities	<u>9</u>	<u>(484)</u>	<u>1,198</u>
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment		89	24
Total cash received		<u>89</u>	<u>24</u>
Cash used			
Purchase of property, plant and equipment		(896)	(1,143)
Purchase of intangibles		(101)	(58)
Total cash used		<u>(997)</u>	<u>(1,201)</u>
Net cash used by investing activities		<u>(908)</u>	<u>(1,177)</u>
FINANCING ACTIVITIES			
Cash received			
Contributed Equity (DCB)		1,300	-
Total cash received		<u>1,300</u>	<u>-</u>
Net cash used by financing activities		<u>1,300</u>	<u>-</u>
Net increase or (decrease) in cash held		<u>(92)</u>	<u>22</u>
Cash and cash equivalents at the beginning of the reporting period		250	228
Cash and cash equivalents at the end of the reporting period	<u>5A</u>	<u>158</u>	<u>250</u>

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

SCHEDULE OF COMMITMENTS for Not-For-Profit Reporting Entities
as at 30 June 2011

BY TYPE	2011 \$'000	2010 \$'000
Commitments receivable		
GST recoverable on commitments	(47)	(18)
Total Commitments receivable	<u>(47)</u>	<u>(18)</u>
Commitments payable		
Capital commitments		
Intangibles ¹	-	-
Infrastructure, Plant & Equipment	11	-
Total capital commitments	<u>11</u>	<u>-</u>
Other commitments		
Operating leases ²	120	93
Other commitments ³	387	94
Total other commitments	<u>507</u>	<u>187</u>
Net commitments by type	<u>471</u>	<u>169</u>
BY MATURITY		
Commitments receivable		
Operating lease income		
One year or less	(8)	(6)
From one to five years	(3)	(3)
Total operating lease income	<u>(11)</u>	<u>(9)</u>
Other commitments receivable		
One year or less	(25)	(7)
From one to five years	(11)	(2)
Total other commitments receivable	<u>(36)</u>	<u>(9)</u>
Commitments payable		
Capital commitments		
One year or less	11	-
From one to five years	-	-
Total capital commitments	<u>11</u>	<u>-</u>
Operating lease commitments		
One year or less	92	60
From one to five years	27	33
Total operating lease commitments	<u>119</u>	<u>93</u>
Other Commitments		
One year or less	266	70
From one to five years	122	24
Total other commitments	<u>388</u>	<u>94</u>
Net commitments by maturity	<u>471</u>	<u>169</u>

NB: Commitments are GST inclusive where relevant.

¹ Department does not have any commitments for intangibles in 2011

² Operating leases are effectively non-cancellable and comprise agreements for the provision of motor vehicles to senior executives and for departmental use.

³ 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 Not-For-Profit Reporting Entities
for the period ended 30 June 2011

The following non-financial non-current assets were added in 2010-11:

	Heritage & cultural \$'000	Other property, plant & equipment \$'000	Intangibles \$'000	Total \$'000
By purchase - appropriation equity	-	896	101	997
By purchase - appropriation ordinary annual services	-	-	-	-
By purchase - other	-	-	-	-
Total additions	-	896	101	997

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

	Heritage & cultural \$'000	Other property, plant & equipment \$'000	Intangibles \$'000	Total \$'000
By purchase - appropriation equity	-	1,143	58	1,201
By purchase - appropriation ordinary annual services	-	-	-	-
By purchase - other	-	-	-	-
Total additions	-	1,143	58	1,201

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 2010; 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 are 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 executor contracts 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 New 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.

The following new standards (including reissued standards)/Interpretations that were issued prior to the signing of the statement by the chief executive and chief financial officer and are applicable to the current reporting period did not have a financial impact, and are not expected to have a future financial impact on the entity.

- AASB 7 *Financial Instruments: Disclosures – June 2010 (Compilation)*
- AASB 8 *Operating Segments – May 2009 (Compilation)*
- AASB 118 *Revenue – May 2009 (Compilation)*
- AASB 121 *The Effects of Changes in Foreign Exchange Rates – June 2010 (Compilation)*
- AASB 132 *Financial Instruments: Presentation – June 2010 (Compilation)*
- AASB 139 *Financial Instruments: Recognition and Measurement – December 2009 (Compilation)*

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, are not expected to have a future impact on the entity.

- AASB 2010-3 *Amendments to Australian Accounting Standards arising from the Annual Improvements Project.*
- AASB 2009-12 *Amendments to Australian Accounting Standards*
- AASB 124 *Related Party Disclosures*
- AASB 2010-4 *Further amendments to Australian Accounting Standards arising from the Annual Accounting Standards - Disclosures on Transfer of Financial Assets.*
- AASB 1054 *Australian Additional Disclosures*
- AASB 2011-3 *Amendments to Australian Accounting Standards - Orderly Adoption of changes to the ABS GFS Manual and Related Amendments*
- AASB 2009-11 *Amendments to Australian Accounting Standards arising from AASB 9*
- AASB 1053 *Application of Tiers of Australian Accounting Standards*
- AASB 2010-2 *Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements*
- AASB 9 *Financial Instruments*
- AASB 2010-7 *Amendments to Australian Accounting Standards arising from AASB (December 2010)*

AASB 2011-4 *Amendments to Australian Accounting Standards to remove Individual Key Management Personnel Disclosure Requirements*

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. Following changes to the Administrative Arrangement Orders (AAO's) in September 2010, the legislation previously administered by the Department of Education, Employment and Workplace Relations was transferred to the Australian Public Service Commission who is now responsible for reporting the administered special item. The other legislation establishing the appropriations pertaining to the payment of members' superannuation and some entitlements is administered by the Department of Finance and Deregulation, who is 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.

1.5 Revenue

Revenue from the sale of goods is recognised when:

- a) the risks and rewards of ownership have been transferred to the buyer;
- b) the department retains no managerial involvement nor effective control over the goods;
- c) the revenue and transaction costs incurred can be reliably measured; and
- d) 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:

- a) the amount of revenue, stage of completion and transaction costs incurred can be reliably measured; and
- b) 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.

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.

Parental Leave Payments Scheme

No amounts were received under the Parental Leave Payments Scheme by the department.

1.6 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 1.7)

Sale of Assets

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

1.7 Transactions with the Government as Owner

Equity Injections

Amounts appropriated which are designated as ‘equity injections’ for a year (less any formal reductions) and Departmental Capital Budgets (DCBs) 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.

1.8 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.

1.9 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.

1.10 Borrowing Costs

All borrowing costs are expensed as incurred.

1.11 Cash

Cash is recognised at its nominal amount. Cash and cash equivalents includes:

- a) cash on hand;
- b) 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;
- c) cash held with outsiders; and
- d) cash in special accounts.

1.12 Financial Assets

The department classifies its financial assets in the following categories:

- a) financial assets as 'at fair value through profit or loss'
- b) held-to-maturity investments',
- c) available-for-sale' financial assets, and
- d) 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 Investments in Associates

The department has no investment in associates.

1.14 Jointly Controlled Entities

The department has no interest in jointly controlled entities.

1.15 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).

1.16 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.

1.17 Financial Guarantee Contracts

The department is not party to any financial guarantee contracts.

1.18 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.

1.19 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:

Asset Class:	Fair Value Measured at:
Property Plant and Equipment ¹	Market Selling Price
Heritage and Cultural Assets	Market Selling Price

¹ 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 2011, 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:

	2011	2010
Plant and equipment ¹	15 years	15 years
Computer equipment	2 to 5 years	2 to 5 years
Furniture and fittings	5 to 50 years	5 to 50 years
Office machines and equipment	5 to 15 years	5 to 15 years

¹ Within this class there is one item with a useful life of 25 years located within the storeroom in the basement.

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 2011. 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.

Heritage and Cultural Assets

The department has the following Heritage and Cultural Assets (with an aggregated fair value of \$323,000) ;

- . 13701-Gold Key 1927 Parliament
- . 13702-Mace - Garrard Engraved Silver
- . 15320-Gold Key 1988 Parliament
- . Yirrkala Bark Petition 14 Aug 1963, Wood Bark 59.1cm X 33.2cm
- . Yirrkala Bark Petition 28 Aug 1963, Wood Bark 49.1cm X 30cm
- . Yirrkala Bark Petition 8 Oct 1968, Wood Bark 59.1cm X 34cm
- . Ritual Stick - Yirrkala People 1976, Wood Feathers 47.1cm X 24.2cm

The department has classified these items as heritage and cultural assets as they are primarily used for purposes which relate to their heritage value and cultural significance.

1.20 Investment Properties

The department has no investment properties..

1.21 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 (2009-10: 3 to 5 years).

All software assets were assessed for indications of impairment as at 30 June 2011.

1.22 Inventories

The department has no inventories.

1.23 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:

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

Competitive Neutrality

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

1.24 Comparative Revisions

Comparative information in Note 3 has been revised where appropriate to enhance comparability. The changes have had no impact on total expenses or the surplus attributable to the Australian Government.

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

	2011	2010
	\$'000	\$'000
<u>Note 3A: Employee benefits</u>		
Wages and salaries	12,309	11,683
Superannuation		
Defined contribution plans	406	323
Defined benefit plans	1,866	1,825
Leave and other entitlements	1,581	1,652
Separation and redundancies	80	150
<i>Total employee benefits</i>	<u>16,242</u>	<u>15,633</u>

Note 3B: Suppliers

Staff Related Services	319	345
Travel	868	1,005
Office Services	4,341	4,331
Communication	1,455	924
Corporate Expenses	40	-
<i>Total goods and services</i>	<u>7,023</u>	<u>6,605</u>

Goods and services

Provision of goods – related entities	28	-
Provision of goods – external entities	912	1,029
Rendering of services – related entities	3,280	2,748
Rendering of services – external entities	2,803	2,828
<i>Total goods and services</i>	<u>7,023</u>	<u>6,605</u>

Other supplier expenses

Operating lease rentals:		
Minimum lease payments	89	71
Workers compensation premiums	67	107
<i>Total other supplier expenses</i>	<u>156</u>	<u>178</u>
<i>Total supplier expenses</i>	<u>7,179</u>	<u>6,784</u>

Note 3C: Depreciation and amortisation

Depreciation:		
Property, plant and equipment	843	725
<i>Total depreciation</i>	<u>843</u>	<u>725</u>
Amortisation:		
Intangibles:		
Computer Software	322	342
<i>Total amortisation</i>	<u>322</u>	<u>342</u>
<i>Total depreciation and amortisation</i>	<u>1,165</u>	<u>1,067</u>

Note 3D: Write-down and impairment of assets

Asset write downs and impairments from

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

Note 3E: Losses from sale of assets

Property, plant and equipment

Proceeds from sale	93	28
Carrying value of assets sold	(117)	(30)
Selling expense	(4)	(4)
<i>Net loss from sale of assets</i>	<u>(28)</u>	<u>(6)</u>

Note 4: Income

	2011	2010
	\$'000	\$'000

OWN-SOURCE REVENUE

Note 4A: Sale of goods and rendering of services

Provision of goods - related entities	7	72
Provision of goods - external parties	<u>18</u>	<u>27</u>
<i>Total sale of goods</i>	<u>25</u>	<u>99</u>
Rendering of services - related entities	<u>739</u>	315
Rendering of services - external parties	<u>33</u>	-
<i>Total rendering of services</i>	<u>772</u>	<u>315</u>
<i>Total sale of goods and rendering of services</i>	<u><u>797</u></u>	<u><u>414</u></u>

Note 4B: Other Revenue

Grants received	137	-
Comcare refunds	<u>68</u>	<u>3</u>
<i>Total other revenue</i>	<u><u>205</u></u>	<u><u>3</u></u>

GAINS

Note 4C: Other gains

Resources received free of charge	3,170	2,695
Other financial income	<u>9</u>	<u>11</u>
<i>Total other gains</i>	<u><u>3,179</u></u>	<u><u>2,706</u></u>

REVENUE FROM GOVERNMENT

Note 4D: Revenue from Government

Appropriation:		
Departmental outputs	<u>21,087</u>	<u>22,188</u>
<i>Total revenue from Government</i>	<u><u>21,087</u></u>	<u><u>22,188</u></u>

Note 5: Financial Assets

	2011 \$'000	2010 \$'000
Note 5A: Cash and cash equivalents		
Special Account	-	-
Cash on hand or on deposit	133	231
Cash held by the salary sacrifice service provider	25	19
Total cash and cash equivalents	158	250
Note 5B: Trade and other receivables		
Goods and services	71	163
Appropriations receivable:		
for existing outputs	13,827	10,481
for special account	2,327	2,372
Total appropriations receivable	16,154	12,853
GST receivable from the Australian Taxation Office	58	100
Total other receivables	58	100
Total trade and other receivables (gross)	16,283	13,116
Less allowance for impairment:		
Goods and services	2	-
Total trade and other receivables (net)	16,281	13,116
Receivables are represented by:		
no more than 12 months	16,283	13,116
more than 12 months	-	-
Total trade and other receivables (gross)	16,283	13,116
Receivables are aged as follows:		
Not overdue	16,281	13,116
Overdue by:		
Less than 30 days	-	-
30 to 60 days	-	-
61 to 90 days	-	-
More than 90 days	2	-
Total receivables (gross)	16,283	13,116
The impairment allowance account is aged as follows:		
Not overdue	-	-
Overdue by:		
0 to 30 days	-	-
31 to 60 days	-	-
61 to 90 days	-	-
More than 90 days	2	-
Total impairment allowance account	2	-
Reconciliation of the Impairment Allowance Account:		
Movements in relation to 2011		
	Goods and services \$'000	Total \$'000
Opening balance	-	-
Provision for Doubtful Debt	2	2
Closing balance	2	2
Reconciliation of the Impairment Allowance Account:		
There have been no movements in relation to 2010.		

Note 6: Non-Financial Assets

	2011 \$'000	2010 \$'000
Note 6A: Property, plant and equipment		
Heritage and cultural:		
- Artworks – at fair value	323	323
Total heritage and cultural	323	323
Property, plant and equipment:		
- fair value	5,141	4,401
- accumulated depreciation	(864)	(55)
Total other property, plant and equipment	4,277	4,346
Total property, plant and equipment	4,600	4,669

No indicators of impairment were found for property, plant and equipment.

Note 6B: Reconciliation of the opening and closing balances of property, plant and equipment (2010-11)

	Other property, plant & equipment \$'000	Heritage and Cultural \$'000	Total \$'000
As at 1 July 2010			
Gross book value	4,401	323	4,724
Accumulated depreciation and impairment	(55)	-	(55)
Net book value 1 July 2010	4,346	323	4,669
Additions	896	-	896
Depreciation expense	(843)	-	(843)
Disposals:			
Write Offs	(3)	-	(3)
Other disposals	(118)	-	(118)
Net book value 30 June 2011	4,277	323	4,600
Net book value as of 30 June 2011 represented by:			
Gross book value	5,141	323	5,464
Accumulated depreciation and impairment	(864)	-	(864)
	4,277	323	4,600

Reconciliation of the opening and closing balances of property, plant and equipment (2009-10)

	Other property, plant & equipment \$'000	Heritage and Cultural \$'000	Total \$'000
As at 1 July 2009			
Gross book value	4,536	289	4,825
Accumulated depreciation and impairment	(1,876)	-	(1,876)
Net book value 1 July 2009	2,660	289	2,949
Additions:			
by purchase ¹	1,143	-	1,143
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)
Net book value 30 June 2010	4,346	323	4,669
Net book value as of 30 June 2010 represented by:			
Gross book value	4,401	323	4,724
Accumulated depreciation and impairment	(55)	-	(55)
	<u>4,346</u>	<u>323</u>	<u>4,669</u>

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

Note 6: Non-Financial Assets

	2011 \$'000	2010 \$'000
Note 6C: Intangibles		
Computer software at cost:		
Internally developed – in progress	50	-
Internally developed – in use	335	531
Purchased software - in progress	-	16
Purchased - in use	1,687	2,263
Accumulated amortisation	(1,567)	(2,084)
Total intangibles (non-current)	505	726

No indicators of impairment were found for intangible assets.

Note 6D: Reconciliation of the opening and closing balances of intangibles (2010-11).

	Computer software internally developed \$'000	Computer software purchased \$,000	Total \$'000
As at 1 July 2010			
Gross book value	531	2,279	2,810
Accumulated amortisation	(418)	(1,666)	(2,084)
Net book value 1 July 2010	113	613	726
Additions	40	61	101
Amortisation	(40)	(282)	(322)
Other movements	11	(11)	-
Disposals			
Write Offs	-	-	-
Other disposals	-	-	-
Net book value 30 June 2011	124	381	505
Net book value as of 30 June 2010 represented by:			
Gross book value	385	1,687	2,072
Accumulated amortisation and impairment	(261)	(1,306)	(1,567)
	124	381	505

Reconciliation of the opening and closing balances of intangibles (2009-10).

	Computer software internally developed \$'000	Computer software purchased \$'000	Total \$'000
As at 1 July 2009			
Gross book value	531	2,239	2,770
Accumulated amortisation	(378)	(1,379)	(1,757)
Net book value 1 July 2009	153	860	1,013
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	-	-	-
Net book value 30 June 2010	113	613	726

Net book value as of 30 June 2010 represented by:

Gross book value	531	2,279	2,810
Accumulated amortisation and impairment	(418)	(1,666)	(2,084)
	<u>113</u>	<u>613</u>	<u>726</u>

Note 6E: Other non-financial assets

Prepayments	<u>86</u>	<u>136</u>
Total other non-financial assets	<u>86</u>	<u>136</u>

Total other non-financial assets - expected to be recovered in:

no more than 12 months	<u>86</u>	<u>136</u>
Total other non-financial assets	<u>86</u>	<u>136</u>

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

Note 7: Payables

	2011 \$'000	2010 \$'000
Note 7A: Suppliers		
Accrued expenses	537	198
Total supplier payables	537	198
Supplier payables expected to be settled within 12 months:		
Related entities	146	54
Unrelated entities	391	144
Total	537	198
Total supplier payables	537	198

Settlement is usually made within 30 days.

Note 7B: Other payables

Salaries and wages	300	240
Superannuation	55	43
Salary sacrifice payables	25	19
GST payable to ATO	12	21
Other	176	-
Total other payables	569	323
Total other payables expected to be settled in:		
no more than 12 months	569	323
Total	569	323

Note 8: Provisions

	2011 \$'000	2010 \$'000
Note 8: Employee provisions		
Leave	4,536	4,266
Other	-	71
Total employee provisions	4,536	4,337
Employee provisions are expected to be settled in:		
no more than 12 months	624	516
more than 12 months	3,912	3,821
Total employee provisions	4,536	4,337

Note 9: Cash flow reconciliation

	2011 \$'000	2010 \$'000
Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement		
Cash and cash equivalents as per:		
Cash Flow Statement	158	250
Balance Sheet	<u>158</u>	<u>250</u>
Difference	<u><u>-</u></u>	<u><u>-</u></u>
Reconciliation of net cost of services to net cash from operating activities:		
Net cost of services	(20,436)	(20,380)
Add revenue from Government	<u>21,087</u>	<u>22,188</u>
Surplus attributable to the Australian Government	<u><u>651</u></u>	<u><u>1,808</u></u>
Adjustments for non-cash items:		
Depreciation /amortisation	1,165	1,067
Net write down of non-financial assets	3	12
Extinguishment of Appropriation	-	(3,633)
Loss/(Gain) on disposal of assets	<u>28</u>	<u>6</u>
	<u><u>1,196</u></u>	<u><u>(2,547)</u></u>
Changes in assets / liabilities:		
(Increase) / decrease in net receivables	(3,165)	1,986
(Increase) / decrease in prepayments	50	(34)
Increase / (decrease) in employee provisions	199	126
Increase / (decrease) in supplier payables	339	(104)
Increase / (decrease) in GST payable	(9)	18
Increase / (decrease) in accrued expenses	-	(122)
Increase / (decrease) in other payables	<u>255</u>	<u>68</u>
Net cash from operating activities	<u><u>(484)</u></u>	<u><u>1,198</u></u>

Note 10: Contingent Liabilities and Assets

The department does not have any contingent liabilities and assets as at 30 June 2011.

The department did not have contingent liabilities and assets for the preceding financial year 2009-10

Quantifiable Contingencies

The department had no quantifiable contingencies as at 30 June 2011.

Unquantifiable Contingencies

The department had no unquantifiable contingencies as at 30 June 2011.

Significant Remote Contingencies

The department had no remote contingencies as at 30 June 2011.

Note 11: Senior Executive Remuneration

Note 11A: Senior Executive Remuneration Expense for the Reporting Period

	2011	2010
	\$	\$
Short-term employee benefits:		
Salary	950,508	819,364
Annual leave accrued	71,595	62,274
Other ¹	65,894	53,219
Total short-term employee benefits²	1,087,997	934,857
Post-employment benefits:		
Superannuation	184,610	137,982
Total post-employment benefits	184,610	137,982
Other long-term benefits:		
Long-service leave	23,763	21,400
Total other long-term benefits	23,763	21,400
Termination benefits	-	302,918
Total³	1,296,370	1,397,157

Notes:

¹ Includes motor vehicle allowances and FBT for cars.

² The Department does not pay performance bonuses to its senior executives.

³ Note 11A excludes acting arrangements and part-year service where remuneration expensed for a senior executive was less than \$150,000.

Note 11: Senior Executive Remuneration

Note 11B: Average Annual Remuneration Packages and Bonus Paid for Substantive Senior Executives as at the end of the Reporting Period

	as at 30 June 2011				as at 30 June 2010					
	Senior Executives		Fixed elements		Senior Executives		Fixed elements			
	No.	\$	Salary	Allowances	Total	No.	\$	Salary	Allowances	Total
Fixed Elements and Bonus Paid¹										
Total remuneration (including part-time arrangements):										
less than \$150,000	-	-	-	-	-	-	-	-	-	-
\$150,000 to \$164,999	-	-	-	-	-	-	-	-	-	-
\$165,000 to \$179,999	3	162,409	13,276	175,685	3	155,069	16,966	172,035		
\$180,000 to \$194,999	-	-	-	-	-	-	-	-	-	-
\$195,000 to \$199,999	-	-	-	-	-	-	-	-	-	-
\$200,000 to \$214,999	-	-	-	-	1	191,433	13,947	205,380		
\$215,000 to \$229,999	1	203,011	16,250	219,261	-	-	-	-		
\$230,000 to \$244,999	-	-	-	-	-	-	-	-		
\$250,000 to \$264,999	-	-	-	-	-	-	-	-		
\$265,000 to \$279,999	-	-	-	-	-	-	-	-		
\$280,000 to \$314,999	-	-	-	-	1	250,000	50,766	300,766		
\$315,000 to \$329,999	1	260,270	58,914	319,184	-	-	-	-		
Total	5			319,184	5			300,766		

Notes:

¹ This table reports substantive senior executives who were employed by the Department at the end of the reporting period. Fixed elements were based on the employment agreement of each individual. Each row represents an average annualised figure (based on headcount) for the individuals in that remuneration package band (i.e. the 'Total' column).

Variable Elements:

With the exception of bonuses, variable elements were not included in the Fixed Elements and Bonus Paid¹ table above. The following variable elements were available as part of senior executives' remuneration package:

(a) On average senior executives were entitled to the following leave entitlements:

- Recreation Leave (AL): entitled to 20 days (2010: 20 days) each full year worked (pro-rata for part-time SES);
- Personal Leave (PL): entitled to 18 days (2010: 18 days) or part-time equivalent; and
- Long Service Leave (LSL): in accordance with Long Service Leave (Commonwealth Employees) Act 1976.

(b) Senior executives were members of the following superannuation fund:

- Commonwealth Superannuation Scheme (CSS): this scheme is closed to new members, and employer contributions were averaged 20.1 per cent (2010: 18.8 per cent) (including productivity component). More information on CSS can be found at <http://www.css.gov.au>;

(c) Variable allowances:

N/A

(d) Various salary sacrifice arrangements were available to senior executives including super, motor vehicle and expense payment fringe benefits.

Note 11C: Other Highly Paid Staff

During the reporting period, there was 1 employee whose salary was \$150,000 or more. This employee did not have a role as senior executive and was therefore not disclosed as a senior executive in Note 11A and Note 11B.

Note 12: Remuneration of Auditors

	2011 \$'000	2010 \$'000
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Financial statement audit services are provided free of charge to the department.

The fair value of the services provided was:	<u>80</u>	<u>80</u>
	<u>80</u>	<u>80</u>

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

Note 13: Financial Instruments

	2011 \$'000	2010 \$'000
--	----------------	----------------

Note 13A: Categories of Financial Instruments

Financial Assets

Loans and receivables

Cash and cash equivalents	158	250
Trade and other receivables	71	163

Carrying amount of financial assets	<u>229</u>	<u>413</u>
--	------------	------------

Financial Liabilities

Other Liabilities (amortised cost)

Suppliers	-	-
Accrued expenses	537	198
Other payables	570	323

Carrying amount of financial liabilities	<u>1,106</u>	<u>521</u>
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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 (2011: \$71,000 and 2010: \$163,000). The department has assessed the risk of the default on payment and has allocated \$2,000 in 2011 (2010: \$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.

	Not Past Due Nor Impaired	Not Past Due Nor Impaired	Past due or impaired	Past due or impaired
	2011	2010	2011	2010
	\$'000	\$'000	\$'000	\$'000
Financial assets				
Cash and cash equivalents	158	250	-	-
Trade and other receivables	69	163	2	-
Total	227	413	2	-
Financial liabilities				
Suppliers	-	-	-	-
Accrued expenses	537	198	-	-
Other payables	570	323	-	-
Total	1,106	521	-	-

Ageing of financial assets that are past due but not impaired for 2011

	0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
Trade and other receivables	-	-	-	2	2
Total	-	-	-	-	-

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

	0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
Trade and other receivables	-	-	-	-	-
Total	-	-	-	-	-

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

Trade Receivables of Nil (2010: \$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 demand 2011 \$'000	within 1 year 2011 \$'000	1 to 5 years 2011 \$'000	> 5 years 2011 \$'000	Total 2011 \$'000
Other Liabilities					
Accrued expenses	-	537	-	-	537
Other payables	-	569	-	-	569
Total	-	1,106	-	-	1,106

	On demand 2010 \$'000	within 1 year 2010 \$'000	1 to 5 years 2010 \$'000	> 5 years 2010 \$'000	Total 2010 \$'000
Other liabilities					
Accrued expenses	-	198	-	-	198
Other payables	-	323	-	-	323
Total	-	521	-	-	521

Note 13G: Market risk

The department is not exposed to market risk.

Note 14: Appropriations

Table A: Annual Appropriations (Recoverable GST exclusive)

	2011 Appropriations				Appropriation applied in 2011 (current and prior years) \$'000	Variance \$'000
	Appropriation Act		FMA Act			
	Annual Appropriation \$'000	Appropriations reduced ^(a) \$'000	Section 30 \$'000	Section 31 \$'000		
DEPARTMENTAL						
Ordinary annual services	22,387	-	5	978	19,993	3,377
Other services						
Previous years' outputs	31	-	-		31	-
Total departmental	22,418	-	5	978	20,025	3,377

Notes:

(a) There were no reductions in appropriations for 2010-11

	2010 Appropriations				Appropriation applied in 2010 (current and prior years) \$'000	Variance \$'000
	Appropriation Act		FMA Act			
	Annual Appropriation \$'000	Appropriations reduced ^(a) \$'000	Section 30 \$'000	Section 31 \$'000		
DEPARTMENTAL						
Ordinary annual services	22,188	-	1	341	21,012	1,518
Other services						
Equity	7	(3,633)	-		(3,626)	-
Previous years' outputs	31	-	-		31	-
Total departmental	22,226	(3,633)	1	341	17,386	1,549
ADMINISTERED						
Ordinary annual services						
Administered items		(119)			(119)	-
Payments to CAC Act bodies						
Other services						
States, ACT, NT and Local government						
New administered outcomes						
Administered assets and liabilities						
Payments to CAC Act bodies						
Total administered	-	(119)	-	-	(119)	-

Notes:

(a) Appropriations reduced under *Appropriation Acts (No.4) 2009-10*; sections 18(1). Departmental appropriations do not lapse at financial year-end. The reduction in the appropriation is effected by the Finance Minister's determination and is disallowable by Parliament. On 13th May 2010, the Finance Minister issued a determination to reduce departmental appropriations. The amount of the reduction under *Appropriation (Parliamentary Departments) Act (No.1) 2004-2005* was: \$3,633m.

Table B: Unspent Departmental Annual Appropriations ('Recoverable GST exclusive')

	2011	2010
Authority	\$'000	\$'000
Parliamentary Appropriation Act (No.1) 2004-05	2,905	2,905
Parliamentary Appropriation Act (No.1) 2005-06	2,932	2,932
Parliamentary Appropriation Act (No.1) 2006-07	113	113
Parliamentary Appropriation Act (No.1) 2007-08	1,510	1,510
Parliamentary Appropriation Act (No.1) 2008-09	1,472	1,472
Parliamentary Appropriation Act (No.1) 2009-10	1,518	1,549
Parliamentary Appropriation Act (No.1) 2010-11	3,377	-
Total	13,827	10,481

Table C: Disclosure by Agent in Relation to Annual and Special Appropriations ('Recoverable GST exclusive')

The Department of the House of Representatives has recently become aware that there is an increased risk of non-compliance with Section 83 of the Constitution where payments are made from special appropriations and special accounts in circumstances where payments do not accord with conditions included in the relevant legislation.

The Department will investigate these circumstances and any impact on its special appropriations shown below, seeking legal advice as appropriate.

	Department of Finance and Deregulation (third party drawing rights)	Australian Public Service Commission (third party drawing rights)	Department of Education, Employment and Workplace Relations (third party drawing rights)
2011	\$'000	\$'000	\$'000
Total payments	2,080	16,077	11,273

	Department of Finance and Deregulation (third party drawing rights)	Department of Education, Employment and Workplace Relations (third party drawing rights)
2010	\$'000	\$'000
Total payments	1,693	26,326

Note 15: Special Accounts

The Department of the House of Representatives has recently become aware that there is an increased risk of non-compliance with Section 83 of the Constitution where payments are made from special appropriations and special accounts in circumstances where payments do not accord with conditions included in the relevant legislation.

The Department will investigate these circumstances and any impact on its special accounts shown below, seeking legal advice as appropriate.

Inter-Parliamentary Relations Special Account (Departmental)	2011	2010
	\$'000	\$'000
Appropriation: <i>Financial Management and Accountability Act 1997; s20</i>		
Establishing Instrument: 2004/08		
<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	2,372	2,393
Appropriation for reporting period	141	141
GST credits (FMA Act s 30A)	-	7
Other receipts	-	7
Total credits	141	155
Available for payments	2,513	2,548
Payments made to suppliers	(186)	(176)
Total decrease	(186)	(176)
Total Balance carried to next period	2,327	2,372

Services for Other Entities and Trust Moneys- Department of the House of Representatives Special Account	2011	2010
	\$'000	\$'000
Appropriation: <i>Financial Management and Accountability Act 1997; s20</i>		
Establishing Instrument: 2011/10		
<i>Purpose</i> : For expenditure of monies temporarily held on trust or otherwise for the benefit of a person other than the Commonwealth.		
Balance carried from previous period	138	158
Other receipts	75	7
Available for payments	213	165
Payments made to suppliers	(15)	-
Transfer to departmental account	(63)	(27)
Total decrease	(78)	(27)
Total balance carried to the next period	135	138

Note 16: Compensation and Debt Relief

	2011	2010
	\$	\$
Departmental		
No 'Act of Grace" payments were made during the reporting period. (2010: 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. (2010: No payments made)	-	-
	<u> </u>	<u> </u>

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

	Outcome 1	
	2011	2010
	\$'000	\$'000
Expenses		
Departmental	24,617	23,503
Total expenses	24,617	23,503
Income from non-government sector		
Departmental	51	27
Total departmental	51	27
Other own source income		
Departmental		
Goods and services income	746	387
Other revenue	205	3
Other gains	3,179	2,706
Total Departmental	4,130	3,096
Net cost/(contribution) of outcome delivery	20,436	20,380

Note 17B: Major Classes of Departmental Expenses, Income, Assets and Liabilities by Outcome

	Outcome 1	
	2011	2010
	\$'000	\$'000
Departmental expenses:		
Employees	16,242	15,633
Suppliers	7,179	6,784
Depreciation and Amortisation	1,165	1,067
Write-down and impairment of assets	3	12
Loss on sale of assets	28	6
Total	24,617	23,503
Departmental income:		
Income from government	21,087	22,188
Sale of goods and services	797	414
Other gains and revenue	3,384	2,709
Total	25,268	25,311
Departmental assets:		
Cash and cash equivalents	158	250
Trade and other receivables	16,281	13,116
Infrastructure, plant and equipment	4,600	4,669
Intangibles	505	726
Other non-financial assets	86	136
Total	21,630	18,896
Departmental liabilities:		
Suppliers	537	198
Other payables	569	323
Employee provisions	4,536	4,337
Total	5,642	4,858

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

A-PAC	Australia's Public Affairs Channel
ANU	Australian National University
AO	Officer of the Order of Australia
APS	Australian Public Service
ASEAN	Association of Southeast Asian Nations
AusAID	Australian Agency for International Development
AusTender	Australian Government tender system
Comcare	Australian agency that provides rehabilitation and workers' compensation and occupational health and safety arrangements for Australian Government employees
e-Trim	electronic records management system
HTML	hypertext mark-up language
MP	Member of Parliament
<i>MPI</i>	<i>Matters of Public Importance</i> television program
ParlInfo	Parliamentary Information Search System
PEO	Parliamentary Education Office
SCID	Senate Centralised Information Database
SES	Senior Executive Service

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