



DEPARTMENT *of the* HOUSE *of* REPRESENTATIVES



ANNUAL REPORT
2014-15

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Front cover image: House of Representatives staff in the Parliament House marble foyer.

Photo: David Foote AUSPIC/DPS.

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PARLIAMENT of AUSTRALIA
HOUSE of REPRESENTATIVES

OFFICE OF THE CLERK OF THE HOUSE

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15 October 2015

The Hon Tony Smith 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 2015, 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 and reporting mechanisms that meet the specific needs of the department, and that I have taken all reasonable measures to appropriately deal with fraud relating to the department.

Yours sincerely

A handwritten signature in black ink that reads 'David Elder'.

David Elder
Clerk of the House

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 2014–15 financial year.

The **overviews** section includes a report by the Clerk of the House of Representatives, David Elder, 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 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 **financial statements** show how we spent the money allocated to us by the parliament.

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

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

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PART 1

OVERVIEWS



Clerk's review

Departmental overview

Financial performance

The Clerk (foreground) and Deputy Clerk on duty at the Table in the House of Representatives Chamber.

*Photo: David Foote
AUSPIC/DPS.*

Clerk's review

The 2014–15 reporting period spans the second year of the Forty-fourth Parliament. The mid-point of the three-year parliamentary cycle is traditionally a time of consolidation and hard work, during which the business of the House and its committees takes priority in the absence of the additional pressures associated with an election period. While the overall level of activity in the department did not quite reach the peak experienced in the years of minority government during the Forty-third Parliament, 2014–15 was still a busy year.

In 2014–15, as in previous years, the department's Committee Office provided invaluable support to the work of House and joint committees, which included several high-profile and sensitive inquiries. The Table Office and Chamber Research Office played pivotal roles in managing the legislative and deliberative functions of the House of Representatives and the Federation Chamber. The Office of the Serjeant-at-Arms provided essential services to members and staff and, significantly during 2014–15, worked closely with colleagues inside and outside Parliament House on security matters. The International and Parliamentary Relations Office and the Parliamentary Skills Centre, newly created in this reporting year, managed the parliament's busy schedule of incoming and outgoing delegations and capacity-building activities.

While accustomed to working in the public eye, it is notable that, in 2014–15, the department supported several high-profile events that attracted more than the usual level of publicity. In July 2014, the department was proud to support the Speaker and members of the House of Representatives on the occasion of an address by the Prime Minister of Japan, His Excellency Mr Shinzo Abe. In November 2014, the Prime Minister of the United Kingdom, the Rt Hon David Cameron; the President of the People's Republic of China, His Excellency Mr Xi Jinping; and the Prime Minister of the Republic of India, Mr Narendra Modi, addressed the House. In June 2015, Parliament House hosted a number of events connected with the 800th anniversary of the signing of Magna Carta, many of which were widely reported in the media. These events were a great success and I commend the departmental staff involved for their highly professional support to the House.

The department also played a role in the review and subsequent upgrading of security arrangements at Parliament House, including the process by which the Australian Federal Police assumed lead responsibility for the physical security of the building. The Executive and staff of the department noted with great sadness the events of 22 October 2014 at the Canadian Parliament in Ottawa, and echo the statements of condolence and support made in the House the following day by the Speaker, the Prime Minister and the Leader of the Opposition. Such events remind us of the vulnerability of our institutions to security threats and that we share this vulnerability with other parliaments throughout the world.

The department's work during the reporting period was guided by its 2013–16 corporate plan. The plan sets out four priority areas: capability, leadership, skills and knowledge-sharing, and relationships and collaboration.

Capability

The department aims to be flexible and responsive in supporting the work of the parliament and its committees. In 2014–15, the need to embrace changing technology was an important capability challenge for the department. Major new ICT business systems were introduced in a number of areas of the department, including:

- the Table Offices Production System, which assists in creating, managing and publishing chamber documents both electronically and in hard copy
- the Venue Management System, which provides an online booking function for committee rooms in Parliament House and for visiting school groups taking part in parliamentary education activities
- the Shared Committee Information Database, which enables online lodgment of submissions to committee inquiries and assists in managing and publishing inquiry information.

Such systems have brought efficiencies and productivity gains in the past, and the new systems will too. We are also endeavouring to respond to the call for much greater electronic delivery of our products and services and that, inevitably, changes the way we work.

It is important that the department develop and maintain the capacity to meet the changing needs and expectations of members and other stakeholders. In last year's annual report, I noted that significant resources had been devoted to introducing the large number of new members to the work of the House and its committees. This is to some extent a continuing task in the middle year of a parliamentary term. There also are increasing expectations on the part of the media and the general community for information about and involvement in the work of the House. We have to look at how we can meet these increasing expectations within restricted resources.

I foreshadowed in the 2013–14 annual report that the areas of the department responsible for supporting the parliament's international program were to be restructured. In July 2014, the International and Parliamentary Relations Office assumed responsibility for managing the parliament's incoming and outgoing delegation programs, membership of inter-parliamentary organisations, and the international interests and travel of members and senators. The Parliamentary Skills Centre assumed responsibility for delivering all parliamentary strengthening and capacity-building initiatives, and the Community Outreach Unit was integrated into the Parliamentary and Business Information Services Office. The early indications are that the restructure has been a success, and I thank the staff who have managed and been involved in the process for their resilience, flexibility and professionalism.

Leadership

During 2014–15, the department continued to invest in strengthening and developing its leadership capabilities. The department worked with an external provider to develop a program of intensive leadership training that involves a mix of offsite training activities, coaching and longer-term projects and reviews. A number of staff members have participated in the program to date. Feedback from the participants and their managers and staff has been positive, and the benefits of the program will continue to accrue to the department beyond this reporting year.

Skills and knowledge-sharing

Developing and maintaining a capable and experienced workforce was a key priority during 2014–15. The department's workforce comprises, in substantial part, long-serving and highly experienced officers with considerable expertise in supporting the work of the House and its committees. That workforce is a resource of immense value; however, a significant challenge for the department arises with the departure over time of its most senior and experienced staff. The department's strategy for meeting this challenge centres on targeted recruitment and a comprehensive training and development program. For longstanding officers and new staff alike, training activities focus on core parliamentary service skills as well as the specialist knowledge of parliamentary administration and procedure required to advise and assist the Speaker, members, ministers, members of the Opposition executive, and their staff.

Relationships and collaboration

In the highly dynamic parliamentary environment, it is essential that the department build and maintain effective working relationships with its stakeholders and take a collaborative approach to its work. In 2014–15, a particular focus was to promote collaboration with the three other parliamentary departments—the Department of the Senate, the Department of Parliamentary Services and the Parliamentary Budget Office.

Throughout the reporting year, officers of the department were actively involved in a range of cross-parliament forums and committees dealing with issues such as security, corporate matters, building works and maintenance, and ICT. The establishment of the Parliamentary Skills Centre has brought renewed focus and coordination to the parliament’s capacity-building work, especially in the Asia–Pacific region. Members of the House and their staff, senators and all those who work in and visit Parliament House benefit from this joined-up approach to the work of the parliamentary service.

Outlook

The year ahead holds challenges and opportunities for the department as it continues its important work in supporting the House of Representatives, and the parliament as a whole, in carrying out their representative and legislative functions. Guided by the experience of previous parliaments, I expect the department’s workload to be high in the remaining months of 2015 as the government pursues its legislative program, committee inquiries are progressed and reports tabled, and the department continues its routine support to members and its involvement in matters of high priority such as the physical security of Parliament House. From the beginning of 2016, thoughts will turn to the timing of a general election, which would introduce the additional challenges and complexities of transitioning from one parliament to another.

In the year ahead, the department will continue its focus on maintaining the quality of its workforce as its key resource. Leadership development programs focusing on staff at the Executive Band 1 and 2 levels will continue, and the department will continue to work hard to develop staff capabilities while capturing the skills and corporate knowledge of senior officers. The department’s enterprise agreement will expire on 30 September 2015, which means that, early in the next reporting year, we will embark on the process of negotiating and settling a new agreement.

The commencement of the *Public Governance, Performance and Accountability Act 2013* provides an opportunity to refresh the department’s corporate plan and its approach to performance management and reporting. I look forward to reporting on the outcome of these processes, which were already well underway by 30 June 2014, at the end of the next reporting year.

The department’s financial position was sound at the end of 2014–15, and my expectation is that this will continue to be the case in the next reporting year. Agencies in the parliamentary service and the Australian public service are continually being challenged to work more efficiently and deliver the best value for money for government and the Australian community, and this department is no exception. However, I am confident that the department is well placed to continue providing the highest quality advice and services to members of the House and their staff.

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 non-partisan parliamentary service to serve the Australian Parliament. The Department of the House of Representatives is established by and operates under the Act, together with three other parliamentary departments—the Department of the Senate, the Department of Parliamentary Services and the Parliamentary Budget Office. The Act provides for the management, leadership and responsibilities of parliamentary service employees and the functions of the Parliamentary Budget Officer, Parliamentary Librarian, Parliamentary Service Commissioner and Parliamentary Service Merit Protection Commissioner. The other parliamentary departments report separately to the parliament.

During 2014–15, the department continued in 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 the House and the Senate. The department also maintained its focus on providing assistance to the House and the parliament in their relationships within Australia and internationally.

Organisational structure

The department is managed by its Executive, comprising the Clerk, Deputy Clerk, Clerk Assistant (Table), Clerk Assistant (Committees) and Serjeant-at-Arms. Their work is carried out through eight offices.

Several changes were made to the department's organisational structure during the year. The International and Community Relations Office was disbanded and the International and Parliamentary Relations Office was established in July 2014. The new office is responsible for managing the parliament's incoming and outgoing delegation programs, membership of inter-parliamentary organisations, and the international interests and travel of members and senators. The Parliamentary Skills Centre assumed responsibility for parliamentary strengthening and capacity-building initiatives. In June 2015, the Knowledge Management and Publishing Office was renamed the Parliamentary and Business Information Services Office.

Figure 1 shows the department's organisational structure at 30 June 2015.

Outcome and program structure

The department's outcome and program structure for the reporting year is set out in its 2014–15 Portfolio Budget Statements.

The department has one outcome:

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

The department has two programs:

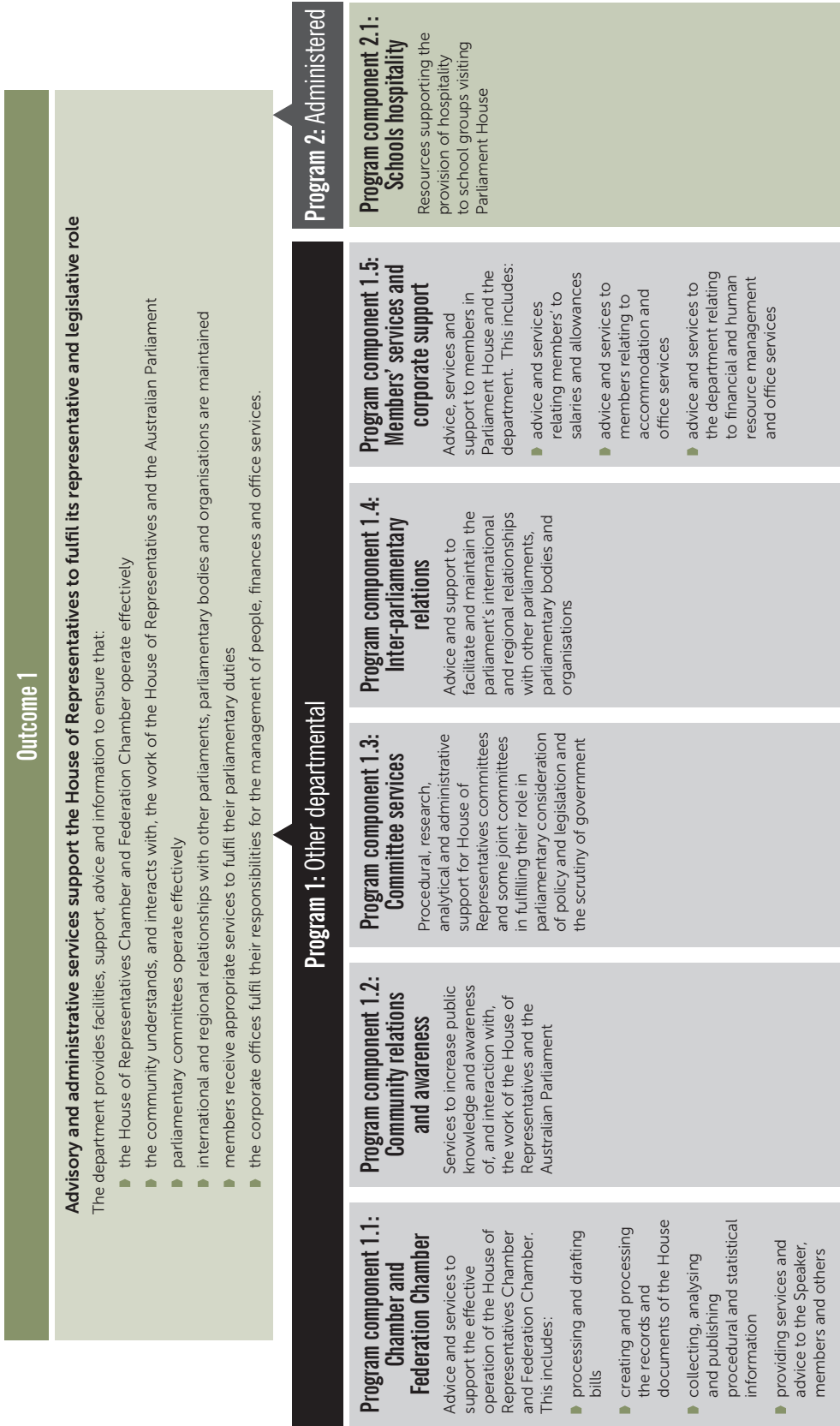
- Program 1: Other departmental, which has five components
- Program 2: Administered, which supports one activity.

Figure 2 shows the department's outcome and program structure and the activities under each program component.

Figure 1 Organisational structure at 30 June 2015



Figure 2 Outcome and program structure at 30 June 2015



Financial performance

The department ended the 2014–15 financial year reporting a deficit attributable to the Australian Government of \$0.530 million. This result reflects the pattern of expenditure that normally occurs during the middle period of the parliamentary cycle. All areas of the department were fully staffed throughout the reporting period.

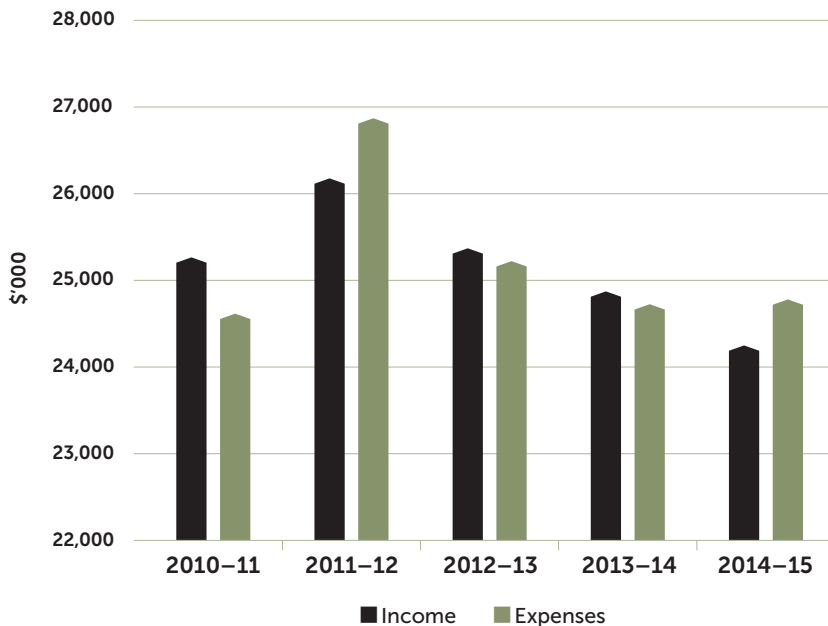
Through the 2015–16 federal budget, the department was able to secure supplementary funding to support the work of committees during 2014–15.

While this additional funding alleviated the immediate need to find further efficiencies and savings, wages and salaries expense trends have remained static. The reduction in the department's own-source income is attributable to the conclusion of some funding agreements under the Pacific Parliamentary Partnerships program.

The department's statement of financial position continues to remain healthy with adequate cash reserves available to fund planned asset replacement. Phase one of the furniture replacement project is nearing completion. This project will come in under budget and has utilised a combination of departmental capital budget funding and cash reserves.

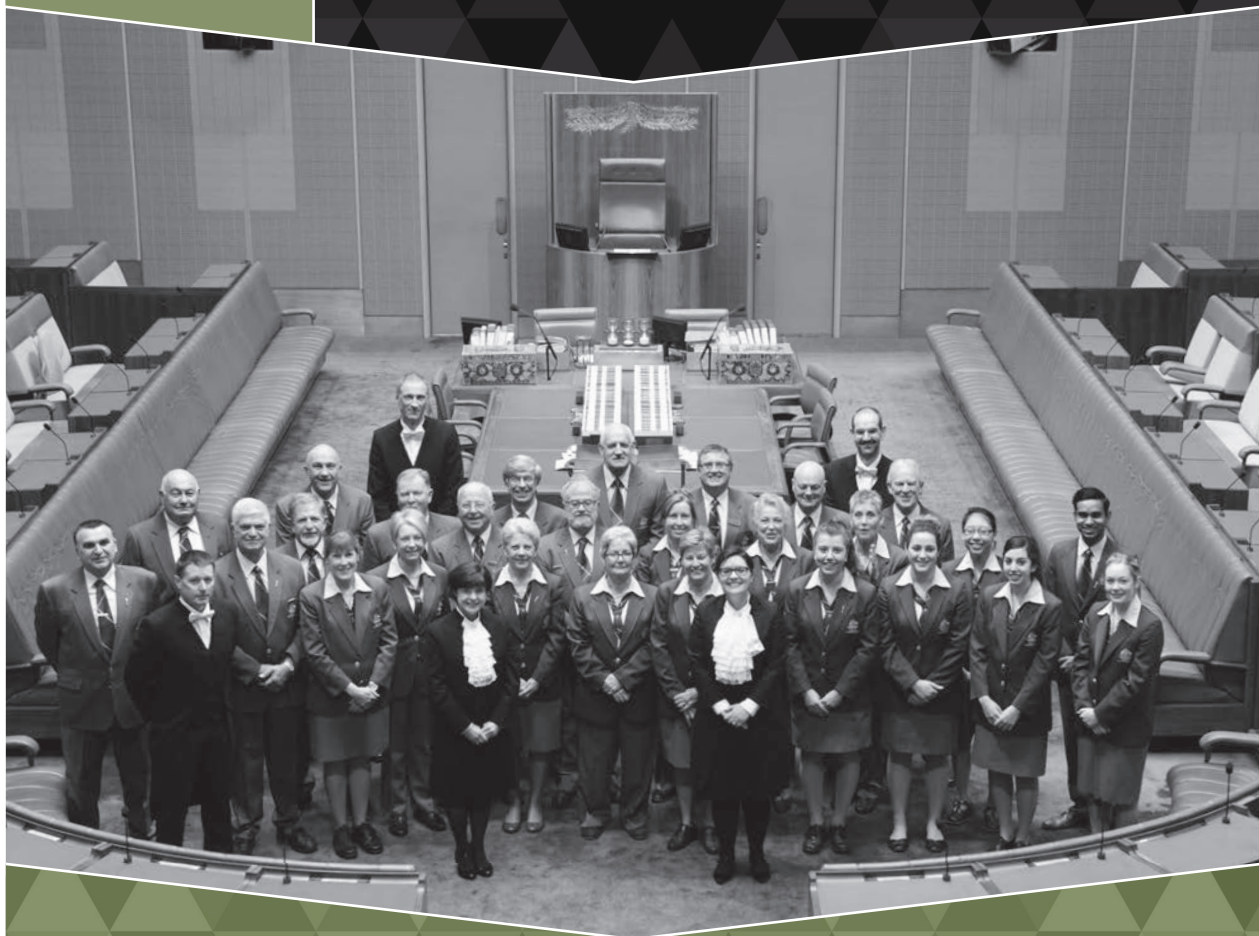
The outlook for the coming financial years remains very tight and sees a decline of appropriation in real terms. Expenditure restraint will be required to enable us to deliver effective services which can be reasonably expected of us and remain within budget. We will continue to innovate and keep pace with technological change to sustain the quality of our service delivery.

Figure 3 Financial performance, 2010–11 to 2014–15



PART 2

PERFORMANCE



Chamber and Federation Chamber

Community relations and awareness

Committee services

Inter-parliamentary relations

Members' services and corporate support

Schools hospitality

Staff of the Serjeant-at-Arms' Office.

*Photo: David Foote
AUSPIC/DPS.*

Chamber and Federation Chamber

Supporting the operations of the Chamber and Federation Chamber is a key focus of the work of the department. The Clerk's Office, Table Office and Chamber Research Office work together to support the day-to-day operations of the chambers, with other areas contributing as necessary.

This reporting period comprises the first full year of the Forty-fourth Parliament, during which the changes made following a return to majority government were consolidated. We continued 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, provide access to and manage the custody of the documents and records of the House
- undertake procedural and parliamentary research
- produce information and publications on House practice and procedure
- maintain procedural and statistical records on the work of the House
- provide secretariat support to several domestic committees.

In 2014–15, the budget allocation for the component was \$3.232 million and expenditure was \$3.360 million. Progress against the deliverables and key performance indicators for the component is summarised in Appendix 1. Staff levels, by location, are shown in Appendix 2.

Performance summary

The program component's work is focused on supporting the sittings of the House of Representatives Chamber and meetings of the Federation Chamber. Performance is measured in two ways—qualitatively, through the annual survey of members; and quantitatively, through information on the sittings of the House, the meetings of the Federation Chamber and the business conducted in the Chamber and Federation Chamber.

The annual survey of members (see Appendix 3) showed a continuing high level of satisfaction with the department's support for the Chamber and Federation Chamber. All respondents were satisfied with our advice and support. Respondents were 'extremely satisfied' or 'highly satisfied' with the following areas:

- advice and services received from the Clerks-at-the-Table in the Chamber and Federation Chamber—90 per cent (100 per cent in 2013–14)
- advice and services received from other staff in relation to Chamber and Federation Chamber duties—82 per cent (100 per cent in 2013–14)
- quality and availability of procedural and statistical publications and support in obtaining such information—62 per cent (81 per cent in 2013–14).

Statistical information on the sittings of the House and meetings of the Federation Chamber in 2014–15 and the two preceding years is shown in Table 1.

In 2014–15, sitting days totalled 77. This figure represents an increase of 24 days, or 31 per cent, on 2013–14, which was an election year. There was a corresponding increase in the total number of sitting hours. In 2014–15, the House sat for 203 more hours than in the previous year (28 per cent more time) and the Federation Chamber met for 56 more hours than in the previous year (27 per cent more time). Legislative activity continued at a relatively high level during the period, with 203 bills introduced (182 in 2013–14) and 168 bills passed by both Houses and assented to (94 in 2013–14).

Detailed information on the business of the House and the Federation Chamber is in Appendix 4 and in the department's publication *Work of the Session* (available on the Parliament of Australia website).

Table 1 Performance summary, Chamber and Federation Chamber, 2010–11 to 2014–15

Aspect of performance	2010–11 ^a	2011–12	2012–13	2013–14 ^a	2014–15
Number of sittings of the House	52	68	59	53	77
Number of meetings of the Federation Chamber	46	59	55	40	57
Hours of sittings of the House ^b	511	691	602	523	726
Hours of meetings of the Federation Chamber ^b	248	306	256	152	208
Number of bills introduced	186	256	241	182	203
Number of bills that passed both Houses and were assented to ^c	116	221	228	94	168

a Election year.

b Excludes suspensions; rounded to the nearest hour.

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

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.

We provided immediate advice and support to the Speaker, ministers, shadow ministers, members and others during proceedings. We also provided detailed written advice. Subjects addressed in our advices included the application of the standing orders and the practice of the House; the content of questions without notice; procedures for private members' business; delegated legislation and the disallowance process; the requirements of the Constitution and standing orders with respect to financial legislation; privilege matters; and requirements of the House for the registration of members' interests.

Programming and coordination of business

During the year, we continued to provide advice and services to facilitate sittings of the House and meetings of the Federation Chamber, including:

- offering programming and procedural advice to ministers, shadow ministers, party whips, other members, their staff and others
- preparing and publishing each sitting day:
 - ▶ the *Notice Paper*—a document listing all unresolved business before the House in the 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 Federation Chamber
- providing staff from the Serjeant-at-Arms' Office to support sittings of the House and meetings of the Federation Chamber, to oversee ceremonial and security arrangements, and to ensure the availability of chamber papers

- processing members' questions in writing to ministers, including editing them for compliance with the standing orders and publishing them in the *Notice Paper* for the next sitting day, and managing answers to questions
- providing a captioning service for the televised and webcast proceedings of the House and Federation Chamber
- publishing *This Week in the House*, a weekly online forecast of expected business for the House, and its counterpart, *Last Week in the House*.

Table 2 provides details of the number of questions in writing to ministers dealt with by the House in the five years from 2010–11 to 2014–15.

Table 2 Questions in writing to ministers and answers to questions in writing, 2010–11 to 2014–15

	2010–11 ^a	2011–12	2012–13	2013–14 ^a	2014–15
Questions in writing ^b	441	678	411	201	633
Questions answered ^c	335	491	374	126	623

a Election year.

b Excludes questions withdrawn.

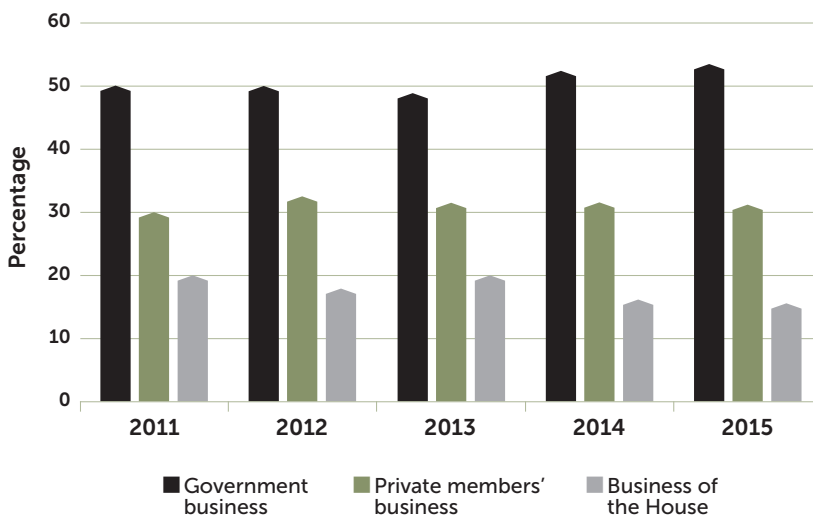
c The responsibility for responding to questions in writing rests with the individual ministers to whom the questions are put.

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

- government business (for example, government legislation)
- private members' business (motions and bills proposed by private members)
- House business (matters potentially involving all members—for example, question time, debate on committee reports or matters of privilege).

A longitudinal view of the amount of time the House (Chamber and Federation Chamber inclusive) devoted to each of these types of business is shown in Figure 4. In 2014–15, the proportion of time allocated to government business returned to a level typical of majority government, following a decline in the Forty-third Parliament.

Figure 4 Government and private members' business and business of the House (Chamber and Federation Chamber), 2011 to 2015



Note: Private members' business includes consideration of private members' motions and bills and other opportunities for private members, such as adjournment debates and discussion of matters of public importance.

Processing and drafting of bills

Legislation

Support for the legislative process in 2014–15 included our traditional responsibilities of:

- receiving bills from the Office of Parliamentary Counsel and keeping them in custody under embargo before their introduction in the House
- providing bills to ministers for introduction, and to all members in the Chamber after introduction
- uploading bills, explanatory memorandums and proposed amendments to the Parliament of Australia website, and providing an over-the-counter inquiry 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
- providing a legislative drafting service for private members
- preparing and delivering messages to the Senate—we prepared 209 messages relating to the passage of bills in 2014–15 (162 in 2013–14) and 21 other messages (24 in 2013–14)
- preparing and issuing each sitting day a Daily Bills List, which provides cumulative information on the status of all bills before the parliament or assented to in the current calendar year.

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

Queries of the bills and legislation collection on the website totalled 23.6 million during the year, an increase of 8.8 per cent from the previous year (21.7 million in 2013–14). This total represented 22.0 per cent of the queries made through ParlInfo Search. Work to include bills from earlier parliaments back to 1998 in the electronic storage system was completed during the reporting period.



The Speaker presiding over a division in the House of Representatives. Photo: David Foote AUSPIC/DPS.

Legislative workload

During the year, 203 bills were introduced (182 in 2013–14), an increase of 10.3 per cent from the previous year. Of these, 192 were initiated in the House of Representatives and 11 were received from the Senate. A total of 168 bills passed both Houses (94 in 2013–14), of which 158 were initiated in the House of Representatives (92 in 2013–14) and 10 in the Senate (two in 2013–14). Table 3 shows the number of bills introduced and assented to in the five years from 2010–11 to 2014–15.

In 2014–15, the House passed 185 bills (154 in 2013–14). This represented 2.4 bills on average for each sitting, compared with 2.9 bills on average in the previous year.

The House amended 17 (9.2 per cent) of the bills it passed (six (3.9 per cent) in 2013–14). 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. The House also agreed to Senate amendments, made amendments requested by the Senate, or both, to 23 House bills (six in 2013–14). After further processing by the Table Office, the bills were presented to the Governor-General for assent.

The number of amendments moved during consideration in detail rose sharply, from 66 in 2013–14 to 303 in 2014–15. Of the amendments moved, 219 were passed, of which four were private members' amendments. The House did not amend any bills initiated in the Senate in 2014–15, or in the previous year.

The Table Office prepared 17 third-reading prints (six in 2013–14) and 158 assent prints (92 in 2013–14). All documents accurately reflected the decisions of both Houses.

Table 3 Number of bills introduced in the House, and number of bills assented to, 2010–11 to 2014–15

	2010–11 ^a	2011–12	2012–13	2013–14 ^a	2014–15
Bills introduced	186	256	241	182	203
Bills assented to ^b	116	221	228	94	168

^a Election year.

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

Legislative drafting

The department drafts bills, amendments and second-reading (in-principle) amendments for private members, and ensures that these documents comply with the Constitution and the standing orders. The department also prepares bills and amendments in correct form and arranges copies for circulation.

In 2014–15, 12 private members' bills were introduced. Of the 303 amendments moved during consideration in detail, 88 were private members' amendments, four of which were agreed to. Table 4 provides chamber statistics for private members' legislation. The table does not reflect all of the department's work in this area, as some drafted material is not introduced into the House.

Since 2010, the department has had an arrangement with the Office of Parliamentary Counsel (OPC) whereby a senior OPC drafter is seconded to the department. This arrangement continues to provide mutual benefits for the department and the OPC.

Table 4 Private members' bills introduced and amendments moved (Chamber and Federation Chamber), 2010–11 to 2014–15

	2010–11 ^a	2011–12	2012–13	2013–14 ^a	2014–15
Bills introduced	17	25	30	7	12
Second-reading amendments moved	14	17	9	36	22
Consideration in detail amendments moved ^b	292	732	923	66	303

^a Election year.

^b Includes government amendments.

Record of proceedings and House documents

Votes and Proceedings

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

The *Votes and Proceedings* is prepared from the *Votes Officer's Minutes*, an electronic draft record of the proceedings of the House and the Federation Chamber. The *Votes Officer's Minutes* (also known as the *Live Minutes*) are more detailed than the *Votes and Proceedings* and are compiled progressively throughout a sitting day. The *Votes Officer's Minutes* enable anyone with access to the internet to follow events in the House and Federation Chamber as they occur. Internal and external clients continued to rely on this service and to provide positive feedback.

Table Offices Production System

Development of the Table Offices Production System continued during the year. It is replacing an old document production system, and is designed to produce the *Notice Paper*, *Daily Program*, *Votes and Proceedings* and *Live Minutes* and, to a lesser degree, procedural texts used by members in the Chamber and Federation Chamber.

The system is a joint project with the Department of the Senate and was put into partial production in May 2014. Since then, staff have had a sustained period of testing and working with the system and have begun to realise the benefits of some efficiencies. Almost all areas of the Table Office now rely solely on the system.

The implementation of the system has been important for recording and reporting on documents presented to the parliament and linking them to the *Votes and Proceedings*, and, as anticipated, these processes have been simplified, although there are still some improvements to be made. Use of the system to manage documents continues to require constant liaison with our Senate counterparts to ensure that the shared database is appropriately managed.

Some of the technical issues arising from the complexity of the design and changed business processes have continued to place additional demands on staff and in some cases have required additional hours on already long sitting days. Sustained efforts were made by staff during the reporting period to improve the system's performance to meet the needs of the Table Office.

A change in priorities—and cause for delay in finalisation of the project—occurred towards the end of the reporting period. In the short term, the focus will be on developing enhancements to the system so that it can generate data for use beyond the Table Offices and the department and Department of the Senate.

Documents

During the year, we processed all documents presented to the House and recorded their details in the *Votes and Proceedings* and the *Index to Papers Presented to Parliament*. We made copies available on request to members and their staff and others, principally in Parliament House. The original documents were added to the records of the House, which we continued to maintain. We also continued to review our requirements for tabling stock in light of the online availability of documents and declining demand for hard copies.

In 2014–15, documents presented to the House numbered 3,308, a decrease of 30 per cent compared to the previous year (4,253 in 2013–14).

Each sitting day the Table Office prepares and issues a Disallowable Instruments List in both electronic and hard-copy form. The list provides details of all instruments presented to the House that are subject to disallowance, by the number of sitting days remaining in which a notice of disallowance can be lodged.

Parliamentary Papers Series

The Parliamentary Papers Series consists of documents of a substantial nature presented to the parliament since 1901. An electronic repository for the series, instituted in 2013, enables centralised electronic access to the documents through the ParlInfo Tabled Papers Register. The documents section of the Table Offices Production System has helped to streamline the process of uploading parliamentary papers to the repository.

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

Petitions

The House petitioning process continues to enable Australians to raise issues with the House that are of interest to them. Table 5 shows the number of petitions presented to the House, and the number of signatories, for the past five years.

In 2014–15, 101 petitions were presented, compared to 75 in 2013–14. The number of signatures dropped to 250,369 in 2014–15 from nearly 1.4 million the previous year. The wide disparity is mainly due to the presentation in 2013–14 of the largest petition on record, regarding funding support for community pharmacies, which was signed by more than 1.2 million petitioners (signatures were first recorded in 1988). In addition, many of the petitions received in 2014–15 focused on localised issues, such as access to telecommunications infrastructure, or were organised by local organisations, and therefore contained a relatively small number of signatures.

Table 5 Petitions and signatories to petitions, 2010–11 to 2014–15

	2010–11 ^a	2011–12	2012–13	2013–14 ^a	2014–15
Number of petitions presented	129	183	125	75	101
Number of signatories	445,921	446,619	325,360	1,365,151	250,369

^a Election year.

Research

The Chamber Research Office continued in its principal function of collecting, analysing and publishing procedural and statistical information on the work of the House and its committees.

In 2014–15, the office provided:

- advice, and assistance with advice, to the Speaker, the Deputy Speaker and members on the application of the standing orders and House practices
- secretariat services to the Standing Committee on Procedure and the Standing Committee on Petitions (in October 2014, the Petitions Committee secretariat was moved to the Committee Office, but the Chamber Research Office continued to provide some administrative support during the year)
- advice about and publications on House statistics, practices and procedure
- information to the public, the media and other parliaments on the operations of the House.

The services of the office continued to be in high demand, reflecting sustained high levels of interest in the procedures and operations of the House.

Publications

The office continued to produce regular publications outlining significant procedural events and popular statistics, catering to the wide variety of readers interested in the work of the House by varying the complexity and style of its publications. The *Procedural Digest*, an online subject-based record of proceedings; the *Procedural Extracts*, a technical document; and the *Statistical Digest*, a statistical record of the work of the House, were published after each sitting fortnight. *Work of the Session*, a comprehensive six-monthly overview of the business of the House and committees, was published in August 2014 and January 2015. Some infosheets in the series of 22 infosheets on the work of the House were updated in August 2014. Together, these publications provide a current and concise record of the work of the House and the more significant aspects of that work. The department's publications, including the infosheet series, are listed in Appendix 7.

The Chamber Research Office maintains, publishes and distributes the standing orders of the House. The standing orders were reprinted as at 26 March 2015, incorporating a number of amendments made by the House on 13 February 2014, 19 March 2014 and 26 March 2015.

Collaboration with the Department of the Senate

The office continued its longstanding collaboration with colleagues in the Department of the Senate, including through participation in orientation seminars for the Australian National Internship Program and the Australian Defence Force parliamentary exchange program (discussed in more detail on page 23), as well as on preparation of a virtual tour of the House and the Senate.

Collaboration with other parliaments

Staff members are frequently asked to share their experiences and knowledge with counterparts from other parliaments. The office continued to collaborate with colleagues and members from other parliaments by participating in study programs, meetings during delegation visits, and capacity-building work. Colleagues from other parliaments continue to be particularly interested in the longstanding practices of the office in recording, analysing and publishing information on the procedural work of the House.

Parliamentary committees

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

In 2014–15, these committees held a total of 78 meetings (55 in 2013–14) and produced 35 reports (17 in 2013–14). Details of meetings and reports are set out in Appendixes 5 and 6.

Table 6 Committees supported by the Chamber and Federation Chamber component, 2014–15

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

^a In October 2014, the Petitions Committee secretariat was moved to the Committee Office, but the Chamber Research Office continued to provide some administrative support during the reporting period.

Selection Committee

The standing orders require the Selection Committee to fulfil three important roles:

- selecting and programming private members' business and committee and delegation business
- setting speaking times for second-reading debates (the committee has not as yet exercised this role)
- considering all bills introduced and determining whether to refer bills directly to House or joint committees for inquiry.

The committee has 11 members: the Speaker (as chair), the chief whips of the three parties, four government members and three non-government members. The committee met 18 times during the reporting period. It is supported by Table Office staff.

Standing Committee on Appropriations and Administration

The Standing Committee on Appropriations and Administration considers, among other things, estimates of the funding required for the operation of the department each year. When conferring with its counterpart Senate committee—the Senate Standing Committee on Appropriations and Staffing—the House committee may consider estimates of the funding required for the operation of the Department of Parliamentary Services each year.

The committee has nine members: the Speaker (as chair), four government members and four non-government members. It is supported by the Clerk, the Serjeant-at-Arms and other officers of the department. During the year the committee met four times and presented three reports.

Standing Committee of Privileges and Members' Interests

The Standing Committee of Privileges and Members' Interests met five times during the reporting period and presented one report to the House on a right of reply matter. The committee's inquiry referred by the House in February 2014 into whether the former Member for Dobell (Mr Craig Thomson) deliberately misled the House in the course of his statement to the House and having regard to the findings of the Melbourne Magistrates' Court on 18 February 2014, is ongoing.

In March 2015, the committee reported on its operations in connection with the registration and declaration of members' interests in 2014, and it presented four sets of alterations of interests during the period.

Standing Committee on Petitions

The Standing Committee on Petitions continued to assess petitions for compliance with relevant House standing orders and to enable the presentation of petitions found to be in order and of ministerial responses to petitions presented previously. The committee and secretariat continued to interact with principal petitioners about petitions being prepared for collection of signatures and about completed petitions received by the committee.

On sitting Mondays, the chair of the committee presented in-order petitions that other members had not elected to present, and also presented written responses from ministers to petitions presented earlier on which the committee had sought comment. The 'terms' (the stated reasons for the petition and the action requested) of petitions presented and the corresponding ministerial responses were published in Hansard and on the Parliament of Australia website in accordance with standing orders.

During the year, 101 petitions were presented with a total of 250,369 signatures (see page 16 for trend information). A total of 71 ministerial letters were presented responding to 79 petitions (in some cases, a single letter may respond to similar requests made in multiple petitions). Responses from ministers explain the government's policies and programs on the subject matter of petitions.

The committee may hold public roundtable hearings with principal petitioners and representatives of relevant government agencies to explore issues with petitioners and to allow public servants to explain the relevant legislation, policy, programs or administration. Four roundtable hearings were conducted in 2014–15, as well as a school visit.

In October 2014, the secretariat of the Petitions Committee was moved to the Committee Office, but the Chamber Research Office continued to provide some administrative support to the committee during the year.

Standing Committee on Procedure

The Standing Committee on Procedure usually meets once each sitting week to carry out its responsibilities: 'to inquire into and report on the practices and procedures of the House and its committees'. In June 2015, the committee reported on its inquiry into the role and operations of the Federation Chamber and adopted an inquiry into the consideration in detail of the main appropriation bill. It continues with its regular inquiry into the maintenance of the Standing and Sessional Orders.

Standing Committee on Publications

The House Publications Committee held one meeting in 2014–15, and met with the Senate Publications Committee on nine other occasions. The committee presented 10 reports containing recommendations on which documents presented to parliament should be included in the Parliamentary Papers Series. All recommended documents were agreed for inclusion.

Joint Committee on the Broadcasting of Parliamentary Proceedings

The *Parliamentary Proceedings Broadcasting Act 1946* requires ABC radio and, in some circumstances, ABC television to broadcast the proceedings of parliament. It is the statutory role of the Joint Committee on the Broadcasting of Parliamentary Proceedings to advise parliament on general principles for the allocation of radio broadcasting time between the House and the Senate chambers and to determine a more detailed schedule of broadcasting allocations.

Under the *Parliamentary Proceedings Broadcasting Act*, the committee has nine members, including the Speaker of the House and the President of the Senate. By tradition, the Speaker is chair and the President is vice-chair. The committee, which is supported by the Serjeant-at-Arms' Office, did not meet during the reporting period.

Procedural training

The department continued to use a range of measures to support its staff to develop the necessary specialised knowledge and skills in the application of parliamentary law, practice and procedure. These included:

- sitting debriefs following each sitting week or fortnight, focusing on matters of procedural interest
- regular parliamentary briefings delivered by senior departmental staff
- training programs run by senior departmental staff
- shadowing opportunities, enabling staff to learn specialist skills such as the preparation of House procedures, the *Notice Paper* and the *Votes and Proceedings*. With sufficient experience, the use of shadowing allows chamber support staff to finish work earlier on some sitting nights and provides a backup in the event of staffing absences or turnover
- opportunities for participation in the annual Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) professional development seminar
- participation in the Graduate Certificate in Parliamentary Law and Practice, currently taught by the University of Tasmania under the auspices of ANZACATT.

Improving performance

With a return to majority government, many of the procedural challenges experienced during the Forty-third Parliament have lessened. However, as the House settled into the first full year of the Forty-fourth Parliament, our advisory services continued to be called on as new members became familiar with using the procedural opportunities available to them. Procedural training and development continued to be a priority during the year.

Outlook

In 2014–15, considerable time and resources were invested in the transition to the Table Offices Production System. Improvements have been made to the system and associated workflows, and some efficiencies have been realised, although they are not as significant, at this stage, as had been hoped. Implementation of some enhancements has been delayed, and it is now likely that the system will not be finalised until mid-2016. As staff become increasingly familiar with the system, further efficiencies will be realised.

During the year there was a return to the long-term pattern of Chamber and Federation Chamber support activity, although the time available for meetings of the Federation Chamber was not fully used.

The focus in 2015–16 will continue to be on providing high-quality services to meet the needs of members and other clients. The department's budgetary situation will remain tight, but within those constraints the department will continue to ensure that staff are well trained and equipped to deal with challenges that might arise.



*Two of the department's 2015 graduate program participants, Michael Currie and Georgina Alsop.
Photo: David Foote AUSPIC/DPS.*

Community relations and awareness

The community relations and awareness component aims to demonstrate the value of the department's work by promoting its activities, engaging the community with key issues, and educating the public in the work and procedure of the House and its committees.

In 2014–15, the budget allocation for the component was \$1.211 million and expenditure was \$0.893 million. Progress against the deliverable and key performance indicator for the component is summarised in Appendix 1. Staff levels, by location, are shown in Appendix 2.

Performance summary

In 2014–15, the department continued to promote the work of the House and its committees by developing engaging programs, activities and media, in accordance with its Community Outreach Strategy 2013–16.

The department met its target of 20,000 Twitter followers by December 2014, and received consistently positive feedback from participants in its face-to-face seminars. We contributed to the education of school-aged children by supporting the Parliamentary Education Office and school tours of Parliament House. We continued to engage younger audiences through the Speaker's University Challenge and My First Speech competitions, and to raise awareness of the work of the House and parliament through various internship and exchange programs.

Electronic media

The department continued to engage with the community through social media platforms. The department's Twitter handle, *@AboutTheHouse*, achieved sustained growth and recently reached 30,000 followers. Given its real-time nature, the platform continues to be a useful tool to engage with the public and the media. The department's Facebook following doubled in 2014–15 and the platform is proving to be a valuable tool for publishing longer articles about the work of the House and its committees.

The About the House YouTube channel, which broadcasts committee inquiry information and highlights from House, more than doubled its subscription in 2014. These videos were viewed more than 130,000 times on either YouTube or the Parliament of Australia website. We also continued to produce the successful *Parliament Diary* series, which has been broadcast on Sky News and the Australian Public Affairs Channel early on House sitting days.

The department's *About the House* magazine became a digital publication in 2015 after 17 years in print form. This transition will allow the magazine to reach new online audiences through the department's website, social media platforms and mobile application.

Seminars

The department continued to use its seminar program to raise awareness of its work, particularly among staff in government departments. Nine seminars were held in 2014–15, more than double the number of the previous year, attracting 325 participants. Formal evaluation of the seminar program continues to garner positive feedback.

Competitions

The department continued to engage with younger audiences through two competitions—the Speaker’s University Challenge and My First Speech.

Speaker’s University Challenge

The Speaker’s University Challenge aims to raise awareness of the House among young Australians by encouraging students to voice their opinions on a topic chosen by the Speaker. In the 2014 competition, entrants were challenged to create a three-minute video exploring the topic ‘Freedom of speech in a modern-day democracy’. The videos were judged based on the quality of the arguments and ideas presented, the use of research and their overall structure.

The competition was won by Patrisha Kay, who is studying for a Bachelor of Laws/Commerce at Griffith University. Ms Kay met the Speaker, the Hon Bronwyn Bishop MP, and the Speaker of the UK House of Commons, the Rt Hon John Bercow MP, at Parliament House when she received her trophy.

My First Speech

The My First Speech competition provides upper high school students with an opportunity to submit the speech that they would give as a newly elected member of the House of Representatives.

Rockhampton High School student Chay Conaglen took out first prize in the 2014 competition. In his speech, Chay spoke passionately about Australia’s democracy, climate change and the country’s relationships with international powerhouses China and India. He presented his speech live to the Speaker and numerous members at Parliament House in December.

Parliamentary assistants program

In 2014–15 the parliamentary assistants program, run by the Serjeant-at-Arms’ Office, entered its fifteenth year. The program offers university students part-time employment in the House of Representatives in order to promote understanding of and engagement with the work of the parliament. (For further details see page 43.)



Prime Minister the Hon Tony Abbott MP with the winners of the 2014 My First Speech competition. Left to right: Courtney Sinclair, Zachary August and Chay Conaglen.

Parliamentary internship program

The Australian National Internship Program has operated since 1993 under an agreement between the Vice-Chancellor of the Australian National University and the Australian Parliament's Presiding Officers. Australian and international students enrolled at the university under the program undertake an internship placement of about 10 weeks as part of their formal course of undergraduate study.

In the second semester of 2014, 17 of the 53 students enrolled in the program were placed with a member or senator. In the first semester of 2015, another 53 interns were in the program, of whom 22 were placed with a member or senator.

The departments of the House of Representatives and the Senate, as well as the Parliamentary Library, assist the program. The House and Senate departments provide an orientation seminar for all students before they take up their placements at Parliament House and elsewhere.

During the placement, each student completes a research project on a subject agreed with their host. The report is assessed by the university and counts towards the student's degree.

The program has continued to provide students from around Australia and from other countries with an opportunity to extend and complement their academic studies by studying and working in the parliamentary environment.

Parliamentary exchange program for the Australian Defence Force

Each year, a small number of Australian Defence Force representatives spend a week at Parliament House, hosted by a member or senator. This arrangement began in 2003 as an expansion of a program begun in 2001, under which members and senators took up a short placement with Defence personnel and participated in their working lives. Arrangements for participation by members and senators are made through the Parliamentary Secretary to the Minister for Defence in conjunction with the Department of Defence.

The program was run in September 2014, with members and senators hosting 15 Defence Force representatives.

The departments of the House of Representatives and the Senate collaborate to support the exchange program and provide orientation seminars on the work of the chambers and committees.

Public visits to the House

In 2014–15, public interest in the sittings of the House continued to be high. Over the 73 sitting days, 67,195 people attended the galleries, and visitor numbers peaked at more than 1,000 per day on 24 occasions.

The high level of interest partly reflected a number of high-profile parliamentary events during the year. On budget day (13 May 2015), 1,410 people visited the chamber, slightly down from 1,432 in 2014, and 1,403 people visited on budget reply night, down from 1,720 in 2014.

These events required close coordination between the Serjeant-at-Arms' Office, the Australian Federal Police and the Parliamentary Security Service.

Parliamentary Education Office

Administered by the Department of the Senate, the Parliamentary Education Office (PEO) is a joint office and receives part funding from the department. Its mission is to provide parliamentary education services to schools, teachers and students. It also provides parliamentary education support services to members and senators.

The two departments liaise closely on the PEO's strategic direction and the content of its teaching, educational material and online resources through the PEO Advisory Committee, jointly chaired by the Deputy Speaker and Deputy President. The committee may also advise the Presiding Officers on the support needs of members and senators in relation to parliamentary education. The committee met in November 2014 and June 2015. The Clerk Assistant (Table) attended as an observer.

Programs at Parliament House

In 2014–15, 90,132 students from around Australia participated in the PEO's experiential role-play program at Parliament House, compared with 87,657 students in 2013–14. This represents an increase of 2.8 per cent, and signals a return to normal class demand after a slight reduction in 2013–14. Attendance figures reflect the program's continued popularity. The cumulative total of students who have participated in role-play programs since the Parliament House building opened in 1988 is more than 1.89 million. The PEO also conducted a number of specially targeted activities at Parliament House involving students, trainee and qualified teachers, parliamentary visitors and Indigenous groups. These activities included overseeing the long-running Rotary Adventure in Citizenship program in budget week and supporting several National Youth Science Forums in January.

Minor changes were made to the PEO's operating procedures for school groups to ensure compliance with the enhanced security requirements at Parliament House.

The parliamentary Venue Management System, which includes school tour bookings, continues to undergo refinement. When fully functional, the system will provide improved information and services to schools and tour operators booking student programs at Parliament House. A welcome feature of the new system is the provision of more comprehensive information for members and senators on visiting school groups.

Outreach activities

The PEO continues to invest in a comprehensive range of outreach strategies to ensure it is able to provide parliamentary education services to a broad student population, not just those able to travel to Canberra.

The PEO website (www.peo.gov.au) remains a highly effective and popular vehicle for disseminating parliamentary education material and resources to teachers and students located around Australia. PEO website patronage increased in 2014–15 to 907,523 visitor sessions. When compared to the 719,124 visitor sessions in 2013–14, this represents an increase of 26 per cent. The increase may reflect the addition of considerable new content and improved functionality, which has broadened audience appeal and allows the site to better support the draft national curriculum in civics and citizenship. The introduction of rolling advertisements on the homepage for web content is also likely to have expanded the website's appeal.

During the year, the PEO continued to revise and update web content and developed significant new content, including new videos, expanded resources supporting the national curriculum and a new feature, 'Your questions on notice', which allows students to ask questions of parliamentary educators. To commemorate the significant anniversaries of the sealing of Magna Carta and World War I, new educational resources focusing on these important historical events were developed and posted online. The PEO also continued to develop and field information about current parliamentary events and the achievements and statistics of the Forty-fourth Parliament.

In recognition of its national responsibilities, the PEO continues to explore the potential of new technology for the remote delivery of PEO programs and resources, including interactive video conferencing, which was trialled successfully during the year.

School visit program

The PEO continued its work with members and senators on a limited scale through a targeted school visit program called Parliament Alive. In 2014–15, visits took place to schools in regional eastern Victoria, suburban Adelaide and north-central regional New South Wales. These activities provided participating students with an invaluable opportunity to learn firsthand about the role and work of their federal member or senator.

Educational resources

The PEO continued to produce a wide range of educational resources, both in print and online, including several new educational videos for students and teachers. A series of lesson plans for teachers, based on the draft national curriculum in civics and citizenship, were also developed. Demand for PEO publications and resources from both teachers and parliamentarians continued to be strong over the course of the year.

A new personalised resource for members and senators, 'Representing you', was developed to support member and senator interaction with students in their electorates and states and territories. PEO publications and resources were regularly reviewed and updated to ensure their currency, accuracy and ongoing relevance.

Improving performance

The department's Community Outreach Strategy 2013–16 outlines a clear strategic direction to enhance the department's multimedia products and services, particularly through the use of digital platforms.

The continued expansion of the department's social media reach, mainly through Twitter, is steadily improving our ability to direct our audiences to information about the work of the House. We will continue to explore ways of leveraging this platform to draw attention to the work of the House.

An administrative restructure occurred in 2014, bringing together the department's community outreach team with its knowledge management and publishing team. This union of our traditional information and knowledge services with our public-facing outreach activities has already strengthened the overall outcomes that both teams deliver for the department.

Outlook

The department will continue to enhance its community engagement in 2015–16, through a revised community outreach strategy. The department is seeking to direct its growing digital subscriber base to its core web content, to improve community awareness and understanding of the work of the House and parliament more generally. We will also work to improve the profile of committee activities by investigating more effective ways of engaging with the media and the community, and developing tailored communication strategies.

The department will build on its popular seminar program by investigating the introduction of more topics and different approaches to delivery. We will continue to encourage youth engagement with the House through activities such as the My First Speech competition and the Speaker's University Challenge.

The Serjeant-at-Arms' Office will continue to meet regularly and work with colleagues in the PEO and Visitor Services, as well as the wider community, to provide the best possible service to the variety of people who visit Parliament House.

Committee services

The work in this program component is primarily performed by the Committee Office. The office supports House committees and certain joint committees in fulfilling their roles in parliamentary consideration of policy and legislation and scrutiny of the executive government. The support provided to committees in the conduct of inquiries and in other activities includes:

- providing procedural and inquiry-related advice to committee chairs and members
- undertaking research and analysing evidence received by committees
- arranging, and providing secretariat support to, committee meetings and public hearings
- assisting witnesses and the general public to participate in committee inquiries
- promoting the work of committees
- drafting committee reports.

Expenditure on these services in 2014–15 was \$7.546 million, which was \$0.747 million below the budget allocation of \$8.293 million. Progress against the deliverable and key performance indicator for the component is summarised in Appendix 1. Staff levels, by location, are shown in Appendix 2.

Performance summary

Performance is measured through the department's annual survey of members and through statistical information on committee activity.

A key indicator for the Committee Office is the level of satisfaction with committee advice and services reported by members in the annual survey. In 2014–15, 100 per cent of members stated that they were extremely satisfied, highly satisfied or satisfied with the provision of procedural advice, research, analytical, report drafting and administrative support. The level of member satisfaction has been consistently high over the years. (See Appendix 3 for more detail on the survey results.)



Members of the Joint Select Committee on Northern Australia during a visit to a Broome pearl farm as part of the inquiry into opportunities to expand the aquaculture industry in Northern Australia.

During 2014–15, committee activity returned to a level that is typical for a non-election year (see Table 7). The number of committees supported by the Committee Office increased from 18 at the start of the year to 20 at year end. The increase reflected the establishment of an additional joint select committee (the Joint Select Committee on Trade and Investment Growth) and the transfer of the secretariat for the Standing Committee on Petitions from the Chamber Research Office to the Committee Office in October 2014. The Chamber Research Office continued to provide some administrative support to the committee during the year.

The number of reports in 2014–15 is consistent with trend levels. The higher level of reporting in 2011–12 and 2012–13 reflected the unusually large number of bills inquiries conducted in the Forty-third Parliament.

Table 7 Performance summary, Committee Office, 2010–11 to 2014–15

Indicator	2010–11 ^a	2011–12	2012–13	2013–14 ^b	2014–15
Members' satisfaction rates (%) ^c	100	95	100	95	100
Number of committees	21	18	20	18	20
Number of meetings	406	641	606	327	574
Hours of meetings	915	1,070	944	619	1,018
Number of reports ^d	42	90 (11)	104 (12)	21 (1)	70
Staff numbers, Committee Office ^e	63	63	64	65	60

a 2010–11 was an election year. Committees ceased to exist upon dissolution of the House (July to September 2010).

b 2013–14 was an election year. Committees ceased to exist upon dissolution of the House (August to November 2013).

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

d Oral reports (shown in parentheses) may be given in discharge of a reference from the Selection Committee.

e Staff numbers as at 30 June each year.

The Clerk Assistant (Committees) met individually with all committee chairs during the final quarter of 2014, and received positive feedback on the performance of committee secretaries and other secretariat staff. The Committee Office consistently met support standards for providing briefing material and draft reports to committees. Secretariats generally provided timely, accurate and clear advice to chairs and committee members, and arranged public hearings and supported meetings of committees effectively and efficiently.

Comments from members acknowledging the work of secretariats in 2014–15

Comments made in the House by members when bills are being debated, or when committee reports are tabled, regularly acknowledge the work of secretariats. Following are some examples of the comments made during the reporting year.

I also thank the secretariat for their outstanding organisational ability and excellent efforts through this inquiry.

I thank the secretariat for their great support, whether it be in the hot desert near Woomera, or in the challenging environment of Bangkok or Djakarta.

I thank the secretariat for their very professional advice and the manner in which they helped the committee in its consideration of this important legislation.

Like the previous speakers, I want to acknowledge the work of the Chair and thank the secretariat, who, as we all know in this place, do an extraordinary amount of work.

I also thank our secretariat, who are sitting here in the advisers' gallery, for their wonderful work. They showed a great appreciation of the issues which were of concern to us and were of great assistance to us in coming to our deliberations.

Committee activity

At 30 June 2015, nine Committee Office secretariats were supporting nine House general-purpose standing committees; 10 joint statutory, standing or select committees; and one domestic committee.

Committees supported by the Committee Office in 2014–15 are shown in Table 8.

Table 8 Committees of the Forty-fourth Parliament supported by the Committee Office, 2014–15

House committees
Standing Committee on Agriculture and Industry
Standing Committee on Economics
Standing Committee on Education and Employment
Standing Committee on the Environment
Standing Committee on Health
Standing Committee on Indigenous Affairs
Standing Committee on Infrastructure and Communications
Standing Committee on Petitions ^a
Standing Committee on Social Policy and Legal Affairs
Standing Committee on Tax and Revenue
Joint committees
Joint Committee of Public Accounts and Audit
Joint Select Committee on Northern Australia
Joint Select Committee on Trade and Investment Growth
Joint Standing Committee on Electoral Matters
Joint Standing Committee on Foreign Affairs, Defence and Trade
Joint Standing Committee on Migration
Joint Standing Committee on the National Capital and External Territories
Joint Standing Committee on Treaties
Parliamentary Joint Committee on Intelligence and Security
Parliamentary Standing Committee on Public Works

^a In October 2014, the Petitions Committee secretariat was moved to the Committee Office, although the Chamber Research Office continued to provide some administrative support during the reporting period.

Note: Five other House committees, mainly those concerned with the domestic operations of the House, and the Joint Committee on the Broadcasting of Parliamentary Proceedings are supported by other areas of the department, and are discussed on pages 17–19. The Petitions Committee is also reported on there.

On 1 July 2014, the committees supported by the Committee Office had 32 ongoing inquiries. During 2014–15, the committees commenced 76 new inquiries and tabled 70 reports relating to 66 inquiries. At 30 June 2015, the committees had 42 ongoing inquiries. The inquiry-related activities of committees are summarised in Appendixes 5 and 6.

During the year the Committee Office supported a diverse range of inquiries and activities, as the following examples illustrate. The examples highlight the contribution that committees make to policy development and legislation, and the significant support role played by the department.

Scrutiny of legislation

The Parliamentary Joint Committee on Intelligence and Security completed 14 inquiries in 2014–15, including inquiries on four bills that formed part of the government's national security measures. These bill inquiries attracted significant media focus and public scrutiny. Specialist secondee resources were utilised for two of the bill inquiries. Their technical expertise greatly assisted secretariat staff, given the complex nature of the bills and the tight inquiry timeframes. Across the four bill inquiries, the committee made 109 recommendations, all of which were supported by the government (one was supported in principle) and the bills were amended accordingly. In the second-reading debate in the House on one of the bills—the Telecommunications (Interception and Access) Amendment (Data Retention) Bill 2014–28 of the 29 members participating in the debate referred specifically to the committee's work.

The Committee Office supported the Joint Committee of Public Accounts and Audit (JCPAA) in scrutinising the operation of the *Public Governance, Performance and Accountability Act 2013*, which establishes a single resource management framework for all Commonwealth entities. The JCPAA played a significant role in the development of the framework, in particular focusing on managing risk, improving performance and accountability to the parliament and the public, and encouraging collaboration between agencies. In 2015–16, the JCPAA will continue its inquiry into the development of the Commonwealth performance framework to ensure an effective, integrated performance management and reporting system.

Complex logistics

The Joint Select Committee on Northern Australia presented its final report, titled *Pivot north*, during the year. The department supported the committee through 27 public hearings and 15 days of inspections across Western Australia, the Northern Territory and Queensland. The inquiry was wide-ranging and received 352 submissions and 99 exhibits, all of which were used in conjunction with the final report. The report served as a platform for development of the government's policy on northern Australia.

The travel between remote locations combined with the short inquiry timeframe required secretariat staff to arrange extensive logistical support, including charter vehicles of all types. As a result of this work, the Committee Office developed a revised departmental charter policy.

The House Standing Committee on Indigenous Affairs completed an inquiry into the harmful use of alcohol in Aboriginal and Torres Strait Islander communities. The committee consulted widely across Australia, visiting capital cities, rural areas and remote communities. The secretariat, in addition to providing research and procedural advice, provided highly effective logistical support to the committee to enable it to fulfil its challenging public hearing program.

Diverse inquiries

The Joint Standing Committee on Treaties completed inquiries into the Korea–Australia Free Trade Agreement and the Japan–Australia Free Trade Agreement, which generated considerable public interest, particularly the Korea–Australia Free Trade Agreement. The committee recommended the passage of both treaties.

The Joint Standing Committee on Electoral Matters completed its inquiry into the 2013 federal election and presented a second interim report and final report. In these and the earlier first interim report on Senate voting practices, the committee presented a wide-ranging set of recommendations for consideration in future electoral processes. In supporting the inquiry, secretariat staff received valuable assistance from a specialist secondee from the Australian Electoral Commission.

In October 2014, the Standing Committee on Agriculture and Industry tabled the report of its inquiry into country-of-origin labelling for food. Titled *A clearer message for consumers*, the report sought to identify solutions to a policy issue that had been investigated several times in the previous decade with varying degrees of success. In early 2015, public health concerns about imported frozen berries brought food labelling to prominence. The government's response included the announcement of significant reforms of food labelling policy.

The Social Policy and Legal Affairs Committee undertook an inquiry into the government's response to the committee's 2013 report *Troubled waters: inquiry into the arrangements surrounding crimes at sea*. The inquiry is believed to be the first time a committee has inquired into a government response and was a result of the committee's concern that the response was 10 months late and agreed with only two of the 11 recommendations. The inquiry provided an opportunity for the committee to reinforce the importance of its earlier report and the recommendations, and to ensure that a more detailed response was provided. Following the inquiry, the committee made three new recommendations.

Non-inquiry activity

The Auditor-General is a significant stakeholder in and contributor to the work of the committees, and the Committee Office maintains a productive working relationship with Australian National Audit Office staff. As an independent officer of the parliament, the Auditor-General is responsible for ensuring accountability and transparency in the delivery of government programs and services. The JCPAA has a statutory duty under the *Public Accounts and Audit Committee Act 1951* to approve or reject a proposed recommendation for appointment to the office of Auditor-General.

On 14 May 2015, the JCPAA approved the appointment of Mr Grant Hehir as the new Auditor-General. The Auditor-General is appointed by the Governor-General, under the *Auditor-General Act 1997*, for a term of 10 years, and Mr Hehir commenced office on 11 June 2015. Prior to his appointment, Mr Hehir was the New South Wales Auditor-General. The JCPAA acknowledged the significant achievements of Mr Ian McPhee AO PSM, who served as Auditor-General for the past 10 years.

The Defence Sub-Committee of the Joint Standing Committee on Foreign Affairs, Defence and Trade conducts an annual program of briefings on and inspections of Defence units and facilities. The 2014–15 program was structured around the themes of Defence strategy, policy and budget; current operations; emerging threats and capabilities; and personnel, preparedness and sustainment. Secretariat staff—and in particular the Defence Advisor, who is a Defence officer on secondment—arrange the program, in conjunction with the Department of Defence. During the year, the sub-committee:

- inspected NUSHIP *Canberra*, the Navy's new amphibious assault ship, which was nearing completion at Williamstown shipyard in Victoria
- spent a day at sea with the crew of HMAS *Canberra* undergoing work-up training off Jervis Bay
- visited the Defence Science and Technology Organisation, and ASC Pty Ltd's submarine facilities in Adelaide
- inspected Navy Base HMAS Stirling and the Special Air Service Regiment in Western Australia
- visited the Avalon International Airshow, and observed C-130 Hercules capability while in transit to inspect units at RAAF Base Amberley.

Inspections provide members with a unique insight into the Defence organisation and its operation that would be difficult to obtain otherwise. They also allow members to interact with Defence personnel and hear, firsthand, about the delivery of Australia's vital defence capabilities.

Government responses to committee reports

The government is obliged, by resolution of the House, to respond to recommendations contained in a report by a House or joint committee within six months of the report's presentation.

Under the terms of the resolution, committees may bring an outstanding response to the attention of the Auditor-General or the Speaker. During the year, for the first time, a committee sought the assistance of the Speaker in resolving an outstanding response. The Speaker then wrote to all ministers informing them of the approach she would follow when receiving such requests. At the request of the Speaker, the Deputy Speaker informed members of the Liaison Committee of Chairs and Deputy Chairs of the approach. The report in question was responded to.

The Speaker presented three schedules during the year listing government responses to House and joint committee reports and responses outstanding. At the start of the year, 51 reports of committees supported by the Committee Office that required a government response had not yet received one. Of these, 43 responses had been outstanding for more than six months. In 2014–15 the government tabled 28 responses to reports of committees supported by the Committee Office (13 in 2013–14), and committees presented 31 reports requiring a response (7 in 2013–14). At year end, 41 reports were yet to receive a response, and of these, 25 had been outstanding for more than six months.

The government responses presented during the year included responses to some important reports from previous parliaments:

- a report by the House Standing Committee on Regional Australia, *Cancer of the bush or salvation for our cities? Fly-in, fly-out and drive-in, drive-out workforce practices in regional Australia*
- a report by the House Standing Committee on Agriculture, Forestry, Fisheries and Resources, *Netting the benefits—inquiry into the role of science for the future of fisheries and aquaculture*
- two reports by the Joint Standing Committee on Foreign Affairs, Defence and Trade, *Trading lives: modern day human trafficking* and *Australia's trade and investment relationship with Japan and the Republic of Korea*
- a discussion paper that followed a roundtable held by the House Standing Committee on Health and Ageing in March 2012 on the late effects of polio/post-polio syndrome.

Liaison Committee of Chairs and Deputy Chairs

The department 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 forum for chairs and deputy chairs of committees administered by the House to discuss aspects of committee administration and support. The Liaison Committee met three times during 2014–15, in October 2014 and March and June 2015.

A focus of the Liaison Committee during 2014–15 was to support committees in enhancing their effectiveness. The committee also focused on informing members of the avenues available to committees to require government responses to committee reports, under the terms of the relevant resolution of the House. The Auditor-General was invited to the committee's meeting in March to brief the committee on actions he could take to resolve matters referred to in reports for which responses were outstanding.

International visits

The Australian Parliament's outgoing delegations program includes annual visits to the Asia–Pacific region, New Zealand and the People's Republic of China, assigned on rotation to House, Senate and joint committees.

In July 2014, the secretariat of the Parliamentary Standing Committee on Public Works supported committee members during their visit to Indonesia and Thailand. The aim of the delegation was two-fold. The first was to inspect existing Australian embassy facilities in Jakarta and Bangkok and examine progress on construction of new purpose-built facilities. The second was to develop an improved understanding of how the new purpose-built facilities will help to support Australia's diplomatic presence and the full range of activities intended to strengthen bilateral relationships with Indonesia and Thailand. The visit afforded committee members a unique opportunity to develop an enhanced appreciation of the complexities associated with managing and delivering large capital works projects overseas and the crucial role played by the two embassies in strengthening Australia's strategic and commercial presence in the region.

In July and August 2014, the secretariat of the House Standing Committee on Economics supported a visit to the People's Republic of China. The main aims of the visit were to gain a deeper understanding of the Chinese economy; to learn about China's economic reform agenda, its banking and non-bank lending sectors, and its trade and investment relationship with Australia; and to consider where opportunities might exist to strengthen ties between the two countries. From this visit, the committee gained a greater understanding of the economic situation in China and the ways in which Australia's trade and investment relationship with China could be enhanced and consolidated.

In 2015–16, the JCPAA will travel to Fiji and New Zealand, and the House Standing Committee on the Environment will visit Malaysia and Singapore. Two additional committee visits are planned in July 2015. The Trade Sub-Committee of the Joint Standing Committee on Foreign Affairs, Defence and Trade will travel to the Middle East, and the Parliamentary Joint Committee on Intelligence and Security will travel to the United States, the United Kingdom and France.

Capability development

The Committee Office is led and managed by the Clerk Assistant (Committees) in conjunction with committee secretaries and the Director of the Office of the Clerk Assistant (Committees). Weekly meetings were held throughout the year (except in recess periods) to discuss departmental and office management and secretariat staffing and resource issues.

The department undertook recruitment for the business-critical ongoing positions of committee secretary (two external officers were engaged and two internal officers promoted), inquiry secretary (process in train at year end) and Committee Office research and administrative staff (four external officers were engaged and three internal officers were promoted), and recruitment for several vacancies for non-ongoing positions.

Committee Office debriefs and 'Inside Committee' sessions were held approximately six-weekly during the year. The debrief sessions are led by different secretariats and provide an opportunity for informal discussion of experiences and issues relating to committee support, including procedural, administrative and cultural matters. The 'Inside Committee' sessions are one-hour presentations by senior staff on committee operations. Many staff also participated in the department's leadership training and other training and development activities.

The Committee Office hosted three graduates from the department's graduate program and two Department of Defence graduates. The office also hosted placements for committee staff members from the Legislative Assembly of Victoria and the National Assembly of Kenya, and presented to a visiting official parliamentary delegation from the Republic of Trinidad and Tobago and visiting international parliamentary staff from Pakistan and from the Bahrain National Assembly. The secretariat of the Joint Standing Committee on Treaties met with a group from the Royal Government of Bhutan who were in Australia to study the Australian treaty-making process. Australia was identified as a country with a well-established system with features that may be useful in the development of Bhutan's process.

Guides and manuals

Revised Committee Office brochures and revised *Working with parliamentary committees* guides were published at the start of the year (see Appendix 7 for a full list of the department's publications). The brochures are available on the department's website and on the members' portal, and the guides are available on the members' portal.

The Committee Office's procedure and practice manual and administrative manual were comprehensively updated and revised and published on the department's intranet during the year. A briefing session was held to inform staff of the major changes.

Information and communications technology projects

The Committee Office continued its involvement in several ICT projects aimed at improving operational efficiency and maintaining a high standard of service to committee members and other stakeholders.

Database development and consolidation

Collaboration with the Department of the Senate continued on the Shared Committee Information Database (SCID). This custom-built program enables members of the public to lodge submissions online. It doubles as a management tool for committee inquiry information and a tool for publishing submissions, public hearing information and other information on the Parliament of Australia website. It replaces a number of outdated database and publishing tools used in the Committee Office.

An important development during the year was the testing of a new report template, Report Builder, which draws on information from SCID and enables publication of reports in multiple formats (PDF, HTML and eBook). The office is planning to use the template to generate HTML and eBook versions of reports that have already been tabled in the Forty-fourth Parliament.

Following an internal audit review in the Department of the Senate, the SCID Board was re-established under revised terms of reference to provide governance of the project. The Clerk Assistant (Committees) is the initial chair of the committee. The new board held its first meeting in June 2015, and the aim is to finalise the project and transfer support functions to the Department of Parliamentary Services in 2015.

Content management

The capability of Committee Office staff in using Sitecore was further developed. Sitecore is a content management system that is used to author, publish and manage content on the Parliament of Australia website. It provides an easy-to-use interface for editing and authoring web content; a publishing approval workflow that prevents content from being inadvertently published to the website; and automatic updating of links when web content is moved or web pages are renamed.

Wherever possible, standard content drawn from SCID, such as committee contact details and membership, is automatically added to the website.



Members of the Defence Sub-Committee of the Joint Standing Committee on Foreign Affairs, Defence and Trade inspecting a C-17A Globemaster aircraft at RAAF Base Amberley.

Electronic access to committee documents

The department worked with the Department of Parliamentary Services to roll out an enhanced means of accessing committee documents on CommDocs from iPads. The enhanced access is provided through a MobileIron Web@Work browser. The browser enables access to web resources internal to the parliament through a secure platform. It gives committee members ready access to committee papers on the secure CommDocs site from their iPads without having to use the Citrix interface. Committee secretariat staff can assist committee members with CommDocs via iPads.

Members have welcomed the benefits provided by electronic access to papers, especially when travelling.

Electronic petitioning

In February 2015, the government announced its decision to support the recommendation of the Petitions Committee for the introduction of electronic petitioning to the House of Representatives. The Committee Office then submitted a request to the Department of Parliamentary Services seeking updated costings for the development of electronic petitioning for the House. The response was under consideration at year end.

Improving performance

During the year, the Committee Office had a focus on capability development through limited recruitment, continued training and development, effective performance management and process improvement, particularly in the area of ICT. The ongoing aim is to achieve enhanced capability, and progress was made during the year.

The office contributed to a review of the department's performance management system. An important change arising from the review was the requirement for new supervisors to be informed if any staff members had received a 'needs development' rating in the previous reporting cycle. The Committee Office work objectives for all staff levels were reviewed and updated to align with the revised system, streamlining the process of setting work objectives for the 2014–15 performance cycle.

The departmental planning day was held on 18 September 2014. Committee Office staff attended, and a number of committee-related matters were discussed during the sessions, including parliamentary staff as conduits for the community's engagement with parliament and its committees and increased flexibility of allocating staff in the Committee Office based on operational needs.

Outlook

The activity of committees is expected to continue at a high level in 2015–16. With the House due to expire in November 2016, pressure to complete inquiries and reports is likely to increase during the year. The Committee Office will also need to plan for the election period and schedule the project work and other activity to be undertaken during the period.

In the coming year, committee members will continue to require highly professional services from the Committee Office. Developing the capability of staff, particularly in the use of committee-based ICT resources, will remain a priority for the office. This will include drawing more on the capability of existing 'super users' in the office. We will also continue to work with the Department of the Senate and the Department of Parliamentary Services on developing and consolidating ICT resources to facilitate the work of committees.

Inter-parliamentary relations

The Australian Parliament's international program focuses on parliamentary engagement, cooperation and strengthening, with an emphasis on parliamentary relations with countries in the Asia-Pacific region.

As foreshadowed in last year's annual report, in 2014-15 the department implemented the Presiding Officers' response to the report of the review of the international program which they commissioned in 2013. The resulting changed administrative structure is now in place.

The International and Community Relations Office, a joint office administered by the department, was disbanded. The department's community outreach function was separated completely from the international program function, and became part of a new office of the department focusing on access to information, the Parliamentary Business and Information Systems Office. Support for the international program is provided by two separate offices under two different directors. The International and Parliamentary Relations Office (IPRO) manages the incoming and outgoing delegation programs, membership of inter-parliamentary organisations, and the international interests and travel of members and senators. The Parliamentary Skills Centre (PSC) is responsible for all parliamentary strengthening and capacity-building programs of the Australian Parliament.

Activities and projects in 2014-15 were coordinated primarily through IPRO and the PSC, with input from all four parliamentary departments. IPRO, established in July 2014, and the PSC, established in August 2014, are joint offices administered by this department, and IPRO also receives part funding from the Department of the Senate.

In 2014-15, the budget allocation for the component was \$2.493 million and expenditure was \$2.233 million. Progress against the deliverable and key performance indicators for the component is summarised in Appendix 1. Staff levels, by location, are shown in Appendix 2.



A delegation from ASEAN countries with members of the Inverloch Surf Lifesaving Club, November 2014.

Performance summary

A comprehensive program of incoming and outgoing visits during the year strengthened bilateral links with several national parliaments. The Australian Parliament continued to support the capacity-building of parliaments in the region, and played an active role in parliamentary associations to which it belongs. Departmental staff adjusted effectively to the new administrative support arrangements for the international program, and a new Inter-Parliamentary Relations Advisory Group was formed.

Parliamentary engagement

During 2014–15, the department coordinated 20 official visits overseas, including bilateral visits to seven countries; attendance at seven assemblies, conferences, workshops and seminars; and 11 other visits, including Presiding Officer visits and the annual committee visits to New Zealand, the Asia–Pacific region and the People’s Republic of China (see pages 31–2 and Appendix 8). There were 10 official visits to Australia by parliamentary delegations from other countries as guests of the Australian Parliament (see Appendix 9) and 33 other visits, including a range of capacity-building activities (see Appendixes 10 and 11).

A significant regional focus was maintained in the visits programs. Eleven of the 20 overseas visits were to countries in Asia or Oceania, and four of the 10 official visits to Australia were from parliaments in our immediate region. One notable such visit was the first official parliamentary delegation from Fiji in 12 years, led by the Speaker of the Parliament of Fiji, Dr Jiko Luveni. The delegation’s visit in March 2015 represented a valuable opportunity to renew ties with the Parliament of Fiji, following elections in that country and the re-establishment of its parliament.

To enhance links with parliaments of Latin America, the Presiding Officers approved the introduction of a multi-country Latin American delegation visit to Australia for 2014–15. The visit took place in August and September 2014 and included regional Australia in addition to the capital cities; the delegation inspected businesses in the Hunter Valley and conducted a roundtable dialogue there with members of the Australian Parliament’s Joint Standing Committee on Foreign Affairs, Defence and Trade. Invitations have been issued to 10 parliaments for the second visit, scheduled to take place in September 2015.

For the 2014 outgoing delegations program, a new initiative—the parliamentary field visit—was trialled. The destination for a field visit is chosen based on a policy issue, rather than geography, to allow a group of parliamentarians with a particular interest in an issue to broaden their knowledge and understanding and report back to the parliament.



The Hon Philip Ruddock MP (centre, seated) and Mr Chris Hayes MP (standing, at right) visiting a class at Nizip refugee camp in Turkey on a parliamentary field visit, November 2014.

In considering potential topics for the visit to propose to the Presiding Officers, the party whips agreed that a field visit should focus on an issue that requires broad bipartisan support in the parliament to deliver an outcome for the community.

The first field visit was undertaken by the Hon Philip Ruddock MP and Mr Chris Hayes MP, who visited Jordan, Turkey and Lebanon in November 2014 to examine population movements, including asylum seekers. The delegates noted the value of the visit in giving them an insight into an important humanitarian issue with significant implications for Australia. On their return, they presented their views and findings at a forum for members, senators and parliamentary staff.

Following the success of the first field visit, a further two—to examine energy security and community inclusion—were approved for 2015. It is anticipated that two field visits will be a standard inclusion in the outgoing delegations program in non-election years.

The work of incoming and outgoing parliamentary delegations continued to be promoted through the Parliament of Australia website, including publication of short articles and video interviews with delegation leaders.

Outgoing and incoming delegations gave positive feedback on the quality of the programs, both at debrief meetings and through correspondence. For example, Professor Dr Norbert Lammers, President of the German Bundestag, who led a parliamentary delegation to Australia in October 2014, thanked the Presiding Officers for the arrangements made for the delegation, praising the 'most informative' program and its 'fantastic preparation and thoughtful stewardship', and indicating that the delegation looked forward to continuing the contact established during the visit.

Parliamentary cooperation

The Australian Parliament maintained its commitment to regional and international parliamentary cooperation. In 2014–15, delegations attended the ASEAN Inter-Parliamentary Assembly, two Inter-Parliamentary Union (IPU) assemblies, the Asia Pacific Parliamentary Forum and the Australian and Pacific Presiding Officers and Clerks Conference (for more details, see Appendix 8).

In June 2015, IPRO organised a visit to the parliament from the Secretary-General of the IPU, Mr Martin Chungong. Mr Chungong met with the Presiding Officers, Australia's delegation to the IPU General Assembly, other members, parliamentary staff and government officials. A focus of the visit was discussion of opportunities for the parliament and the IPU to work together to strengthen parliamentary democracy in the Pacific region.

A seminar was conducted at Parliament House for 100 members of the diplomatic community in Canberra on the processes and work of the parliament and the operation of its international program.

Parliamentary strengthening

As noted above, the PSC was established in August 2014 to carry out the parliamentary strengthening activities that had been part of the work of the former International and Community Relations Office. The PSC has a small staff, and through the generous support of members, senators and colleagues from throughout the parliamentary service it enables the parliament to engage in substantial collaboration in capacity-building with Pacific and other parliaments.

The PSC continued to coordinate activities under the Pacific Parliamentary Partnerships program and the work of the Pacific Women's Parliamentary Partnerships Project (funded under the Australian Government's Pacific Women Shaping Pacific Development Initiative). The major focus of the Pacific Parliamentary Partnerships program during the year was on capacity-building to support the re-establishment of the Fiji Parliament (in collaboration with the Victorian Parliament and the United Nations Development Programme (UNDP)) and the ongoing development of the Papua New Guinea Parliament (in collaboration with the Queensland Parliament). These two strengthening initiatives have been made possible by funding from the Centre for Democratic Institutions at the Australian National University and the Department of Foreign Affairs and Trade.

During the year, the Pacific Women's Parliamentary Partnerships Project's major activities comprised member exchanges for women members of Pacific parliaments with Australian parliaments, the annual Pacific Women's Parliamentary Partnerships Forum (which was held in Suva and considered the issue of family violence), the retreat for Pacific clerks (which focused on gender equality in parliaments), and scholarships for three Pacific parliamentary staff (from Papua New Guinea, Tonga and Kiribati) who undertook research attachments at the Parliamentary Library for a month.

The PSC continued to provide support for capacity-building programs and responded to requests for assistance from other parliaments and international organisations, including through collaborative work with colleagues in the Department of the Senate and the Department of Parliamentary Services. A highlight of professional development activities at the international level was the regular Inter-Parliamentary Study Program, which was coordinated by the PSC and took place in March 2015. Senior staff participated from national parliaments in Brazil, China, Federated States of Micronesia, Germany, Kiribati, Mongolia, Myanmar, Thailand and Zimbabwe.

Contributions were also made by a range of departmental staff, through the PSC, to study programs for members and staff of a number of parliaments, including Bahrain, Indonesia, Myanmar, Nigeria, Pakistan and Papua New Guinea.

Improving performance

The department implemented the Presiding Officers' response to the review of the international program from July 2014. The major aspects of the response were the restructure of the administrative support functions for the international program and the establishment of an advisory group. The restructure of the administrative support functions is discussed above. The other key implementation from the response was the establishment, in July 2014, of the Inter-Parliamentary Relations Advisory Group, consisting of two parliamentarians (appointed by the Presiding Officers in consultation with the whips), the heads of the parliamentary departments and the Parliamentary Librarian. The role of the advisory group is to provide advice to the Presiding Officers and to develop a strategic plan for the international program. The department provided support to the advisory group in 2014–15, encouraging greater transparency in the conduct of the international program. An important part of this process was the development of a strategic plan for the international program, which is expected to be formally implemented in 2015–16.

Outlook

The year ahead will include a full program of delegation visits. In the first half of 2015–16, 20 outgoing delegations (including committee visits, parliamentary field visits and attendance at assemblies) and five official incoming parliamentary delegations are scheduled. Delegation visits over the second half of the year, especially outgoing delegations, are expected to decrease as the Forty-fourth Parliament draws to a close.

Parliamentary strengthening programs administered through the PSC will remain a priority area for the international program, and initiatives and activities established under the Pacific Parliamentary Partnerships program and the Pacific Women's Parliamentary Partnerships Project will continue to be supported. As the Australian Parliament relies on funding from government or other sources, such as the UNDP and the IPU, to support much of its parliamentary capacity-building work with other parliaments, the extent to which the PSC is able to secure such funds will greatly influence the level of the parliament's contributions. The PSC will continue to respond to invitations to the parliament to collaborate on parliamentary strengthening, giving due consideration to the limited resources available for such work, and will continue to apply for funds when grant and other funding offers are available.

It is anticipated that the strategic plan for the international program, developed by the Inter-Parliamentary Relations Advisory Group, will be formalised during 2015–16. The advisory group will continue to be supported in its work by staff of the department.

Over the second half of the year, preparations will begin for the Forty-fifth Parliament, including periodic project work and preparation of forward work programs.

Members' services and corporate support

The members' services and corporate support component's responsibilities include:

- providing advice, services and support to members and their staff in Parliament House
- paying members' salaries and allowances
- providing the department with advice and support on financial and human resource management, and records management, publishing and office services
- organising members' office accommodation, furniture and fittings; providing mail and courier services; and handling bookings for committee rooms and chamber galleries
- maintaining and publishing key information about members and former members.

These responsibilities are undertaken by the four areas reporting to the Serjeant-at-Arms: the Finance Office, the Parliamentary and Business Information Services Office, the People Strategies Office and the Serjeant-at-Arms' Office.

The department is the primary contact for providing concierge services to members and their staff. We liaise closely with colleagues from the Department of Finance and the Department of Parliamentary Services (DPS) on a range of matters.

We also work in partnership with parliamentary departmental colleagues on major projects, such as enhancing ICT systems that have a whole-of-parliament application. In addition, we represent the department and support the interests of the House and members on a number of inter-parliamentary committees and boards that provide whole-of-parliament governance.

In 2014–15, the budget allocation for the component was \$7.503 million and expenditure was \$7.656 million. Progress against the deliverables and key performance indicators for the component is summarised in Appendix 1. Staff levels, by location, are shown in Appendix 2.

Performance summary

A high priority for the program component is to provide advice and support to the Speaker and the Speaker's office on the control and management of the precincts, chamber and gallery security, and ceremonial and other events at Parliament House. We work closely with colleagues in the Department of the Senate, the Department of the Prime Minister and Cabinet, the Australian Federal Police (AFP) and DPS.

A significant change during the reporting period was the restructure of security responsibilities at Parliament House. The AFP now has a key role as part of the Security Management Board and provides central oversight of all security arrangements at Parliament House. This has been a positive step forward, and we continue to work closely with the AFP on security-related matters.

During the year, we continued to work on ICT projects to improve efficiency and service delivery, including developing and replacing many of the support systems for the Chamber, committees and members' services. All projects are now close to completion.

Work on the office furniture replacement project continued. In the reporting period, installations were completed in the Deputy Leader of the Opposition's suite, the suite of the Manager of Opposition Business and the suites of the government and opposition whips, as well as offices used by departmental staff. All installations are due to be completed in October 2015.

The 2015 members' survey indicated their levels of satisfaction with the department's services. The services provided by the Serjeant-at-Arms' Office again achieved a 100 per cent satisfaction level, with 82 per cent of all members responding being extremely or highly satisfied (100 per cent in 2014). All members were satisfied with their home pages on the Parliament of Australia website; 50 per cent were either extremely or highly satisfied (62 per cent in 2014). Ninety-five per cent of members were satisfied with services for salary, electorate allowances and deductions (the same as in 2014).

Services and advice

Chamber enhancements

In the previous reporting period, the Speaker and Deputy Speaker requested enhancements in the Chamber and the Federation Chamber, for which they are respectively responsible. The work has been coordinated by the Serjeant-at-Arms' Office together with DPS, and includes installation of screens identifying the business before the House in the Chamber and the restructure of the Deputy Speaker and Clerk's dais in the Federation Chamber. The majority of the work was completed during the reporting period and has been favourably received. The few remaining items in the Federation Chamber, including the addition of specific art work, will be completed by the end of 2015.

Media services

The Serjeant-at-Arms and staff continued to work with the various media bureaus and the governing committee of the Parliamentary Press Gallery to ensure compliance with the rules for media-related activity in Parliament House and its precincts. The Presiding Officers adopted the rules in 2012, and their administration has been delegated to the Serjeant-at-Arms and the Usher of the Black Rod. The rules clarify the areas in the building and precincts where media activity is permitted, permitted only after prior approval, or not permitted at all. They also set out the circumstances where still photography by accredited media personnel is permitted in the chambers, and where filming and photography are more broadly permitted throughout the parliamentary precincts. It is a condition of access to the building that occupants comply with the rules, and a graduated range of sanctions may be applied for non-compliance.

During the year, the Serjeant-at-Arms, the Usher of the Black Rod and their delegates liaised closely with the press gallery to balance media access, security and parliamentary requirements at major events, including the addresses to the House of Representatives by the Prime Minister of Japan, His Excellency Mr Shinzo Abe; the Prime Minister of the United Kingdom, the Rt Hon David Cameron; the President of the People's Republic of China, His Excellency Mr Xi Jinping; and the Prime Minister of the Republic of India, Mr Narendra Modi.

On a day-to-day level, the Serjeant-at-Arms and her delegates work with members' and ministers' offices, representatives of the press gallery, the AFP and the Parliamentary Security Service to ensure that media events on the precincts are conducted in compliance with the rules and with minimum inconvenience to all.

During the year, the Serjeant-at-Arms' Office responded to around 145 requests to film or photograph in the private areas of the building.

Broadcasting of proceedings

In 2013 the House and Senate adopted updated resolutions for the broadcast of parliamentary proceedings. The resolutions recognise that television and radio are no longer the only broadcast media (social media and live streaming are others) and that previous distinctions between broadcasting and re-broadcasting are becoming less relevant with new technology. Both the House of Representatives and the Senate continue to retain control over broadcast content, which still needs to be supplied by authorised parliamentary staff in accordance with guidelines approved by the Presiding Officers.

The resolutions also include the general principles for the radio broadcast of parliamentary proceedings by the ABC. The general principles determine that the allocation of the live radio broadcast between the two chambers should be approximately equal. For question time, either the House or the Senate session is broadcast live and the other is broadcast later in the day. These general principles are complemented by standing determinations that provide more detailed advice to the ABC for the radio broadcasts.

Information services

To help keep members and their staff informed about developments in the House, three editions of the members' bulletin, *House Update*, were published during the year. In addition, the annual series of briefings on procedural and other developments in the House was continued. Nine briefings were held during the year, including two briefings specifically targeted at members' staff.

During 2014, the department continued to operate its drop-in centre every sitting Tuesday to enable members and their staff to get information or give feedback on any of the services provided by the department. Nine sessions were held yielding eight queries. As in previous years, the sessions were staffed by senior departmental staff members and a customer service officer from DPS was invited to attend to increase the value of the service to members. No sessions were held during 2015 because of the very low take-up of the opportunity by members.

Accommodation services

The Serjeant-at-Arms' Office provides a concierge service for members and, as part of this, coordinates accommodation, capital works and routine maintenance services in the House of Representatives wing.

During the year, the office arranged six office relocations as a result of a minor ministry reshuffle and changes to office holder positions. This number was significantly less than in 2014–15, which was an election year. The office worked closely with the government whip to ensure the relocations were completed quickly. The office also coordinated 334 requests to supply and move furniture (significantly less than in the previous year), which arose from movements of members to and from the ministerial wing. All tasks were performed within agreed timeframes and to agreed standards, and to the satisfaction of the whips and individual members.

Replacement of office furniture

Work continued on the replacement of office furniture for departmental staff and the staff of certain parliamentary office holders. The furniture being replaced has been in use since 1988. Work completed to date equates to 94 per cent of the original project scope; the remainder will be completed by October 2015.

A second phase of the furniture replacement project was endorsed by the department's Executive in June 2015. It will encompass all the suites in the House of Representatives wing that were not included in the first phase, which includes all parliamentary secretaries' and backbenchers' suites.

Maintenance, access and transport services

Maintenance requests for work in members' suites are coordinated by the Serjeant-at-Arms' Office, and include both emergency and routine work. During the year, the office coordinated 221 emergency requests, which were all attended to within five minutes of receipt. In addition, the office coordinated 129 routine maintenance requests for repairs or alterations to suites or common areas. We take a proactive approach by performing office shutdowns and inspections over the autumn and winter recesses, so that issues can be identified, reported and addressed while parliament is not sitting.

The office coordinated 281 requests for assistance with telephone faults, relocations and allocations of telephone numbers. Faults reported were referred to telephone support in DPS within five minutes of receipt, and appropriate timeframes for resolution were agreed with the affected area.

As the area responsible for access to members' suites, the office approved 538 requests by DPS for access to suites and general circulation areas for general maintenance and services.

The Serjeant-at-Arms' Office provides a Transport Office to coordinate transport services for members, including managing the COMCAR shuttle service during sitting weeks. The shuttle service provides a readily available, secure car-with-driver service in Canberra for members. In 2014–15, the Transport Office managed 10,335 bookings from members, compared to 8,960 bookings in 2013–14 (figures exclude unbooked walk-outs by members). This represents a 15 per cent increase in bookings on the previous year, which included an election break.

Parliament House security

The Serjeant-at-Arms represents the department on the Security Management Board. The board is established pursuant to section 65A of the *Parliamentary Service Act 1999* to provide advice to the Presiding Officers on security policy and the management of security measures for Parliament House. The board met eight times during the year.

During the reporting period, the Presiding Officers reviewed the oversight and management of security arrangements at Parliament House. This resulted in representation of the AFP on the Security Management Board and the AFP taking responsibility for all security operational matters at Parliament House.

Authorised Assembly Area

The AFP is responsible for managing events on the Authorised Assembly Area at the front of Parliament House. The area is allocated variously to individuals, community groups and organisations to promote their causes and hold events. Under the authorisation signed by the Presiding Officers, the Serjeant-at-Arms and the Usher of the Black Rod are to be notified as soon as is practicable of any protests, other public assemblies, functions or events on the precincts that may disrupt the smooth running of the building or affect the security or decorum of the chambers.

During 2014–15, an extra security overlay was applied to manage protest activities arranged during visits by heads of state.

Security screening

Guests of government and parliament are automatically exempt from security screening on entry to Parliament House. Approvals for any other exemptions are jointly made by the Serjeant-at-Arms and the Usher of the Black Rod. During the year, exemptions were approved for 40 groups or individuals (compared to 16 in 2013–14).

Information and communications technology

The department continued to work within the new ICT service delivery framework, under which DPS provides most of the department's ICT functions. The department represents its interests by participating in a range of advisory and management committees, and through the DPS customer engagement model.

The Joint Management Committee, which comprises senior parliamentary department staff, continued to oversee the service-level agreement and met four times during the reporting period. The Serjeant-at-Arms is the department's representative on the committee.

Software and hardware services

Projects to replace many of the ICT support systems for the Chamber, committees and members' services continued during the year. These systems included:

- the Table Offices Production System (see page 15)
- the Parliamentary Procedural Records System
- the Shared Committee Information Database (see page 33)
- the Serjeant-at-Arms' Office bookings system—the Venue Management System—for school visits and committee room and courtyard bookings.

Work continued on developing the Report Builder template, which will simplify the production of committee reports. Output will be in .xml format that can be repurposed into other formats such as PDF for printing, and HTML and eBook for electronic distribution on the website.

The department continues to use e-Trim to file and manage our records electronically, and opportunities to upgrade and enhance the system are being investigated. During the reporting period, 77 per cent of all files created were e-files (up from 68 per cent during 2013–14), and the number of e-records filed increased by 25 per cent. All new staff receive e-Trim training as part of their induction and tailored one-on-one e-Trim support is provided to existing staff.

Internet and intranet services

Projects to redevelop the departmental and members' intranets commenced in May 2015. The redeveloped intranets are being built on the Sitecore platform and will enable the integration of content from the Shared Committee Information Database and the Parliament of Australia website. A workshop was held with departmental staff to plan the information architecture. Content migration from the previous intranet has commenced and the new intranets are scheduled for deployment in the latter part of 2015.

We continued the project to develop and distribute digital publications through RepsApp using the Adobe Digital Publishing Suite platform. The interactive seating plan continued to be popular, and digital versions of the graduate program and seminar program were released. Three digital editions of the *About the House* magazine were added to the library. Outgoing delegation apps were made available to senators and members via the RepsApp sign-in.

A joint project with DPS to provide outgoing delegation material on a secure web portal commenced. This product will replace the digital publication version of the material. The responsive design will ensure that it is available to travelling members of delegations via Web@Work on registered tablet or smartphone devices. It is due for release before the end of 2015.

Video content continued to be added to our committee websites and our social media channels via the Ooyala platform. The adaptive bitrate streaming technology ensures that the content can be accessed on desktop, iOS and Android devices. Closed-captioning was added for pre-recorded *About the House* television programs.

Printing

The department's in-house printing service produced around 2.4 million impressions in 2014–15 (an increase from 1.3 million in 2013–14). The increase reflected the volume of committee reports printed during the year, in addition to the production of routine chamber documents.

The production of hard-copy committee reports continues to decline as stakeholders take advantage of the department's online committee information.

Parliamentary assistants program

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

Six students took part in the program in 2014–15: three were existing assistants, and three were new appointments. The new assistants came from Tasmania, Canberra and Victoria, and all were studying at universities in Canberra. Former parliamentary assistants were also engaged in the Serjeant-at-Arms' Office to work at the front counter and in other areas of 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 2015 members' survey, 72 per cent of members were extremely or highly satisfied (81 per cent in the 2014 survey), and 95 per cent were satisfied with services in relation to their base salary, electorate allowances and deductions (95 per cent in the 2014 survey). Annual expenditure on members' salaries and other entitlements was \$45.430 million.

Corporate support

The People Strategies Office provided corporate services advice and support to the department and a shared-service payroll service to the Parliamentary Budget Office (PBO). In November 2014, the department ceased providing payroll services to the PBO.

Operational performance indicators for finance, human resources and other corporate support services were met, and the department was in compliance with internal and external governance and reporting requirements. Also during the year:

- the department's business continuity network was established and met, and work began on updating office-level business resumption plans for each work group
- leadership training and development programs were implemented for staff at Parliamentary Service Levels 4 and 5 and continued for the Executive.

Related information is detailed in Part 3 of this report.

Improving performance

It was a demanding year for the program component, which carried out its ongoing advisory, operational and project responsibilities in a context of ongoing change and significant financial pressure. Strategies to enhance and sustain performance levels included planning, people management, relationship building, innovation, sound governance arrangements and reviews. Performance was again at a high standard, sustained by the professionalism of staff.

The department continues to work closely with the Department of the Senate, DPS and the AFP on a range of matters and on a range of interdepartmental boards and groups.

Outlook

In 2015–16 the department will continue to provide advice and services of a high standard to support the Speaker, members in Parliament House and the department.

We anticipate that important priorities for the members' services and corporate support program component during the year will include:

- monitoring performance under the memorandum of understanding and related service-level agreement with DPS for the provision of ICT support
- continuing the rollout of the Venue Management System in conjunction with the Department of the Senate and DPS
- completing the first phase of the furniture replacement project and embarking on the recently endorsed second phase
- reviewing departmental performance information and reporting, in accordance with the *Public Governance, Performance and Accountability Act 2013*
- progressing the implementation of e-Trim through the remaining areas of the department
- further developing capability within the program component, including through the documentation of systems and processes and the use of supplementary and backup resources
- drafting and negotiating a new enterprise agreement for departmental staff.

Schools hospitality

The department receives a special appropriation in order to provide modest hospitality to school groups visiting Parliament House. School visits are coordinated by the Serjeant-at-Arms' Office, working in partnership with the Parliamentary Education Office (PEO) and Visitor Services. In 2014–15, the administered appropriation for the schools hospitality program component was \$0.325 million and expenditure (including accrued expenses) was \$0.330 million. Progress against the deliverables and key performance indicator for the component is summarised in Appendix 1. Staff levels, by location, are shown in Appendix 2.

Performance summary

In 2014–15 there was an increase in the number of school students participating in educational tours of Parliament House, with 120,216 students recorded, up from 113,709 in the previous year. The number of students from the Northern Territory, South Australia and Western Australia decreased, while all other states recorded higher numbers than in the previous financial year (see Table 9).

Table 9 Students visiting Parliament House, by location and year, 2010–11 to 2014–15

Year	ACT	NSW	NT	Qld	SA	Tas.	Vic.	WA	Other	Total
2010–11	2,730	67,715	707	16,411	4,205	1,262	17,458	4,048	62	114,598
2011–12	1,637	66,036	899	17,389	5,059	1,676	17,312	4,706	80	114,794
2012–13	1,657	67,955	881	16,395	4,742	1,471	17,245	5,064	241	115,651
2013–14	1,859	62,597	835	18,193	5,390	1,581	17,766	5,488	–	113,709
2014–15	2,158	67,385	819	19,489	5,061	1,750	18,531	5,023	–	120,216

All visiting students participated in a guided tour and visited both chambers. Eighty-four per cent (100,254) received hospitality and 78 per cent (90,132) participated in the PEO program (see pages 23–5 for more information on the PEO's activities).

Improving performance

In previous years, school bookings were only taken for the next financial year from 1 July of that year. From July 2015, bookings will be taken on a rolling basis for the following two calendar years. This process was developed in conjunction with stakeholders to bring our booking schedule into line with other designated agencies on the visits program.

Outlook

By 30 June 2015, we had already booked 103,380 students from 1,578 schools for the following 12 months. Last year at this time we had 27,940 students booked from 732 schools. The large increase is a result of our bookings being undertaken one year in advance.

PART 3

MANAGEMENT AND ACCOUNTABILITY



- Corporate governance
- External scrutiny
- Management of people
- Management of financial resources
- Outlook

The Clerk of the House, David Elder, with the recipients of 2015 Australia Day Achievement Medallions. Left to right: Lisa McDonald, Samantha Manette and Shane Dennis.

Corporate governance

The Speaker of the House of Representatives is accountable to the House of Representatives for the department. The Clerk of the House of Representatives, who is responsible for leading the department, reports to the Speaker.

Legislation

During 2014–15, the department's operations were governed by the *Parliamentary Service Act 1999* and the *Public Governance, Performance and Accountability Act 2013*. Other legislation, including the *Fair Work Act 2009*, also applies to the operations of the department. These Acts set out the Clerk's responsibilities for managing the department.

Executive and senior management

The department's 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 is responsible for one or more of the department's offices (see Figure 1 on page 6). The senior managers of the department are the Executive and staff at the Executive Band 2 Level.

A selection process was conducted for the position of Clerk Assistant (Table) following the retirement of Ms Joanne Towner. Ms Catherine Cornish was appointed to the position in April 2015.

Management committees

Executive

The Executive held 12 formal meetings during the year to discuss and resolve a wide range of departmental management issues. As well as standing items on finance and people strategies, matters addressed included:

- leadership development programs for departmental staff
- departmental ICT requirements and innovations
- corporate and business planning matters
- the department's organisational structure
- planning for significant events, such as celebrations for the 800th anniversary of Magna Carta
- the department's interest in the project to refresh the Parliament of Australia website
- the department's furniture replacement project
- arrangements for staff parking at Parliament House.

Audit Committee

The department's Audit Committee met four times in 2014–15. The committee comprised the Clerk Assistant (Table) as chair, the Serjeant-at-Arms, the Clerk Assistant (Committees) and three independent members. At 30 June 2015, the independent members were Mr Tim Courtney of the Australian Electoral Commission, Ms Susan McNeilly of the Office of Parliamentary Counsel and Mr Dermot Walsh of the Office of the Commonwealth Ombudsman. Representatives of the Australian National Audit Office, the department's internal audit team and the Chief Financial Officer attended all meetings.

During the reporting year, the Audit Committee reviewed the department's draft financial statements from 2013–14 and recommended that the Clerk sign them. It also reviewed the Chief Financial Officer's report 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 May 2015, the department appointed Bellchambers Barrett Pty Ltd as internal auditor for a term of three years. At the end of the reporting year, the internal auditor was engaged in developing a strategic internal audit plan for 2015–18.

The committee's 2014 annual report was provided to the Clerk on 20 February 2015.

Consultative Committee

The Consultative Committee is an important mechanism for communicating and consulting with staff on workplace issues. The committee, which is chaired by the Deputy Clerk, has four departmental representatives, two elected staff representatives, and two union-nominated representatives.

The committee met five times during 2014–15. Standing agenda items for the meetings included:

- implementation and monitoring of the enterprise agreement
- proposals for change and other developments affecting staff
- review of implemented changes
- reports on departmental activities.

Matters discussed during the year included the consolidation of the parliament's ICT services, paid parking arrangements and other parking issues, and the review of the parliament's international program.

Planning and evaluation

Corporate plan

The department's Corporate Plan 2013–16 remained in force during the reporting period. The corporate plan contains a statement of the department's purpose, describes the department's priorities for the period covered by the plan, and provides the framework for annual business plans. It provides a focus for efforts to build on the department's capacity to deliver its services, develop its people, sustain its capability, and collaborate internally and with other key people and organisations. The department's corporate plan is available on the Parliament of Australia website.

Business plan

The department's business plan for 2014–15 was issued in 2014. Progress on implementing the plan was monitored during the year through six-monthly and quarterly reporting meetings. Solid progress was made on reaching the targets set out in the plan.

Members' survey

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

The department conducted its twelfth annual members' survey in May and June 2015, using the same format as in previous years. A random sample of 30 members were surveyed, 22 of whom responded (21 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 continues to provide a high standard of service.

Details of the survey findings are in Appendix 3.

Accountability mechanisms

The department's main formal external accountability mechanisms are the Portfolio Budget Statements and the annual report prepared pursuant to section 65 of the Parliamentary Service Act. The annual report for 2013–14 assessed performance against the targets set in the Portfolio Budget Statements 2013–14 and presented the department's financial statements.

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

Risk management and fraud control

The department's risk management policy, fraud control plan and accompanying risk assessments were in place during 2014–15. As in previous years, new staff were informed of their financial management responsibilities and the department's fraud risk assessment and fraud control plan in the regular induction programs. There were no losses of public money and no instances of fraud identified during the year. In 2015, the department reviewed its risk management and fraud control processes and prepared new documentation for release at the beginning of 2015–16.

A departmental business continuity plan was in force throughout the reporting year. Terms of reference for the department's business continuity network were adopted in October 2014, which focused on assisting staff to manage the risk of business interruptions. The department also introduced a regime for regular testing of office-level business resumption plans.

Ethical standards

The Parliamentary Service Values and Code of Conduct set out in the Parliamentary Service Act provide a framework for ethical conduct for staff of the department. The department actively promotes sound ethical behaviour. All staff who are new to the department are advised about what it means to work in a values-based environment and how ethical standards apply to their day-to-day work.

Service charter

The department's service charter 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 charter is available on the Parliament of Australia website.

Social justice and equity

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

Inter-parliamentary departmental collaboration

Meetings of heads of parliamentary departments

Formal quarterly meetings between the Clerk, the Clerk of the Senate, the Secretary of the Department of Parliamentary Services and the Parliamentary Budget Officer continued during the reporting year. Meetings were held on 20 August 2014, 20 November 2014, 18 February 2015 and 20 May 2015. Responsibility for chairing the meetings rotates between the departments on an annual basis.

Matters discussed in 2014–15 included:

- the development of a strategic plan for parliamentary administration
- the introduction of paid parking in the Parliamentary Triangle
- strategic asset and accommodation reviews
- budget processes for the parliamentary departments
- commemoration of the Anzac centenary
- the capital works program
- award modernisation
- ICT projects.

Parliamentary Administration Advisory Group

The Parliamentary Administration Advisory Group supports the parliamentary departmental heads by overseeing and advising on the implementation of corporate services matters and initiatives of common interest across the parliamentary departments.

The group's members are the Serjeant-at-Arms, the Usher of the Black Rod, the Chief Operating Officer of the Department of Parliamentary Services, and the Assistant Parliamentary Budget Officer, Corporate Strategy Branch of the Parliamentary Budget Office. Responsibility for chairing the group rotates annually. In 2014–15, the group held four formal meetings; matters discussed included:

- the proposed new parliamentary service determination
- parking in the parliamentary precinct
- proposed legislative amendments, and the development of the policy rationale for these, and
- governance structures and requirements within the parliamentary departments.

Shared services

At the beginning of the year, staff in the department's People Strategies Office provided payroll services to the Parliamentary Budget Office. In September 2014, the Parliamentary Budget Officer advised the Clerk that the office no longer required these services from the department. The arrangement was officially terminated in November 2014.

Purchaser–provider arrangements

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 and ICT 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 for the provision of inter-parliamentary services (by this department) and parliamentary education services (by the Department of the Senate). The department runs parliamentary education seminars on a fee-for-service basis for government agencies.



The Federation Chamber. Photo: David Foote AUSPIC/DPS.

External scrutiny

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

Freedom of information

The department is excluded from the application of the *Freedom of Information Act 1982*, under section 68A of the Parliamentary Service Act.

Public interest disclosure

The Clerk, as the principal officer of the department for the purposes of the *Public Interest Disclosure Act 2013*, has appointed authorised officers and established procedures for facilitating and dealing with public interest disclosures relating to the department in accordance with that Act.

Judicial and administrative decisions

No judicial decisions or decisions of administrative tribunals or by the Australian Information Commissioner during 2014–15 had, or are anticipated to have, a significant effect on the operations of the department.

Reports by the Auditor-General, parliamentary committees or the Commonwealth Ombudsman

The Australian National Audit Office audited the department's 2013–14 financial statements and provided an unqualified audit report.

During the reporting year, the Clerk made submissions to:

- the House of Commons Governance Committee on the inquiry into the governance of the House of Commons
- the Senate Legal and Constitutional Affairs Legislation Committee on the inquiry into the Acts and Instruments (Framework Reform) Bill 2014
- the Senate Finance and Public Administration Legislation Committee on the inquiry into the Parliamentary Service Amendment Bill 2014
- the House Standing Committee on Procedure on the inquiry into the role and operations of the Federation Chamber
- the Senate Finance and Public Administration Legislation Committee on the inquiry into the proposed Parliament House security upgrade works
- the Joint Committee of Public Accounts and Audit on the inquiry into the development of the Commonwealth Performance Framework.

The department continued to support the Standing Committee on Appropriations and Administration in its consideration of the department's funding requirements. 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. On 14 May 2015, the committee tabled *Report No. 8: Annual report 2013–14* and *Report No. 9: Budget estimates 2015–16*.

In the annual report, the committee noted that it had met three times during the period covered by the report and concluded that it has played a positive and responsible role in assessing the department's funding requirements and bringing them to the attention of the government. In the budget estimates report, echoing previous reports, the committee commended the department's careful financial management over many years, and indicated that it will continue to monitor closely the department's financial position into the future.

No investigations by the Commonwealth Ombudsman in 2014–15 involved the department.

Privacy

While not an agency to which the *Privacy Act 1988* applies, the department abides by the principles of the legislation in its dealings with employees, including handling employees' records.

Disability reporting mechanisms

The National Disability Strategy 2010–2020 sets out a 10-year national policy framework to improve the lives of people with disability, promote participation and create a more inclusive society. A high-level two-yearly report will track progress against each of the six outcome areas of the strategy and present a picture of how people with disability are faring. The first of these reports was published in 2014 on the Department of Social Services website (www.dss.gov.au).



Members of the Defence Sub-Committee of the Joint Standing Committee on Foreign Affairs, Defence and Trade with Commander Andrew Willis MVO RAN, Commanding Officer of HMAS Warramunga, during an inspection of Navy Base HMAS Stirling in Western Australia.

Management of people

Staffing numbers

At 30 June 2015, the department had 151 employees—125 ongoing and 26 non-ongoing (at 30 June 2014, the number of staff was 154, comprising 125 ongoing and 29 non-ongoing). Further information on staffing levels can be found in Appendix 2.

Indigenous representation

At 30 June 2014 and 30 June 2015, the department had no Indigenous staff. The department is reviewing recruitment methods for attracting Indigenous staff.

Investors in People

The department has held accreditation against the Investors in People standard since 2002. The standard is an international quality framework with 10 indicators that set a level of good practice and a basis for continuous improvement of an agency's performance through its people.

Investors in People has additional evidence requirements that agencies may elect to be assessed against. In 2012 the department met more than 26 of the additional evidence requirements and was awarded Investors in People Bronze. The department's accreditation will be reviewed in 2015–16.

Staff survey

In June 2015, the department conducted its tenth annual staff survey. As in previous years, most staff participated in the survey. The survey measures the quality of the department's leadership, the level of staff satisfaction 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 (86 per cent in 2015, 81 per cent in 2014, 86 per cent in 2013, and an average of 83 per cent over the last five years).
- The 'leadership' satisfaction index measures the level of satisfaction of staff with their managers, as measured against the department's leadership statement (88 per cent in 2015, 87 per cent in 2014, 87 per cent in 2013, and an average of 86 per cent over the last five years).
- The 'benefits' satisfaction index measures the level of staff satisfaction with pay and working conditions (87 per cent in 2015, 85 per cent in 2014, 87 per cent in 2013, and an average of 86 per cent over the last five years).

People strategies: planning and delivery

Organisational reviews

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

Recruitment of staff

The department advertised to fill seven ongoing vacancies during 2014–15 (six in 2013–14), of which five were filled by external applicants.

Retention of staff

A total of 11 ongoing and 17 non-ongoing staff left the department in 2014–15—a turnover rate of 8.8 per cent of ongoing staff (9.7 per cent in 2013–14). Appendix 2 includes details of separations.

Exit interviews with staff leaving the department continued to be conducted by Senior Executive Service managers. Two interviews were conducted during the year.

Graduate placement program

The parliamentary graduate placement program continued in 2014–15. The program involves three-month placements of staff 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 Department of the Senate and the Parliamentary Budget Office continued their involvement, and the Department of Parliamentary Services became involved in the 2015 program. The program continued to draw a high level of interest from individual graduates and from a range of agencies. Six graduates undertook three-month placements in the department in 2014–15.

Feedback from graduates has confirmed that the program is highly successful and that the objectives of the placements have been met.

Alumni

The department formed an alumni association of former staff in 2008. On 30 June 2015 there were 200 members. The association issued one newsletter during the year.

On 8 October 2014, the annual general meeting of the association was held and was attended by 11 association members. At the meeting, two co-chairs were elected and the membership of the alumni board was increased by self-nomination of attendees. The board met once in 2014–15.

A reception for members of the association and staff was held on 21 November 2014.

Training and development

Table 10 shows the department's training and development expenditure as a percentage of expenditure on salaries in 2013–14 and 2014–15. It also shows the average number of person-days spent on training, and the average staffing level in both years. The average number of training days for staff decreased from 4.3 to 3.1 days of off-the-job training per person per year. The fluctuation in staff training days generally reflects the stages of the parliamentary cycle.

Table 10 Expenditure on training and development programs, 2013–14 and 2014–15

	2013–14	2014–15
Expenditure as a percentage of annual payroll	1.14%	1.14%
Average training days per person	4.3	3.1
Average staffing level	155	155.6

Table 11 compares the average attendance of staff at training courses in 2013–14 and 2014–15. It also shows the average staffing level and total number of training days attended in 2014–15 for each classification.

Table 11 Average staff attendance at training courses, 2013–14 and 2014–15

Classification	Average staffing level	Total number of training days attended	Average number of training days attended	
	2014–15	2014–15	2013–14	2014–15
Senior Executive Service	5.5	21.4	3.0	3.9
Executive Band 2	21.8	40.0	3.1	1.8
Executive Band 1	38.6	82.9	3.2	2.1
Parliamentary Service Level 6	26.5	70.9	4.6	2.7
Parliamentary Service Level 5	6.1	20.5	2.8	3.4
Parliamentary Service Level 4	27.5	119.7	5.0	4.3
Parliamentary Service Level 3	9.2	20.2	6.0	2.2
Parliamentary Service Level 2	20.3	16.6	4.0	0.8
Not specified	–	95.2	–	–
Total	155.6	487.4	4.3	3.1

Leadership development

The department has invested in leadership development with a range of external providers for over a decade and has trend data from staff surveys on leadership for the entire period. Staff participated in leadership programs designed for each level. A new program for Parliamentary Service Level 4 and 5 staff commenced during the year.

Workplace diversity

The workplace diversity program aligns the department’s workplace diversity strategies and actions with the Parliamentary Service Values.

New staff continued to receive training in the prevention of discrimination, bullying and harassment as soon as practicable after their commencement. All staff were offered refresher information sessions, and harassment contact officers received further training.

Knowledge management

The Knowledge Management Steering Committee met three times during 2014–15. The committee comprised staff from all areas of the department and was chaired by the Clerk Assistant (Table). During the year there were some changes to membership and secretariat support, mostly as a result of staffing changes.

The committee continued to support the department’s commitment to knowledge management processes. It monitored the department’s ICT activities including the records management program, development and use of apps, use of social media, and the Table Offices Production System. In addition, the committee maintained a watching brief on emerging technologies relevant to the department and progress on parliament-wide ICT developments.

Studybank

Twelve staff participated in the department’s Studybank program during the year (compared with 17 staff in 2013–14). Collectively, they received financial assistance of \$13,969 (compared with \$18,236 in 2014), along with 50.1 days of study leave on full pay.

Performance assessment

All eligible staff participated in the annual work performance assessment cycle, completed on 31 October 2014. 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.

Employment framework

The Department of the House of Representatives Enterprise Agreement 2012–15 covers all staff except Senior Executive Service staff. The department's Senior Executive Service staff are covered by determinations made under section 24(1) of the Parliamentary Service Act.

Staff salary scales under the agreement are summarised in Table 12.

Table 12 Salary scales of staff covered by the 2012–15 enterprise agreement, at 1 December 2014

Classification	Salary scale (\$)
Executive Band 2	132,608–140,509
Executive Band 1	102,457–114,286
Parliamentary Service Level 6	82,570–93,709
Parliamentary Service Level 5	76,320–80,758
Parliamentary Service Level 4	67,474–73,001
Parliamentary Service Level 3	61,044–65,576
Parliamentary Service Level 2	54,250–59,235
Parliamentary Service Level 1	47,955–52,473

Salaries expenditure

In 2014–15, departmental salaries and allowances totalled \$18.04 million (\$18.10 million in 2013–14).

Work 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 including the correct height of the desk at both sitting and standing positions. This information is also included in orientation sessions for new staff.

The department's Comcare premium rate for 2014–15 was 0.60 per cent of payroll, a decrease from the 2013–14 rate of 0.67 per cent.

During the year, no dangerous occurrences required notification under section 37 of the *Work Health Safety Act 2011*. No investigations were carried out and no directions or notices were received by the department under section 191 of the Act.

No compensation claims were received from staff in 2014–15.

Management of financial resources

Asset 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 plant and portable and attractive assets was completed during 2014–15. The department completed a desktop review of the office machines and furniture and fittings asset classes. Impairment testing was undertaken during the stocktake. No material impairment adjustments were required.

The furniture replacement project continued during 2014–15. Cash reserves and departmental capital budget funding were used to replace furniture items in departmental offices and the offices of certain parliamentarians. Ninety-six per cent of offices had been refurbished as at 30 June 2015 at a cost of \$2.995 million. Phase one of the project is under budget and is scheduled for completion in late 2015. Through an existing panel arrangement, the department replaced meeting and visitor chairs in departmental offices. Quotes were sought to replace meeting chairs in executive offices.

During 2014–15, phase two of the Table Offices Production System went live. This system at a cost of \$2.258 million replaces the ageing document production system and will enable more efficient creation and publication of chamber documents. Other projects included the commencement of the redevelopment of the department's intranet and completion of the development of a new online booking system (the Venue Management System) for school groups and committee rooms in Parliament House at a cost of \$0.284 million.

Purchasing

In addition to the asset purchases mentioned above, contracts were entered into for the purchase of asset valuation services and the purchase of licence renewals and support for departmental business systems. The department accessed existing panel arrangements for the procurement of training and leadership development programs and the provision of task chairs for departmental staff.

The department continued to access whole-of-government contracts for the provision of travel and related services. The purchase of stationery and office supplies was made through the whole-of-government contract with Staples. The department accessed an established panel arrangement for the provision of specialist risk and fraud control management and policy development.

The department initiated an open tender procurement during the reporting period for the provision of internal audit services.

Consultants

The department engages consultants where we lack specialist expertise or when independent research, review or assessment is required. Consultants are typically engaged to investigate or diagnose a defined issue or problem; carry out defined reviews or evaluations; or provide independent advice, information or creative solutions to assist in the department's decision-making.

Before engaging consultants, the department takes into account the skills and resources required for the task, the skills available internally, and the cost-effectiveness of engaging external expertise. The decision to engage a consultant is made in accordance with the *Public Governance, Performance and Accountability Act 2013* and related instruments, including the Commonwealth Procurement Rules and relevant internal policies.

During 2014–15, the department entered into five new consultancy contracts involving total actual expenditure of \$0.138 million. In addition, four ongoing consultancy contracts were active in 2014–15, involving total actual expenditure of \$0.123 million.

Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website (www.tenders.gov.au).

Auditor-General access and exempt contracts

The department's contracting activities have been disclosed through the government's AusTender system, as required. There were no instances during 2014–15 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.

Procurement initiatives to support small business

The department supports small business participation in the Commonwealth Government procurement market. Participation statistics for small and medium enterprises and small enterprises are available on the Department of Finance's website at www.finance.gov.au/procurement/statistics-on-commonwealth-purchasing-contracts.

Consistent with paragraph 5.4 of the Commonwealth Procurement Rules, the department's procurement practices to support small businesses include:

- using the Commonwealth Contracting Suite for low-risk procurements valued under \$200,000
- making on-time payments by electronic funds transfer or through the use of payment cards

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 2014–15 was \$5,015, a decrease from the previous year's total (\$28,155). This decrease is attributed to a reduction in the number of advertisements for publicising the work of the House and committees, including publicising inquiries undertaken by committees. In addition, new charging arrangements were scheduled to commence for chamber-related gazettals, but this is yet to occur.

The expenditure was as follows:

- nil for publicising the work of the House and committees (\$25,689 in 2013–14)
- \$175.00 for advertising in relation to inquiries being undertaken by parliamentary committees (nil in 2013–14)
- \$4,758 for publicising recruitment advertising (nil in 2013–14)
- nil to the Attorney-General's Department for chamber-related gazettals (\$2,336 in 2013–14).

Grants

Information on grants awarded by the department during 2014–15 is available at www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_House_of_Representatives/Grants.

Ecologically sustainable development and environmental reporting

The Department of Parliamentary Services (DPS) is responsible for managing the Parliament House building and precincts. DPS reports in accordance with section 516A of the *Environment Protection and Biodiversity Conservation Act 1999* in its annual report, which is available from the Parliament of Australia website.

Outlook

In 2015–16, the department will continue to support the House and members. The department must continue to be capable of delivering advice and support of a high standard, and of anticipating and responding quickly to developments and changing requirements.

The department will continue to seek efficiencies, and to innovate, with emphasis on ICT improvements. To ensure resilience, the department will test business continuity and resumption plans, and will work in collaboration with the other parliamentary departments to ensure capability at a whole-of-parliament level. It will implement new requirements under the Public Governance, Performance and Accountability Act.

In 2015–16 the department will negotiate a new enterprise agreement with staff. The agreement-making process will be undertaken based on the government's bargaining framework.

The department will also continue to give priority to supporting and enhancing whole-of-parliament governance arrangements. These processes are important in ensuring that strategic priorities are addressed effectively, and the parliamentary departments work collegially to support the institution.



Members of the Joint Standing Committee on the National Capital and External Territories and secretariat at a private meeting in Canberra.

PART 4

FINANCIAL STATEMENTS



The Serjeant-at-Arms escorting the Prime Minister of the United Kingdom, the Rt Hon David Cameron, into the House of Representatives on 14 November 2014.

*Photo: David Foote
AUSPIC/DPS.*



INDEPENDENT AUDITOR'S REPORT

To the Speaker of the House of Representatives

I have audited the accompanying annual financial statements of the Department of the House of Representatives for the year ended 30 June 2015, which comprise:

- Statement by the Accountable Authority and Chief Financial Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement;
- Schedule of Commitments;
- Administered Schedule of Comprehensive Income;
- Administered Schedule of Assets and Liabilities;
- Administered Reconciliation Schedule;
- Administered Cash Flow Statement; and
- Notes comprising a Summary of Significant Accounting Policies and other explanatory information.

Accountable Authority's Responsibility for the Financial Statements

The Clerk of the House of the Department of the House of Representatives is responsible under the *Public Governance, Performance and Accountability Act 2013* for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards and the rules made under that Act. The Clerk of the House is also responsible for such internal control as is necessary to enable the preparation and fair presentation of 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 entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Accountable Authority of the entity, as well as evaluating the overall presentation of the financial statements.

GPO Box 707 CANBERRA ACT 2601
19 National Circuit BARTON ACT
Phone (02) 6203 7300 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) comply with Australian Accounting Standards and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Department of the House of Representatives as at 30 June 2015 and its financial performance and cash flows for the year then ended.

Australian National Audit Office



Ron Wah
Audit Principal

Delegate of the Auditor-General

Canberra
25 September 2015

**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 2015 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the Department of the House of Representatives will be able to pay its debts as and when they fall due.



D ELDER
Clerk of the House
24 September 2015



K SAUNDERS
Chief Financial Officer
24 September 2015

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Statement of Comprehensive Income
for the period ended 30 June 2015

	Notes	2015 \$'000	2014 \$'000
NET COST OF SERVICES			
Expenses			
Employee benefits	4A	18,039	18,103
Suppliers	4B	5,689	5,804
Depreciation and amortisation	4C	715	499
Write-down and impairment of assets	4D	7	1
Losses from asset sales	4E	-	2
Total expenses		24,450	24,409
Own-Source Income			
Own-source revenue			
Sale of goods and rendering of services	5A	81	508
Interest		-	2
Other revenue	5B	1,120	568
Total own-source revenue		1,201	1,078
Gains			
Other gains	5C	2,047	1,997
Total gains		2,047	1,997
Total own-source income		3,248	3,075
Net (cost of)/contribution by services		21,202	21,334
Revenue from Government	5D	20,672	21,486
Surplus/(Deficit) attributable to the Australian Government		(530)	152
OTHER COMPREHENSIVE INCOME			
Total comprehensive income/(loss) attributable to the Australian Government		(530)	152

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

Statement of Financial Position
as at 30 June 2015

	Notes	2015 \$'000	2014 \$'000
ASSETS			
Financial assets			
Cash and cash equivalents	7A	1,392	645
Trade and other receivables	7B	15,576	18,043
Total financial assets		16,968	18,688
Non-financial assets			
Property, plant and equipment	8A,B	5,262	4,562
Intangibles	8C,D	2,654	2,621
Inventories	8E	18	22
Other non-financial assets	8F	213	142
Total non-financial assets		8,147	7,347
Total assets		25,115	26,035
LIABILITIES			
Payables			
Suppliers	9A	338	804
Other payables	9B	1,302	1,738
Total payables		1,640	2,542
Provisions			
Employee provisions	10A	5,527	5,664
Total provisions		5,527	5,664
Total liabilities		7,167	8,206
Net assets		17,948	17,829
EQUITY			
Parent entity interest			
Contributed equity		(11,677)	(12,326)
Reserves		13,437	13,437
Retained surplus/(Accumulated deficit)		16,188	16,718
Total parent entity interest		17,948	17,829

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

Statement of Changes in Equity
for the period ended 30 June 2015

	Notes	Retained earnings		Asset revaluation surplus		Contributed equity/capital		Total equity	
		2015 \$'000	2014 \$'000	2015 \$'000	2014 \$'000	2015 \$'000	2014 \$'000	2015 \$'000	2014 \$'000
Opening balance		16,718	17,368	13,437	13,437	(12,326)	(12,378)	17,828	18,427
Balance carried forward from previous period		-	-	-	-	-	-	-	-
Adjustment for errors		-	-	-	-	-	-	-	-
Adjustment for changes in accounting policies		-	-	-	-	-	-	-	-
Adjusted opening balance		16,718	17,368	13,437	13,437	(12,326)	(12,378)	17,829	18,427
Comprehensive income									
Surplus/(Deficit) for the period		(530)	152					(530)	152
Other comprehensive income		-	-	-	-	-	-	-	-
Total comprehensive income		(530)	152	-	-	-	-	(530)	152
Total comprehensive income attributable to Australian Government		(530)	152	-	-	(12,326)	(12,378)	(530)	152
Transactions with owners									
Distributions to owners									
Returns of capital: Other		-	118	-	-	-	-	-	118
Contributions by owners									
Departmental capital budget		-	-	-	-	649	1,055	649	1,055
Transfer to DPS for ICT restructure		-	-	-	-	-	(1,327)	-	(1,327)
Transfer of ICT to DPS for ICT restructure	11A	-	-	-	-	-	(596)	-	(596)
Total transactions with owners		-	118	-	-	649	(868)	649	(751)
Reclassify prior year operating to capital budget		-	(920)	-	-	-	920	-	-
Closing balance as at 30 June		16,188	16,718	13,437	13,437	(11,677)	(12,326)	17,948	17,829

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

Cash Flow Statement
for the period ended 30 June 2015

	Notes	2015 \$'000	2014 \$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations		22,929	21,335
Sale of goods and rendering of services		398	761
Interest		-	2
Net GST received		225	270
Revenue from external sources		570	1,074
Other		2	1
Total cash received		24,124	23,443
Cash used			
Employees		18,057	17,977
Suppliers		4,520	3,838
Total cash used		22,577	21,815
Net cash from/(used by) operating activities	12	1,547	1,628
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment		-	8
Total cash received		-	8
Cash used			
Purchase of property, plant and equipment		1,043	1,281
Purchase of Intangibles		406	1,047
Total cash used		1,449	2,328
Net cash from/(used by) investing activities		(1,449)	(2,320)
FINANCING ACTIVITIES			
Cash received			
Contributed equity (DCB)		649	830
Funds transferred to Departmental Account (IPU)		-	118
Total cash received		649	948
Cash used			
Funds returned to the OPA		-	-
Total cash used		-	-
Net cash from/(used by) financing activities		649	948
Net increase/(decrease) in cash held		747	255
Cash and cash equivalents at the beginning of the reporting period		645	390
Cash and cash equivalents at the end of the reporting period	7A	1,392	645

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

Schedule of Commitments
as at 30 June 2015

	2015	2014
BY TYPE	\$'000	\$'000
Commitments receivable		
Net GST recoverable on commitments ¹	<u>(84)</u>	<u>(76)</u>
Total commitments receivable	<u>(84)</u>	<u>(76)</u>
Commitments payable		
Capital commitments		
Property, plant and equipment ²	80	158
Intangibles ³	<u>23</u>	<u>510</u>
Total capital commitments	<u>103</u>	<u>668</u>
Other commitments		
Operating leases ⁴	98	93
Other ⁵	<u>804</u>	<u>239</u>
Total other commitments	<u>902</u>	<u>332</u>
Total commitments payable	<u>1,005</u>	<u>1,000</u>
Net commitments by type	<u>921</u>	<u>924</u>
BY MATURITY		
Commitments receivable		
Operating lease income		
Within 1 year	(7)	(4)
Between 1 to 5 years	<u>(2)</u>	<u>(4)</u>
Total operating lease income	<u>(9)</u>	<u>(8)</u>
Other commitments receivable		
Within 1 year	(75)	(68)
Between 1 to 5 years	<u>-</u>	<u>-</u>
Total other commitments receivable	<u>(75)</u>	<u>(68)</u>
Total commitments receivable	<u>(84)</u>	<u>(76)</u>
Commitments payable		
Capital commitments		
Within 1 year	103	643
Between 1 to 5 years	<u>-</u>	<u>25</u>
Total capital commitments	<u>103</u>	<u>668</u>
Operating lease commitments		
Within 1 year	73	46
Between 1 to 5 years	<u>25</u>	<u>48</u>
Total operating lease commitments	<u>98</u>	<u>94</u>
Other Commitments		
Within 1 year	324	155
Between 1 to 5 years	<u>480</u>	<u>83</u>
Total other commitments	<u>804</u>	<u>238</u>
Total commitments payable	<u>1,005</u>	<u>1,000</u>
Net commitments by maturity	<u>921</u>	<u>924</u>

1. Commitments were GST inclusive where relevant.

2. Property, plant and equipment includes contracts for purchase of new office furniture for Departmental Staff.

3. Intangibles relate to development of intranet.

4. Operating leases 2014-15 included were effectively non-cancellable and comprise agreements for the provision of motor vehicles to senior executives and for departmental use.

5. Other commitments relate to contracts lodged with suppliers.

Administered Schedule of Comprehensive Income
for the period ended 30 June 2015

	Notes	2015 \$'000	2014 \$'000
NET COST OF SERVICES			
Expenses			
Suppliers	16A	<u>330</u>	<u>315</u>
Total expenses		<u>330</u>	<u>315</u>
Net cost of services		<u>330</u>	<u>315</u>
Surplus/(Deficit) on continuing operations		<u>(330)</u>	<u>(315)</u>
Total comprehensive income/(loss)		<u>(330)</u>	<u>(315)</u>

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

Administered Schedule of Assets and Liabilities
as at 30 June 2015

	Notes	2015 \$'000	2014 \$'000
ASSETS			
Financial assets			
Trade and other receivables	17A	<u>2</u>	<u>5</u>
Total financial assets		<u>2</u>	<u>5</u>
Total assets administered on behalf of Government		<u>2</u>	<u>5</u>
LIABILITIES			
Payables			
Suppliers	18A	<u>26</u>	<u>4</u>
Other payables	18B	<u>2</u>	<u>5</u>
Total payables		<u>28</u>	<u>9</u>
Total liabilities administered on behalf of Government		<u>28</u>	<u>9</u>
Net assets/(liabilities)		<u>(26)</u>	<u>(4)</u>

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

Administered Reconciliation Schedule

	Notes	2015 \$'000	2014 \$'000
Net (cost of)/contribution by services			
Income		-	-
Expenses			
Payments to entities other than corporate Commonwealth entities		(330)	(315)
Transfers (to)/from the Australian Government			
Appropriation transfers from Official Public Account		<u>308</u>	<u>311</u>
Closing assets less liabilities as at 30 June		<u>(22)</u>	<u>(4)</u>

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

Administered Cash Flow Statement

for the period ended 30 June 2015

	Notes	2015 \$'000	2014 \$'000
OPERATING ACTIVITIES			
Cash received			
Net GST received		<u>19</u>	<u>19</u>
Total cash received		<u>19</u>	<u>19</u>
Cash used			
Suppliers		<u>330</u>	<u>335</u>
Total cash used		<u>330</u>	<u>335</u>
Net cash from/(used by) operating activities	19	<u>(311)</u>	<u>(316)</u>
Cash from Official Public Account			
Appropriations		<u>308</u>	<u>311</u>
GST Appropriations		<u>19</u>	<u>24</u>
Total cash from official public account		<u>327</u>	<u>335</u>
Cash to Official Public Account			
GST Appropriations		<u>(16)</u>	<u>(19)</u>
Total cash to official public account		<u>(16)</u>	<u>(19)</u>
Net cash from/(used by) operating activities		<u>311</u>	<u>316</u>
Cash and cash equivalents at the end of the reporting period	19	<u>-</u>	<u>-</u>

This schedule should be read in conjunction with the accompanying notes.

Note 1: Summary of Significant Accounting Policies

1.1 Objectives of the Department of the House of Representatives

The Department is one of four parliamentary Departments supporting the Australian Parliament. It is a not-for-profit entity. 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 Federation Chamber;
- Community Relations and Awareness;
- Committee Services;
- Inter-parliamentary Relations and Capacity Building; and
- Members' Services and Corporate Support.

1.2 Basis of Preparation of the Financial Report

The financial statements are general purpose financial statements and are required by:

- Section 42 of the *Public Governance, Performance and Accountability Act 2013*.

The financial statements have been prepared in accordance with:

- Financial Reporting Rule (FRR) for reporting periods ending on or after 1 July 2014; 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 FRR, assets and liabilities are recognised in the statement of financial position when and only when it is probable that future economic benefits will flow to the Department 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 executory contracts are not recognised unless required by an accounting standard. Liabilities and assets that are unrecognised are reported in the schedule of commitments or the contingencies note.

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 benefits has occurred and can be reliably measured.

Subject to the Department serving the Parliament independently of the Executive Government of the Commonwealth, the Department acknowledges that the Australian Government continues to have regard to developments in case law, including the High Court’s most recent decision on Commonwealth expenditure in *Williams v Commonwealth* [2014] HCA 23, as they contribute to the larger body of law relevant to the development of Commonwealth programs. In accordance with its general practice, the Government will continue to monitor and assess risk and decide on any appropriate actions to respond to risks of expenditure not being consistent with constitutional or other legal requirements.

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 reporting period.

1.4 New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

Early adoption of the amendment to AASB13 Fair Value Disclosures of Not-for-Profit Public Sector Entities has been applied to note 6, Fair Value Measurements.

The following new standards, revised standards, interpretations and amending standards were issued prior to the signing of the statement by the accountable authority and chief finance officer, were applicable to the current reporting period and had a material effect on the entity’s financial statements:

Standard/Interpretation	Nature of change in accounting policy, transitional provisions, and adjustment to financial statements
AASB 1055 Budgetary Reporting	Major variance explanation disclosures have been included in the notes to the accounts where a budgeted statement of financial position, comprehensive income, changes in equity or cash flows, has presented to Parliament.

All other new standards, revised standards, amending standards and interpretations that were issued prior to the sign-off date and are applicable to the current reporting period did not have a material effect, and are not expected to have a future material effect, on the department’s financial statements.

Future Australian Accounting Standard Requirements

The following new standards, revised standards, interpretations and amending standards were issued prior to the signing of the statement by the accountable authority and chief finance officer, were applicable to the current reporting period and had a material effect on the entity’s financial statements:

Standard/Interpretation	Nature of change in accounting policy, transitional provisions, and adjustment to financial statements
AASB 9 Financial Instruments	Reduced disclosure for financial instruments has decreased the disclosure from four notes to two.
AASB 2015-6 Related Party Disclosures	Related party disclosures will need to be disclosed in the financial statements for the reporting period beginning on 1 July 2016.

All other new standards, revised standards, amending standards and interpretations that were issued prior to the sign-off date and are applicable to the current reporting period did not have a material effect, and are not expected to have a future material effect, on the department’s financial statements.

1.5 Revenue

Revenue from the sale of goods is recognised when:

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

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

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

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 appropriations for the year (adjusted for any formal additions and reductions) are recognised as Revenue from Government 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

Amounts received under the Parental Leave Payments Scheme by the Department not yet paid to employees were presented gross as cash and a liability (payable). The total amount received under this scheme was \$57,694.50 (2014: \$7,265.63).

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 non-corporate or corporate Commonwealth entity as a consequence of a restructuring of administrative arrangements (refer to Note 1.7).

Sale of Assets

Gains from disposal of assets are 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 Government entity under a restructuring of administrative arrangements are adjusted at their book value directly against contributed equity.

Other Distributions to Owners

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

No distributions to owners were made in the 2015 financial year.

In the 2014 financial year, the Finance Minister issued a determination under Section 11 of *Appropriation (Parliamentary Departments) Act (No. 1) 2012-2013* and *Appropriation (Parliamentary Departments) Act (No. 1) 2013-2014* to reduce Departmental items by \$920,000 and \$407,000 respectively.

1.8 Employee Benefits

Liabilities for 'short-term employee benefits' (as defined in AASB 119 *Employee Benefits*) and termination benefits expected within twelve months of the end of the reporting period 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 at the estimated salary rates that will be applied at the time the leave is taken, 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 work of an actuary allowable short-hand method as at 30 June 2015. 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 entitled to be members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) or the PSS accumulation plan (PSSap). Staff are also allowed choice of fund and may have the same contributions as for PSSap directed to their nominated fund.

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's administered schedules and notes.

The Department makes employer contributions to the employees' defined benefit superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. 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 Fair Value Measurement

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the following fair value hierarchy, based on the data and assumptions used in the most recent specific appraisals:

- a) level 1 – represents fair value measurements that reflect unadjusted quoted market prices in active markets for identical assets and liabilities;
- b) level 2 – represents fair value measurements that are substantially derived from inputs (other than quoted prices included within level 1) that are observable, either directly or indirectly; and
- c) level 3 – represents fair value measurements that are substantially derived from unobservable inputs.

Changes in level 2 and 3 fair values are analysed at the end of each reporting period in conjunction with an independent valuer.

The Department deems transfers between levels of the fair value hierarchy to have occurred at the end of the reporting period.

1.12 Cash

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

- 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 by outsiders; and
- d) cash in special accounts.

1.13 Financial Assets

The Department classifies its financial assets in the following categories:

- a) financial assets '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. Financial assets are recognised and derecognised upon trade date.

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 that are recognised 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.

1.14 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. These 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).

1.15 Financial Guarantee Contracts

The Department is not party to any financial guarantee contracts.

1.16 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's accounts immediately prior to the restructuring.

1.17 Property, Plant and Equipment

Asset Recognition Threshold

Purchases of property, plant and equipment are recognised initially at cost in the statement of financial position 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).

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 231 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, property, 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.

An independent qualified valuer undertook a desktop review of the Department's property, plant and equipment as at 30 June 2015. The last independent revaluation was undertaken as at 30 June 2013.

Work-in-progress

If, at 30 June 2015, 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:

	2015	2014
Plant and equipment	2 to 10 years	2 to 10 years
Computer equipment	2 to 5 years	2 to 5 years
Furniture and fittings	2 to 50 years	2 to 50 years
Office machines and equipment	2 to 20 years	2 to 20 years

The Department has items of property, plant and equipment that are heritage and cultural assets that 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 2015. 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 \$369,000 (2014: \$369,000).

- Gold Key 1927 Parliament
- Mace - Garrard Engraved Silver
- 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.

1.18 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 7 years (2014: 3 to 7 years)

All software assets were assessed for indications of impairment as at 30 June 2015.

1.19 Inventories

Inventories held for sale are valued at the lower of cost and net realisable value.

Costs incurred in bringing each item of inventory to its present location and condition are assigned as follows:

- a) raw materials and stores – purchase cost on a first-in-first-out basis; and
- b) finished goods and work-in-progress – cost of direct materials and labour plus attributable costs that can be allocated on a reasonable basis.

Inventories acquired at no cost or nominal consideration are initially measured at current replacement cost at the date of acquisition.

1.20 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.

1.21 Reporting of Administered Activities

Administered revenues, expenses, assets, liabilities and cash flows are disclosed in the administered schedules and related notes. Except where otherwise stated below, administered items are accounted for on the same basis and using the same policies as for Departmental items, including the application of Australian Accounting Standards.

Administered Cash Transfers to and from the Official Public Account

The Department does not collect Administered revenues. Cash is drawn from the OPA to make payments under Parliamentary appropriation on behalf of the Government. These transfers to and from the OPA are adjustments to the administered cash held by the Department on behalf of the Government and reported as such in the administered cash flow statement and in the administered reconciliation schedule.

Receivables

The Department only has administered GST receivable.

Note 2: Events After the Reporting Period

Departmental

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

Administered

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

Note 3: Net Cash Appropriation Arrangements

	2015	2014
	\$'000	\$'000
Total comprehensive income/(loss) less depreciation/amortisation expenses previously funded through revenue appropriations¹	185	651
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	<u>(715)</u>	<u>(499)</u>
Total comprehensive income/(loss) - as per the Statement of Comprehensive Income	<u>(530)</u>	<u>152</u>

1. From 2010-11, the Government introduced net cash appropriation arrangements, where revenue appropriations for depreciation/amortisation expenses ceased. Entities now receive a separate capital budget provided through equity appropriations. Capital budgets are to be appropriated in the period when cash payment for capital expenditure is required.

Note 4: Expenses

	2015 \$'000	2014 \$'000
Note 4A: Employee Benefits		
Wages and salaries	14,108	13,096
Superannuation		
Defined contribution plans	787	684
Defined benefit plans	1,817	2,085
Leave and other entitlements	1,167	2,053
Separation and redundancies	160	185
Total employee benefits	18,039	18,103

Note 4B: Suppliers

Goods and services supplied or rendered

Staff Related Services	536	326
Travel	1,422	814
Office Services	3,305	4,275
Communication	143	116
Corporate Expenses	102	52
Grants	2	-
Total goods and services	5,510	5,583

Goods and services are made up of:

Provision of goods - related entities	-	1
Provision of goods - external parties	402	920
Rendering of services - related entities	1,003	2,977
Rendering of services - external parties	4,105	1,685
Total goods and services	5,510	5,583

Other supplier expenses

Operating lease rentals - related entities:

Minimum lease payments	70	75
Workers compensation expenses	109	146
Total other suppliers	179	221
Total suppliers	5,689	5,804

Note 4C: Depreciation and Amortisation

Depreciation

Property, plant and equipment	342	330
Total depreciation	342	330

Amortisation

Intangibles	373	169
Total amortisation	373	169
Total depreciation and amortisation	715	499

Note 4D: Write-Down and Impairment of Assets

Asset write-downs and impairments from:

Impairment of property, plant and equipment	1	1
Write-down of inventory	1	-
Bad and doubtful debt	5	-
Total write-down and impairment of assets	7	1

Note 4E: Losses from Asset Sales

Property, plant and equipment

Proceeds from sale	-	(16)
Carrying value of assets sold	-	9
Selling expense	-	8
Total losses from asset sales	-	2

Note 5: Own-Source Income

	2015	2014
OWN-SOURCE REVENUE	\$'000	\$'000
<u>Note 5A: Sale of Goods and Rendering of Services</u>		
Provision of goods - related entities	6	13
Provision of goods - external parties	23	23
Rendering of services - related entities	51	464
Rendering of services - external parties	1	8
Total sale of goods and rendering of services	81	508
<u>Note 5B: Other Revenue</u>		
Bank Interest - Inter Parliamentary Union	-	2
Total interest	-	2
Funding from external sources	1,120	567
Royalties	-	1
Total other revenue	1,120	568
GAINS		
<u>Note 5C: Other Gains</u>		
Resources received free of charge		
Remuneration of auditors	85	80
Rent of premises	1,960	1,917
Other financial income	2	-
Total other gains	2,047	1,997
<u>Note 5D: Revenue from Government Appropriations</u>		
Departmental appropriations	20,672	21,486
Total revenue from Government	20,672	21,486

Note 6: Fair Value Measurements

The following tables provide an analysis of assets and liabilities that are measured at fair value.

Note 6A: Fair Value Measurements, Valuation Techniques and Inputs Used

	Fair value measurements at the end of the reporting period ¹		For Levels 2 and 3 fair value measurements				
	2015 \$'000	2014 \$'000	Category (Level 1, 2 or 3) ⁴	Valuation technique(s) ²	Inputs used	Range (weighted average) ⁵	Sensitivity of the fair value measurement to changes in unobservable inputs ⁵
Non-financial assets³							
Property, plant and equipment	3,712	2,949	Level 2	Market Approach	Adjusted market transactions		
Property, plant and equipment	1,550	1,613	Level 3	Depreciated Replacement Cost	Replacement Cost New		
Total non-financial assets	5,262	4,562					

1. The Department did not measure any non-financial assets at fair value on a non-recurring basis as at 30 June 2015.

2. There has been no changes to valuation techniques.

3. Fair value measurements - highest and best use differs from current use for non-financial assets (NFAs)

The Department's assets are held for operational purposes and not held for the purposes of deriving a profit. The current use of all non financial assets is considered their highest and best use.

4. Recurring and non-recurring Level 3 fair value measurements - valuation processes

The Department tests the procedures of the valuation model as an internal asset materiality review at least once every 12 months (with a formal revaluation undertaken once every three years). If a particular asset class experiences significant and volatile changes in fair value (i.e. where indicators suggest that the value of the class has changed materially since the previous reporting period), that class is subject to specific valuation in the reporting period, where practicable, regardless of the timing of the last specific valuation. The Department engaged Australian Valuation Solutions (AVS) to undertake a full revaluation and confirm that the models developed comply with AASB 13.

Significant Level 3 inputs utilised by the Department are derived and evaluated as follows:

Property, Plant and Equipment - Consumed economic benefit / Obsolescence of asset

Assets that do not transact with enough frequency or transparency to develop objective opinions of value from observable market evidence have been measured utilising the cost (Depreciated Replacement Cost or DRC) approach. Under the DRC approach the estimated cost to replace the asset is calculated and then adjusted to take into account its consumed economic benefit / asset obsolescence (accumulated Depreciation). Consumed economic benefit / asset obsolescence has been determined based on professional judgement regarding physical, economic and external obsolescence factors relevant to the asset under consideration.

5. The Department has chosen to early adopt AASB 2015-7 Amendments to Australian Accounting Standards – Fair Value Disclosures of Not-for-Profit Public Sector Entities at 30 June 2015. The future economic benefits of the Department's non-financial assets are not primarily dependent on their ability to generate cash flows. The Department has not disclosed qualitative information about the significant unobservable inputs or a narrative description of the sensitivities of the fair value measurements to changes in the unobservable inputs.

Note 6B: Reconciliation for Recurring Level 3 Fair Value Measurements
Recurring Level 3 fair value measurements - reconciliation for assets

	Non-financial assets		
	Property, plant and equipment	Total	
	2015	2014	2015
	\$'000	\$'000	\$'000
As at 1 July	1,613	1,678	1,613
Total gains/(losses) recognised in net cost of services and other comprehensive income ¹	(63)	(65)	(63)
Purchases	-	-	-
Disposals	-	-	-
Issues	-	-	-
Settlements	-	-	-
Transfers into Level 3 ²	-	-	-
Transfers out of Level 3 ³	-	-	-
Total as at 30 June	1,550	1,613	1,550

Changes in unrealised gains/(losses) recognised in net cost of services for assets held at the end of the reporting period⁴

1. These gains/(losses) are presented in the Statement of Comprehensive Income.
2. There have been no transfers of assets into level 3 due to a lack of observable market evidence.
3. There have been no transfers of assets out of level 3 during the year. Fair value measurements have been developed without the use of significant unobservable inputs.
4. The Department's policy for determining when transfers between levels are deemed to have occurred can be found in Note 1.

Note 7: Financial Assets

	2015 \$'000	2014 \$'000	
Note 7A: Cash and Cash Equivalents			
Cash held by salary sacrifice service provider	35	35	
Cash on hand or on deposit	1,357	610	
Total cash and cash equivalents	1,392	645	
Note 7B: Trade and Other Receivables			
Goods and services	67	283	
Total goods and services receivables	67	283	
Appropriations receivables			
Existing programs	12,459	15,213	
For departmental supplementation	500	-	
Special account	2,501	2,504	
Total appropriations receivables	15,460	17,717	
Other receivables			
GST receivable from the Australian Taxation Office	54	43	
Total other receivables	54	43	
Total trade and other receivables (gross)	15,581	18,043	
Less impairment allowance			
Goods and services	(5)	-	
Total impairment allowance	(5)	-	
Total trade and other receivables (net)	15,576	18,043	
Trade and other receivables (net) expected to be recovered			
No more than 12 months	15,581	18,043	
Total trade and other receivables (net)	15,581	18,043	
Trade and other receivables (gross) aged as follows			
Not overdue	15,563	18,038	
Overdue by			
0 to 30 days	-	-	
31 to 70 days	13	5	
71 to 90 days	-	-	
More than 90 days	5	-	
Total trade and other receivables (gross)	15,581	18,043	
Reconciliation of the Impairment Allowance			
Movements in relation to 2015			
	Goods and services	Other receivables	Total
	\$'000	\$'000	\$'000
As at 1 July 2014	-	-	-
Amounts written off	-	-	-
Amounts recovered and reversed	-	-	-
Increase/(Decrease) recognised in net cost of services	-	-	-
Total as at 30 June 2015	-	-	-
Movements in relation to 2014			
	Goods and services	Other receivables	Total
	\$'000	\$'000	\$'000
As at 1 July 2013	-	-	-
Amounts written off	1	-	-
Amounts recovered and reversed	-	-	-
Increase/(Decrease) recognised in net cost of services	(1)	-	-
Total as at 30 June 2014	-	-	-

Note 8: Non-Financial Assets

	2015	2014
	\$'000	\$'000
Note 8A: Property, Plant and Equipment		
Heritage and cultural		
Fair value	369	369
Total heritage and cultural	369	369
Other property, plant and equipment		
Fair value	5,522	4,480
Accumulated depreciation	(629)	(287)
Total other property, plant and equipment	4,893	4,193
Total property, plant and equipment	5,262	4,562

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

Note 8B: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment

Reconciliation of the opening and closing balances of property, plant and equipment for 2015

	Heritage and cultural ¹	Other property, plant & equipment	Total
	\$'000	\$'000	\$'000
As at 1 July 2014			
Gross book value	369	4,480	4,849
Accumulated depreciation and impairment	-	(287)	(287)
Total as at 1 July 2014	369	4,193	4,562
Additions			
Purchase	-	1,043	1,043
Depreciation	-	(342)	(342)
Disposals			
Other	-	(1)	(1)
Total as at 30 June 2015	369	4,893	5,262
Total as at 30 June 2015 represented by			
Gross book value	369	5,522	5,891
Accumulated depreciation and impairment	-	(629)	(629)
Total as at 30 June 2015	369	4,893	5,262

1. Other property that met the definition of a heritage and cultural item were disclosed in the heritage and cultural asset class.

Reconciliation of the opening and closing balances of property, plant and equipment for 2014

	Heritage and cultural ¹ \$'000	Other property, plant & equipment \$'000	Total \$'000
As at 1 July 2013			
Gross book value	369	3,848	4,217
Accumulated depreciation and impairment	-	-	-
Total as at 1 July 2013	369	3,848	4,217
Additions			
Purchase	-	1,281	1,281
Revaluations and impairments recognised in other comprehensive income	-	-	-
Transfer to DPS	-	(596)	(596)
Depreciation	-	(330)	(330)
Disposals			
Other	-	(10)	(10)
Total as at 30 June 2014	369	4,193	4,562
Total as at 30 June 2014 represented by			
Gross book value	369	4,480	4,849
Accumulated depreciation and impairment	-	(287)	(287)
Total as at 30 June 2014	369	4,193	4,562

1. Other property that met the definition of a heritage and cultural item were disclosed in the heritage and cultural asset class.

	2015	2014
Note 8C: Intangibles		
Computer software		
Internally developed – in progress	156	449
Internally developed – in use	3,109	2,423
Purchased	648	636
Accumulated amortisation	(1,260)	(887)
Total computer software	2,654	2,621
Total intangibles	2,654	2,621

No indicators of impairment were found for intangible assets.

Note 8D: Reconciliation of the Opening and Closing Balances of Intangibles

Reconciliation of the opening and closing balances of intangibles for 2015

	Computer software internally developed \$'000	Computer software purchased \$'000	Total \$'000
As at 1 July 2014			
Gross book value	2,872	636	3,508
Accumulated amortisation and impairment	(323)	(564)	(887)
Total as at 1 July 2014	2,549	72	2,621
Additions			
Purchase or internally developed	394	12	406
Amortisation	(335)	(38)	(373)
Total as at 30 June 2015	2,608	46	2,654

Total as at 30 June 2015 represented by

Gross book value	3,265	648	3,914
Accumulated amortisation and impairment	(658)	(602)	(1,260)
Total as at 30 June 2015	2,608	46	2,654

Reconciliation of the opening and closing balances of intangibles for 2014

	Computer software internally developed \$'000	Computer software purchased \$'000	Total \$'000
As at 1 July 2013			
Gross book value	1,903	1,924	3,827
Accumulated amortisation and impairment	(310)	(1,776)	(2,086)
Total as at 1 July 2013	1,593	148	1,741
Additions			
Purchase or internally developed	1,047	-	1,047
Amortisation	(94)	(75)	(169)
Total as at 30 June 2014	2,546	73	2,619

Total as at 30 June 2014 represented by

Gross book value	2,872	636	3,508
Accumulated amortisation and impairment	(323)	(564)	(887)
Total as at 30 June 2014	2,549	72	2,621

	2015 \$'000	2014 \$'000
Note 8E: Inventories		
Inventories held for sale		
Finished goods	18	22
Total inventories held for sale	18	22

During 2015, \$3,170.84 of inventory held for sale was recognised as an expense (2014: \$4,240).

No items of inventory were recognised at fair value less cost to sell.

All inventories are expected to be sold or distributed in the next 12 months.

During 2015, \$697.19 of inventory was written down as an expense due to losses (2014: \$0).

	2015 \$'000	2014 \$'000
Note 8F: Other Non-Financial Assets		
Prepayments	213	142
Total other non-financial assets	213	142
Total other non-financial assets - are expected to be recovered in:		
No more than 12 months	213	142
Total other non-financial assets	213	142

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

Note 9: Payables

	2015 \$'000	2014 \$'000
Note 9A: Suppliers		
Trade creditors and accruals	338	804
Total suppliers	338	804
Suppliers payables expected to be settled within 12 months:		
Related parties	137	363
External parties	201	441
Total suppliers	338	804

Settlement was usually made within 30 days.

	2015 \$'000	2014 \$'000
Note 9B: Other Payables		
Wages and salaries	554	440
Superannuation	95	87
Salary Sacrifice Payables	35	35
GST Payable	1	6
Paid parental leave	1	4
Unearned income ¹	616	1,166
Total other payables	1,302	1,738
Other payables expected to be settled		
No more than 12 months	1,302	1,738
Total other payables	1,302	1,738

All other payables are payable within 12 months

1. Unearned income relates to payments for seminars to be undertaken in 2015-16 and Department of Foreign Affairs (DFAT) (AusAID) funding for Pacific Parliamentary Development programs. Payment is made in advance of work being performed, and unspent funds are acquitted and returned to DFAT.

Note 10: Provisions

	2015	2014
	\$'000	\$'000
Note 10A: Employee Provisions		
Leave	5,527	5,664
Total employee provisions	5,527	5,664
Employee provisions expected to be settled		
No more than 12 months	632	1,118
More than 12 months	4,895	4,546
Total employee provisions	5,527	5,664

Note 11: Restructuring

Note 11A: Departmental Restructuring

	2015	2014
	\$'000	\$'000
		ICT Services - Department of Parliamentary Services ¹
FUNCTIONS RELINQUISHED		
Assets relinquished		
Information, Communication and Technology Assets	-	(596)
Total assets relinquished	-	(596)
Liabilities relinquished		
Provisions	-	102
Total liabilities relinquished	-	102
Net (assets)/liabilities relinquished	-	(494)

¹ The provision of Information, Communications Technology (ICT) services was assumed by the Department of Parliamentary Services on 1 July 2013. The restructuring followed agreement to recommendations outlined in an independent review of ICT for the Parliament (undertaken by Mr Michael Roche).

Note 12: Cash Flow Reconciliation

	2015 \$'000	2014 \$'000
Reconciliation of cash and cash equivalents as per statement of financial position to cash flow statement		
Cash and cash equivalents as per		
Cash flow statement	1,392	645
Statement of financial position	<u>1,392</u>	<u>645</u>
Discrepancy	<u>-</u>	<u>-</u>
Reconciliation of net cost of services to net cash from/(used by) operating activities		
Net (cost of)/contribution by services	(21,202)	(21,334)
Revenue from Government	<u>20,672</u>	<u>21,486</u>
Surplus attributable to the Australian Government	<u>(530)</u>	<u>152</u>
Adjustments for non-cash items		
Depreciation/amortisation	715	499
Net write down of non-financial assets	7	1
(Loss)/Gain on disposal of assets	<u>-</u>	<u>2</u>
	<u>722</u>	<u>502</u>
Movements in assets and liabilities		
Assets		
(Increase)/Decrease in net receivables	2,462	(45)
(Increase)/Decrease in prepayments	(70)	(22)
(Increase)/Decrease in inventories	4	4
Liabilities		
Increase/(Decrease) in employee provisions	(137)	71
Increase/(Decrease) in suppliers payables	(467)	408
Increase/(Decrease) in GST Payable	(5)	(2)
Increase/(Decrease) in prepayments	(551)	506
Increase/(Decrease) in other payables	<u>119</u>	<u>55</u>
Net cash from/(used by) operating activities	<u>1,547</u>	<u>1,628</u>

Note 13: Senior Management Personnel Remuneration

	2015	2014
	\$	\$
Short-term employee benefits		
Salary	1,226,842	1,005,003
Motor Vehicle Allowances	57,674	24,299
Total short-term employee benefits	<u>1,284,516</u>	<u>1,029,302</u>
Post-employment benefits		
Retirement Benefits	-	271,677
Superannuation	217,145	214,679
Total post-employment benefits	<u>217,145</u>	<u>486,356</u>
Other long-term employee benefits		
Annual leave	96,378	85,137
Long-service leave	32,274	27,758
Total other long-term employee benefits	<u>128,652</u>	<u>112,895</u>
Total senior executive remuneration expenses	<u>1,630,313</u>	<u>1,628,553</u>

1. Note 13 is prepared on an accrual basis.
2. Note 13 excludes acting arrangements and part-year service where total remuneration expensed as a senior executive is under \$195,000.
3. The total number of senior management personnel that are included in the above note are 6 (2014:6)

Note 14: Financial Instruments

	2015	2014
	\$'000	\$'000
Note 14A: Categories of Financial Instruments		
Financial Assets		
Cash and cash equivalents	1,392	645
Trade and other receivables	62	283
Total financial assets	1,454	928
Financial Liabilities		
Financial liabilities measured at amortised cost		
Suppliers	94	200
Accrued Expenses	244	604
Other Payables	1,302	1,738
Total financial liabilities measured at amortised cost	1,640	2,542
Total financial liabilities	1,640	2,542

Note 14B: 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 14C: 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 (2015: \$62,000 and 2014: \$283,000).

The Department has assessed the risk of the default on payment and has allocated \$4,756.81 in 2015 (2014: \$0) 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 assets not past due or individually determined as impaired

	Not past due not impaired	Not past due nor impaired	Past due or impaired	Past due or impaired
	2015	2014	2015	2014
	\$'000	\$'000	\$'000	\$'000
Financial Assets				
Cash and cash equivalents	1,392	645	-	-
Trade and other receivables	57	283	5	5
Total	1,449	928	5	5
Financial Liabilities				
Suppliers	94	200	-	-
Accrued Expenses	244	604	-	-
Other Payables	1,302	1,738	-	-
Total	1,640	2,542	-	-

Ageing of financial assets that were past due but not impaired in 2015

	0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	\$'000		\$'000	\$'000	\$'000
Trade and other receivables	-	13	-	-	13
Total	-	13	-	-	13

Ageing of financial assets that were past due but not impaired in 2014

	0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	\$'000		\$'000	\$'000	\$'000
Trade and other receivables	-	5	-	-	5
Total	-	5	-	-	5

Note 14D: 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.

Maturities for financial liabilities in 2015

	On demand	within 1 year	between 1 to 2 years	between 2 to 5 years	more than 5 years	Total
	\$'000		\$'000	\$'000	\$'000	\$'000
Suppliers	-	94	-	-	-	94
Accrued Expenses	-	244	-	-	-	244
Other Payables	-	1,302	-	-	-	1,302
Total	-	1,640	-	-	-	1,640

Maturities for financial liabilities in 2014

	On demand	within 1 year	between 1 to 2 years	between 2 to 5 years	more than 5 years	Total
	\$'000		\$'000	\$'000	\$'000	\$'000
Suppliers	-	200	-	-	-	200
Accrued Expenses	-	604	-	-	-	604
Other Payables	-	1,738	-	-	-	1,738
Total	-	2,542	-	-	-	2,542

Note 15: Financial Assets Reconciliation

		2015	2014
	Notes	\$'000	\$'000
Total financial assets as per statement of financial position		16,968	18,687
Less: Non-financial instrument components			
Appropriations Receivable	7B	15,460	17,717
Other Receivables	7B	54	43
Total non-financial instrument components		15,514	17,760
Total financial assets as per financial instruments note	14A	1,454	928

Note 16: Administered—Expenses

	2015	2014
	\$'000	\$'000
Note 16A: Suppliers		
Goods and services supplied or rendered		
Hospitality Services	330	315
Total goods and services supplied or rendered	330	315
Services rendered in connection with		
Related parties	72	72
External parties	258	243
Total services rendered	330	315
Total goods and services supplied or rendered	330	315

Note 17: Administered—Financial Assets

	2015	2014
Note 17A: Trade and Other Receivables		
Other receivables		
GST Receivable from Australian Taxation Office	2	5
Total other receivables	2	5
Total trade and other receivables (net)	2	5
Trade and other receivables (net) expected to be recovered		
No more than 12 months	2	5
More than 12 months	-	-
Total trade and other receivables (net)	2	5
Trade and other receivables aged as follows		
Not overdue	2	5
Total trade and other receivables (gross)	2	5

The only receivable is GST receivable. There was no impairment allowance.

Note 18: Administered—Payables

	2015 \$'000	2014 \$'000
Note 18A: Suppliers		
Trade creditors and accruals	26	4
Total suppliers	26	4
Suppliers expected to be settled		
No more than 12 months	26	4
More than 12 months	-	-
Total suppliers	26	4
Suppliers in connection with		
Related parties	-	-
External parties	26	4
Total suppliers	26	4
Settlement was usually within 30 days.		
Note 18B: Other Payables		
GST Appropriation payable to OPA	2	5
Total other payables	2	5
Other payables expected to be settled		
No more than 12 months	2	5
More than 12 months	-	-
Total other payables	2	5

Note 19: Administered—Cash Flow Reconciliation

	2015 \$'000	2014 \$'000
Reconciliation of cash and cash equivalents as per administered schedule of assets and liabilities to administered cash flow statement		
Cash and cash equivalents as per		
Schedule of administered cash flows	-	-
Schedule of administered assets and liabilities	-	-
Difference	-	-
Reconciliation of net cost of services to net cash from/(used by) operating activities		
Net (cost of)/contribution by services	(330)	(315)
Movements in assets and liabilities		
Assets		
(Increase)/Decrease in net receivables	(3)	(5)
Liabilities		
Increase/(Decrease) in supplier payables	22	4
Net cash from/(used by) operating activities	(311)	(316)

Note 20: Administered—Financial Instruments

	2015	2014
	\$'000	\$'000
<u>Note 20A: Categories of Financial Instruments</u>		
Financial Assets		
Loans and receivables		
Other receivables	2	5
Total loans and receivables	<u>2</u>	<u>5</u>
Total financial assets	<u>2</u>	<u>5</u>
Financial Liabilities		
Financial liabilities measured at amortised cost		
Trade Creditors and accruals	26	4
Total financial liabilities measured at amortised cost	<u>26</u>	<u>4</u>
Total financial liabilities	<u>26</u>	<u>4</u>
<u>Note 20B: Net Gains or Losses on Financial Instruments</u>		
There is no gains or losses from Administered financial instruments.		

Note 21: Administered—Financial Assets Reconciliation

	2015	2014
	\$'000	\$'000
Total financial assets as per administered schedule of assets and liabilities	2	5
Less: Non-financial instrument components		
GST Receivable from the ATO	2	5
Total non-financial instrument components	<u>2</u>	<u>5</u>
Total financial assets as per administered financial instruments note	<u>-</u>	<u>-</u>

Note 22: Appropriations

Note 22A: Annual Appropriations ('Recoverable GST exclusive')

	Annual Appropriations for 2015					Variance ² \$'000
	Appropriation Act		PGFA Act	Appropriation applied in 2015 (current and prior years)		
	Annual Appropriation ¹ \$'000	Appropriations reduced \$'000	Section 74 \$'000	Total appropriation \$'000	\$'000	
Departmental						
Ordinary annual services	20,821	-	1,090	21,911	(24,666)	(2,755)
Total departmental	20,821	-	1,090	21,911	(24,666)	(2,755)
Administered						
Ordinary annual services	325	-	-	325	(304)	21
Total administered	325	-	-	325	(304)	21

1. In 2014-15, there were no appropriations subject to quarantine and no reductions. The Departmental and Administered Appropriation ceases to be in force on 1 July 2017.

2. The Departmental variance relates to capital expenditure funded from undrawn 2013-14 appropriation. The Department draws from the prior year unspent amounts to fund capital projects in excess of the Departmental Capital appropriation. The Administered variance relates to balance undrawn for accrued expenses payable in 2015-16.

	Annual Appropriations for 2014				Variance ² \$'000	
	Appropriation Act		FMA Act	Appropriation applied in 2014 (current and prior years)		
	Annual Appropriation \$'000	Appropriations reduced ¹ \$'000	Section 31 \$'000	Total appropriation \$'000		\$'000
Departmental						
Ordinary annual services	22,893	(407)	1,892	24,378	(24,088)	290
Total departmental	22,893	(407)	1,892	24,378	(24,088)	290
Administered						
Ordinary annual services ³	325	(11)	-	314	(311)	3
Total administered	325	(11)	-	314	(311)	3

1. Departmental appropriations do not lapse at financial year-end. There were reductions in appropriations for the year ended 30 June 2014. The Departmental appropriation reduction of \$407,000 relates to the transfer of ICT functions to DPS. The Instrument to Reduce Appropriations (No.2 of 2013-2014) was approved by the Finance Minister on 14 April 2014. This also included a further \$920,000 reduction from prior year appropriations (not shown above). A further \$80,000 of Ordinary annual service appropriation was quarantined for Microsoft Volume Licensing, but has not been recognised as a formal appropriation reduction for 2013-14.

2. The variance relates to reduced expenditure due to the end of the 43rd Parliament, less additional spending of accumulated capital budget appropriations plus the amount of \$80,000 which has been quarantined and was unavailable for use by the Department. The Administered variance relates to 2013-14 accrued expenses, payable in 2014-15.

3. For administered appropriations reduced under section 11 of Appropriation Acts (Nos. 1, 3 and 5) or section 12 of Appropriation Acts (Nos. 2, 4 and 6), the appropriation is taken to be reduced to the required amount specified in Note 23F of the note once the annual report is tabled in Parliament. All administered appropriations may be adjusted by a Finance Minister's determination, which is disallowable by Parliament. There was no other administered reduction in 2013-14.

Note 22B: Departmental Capital Budgets ('Recoverable GST exclusive')

	2015 Capital Budget Appropriations			Capital Budget Appropriations applied in 2015 (current and prior years)		
	<i>Appropriation Act</i>	<i>FGPA Act</i>	Total Capital Budget Appropriations \$'000	Payments for other purposes \$'000	Total Payments ² \$'000	Variance \$'000
	Annual Capital Budget \$'000	Section 75 \$'000				
Departmental Ordinary annual services - Departmental Capital Budget ¹	649	-	649	-	649	-

1. Departmental and Administered Capital Budgets are appropriated through Appropriation (Parliamentary Departments) Act (No. 1). They form part of ordinary annual services, and are not separately identified in the Appropriation Act. The above amounts are also included in Table A: Annual Appropriations. For more information on ordinary annual services appropriations, please see Table A: Annual appropriations.

2. Payments made on non-financial assets include purchases of assets and expenditure on assets which has been capitalised.

	2014 Capital Budget Appropriations			Capital Budget Appropriations applied in 2014 (current and prior years)		
	<i>Appropriation Act</i>	<i>FMA Act</i>	Total Capital Budget Appropriations \$'000	Payment for other purposes \$'000	Total payments ² \$'000	Variance ³ \$'000
	Annual Capital Budget \$'000	Appropriations Reduced \$'000				
Departmental Ordinary annual services - Departmental Capital Budget ¹	1,055	(407)	648	830	830	(182)

1. Departmental and Administered Capital Budgets are appropriated through Appropriation (Parliamentary Departments) Act (No. 1). They form part of ordinary annual services, and are not separately identified in the Appropriation Act. The above amounts are also included in Table A: Annual Appropriations. For more information on ordinary annual services appropriations, please see Table A: Annual appropriations.

2. Payments made on non-financial assets include purchases of assets and expenditure on assets which has been capitalised.

3. The variance shown is due to spending current year and prior year capital on new capital projects.

Note 22C: Unspent Annual Appropriations ('Recoverable GST exclusive')

	2015 \$'000	2014 \$'000
Departmental		
Appropriation (Parliamentary Departments) Act (No. 1) 2013-14	80	15,293
Appropriation (Parliamentary Departments) Act (No. 1) 2014-15	12,459	-
Total departmental	12,539	15,923
Administered		
Appropriation (Parliamentary Departments) Act (No. 1) 2013-14	-	14
Appropriation (Parliamentary Departments) Act (No. 1) 2014-15	21	-
Total administered	21	14

Note 22D: Disclosures by Agent in Relation to Annual and Special Appropriations ('Recoverable GST exclusive')

	Department of Finance (third party drawing rights) \$'000	Australian Public Service Commission (third party drawing rights) \$'000
2015		
Total receipts	7,326	38,104
Total payments	7,326	38,104
2014		
Total receipts	7,086	38,149
Total payments	7,086	38,149

Note 23: Special Accounts

Inter-Parliamentary Relations Special Account (Departmental)	2015	2014
	\$'000	\$'000
Appropriation: <i>Public Governance, Performance and Accountability Act 2013; s80</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 non-corporate Commonwealth entities within the meaning of the <i>Public Governance, Performance and Accountability Act 2013</i> .		
The Minister for Finance has approved the earning of interest for this account under section 20 of the Financial Management and Accountability Act 1997. Interest is appropriated under this section of the Act.		
Balance brought forward from previous period	2,503	2,473
Increases		
Appropriation for reporting period	62	78
GST recoverable (FMA Act section 30A)	1	2
Total increases	63	80
Available for payments	2,566	2,553
Decreases		
Payments made to suppliers	(16)	(50)
Total decrease	(16)	(50)
Total Balance carried to next period	2,550	2,503

Note 24: Reporting of Outcomes

Note 24A: Net Cost of Outcome Delivery

	Outcome 1	
	2015 \$'000	2014 \$'000
Departmental		
Expenses	24,450	24,409
Own-source income	3,248	3,075
Administered		
Expenses	330	315
Net cost/(contribution) of outcome delivery	21,532	21,649

Note 24B: Major Classes of Departmental Expenses, Income, Assets and Liabilities by Outcome

	Outcome 1 ¹	
	2015 \$'000	2014 \$'000
Expenses		
Employee benefits	18,039	18,103
Suppliers	5,689	5,804
Depreciation and amortisation	715	499
Write-down and impairment of assets	7	1
Losses from asset sales	-	2
Total expenses	24,450	24,409
Own-source income		
Sale of goods and rendering of services	81	508
Interest	-	2
Other revenue	1,120	568
Other gains	2,047	1,997
Total own-source income	3,248	3,075
Assets		
Cash and cash equivalents	1,392	645
Trade and other receivables	15,576	18,043
Property, plant and equipment	5,262	4,562
Intangibles	2,654	2,621
Inventories	18	22
Other non-financial assets	213	142
Total assets	25,115	26,035
Liabilities		
Suppliers	338	804
Other payables	1,302	1,738
Employee provisions	5,527	5,664
Total liabilities	7,167	8,206

1. Outcome 1 is described in Note 1.1

Note 24C: Major Classes of Administered Expenses, Income, Assets and Liabilities by Outcome

	Outcome 1 ¹	
	2015 \$'000	2014 \$'000
Expenses		
Hospitality Services	330	315
Total expenses	330	315
Assets		
GST Receivable from Australian Taxation Office	2	5
Total assets	2	5
Liabilities		
Trade creditors and accruals	26	4
GST Appropriation payable to OPA	2	5
Total liabilities	28	9

1. Outcome 1 is described in Note 1.1

Note 25: Budgetary Reports and Explanations of Major Variances

The following tables provide a comparison of the original budget as presented in the 2014-15 Portfolio Budget Statements (PBS) to the 2014-15 final outcome as presented in accordance with Australian Accounting Standards for the entity. The Budget is not audited.

Note 25A: Departmental Budgetary Reports

Statement of Comprehensive Income

for the period ended 30 June 2015

	Budget estimate		
	Actual	Original ¹	Variance ²
	2015	2015	2015
	\$'000	\$'000	\$'000
NET COST OF SERVICES			
Expenses			
Employee benefits	18,039	17,560	479
Suppliers	5,689	5,720	(31)
Depreciation and amortisation	715	622	93
Write-down and impairment of assets	7	-	7
Total expenses	24,450	23,902	548
Own-Source Income			
Own-source revenue			
Sale of goods and rendering of services	81	95	(14)
Other revenue	1,120	1,003	117
Total own-source revenue	1,201	1,098	103
Gains			
Gains from sale of assets	-	10	(10)
Other gains	2,047	2,000	47
Total gains	2,047	2,010	37
Total own-source income	3,248	3,108	140
Net (cost of)/contribution by services	21,202	20,794	408
Revenue from Government	20,672	20,172	500
Surplus/(Deficit) attributable to the Australian Government	(530)	(622)	92
Total comprehensive income/(loss) attributable to the Australian Government	(530)	(622)	92

1. The Department's original budgeted financial statement that was first presented to Parliament in respect of the reporting period.

2. Between the actual and original budgeted amounts for 2015. Explanations of major variances are provided at Note 25B.

Note 25A: Departmental Budgetary Reports

Statement of Financial Position

as at 30 June 2015

	Budget estimate		
	Actual 2015 \$'000	Original ¹ 2015 \$'000	Variance ² 2015 \$'000
ASSETS			
Financial assets			
Cash and cash equivalents	1,392	650	742
Trade and other receivables	15,576	16,370	(794)
Total financial assets	16,968	17,020	(52)
Non-financial assets			
Property, plant and equipment	5,262	5,740	(478)
Intangibles	2,654	2,626	28
Inventories	18	16	2
Other non-financial assets	213	120	93
Total non-financial assets	8,147	8,502	(355)
Total assets	25,115	25,522	(407)
LIABILITIES			
Payables			
Suppliers	338	400	(62)
Other payables	1,302	656	646
Total payables	1,640	1,056	584
Provisions			
Employee provisions	5,527	5,855	(328)
Total provisions	5,527	5,855	(328)
Total liabilities	7,167	6,911	256
Net assets	17,948	18,611	(663)
EQUITY			
Parent entity interest			
Contributed equity	(11,677)	(11,724)	47
Reserves	13,437	13,437	-
Retained surplus/(Accumulated deficit)	16,188	16,898	(710)
Total parent entity interest	17,948	18,611	(663)
Total equity	17,948	18,611	(663)

1. The Department's original budgeted financial statement that was first presented to Parliament in respect of the reporting period.

2. Between the actual and original budgeted amounts for 2015. Explanations of major variances are provided at Note 25B.

Note 25A: Departmental Budgetary Reports
Statement of Changes in Equity
for the period ended 30 June 2015

	Retained earnings			Asset revaluation surplus			Contributed equity/capital			Total equity		
	Budget estimate			Budget estimate			Budget estimate			Budget estimate		
	Actual	Original ¹	Variance ²	Actual	Original ¹	Variance ²	Actual	Original ¹	Variance ²	Actual	Original ¹	Variance ²
	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Opening balance	16,718	17,520	(802)	13,437	13,437	-	(12,326)	(12,371)	45	17,829	18,586	(757)
Balance carried forward from previous period	16,718	17,520	(802)	13,437	13,437	-	(12,326)	(12,371)	45	17,829	18,586	(757)
Adjusted opening balance												
Comprehensive income												
Surplus/(Deficit) for the period	(530)	(622)	92							(529)	(622)	93
Total comprehensive income	(530)	(622)	92	-	-	-	-	-	-	(529)	(622)	93
Total comprehensive income attributable to Australian Government	(530)	(622)	92	-	-	-	-	-	-	(530)	(622)	92
Transactions with owners												
Distributions to owners	-	-	-	-	-	-	649	649	-	649	649	-
Departmental capital budget	-	-	-	-	-	-	(2)	(2)	2	-	(2)	2
Other movements	-	-	-	-	-	-	-	-	-	-	-	-
Total transactions with owners	-	-	-	-	-	-	649	647	2	649	647	2
Closing balance as at 30 June	16,188	16,898	(710)	13,437	13,437	-	(11,677)	(11,724)	47	17,949	18,611	(662)
Closing balance attributable to Australian Government	16,188	16,898	(710)	13,437	13,437	-	(11,677)	(11,724)	47	17,948	18,611	(663)

1. The Department's original budgeted financial statement that was first presented to Parliament in respect of the reporting period.

2. Between the actual and original budgeted amounts for 2015. Explanations of major variances are at Note 25B.

Note 25A: Departmental Budgetary Reports**Cash Flow Statement***for the period ended 30 June 2015*

	Budget estimate		
	Actual	Original ¹	Variance ²
	2015	2015	2015
	\$'000	\$'000	\$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations	22,929	23,217	(288)
Sale of goods and rendering of services	398	95	303
Net GST received	225	-	225
Revenue from external sources	570	-	570
Other	2	869	(867)
Total cash received	24,124	24,181	(57)
Cash used			
Employees	18,057	17,560	497
Suppliers	4,520	5,720	(1,200)
Total cash used	22,577	23,280	(703)
Net cash from/(used by) operating activities	1,547	901	646
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment	-	100	(100)
Total cash received	-	100	(100)
Cash used			
Purchase of property, plant and equipment	1,043	1,598	(555)
Purchase of intangibles	406	-	406
Total cash used	1,449	1,598	(149)
Net cash from/(used by) investing activities	(1,449)	(1,498)	49
FINANCING ACTIVITIES			
Cash received			
Contributed equity (DCB)	649	647	2
Total cash received	649	647	2
Cash used			
Funds returned to the OPA	-	-	-
Total cash used	-	-	-
Net cash from/(used by) financing activities	649	647	2
Net increase/(decrease) in cash held	747	50	697
Cash and cash equivalents at the beginning of the reporting period	645	600	45
Cash and cash equivalents at the end of the reporting period	1,392	650	742

1. The Department's original budgeted financial statement that was first presented to Parliament in respect of the reporting period.

2. Between the actual and original budgeted amounts for 2015. Explanations of major variances are provided at Note 25B.

Note 25B: Departmental Major Budget Variances for 2015

Explanations of major variances	Affected line items (and statement)
<u>Employees</u>	
The variances were caused by a number of factors; a return to full compliment of staff; 3% pay increase from December 2014, differences in the discount rates used between budget and actual; staff movements at the Senior Executive level.	Employee benefits expense (Statement of Comprehensive Income), Employee Provisions (Statement of Financial Position), Operating cash used - employees (Cash Flow Statement)
<u>Own source revenue</u>	
The variances were caused by a number of factors; the cessation of payroll services provided to the PBO not known at the time of setting the budget; funds received from DFAT (AusAID) not fully utilised as the commencement of programs was delayed due to the need to allocate resources and provide training tailored to Pacific Island Parliamentarians.	Sales of Goods and Rendering of Services (Statement of Comprehensive Income), Other revenue (Statement of Comprehensive Income), Other Payables (Statement of Financial Position), Operating cash received - Sale of goods and rendering of services, Net GST received, Revenue from external sources, Other (Cash Flow Statement)
<u>Non-Financial Assets</u>	
The variances were caused by a number of factors; purchases relating to the upgrade of furniture in Departmental offices not proceeding as originally planned and an increase in prepayments relating to the purchase of new software licences.	Property, Plant and Equipment (Statement of Financial Position), Other non-financial assets (Statement of Financial Position), Purchase of Property, Plant and Equipment and Intangibles (Cash Flow Statement)

Note 25C: Administered Budgetary Reports

Administered Schedule of Comprehensive Income
for the period ended 30 June 2015

	Budget estimate		
	Actual	Original ¹	Variance ²
	2015	2015	2015
	\$'000	\$'000	\$'000
NET COST OF SERVICES			
Expenses			
Suppliers	330	325	5
Total expenses	330	325	5
Net (cost of)/contribution by services	330	325	5
Surplus/(Deficit) on continuing operations	(330)	(325)	(5)

1. The Department's original budgeted financial statement that was first presented to Parliament in respect of the reporting period.
2. Between the actual and original budgeted amounts for 2015. Explanations of major variances are provided further below.

Administered Schedule of Assets and Liabilities
as at 30 June 2015

	Budget estimate		
	Actual	Original ¹	Variance ²
	2015	2015	2015
	\$'000	\$'000	\$'000
ASSETS			
Financial assets			
Taxation receivables	2	-	2
Total financial assets	2	-	2
Total assets administered on behalf of Government	2	-	2
LIABILITIES			
Payables			
Suppliers	26	-	26
Other payables	2	-	2
Total payables	28	-	28
Total liabilities administered on behalf of Government	28	-	28
Net assets/(liabilities)	(26)	-	26

1. The Department's original budgeted financial statement that was first presented to Parliament in respect of the reporting period.
2. Between the actual and original budgeted amounts for 2015. Explanations of major variances are provided further below.

Note 25D: Administered Major Budget Variances for 2015

Explanations of major variances	Affected line items (and schedule)
The variances were caused by no estimate being predicted for accrued expenses in setting the 2014-15 budget.	Supplier payables (Administered Schedule of Assets and Liabilities)

APPENDIXES



- 1 Performance information
- 2 Staffing statistics
- 3 Members' survey 2015
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- 5 Committee activity
- 6 Committee reports and inquiries
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The House of Representatives chamber in session.

*Photo: David Foote
AUSPIC/DPS.*

1 Performance information

This appendix summarises the performance of the Department of the House of Representatives in 2014–15 with comparable performance information for 2013–14, where available and appropriate.

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.

Program 1: Other departmental

Program component 1.1: Chamber and Federation Chamber

Deliverable: Advice and services to enable the House of Representatives Chamber and Federation Chamber to meet and address business as scheduled

Key performance indicator	Performance	
	2013–14	2014–15
Member satisfaction with the quality and timeliness of Chamber support and advisory services (target: 99 per cent satisfaction rate)		
<i>Percentage of members surveyed satisfied with advice and service provision by Clerks-at-the-Table</i>	100	100
<i>Percentage of members surveyed 'extremely' or 'highly' satisfied with advice and service provision by Clerks-at-the-Table</i>	100	91
<i>Percentage of members surveyed satisfied with advice and service provision more generally in relation to Chamber and Federation Chamber duties</i>	100	100
<i>Percentage of members surveyed 'extremely' or 'highly' satisfied with advice and service provision more generally in relation to Chamber and Federation Chamber duties</i>	100	82
Percentage of Chamber support service standards met for all sittings of the House and meetings of the Federation Chamber, 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 generally met for all sittings of the House and meetings of the Federation Chamber	

Program component 1.1 (continued)

Key performance indicator	Performance	
	2013–14	2014–15
Processing and drafting of bills		
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	
<i>Percentage of members who had used the legislative and drafting service satisfied with advice and services provided (target: 90 per cent)</i>	92	100
Creating and processing records and documents of the House		
Percentage of Chamber support service standards met for all sittings of the House and meetings of the Federation Chamber, with no significant errors (target: 100 per cent)	Service standards for preparation of the <i>Votes and Proceedings</i> and the <i>Live Minutes</i> were met on all occasions	
<i>Disallowable instruments and documents processed</i>	4,253	3,308
<i>Number of petitions presented to the House</i>	75	101
<i>Total number of signatories to petitions presented to the House</i>	1,365,151	250,369
<i>Number of ministerial responses to petitions</i>	64	71
Collection, analysis and publication of procedural and statistical information		
Member satisfaction with the quality and availability of procedural and statistical publications and support in obtaining such information (target: 90 per cent satisfaction rate)		
<i>Percentage of members surveyed satisfied with the quality and availability of procedural and statistical publications and associated support</i>	100	95
<i>Percentage of members surveyed 'extremely' or 'highly' satisfied with the quality and availability of procedural and statistical publications and associated support</i>	81	62
<i>Level of satisfaction among internal and external users with procedural and statistical publications</i>	High level of satisfaction indicated	

Program component 1.2: Community relations and awareness

Deliverable: Services to increase public knowledge and awareness of, and interaction with, the work of the House of Representatives and the Australian Parliament		
Key performance indicator	Performance	
	2013–14	2014–15
Number of participants in community awareness programs such as seminars, school visits, subscribers to email alert service and magazine continues to increase over time		
<i>Number of individuals and organisations subscribed to the email alert service</i>	>2,300	>2,400
<i>Number of followers for the About the House Twitter feed</i>	>18,800	>32,000
<i>Number of people attending seminars</i>	122	325
<i>Number of individuals and organisations subscribed to the About the House magazine</i>	16,615	14,462
<i>Number of student visitors and number of schools</i>	114,388 students from 3,358 schools	120,216 students from 3,596 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	
	2013–14	2014–15

Committee member satisfaction with advice and services provided (target: 90 per cent satisfaction rate)

Percentage of members surveyed '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

	95	100
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Program component 1.4: Inter-parliamentary relations

Deliverable: Advice and support to facilitate and maintain international and regional relationships with other parliaments, parliamentary bodies and organisations

Key performance indicator	Performance
	2014–15

Rate of satisfaction of Presiding Officers, delegates and diplomatic representatives with arrangements for incoming and outgoing delegations

Correspondence and anecdotal feedback from delegates and diplomatic missions indicated a high level of satisfaction with visits.

Levels of participation in parliamentary organisations and quality of policy advice

Of eligible senators and members, 66 per cent were members of the Inter-Parliamentary Union.

Delegations attended the assemblies and conferences of the ASEAN Inter-Parliamentary Assembly, the Inter-Parliamentary Union, the Asia Pacific Parliamentary Forum and the Australian and Pacific Presiding Officers and Clerks Conference.

The department organised a visit to the parliament from the Secretary-General of the Inter-Parliamentary Union.

All submissions on the international program were approved by the Presiding Officers.

Rate of satisfaction of parliaments in the Pacific region with the training and equipment purchases provided

Reports on training activities and anecdotal feedback on equipment indicated a high level of satisfaction with the operations of the Pacific Parliamentary Partnerships Fund. The Pacific Parliamentary Partnerships program provided support to 12 Pacific parliaments, all of which indicated strong support for the program through informal contact, at meetings and through correspondence.

Program component 1.5: Members' services and corporate support

Deliverable: Advice and services relating to members' salaries and allowances and certain other entitlements		
Key performance indicator	Performance	
	2013–14	2014–15
All variations to salary and allowances and salary increases are processed with an accuracy of at least 99 per cent		
<i>Accuracy rate in processing of variations to salary and allowances and salary increases (per cent)</i>	99	99
Deliverable: Advice and services 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 and office services		
Key performance indicator	Performance	
	2013–14	2014–15
Rate of satisfaction of members and others with the provision of accommodation and office support services (target: 95 per cent)		
<i>Percentage of the accommodation changes and office services provided which met agreed timeframes and standards, and met the satisfaction of party whips and individual members</i>	100	100
<i>Percentage of members surveyed satisfied with the information on their internet home page</i>	100	95
Number of accommodation-related services provided to members		
<i>Number of routine maintenance requests actioned</i>	395	129
<i>Number of emergency requests received, and percentage receiving 'action within five minutes' in accordance with target</i>	542; 100 per cent actioned within target	221; 100 per cent actioned within target
<i>Number of furniture movement requests processed, and number processed within agreed timeframes</i>	796; all within agreed timeframes	334; all within agreed timeframes
<i>Number of transport requests processed and accuracy of processing</i>	8,960; approximately 99 per cent accuracy	10,335; approximately 99 per cent accuracy

Program component 1.5 (continued)

Deliverable: Monitoring developments in parliamentary and public administration and applying as appropriate

Deliverable: Nurturing a flexible, integrated and cohesive department while recognising individual talents and responsibilities

Deliverable: Seeking to obtain the resources needed to meet the requirements of the House, committees and the wider department into the future

Key performance indicator	Performance 2014–15
Developments in parliamentary and public administration are responded to where appropriate	The department made submissions to the House of Commons Governance Committee on the inquiry into the governance of the House of Commons, the Senate Legal and Constitutional Affairs Legislation Committee on the inquiry into the Acts and Instruments (Framework Reform) Bill 2014, the Senate Finance and Public Administration Legislation Committee on the inquiry into the Parliamentary Service Amendment Bill 2014, the House Standing Committee on Procedure on the inquiry into the role and operations of the Federation Chamber, the Senate Finance and Public Administration Legislation Committee on the inquiry into the proposed Parliament House security upgrade works, and the Joint Committee of Public Accounts and Audit on the inquiry into the development of the Commonwealth Performance Framework.
Departmental policies and procedures are reviewed and revised, as appropriate	The department's recruitment and selection guidelines were reviewed, a consultation process was conducted, and revised guidelines were published during the reporting year.
Support is provided to assist the House Standing Committee on Appropriations and Administration in discharging its responsibilities	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 and to bring the funding requirements of the department to the attention of government. The department also provided secretariat support to the committee.

Program 2: Administered

Program component 2.1: Schools hospitality

Deliverable: Hospitality arranged at time of confirmation of booking of school visit

Deliverable: Seeking to obtain feedback from visiting school groups on provision and satisfaction of hospitality received

Key performance indicator	Performance	
	2013–14	2014–15
Hospitality delivered and received on time by visiting school groups		
<i>Number of visiting school groups provided hospitality per expectations</i>	All groups	All groups

2 Staffing statistics

This appendix contains summary information on the department's staff in 2014–15.

Location and classification of staff

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

Staff by location, as at 30 June 2012, 2013, 2014 and 2015

Location	2012	2013	2014	2015
Executive	5	5	5	5
Executive support/project staff	6	5	6	7
Table Office	14 ^a	14 ^a	14 ^a	13
Chamber Research Office	9	9	9	10
International and Parliamentary Relations Office ^b	–	–	–	7
International and Community Relations Office ^c	12	13	10	–
Committee Office	65	64	65	60
Serjeant-at-Arms' Office	32 ^d	30 ^e	22 ^f	23 ^f
Finance Office	5	6	6	6
Parliamentary and Business Information Services ^g	14 ^a	15 ^a	11 ^a	14 ^a
People Strategies Office	12	11	6	6
Total	174	172	154	151

a Includes one sessional staff member.

b Established in July 2014.

c Disbanded in August 2014.

d Includes 21 sessional staff.

e Includes 20 sessional staff.

f Includes 12 sessional staff.

g Formerly the Knowledge Management and Publishing Office.

Non-ongoing staff (excluding sessional staff), by location, as at 30 June 2015

Location	Number
Executive	–
Executive support/project staff	–
Table Office	–
Chamber Research Office	–
International and Parliamentary Relations Office	1
Committee Office	4
Serjeant-at-Arms' Office	2
Finance Office	2
Parliamentary and Business Information Services	4
People Strategies Office	–
Total	13

Staff by classification, as at 30 June 2014 and 2015

	2014	2015
Senior Executive Service	5	5
Executive Band 2	19	21
Executive Band 1	40	38
Parliamentary Service Level 6	26	25
Parliamentary Service Level 5	7	6
Parliamentary Service Level 4	28	27
Parliamentary Service Level 3	11	9
Parliamentary Service Level 2	18	20
Total	154	151

Staff by classification and equal employment opportunity group, as at 30 June 2015

	Executive ^a	Parliamentary Service Levels 4–6	Parliamentary Service Levels 1–3	Total
Female	36	42	16	94
Male	28	16	13	57
Subtotal	64	58	29	151
Aboriginal and Torres Strait Islander	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Non-English-speaking background	2 (3.1%)	3 (5.2%)	1 (3.4%)	6 (4.0%)
People with disability	1 (1.6%)	1 (1.7%)	1 (3.4%)	3 (2.0%)

^a The Executive classification group consists of Senior Executive Service Band 1 and 2 and Executive Band 1 and 2 staff.

Separations

The reasons for staff separating from the department, with comparative figures for 2012–13 and 2013–14, are detailed below.

Separations, 2012–13, 2013–14 and 2014–15

Location	2012–13	2013–14	2014–15
Transfer/promotion to another Commonwealth agency	5	9	3
Resignation	6	3	5
Retirement	2	3	2
Cessation of non-ongoing employment	16	24	17
Voluntary retrenchment	–	2	1
Total	29	41	28

3 Members' survey 2015

The department conducted its annual members' survey in May and June 2015 to identify levels of satisfaction with services provided by the department. The survey followed the same format as 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 22 respondents completed the survey (73 per cent).

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 2014 survey, in brackets). The result is an overwhelming endorsement of the quality of services provided by the department, with a 99 per cent satisfaction rate overall. The satisfaction rate last year was also 99 per cent.

The participants in the survey were also asked about their satisfaction level with the legislative drafting support they received. Seven respondents stated they were satisfied with the service, compared with 11 last year. The remainder stated they had not used the service.

Suggestions for change by members included recommendations for further technological advancements such as the development of apps for mobile devices.

Members' satisfaction levels with departmental services, 2015 survey (2014 in brackets)

Service area	Extremely satisfied	Highly satisfied	Satisfied	Not satisfied
Advice and services received from the Clerks-at-the-Table in the Chamber and Federation Chamber	10 (15)	9 (6)	2 (0)	0 (0)
Advice and services received from other staff in relation to Chamber and Federation Chamber duties	7 (14)	11 (7)	4 (2)	0 (0)
Quality and availability of procedural and statistical publications and support in obtaining such information	5 (8)	8 (9)	7 (4)	1 (0)
Procedural advice, research, analytical, drafting and administrative support services in relation to committee inquiries and publication of the final report	8 (10)	7 (6)	7 (2)	0 (1)
Rating of the House of Representatives magazine <i>About the House</i> , the Twitter feed, the Facebook page, the YouTube channel, TV programs and the Meet your MP touchscreen	3 (5)	4 (3)	9 (8)	0 (1)
Advice and support received in relation to overseas parliamentary delegation visits	6 (8)	3 (1)	4 (2)	1 (0)
Services in relation to pay entitlements supplied by the department	8 (7)	8 (10)	5 (3)	1 (1)
Services provided by the Serjeant-at-Arms' Office	9 (13)	9 (8)	4 (0)	0 (0)
Information on the RepsApp and on the members' home pages on the Parliament of Australia website	4 (5)	7 (8)	7 (6)	1 (0)

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

4 Business of the House and Federation Chamber

This appendix contains summary information on the business of the House and Federation Chamber in 2014–15.

Meetings of the House of Representatives, 2014–15

Events	Spring 2014 ^a	Autumn–Winter 2015	Total
Sitting weeks	11	10	21
Sitting days	38	39	77
Hours of sitting ^b			
including suspensions	379	381	760
excluding suspensions	347	379	726
Sittings after midnight	0	0	0
Bills introduced ^c	87	116	203
Private members' bills introduced ^d	6	6	12
Private members' motions moved	18	23	41
Committee reports presented	59	74	133
Days on which			
the adjournment motion was debated	31	36	67
matters of public importance were discussed	25	30	55
private members' business occurred	7	9	16
Divisions	88	64	152
Closure of question agreed to	26	12	38
Closure of member agreed to	10	13	23
Bills guillotined	0	0	0

a Includes sittings on 8 July and 14–17 July 2014.

b Hours of sitting are rounded to the nearest hour.

c Includes 11 Senate bills.

d Includes one private senators' bill.

Meetings of the Federation Chamber, 2014–15

Events	Spring 2014 ^a	Autumn–Winter 2015	Total
Number of meetings	25	32	57
Hours of meeting (excluding suspensions) ^b	86	122	208
Bills referred	11	6	17
Private members' bills debated	2	1	3
Private members' motions moved	30	36	66
Committee reports presented	0	1	1
Committee and delegation reports referred	19	15	34
Other documents debated	0	1	1
Days on which			
the adjournment motion was debated	9	9	18
grievance debate occurred	7	9	16
private members' business occurred	7	9	16

a Includes sittings on 8 July and 14–17 July 2014.

b Hours of meeting are rounded to the nearest hour.

Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2010–11 to 2014–15

Events	2010–11	2011–12	2012–13	2013–14	2014–15
Total government bills (including bills brought from the Senate)	169	229	209	175	191
Initiated in					
the House	154	219	206	173	181
the Senate	15	10	3	2	10
Total private members' bills introduced ^a	17	27	32	7	12
Second reading amendments moved	14	17	9	36	22
Consideration in detail amendments moved					
government	125	427	701	14	215
opposition	161	149	140	50	62
non-aligned	6	135	82	2	26
amendments to private members' bills	0	21	0	0	0
Consideration in detail amendments passed					
government	125	427	701	14	215
opposition	4	8	5	0	4
non-aligned	2	9	22	0	0
amendments to private members' bills	0	13	0	0	0

a Includes private senators' bills.

5 Committee activity

The following table summarises the activities of the House of Representatives and joint committees of the Forty-fourth Parliament in 2014–15.

Committee activity, Forty-fourth Parliament, 2014–15

Committee	Meetings	Inquiries active at 30 June 2015	Reports presented (oral reports)
Agriculture and Industry	23	0	2
Appropriations and Administration	4	0	2 (1)
Australian Commission for Law Enforcement Integrity ^a	12	2	2
Australia Fund Establishment	3	1	1
Broadcasting of Parliamentary Proceedings	0	0	0
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples ^a	42	0	3
Corporations and Financial Services ^a	21	2	3
Economics	23	3	7
Education and Employment	13	1	1
Electoral Matters	20	2	2
Environment	17	1	1
Foreign Affairs, Defence and Trade	142	4	2
Health	27	1	2
Human Rights ^a	18	1	16
Indigenous Affairs	25	0	1
Infrastructure and Communications	23	1	2
Intelligence and Security	62	2	14
Law Enforcement ^a	19	3	3
Migration	14	1	1
National Capital and External Territories	20	2	2
National Disability Insurance Scheme	17	1	1
Northern Australia	22	1	1
Petitions	21	0	0
Privileges and Members' Interests	5	1	2
Procedure	19	2	2
Public Accounts and Audit	22	5	5
Publications (House)	1	0	10
Publications (Joint)	9	0	0
Public Works	35	8	10
Selection	19	0	18
Social Policy and Legal Affairs	26	2	4
Tax and Revenue	20	2	3
Trade and Investment Growth	7	1	0
Treaties	24	4	10

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

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

6 Committee reports and inquiries

The following tables provide details of the activities of House of Representatives and joint committees of the Forty-fourth Parliament in 2014–15.

Scrutiny committees, Forty-fourth Parliament, 2014–15

Committee	Reports	Inquiries active at 30 June 2015
Agriculture and Industry, Standing Committee on	<p><i>Circumvention: closing the loopholes. Inquiry into Australia's anti-circumvention framework in relation to anti-dumping measures</i> Presented: 1 June 2015 PP: 153/2015</p> <p><i>A clearer message for consumers: report on the inquiry into country of origin labelling for food</i> Presented: 27 October 2014 PP: 228/2014</p>	Nil
Australia Fund Establishment, Joint Select Committee on the ^a	<p><i>Joint Select Committee on the Australia Fund Establishment—final report</i> Presented: 25 June 2015 PP: 201/2015</p>	Nil
Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on the ^a	<p><i>Examination of the annual report of the Integrity Commissioner 2013–14</i> Presented: 1 June 2015 PP: 184/2015</p> <p><i>Examination of the annual report of the Integrity Commissioner 2012–13</i> Presented: 3 September 2014 PP: 173/2014</p>	<p>Inquiry into the jurisdiction of the Australian Commission for Law Enforcement Integrity</p> <p>Inquiry into the integrity of Australia's border arrangements</p>
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples, Joint Select Committee on ^a	<p><i>Final report</i> Presented: 25 June 2015 PP: 133/2015</p> <p><i>Progress report</i> Presented: 27 October 2014 PP: 220/2014</p> <p><i>Interim report</i> Presented: 15 July 2014 PP: 149/2014</p>	Nil
Corporations and Financial Services, Parliamentary Joint Statutory Committee on ^a	<p><i>Report on the 2013–14 annual reports of bodies established under the ASIC Act</i> Presented: 30 April 2015 PP: 131/2015</p> <p><i>Inquiry into proposals to lift the professional, ethical and education standards in the financial services industry</i> Presented: 19 December 2014 PP: 62/2015</p> <p><i>Oversight of ASIC, the Takeovers Panel and Corporations Legislation No. 1 of 44th Parliament</i> Presented: 26 November 2014 PP: 423/2014</p>	<p>Oversight of ASIC, the Takeovers Panel and Corporations Legislation No. 2 of 44th Parliament</p> <p>Inquiry into the impairment of customer loans</p>

Scrutiny committees (continued)

Committee	Reports	Inquiries active at 30 June 2015
Economics, Standing Committee on	<p><i>Review of the Australian Prudential Regulation Authority annual report 2014—second report</i> Presented: 1 June 2015 PP: 145/2015</p> <p><i>Review of the Reserve Bank of Australia annual report 2014—first report</i> Presented: 24 March 2015 PP: 91/2015</p> <p><i>Review of the Australian Prudential Regulation Authority annual report 2014—first report</i> Presented: 16 March 2015 PP: 85/2015</p> <p><i>Foreign investment in residential real estate</i> Presented: 25 November 2014 PP: 430/2014</p> <p><i>Review of the Reserve Bank of Australia annual report 2013—third report</i> Presented: 28 October 2014 PP: 232/2014</p> <p><i>Report of the House of Representatives Standing Committee on Economics delegation to China</i> Presented: 25 September 2014 PP: 205/2014</p> <p><i>Review of the Australian Prudential Regulation Authority annual report 2013—first report</i> Presented: 24 September 2014 PP: 202/2014</p>	<p>Inquiry into home ownership</p> <p>Review of the Australian Prudential Regulation Authority annual report 2014</p> <p>Review of the Reserve Bank of Australia annual report 2014</p>
Education and Employment, Standing Committee on	<p><i>TAFE: an Australian asset—report on the inquiry into TAFE and its operation</i> Presented: 24 November 2014 PP: 338/2014</p>	<p>Inquiry into inhibitors to employment for small business and disincentives to working for individuals</p>
Electoral Matters, Joint Standing Committee on	<p><i>The 2013 federal election: report on the conduct of the 2013 election and matters related thereto</i> Presented: 15 April 2015 PP: 123/2015</p> <p><i>Second interim report on the inquiry into the conduct of the 2013 federal election: an assessment of electronic voting options</i> Presented: 20 November 2014 PP: 339/2014</p>	<p>Inquiry into campaigning at polling places</p> <p>Inquiry into electoral education</p>
Environment, Standing Committee on the	<p><i>Streamlining environmental legislation: inquiry into streamlining environmental regulation, 'green tape', and one stop shops</i> Presented: 23 February 2015 PP: 49/2015</p>	<p>Inquiry into the Register of Environmental Organisations</p>

Committee	Reports	Inquiries active at 30 June 2015
Foreign Affairs, Defence and Trade, Joint Standing Committee on	<p><i>Partnering for the greater good: the role of the private sector in promoting economic growth and reducing poverty in the Indo-Pacific region</i> Presented: 22 June 2015 PP: 173/2015</p> <p><i>Review of the Defence annual report 2012–13</i> Presented: 28 October 2014 PP: 236/2014</p>	<p>Inquiry into human rights issues confronting women and girls in the Indian Ocean – Asia Pacific region</p> <p>Inquiry into Australia's trade and investment relationships with countries of the Middle East</p> <p>Inquiry into government support for Australian defence industry exports</p> <p>Review of the Defence annual report 2013–14</p>
Health, Standing Committee on	<p><i>The silent disease—report on the inquiry into hepatitis C in Australia</i> Presented: 25 June 2015 PP: 177/2015</p> <p><i>Skin cancer in Australia: our national cancer—report on the inquiry into skin cancer in Australia</i> Presented: 24 March 2015 PP: 95/2015</p>	<p>Inquiry into chronic disease prevention and management in primary health care</p>
Human Rights, Parliamentary Joint Committee on ^a	<p><i>Twenty-fourth report of the 44th Parliament: Human rights scrutiny report</i> Presented: 24 June 2015 PP: 144/2015</p> <p><i>Twenty-third report of the 44th Parliament: Human rights scrutiny report</i> Presented: 18 June 2015 PP: 143/2015</p> <p><i>Twenty-second report of the 44th Parliament: Human rights scrutiny report</i> Presented: 13 May 2015 PP: 106/2015</p> <p><i>Twenty-first report of the 44th Parliament: Human rights scrutiny report</i> Presented: 24 March 2015 PP: 78/2015</p> <p><i>Twentieth report of the 44th Parliament: Human rights scrutiny report</i> Presented: 18 March 2015 PP: 69/2015</p> <p><i>Nineteenth report of the 44th Parliament: Human rights scrutiny report</i> Presented: 3 March 2015 PP: 40/2015</p> <p><i>Eighteenth report of the 44th Parliament: Human rights scrutiny report</i> Presented: 10 February 2015 PP: 1/2015</p> <p><i>Seventeenth report of the 44th Parliament: Bills introduced 24–27 November 2014; legislative instruments received 24–30 October 2014</i> Presented: 2 December 2014 PP: 425/2014</p>	<p>Review of the <i>Stronger Futures in the Northern Territory Act 2012</i> and related legislation</p>

Scrutiny committees (continued)

Committee	Reports	Inquiries active at 30 June 2015
Human Rights, Parliamentary Joint Committee on (continued) ^a	<p><i>Sixteenth report of the 44th Parliament: Bills introduced 14–19 November 2014; legislative instruments received 11–23 October 2014</i> Presented: 25 November 2014 PP: 422/2014</p> <p><i>Fifteenth report of the 44th Parliament: Bills introduced 20–30 October 2014; legislative instruments received 20 September – 10 October 2014</i> Presented: 14 November 2014 PP: 428/2014</p> <p><i>Fourteenth report of the 44th Parliament: Bills introduced 30 September – 2 October 2014; legislative instruments received 13–19 September 2014</i> Presented: 28 October 2014 PP: 327/2014</p> <p><i>Thirteenth report of the 44th Parliament: Bills introduced 22–25 September 2014; legislative instruments received 6–12 September 2014</i> Presented: 1 October 2014 PP: 191/2014</p> <p><i>Twelfth report of the 44th Parliament: Bills introduced 1–4 September 2014; legislative instruments received 2 August – 5 September 2014</i> Presented: 24 September 2014 PP: 187/2014</p> <p><i>Eleventh report of the 44th Parliament: Bills introduced 26–28 August 2014; legislative instruments received 26 July – 1 August 2014</i> Presented: 2 September 2014 PP: 167/2014</p> <p><i>Tenth report of the 44th Parliament: Bills introduced 7–17 July 2014; legislative instruments received 21 June – 25 July 2014</i> Presented: 26 August 2014 PP: 165/2014</p> <p><i>Ninth report of the 44th Parliament: Bills introduced 23–26 June 2014; legislative instruments received 7–20 June 2014</i> Presented: 15 July 2014 PP: 143/2014</p>	
Indigenous Affairs, Standing Committee on	<p><i>Inquiry into the harmful use of alcohol in Aboriginal and Torres Strait Islander communities: alcohol, hurting people and harming communities</i> Presented: 25 June 2015 PP: 200/2015</p>	Nil

Committee	Reports	Inquiries active at 30 June 2015
Infrastructure and Communications, Standing Committee on	<p><i>Balancing freedom and protection</i> Presented: 1 June 2015 PP: 152/2015</p> <p><i>Planning, procurement and funding for Australia's future infrastructure</i> Presented: 4 December 2014 PP: 442/2014</p>	<p>Inquiry into the High Speed Rail Planning Authority Bill 2013</p> <p>Inquiry into the role of smart ICT in the design and planning of infrastructure</p>
Intelligence and Security, Parliamentary Joint Committee on	<p><i>Review of the Criminal Code re-listing of Hizballah's External Security Organisation</i> Presented: 22 June 2015 PP: 172/2015</p> <p><i>Review of the re-listing of Ansar al-Islam, Islamic Movement of Uzbekistan, Lashkar-e Jhangvi and Jaish-e-Mohammad</i> Presented: 25 May 2015 PP: 139/2015</p> <p><i>Review of the declaration of Mosul district, Ninewa province, Iraq</i> Presented: 25 May 2015 PP: 138/2015</p> <p><i>Inquiry into the authorisation of access to telecommunications data to identify a journalist's source</i> Presented: 8 April 2015 PP: 122/2015</p> <p><i>Review of the declaration of al-Raqqah province, Syria</i> Presented: 18 March 2015 PP: 89/2015</p> <p><i>Advisory report on the Telecommunications (Interception and Access) Amendment (Data Retention) Bill 2014</i> Presented: 27 February 2015 PP: 58/2015</p> <p><i>Annual report of committee activities 2013–2014</i> Presented: 16 December 2014 PP: 15/2015</p> <p><i>Annual report of committee activities 2012–2013</i> Presented: 16 December 2014 PP: 14/2015</p> <p><i>Review of the listing of Al-Murabitun</i> Presented: 16 December 2014 PP: 13/2015</p> <p><i>Advisory report on the Counter-Terrorism Legislation Amendment Bill (No. 1) 2014</i> Presented: 20 November 2014 PP: 341/2014</p> <p><i>Advisory report on the Counter-Terrorism Legislation Amendment (Foreign Fighters) Bill 2014</i> Presented: 17 October 2014 PP: 210/2014</p>	<p>Review of administration and expenditure no. 13 (2013–2014)—Australian intelligence agencies</p> <p>Inquiry into the Australian Citizenship Amendment (Allegiance to Australia) Bill 2015</p>

Scrutiny committees (continued)

Committee	Reports	Inquiries active at 30 June 2015
Intelligence and Security, Parliamentary Joint Committee on (continued)	<p><i>Review of administration and expenditure no. 11 and no. 12—Australian intelligence agencies</i> Presented: 22 September 2014 PP: 195/2014</p> <p><i>Review of the listing of Boko Haram and review of the relisting of the Islamic State</i> Presented: 22 September 2014 PP: 196/2014</p> <p><i>Inquiry into the National Security Legislation Amendment Bill (No. 1) 2014</i> Presented: 17 September 2014 PP: 199/2014</p>	
Law Enforcement, Parliamentary Joint Committee on ^a	<p><i>Examination of the Australian Crime Commission annual report 2013–14</i> Presented: 1 June 2015 PP: 185/2015</p> <p><i>Examination of the Australian Crime Commission annual report 2012–13</i> Presented: 3 September 2014 PP: 172/2014</p> <p><i>Examination of the Australian Federal Police annual report 2012–13</i> Presented: 3 September 2014 PP: 171/2014</p>	<p>Examination of the Australian Federal Police annual report 2013–14</p> <p>Inquiry into financial related crime</p> <p>Inquiry into crystal methamphetamine (ice)</p>
Migration, Joint Standing Committee on	<p><i>Inquiry into the Business Innovation and Investment Programme</i> Presented: 24 March 2015 PP: 94/2015</p>	<p>Inquiry into the Seasonal Worker Programme</p>
National Capital and External Territories, Joint Standing Committee on the	<p><i>Governance in the Indian Ocean Territories—interim report: economic development</i> Presented: 23 June 2015 PP: 175/2015</p> <p><i>Same country: different world. The future of Norfolk Island</i> Presented: 20 October 2014 PP: 209/2014</p>	<p>Inquiry into governance in the Indian Ocean Territories</p> <p>Biannual public briefing from the National Capital Authority</p>
National Disability Insurance Scheme, Joint Standing Committee on the	<p><i>Progress report on the implementation and administration of the National Disability Insurance Scheme</i> Presented: 29 July 2014 PP: 161/2014</p>	<p>Inquiry into the implementation and administration of the National Disability Insurance Scheme</p>
Northern Australia, Joint Select Committee on	<p><i>Pivot north: inquiry into the development of northern Australia—final report</i> Presented: 4 September 2014 PP: 194/2014</p>	<p>Inquiry into opportunities for expanding the aquaculture industry in Northern Australia</p>

Committee	Reports	Inquiries active at 30 June 2015
Public Accounts and Audit, Joint Committee of	<p><i>Report 448: Review of the 2013–14 Defence Materiel Organisation major projects report</i> Presented: 25 May 2015 PP: 137/2015</p> <p><i>Report 447: EPBC Act, Cyber Security, Mail Screening, ABR and Helicopter Program—review of Auditor-General’s Reports Nos 32–54 (2013–14)</i> Presented: 2 March 2015 PP: 57/2015</p> <p><i>Report 446: Review of the operations of the Parliamentary Budget Office</i> Presented: 1 December 2014 PP: 434/2014</p> <p><i>Report 445: Regional Cities Program, KPIs and Medicare—Review of Auditor-General’s Reports Nos 10–31 (2013–14)</i> Presented: 22 September 2014 PP: 198/2014</p> <p><i>Report 444: Annual report 2013–14</i> Presented: 22 September 2014 PP: 197/2014</p>	<p>Review of Auditor-General’s Report No. 9 (2014–15)</p> <p>Review of Auditor-General’s Reports Nos 19, 20 and 23 (2014–15)</p> <p>Inquiry into development of Commonwealth performance framework</p> <p>Review of Auditor-General’s Reports Nos 34, 37 and 41 (2014–15)</p> <p>Review of Auditor-General’s Report No. 25 (2014–15)</p>
Public Works, Parliamentary Standing Committee on	<p><i>Report 5/2015: 17th Construction Squadron Relocation Infrastructure Project</i> Presented: 23 June 2015 PP: 176/2015</p> <p><i>Report 4/2015: Referrals made December 2014 and March 2015</i> Presented: 2 June 2015 PP: 155/2015</p> <p><i>Seventy-eighth annual report (2014)</i> Presented: 12 May 2015 PP: 130/2015</p> <p><i>Report 3/2015: Fit-out of new leased premises for the Department of Finance, Australian Capital Territory</i> Presented: 12 May 2015 PP: 129/2015</p> <p><i>Report 2/2015: Referrals made December 2014</i> Presented: 17 March 2015 PP: 84/2015</p> <p><i>Report 1/2015: Referrals made October 2014</i> Presented: 4 March 2015 PP: 50/2015</p> <p><i>Parliamentary delegation to Indonesia and Thailand by members of the Public Works Committee</i> Presented: 2 December 2014 PP: 436/2014</p> <p><i>Report 7/2014: Referrals made September 2014</i> Presented: 2 December 2014 PP: 435/2014</p>	<p>Sir John Monash Centre, Australian National Memorial Villers-Bretonneux, France</p> <p>Fit-out of leased premises for the Administrative Appeals Tribunal at 83 Clarence Street, Sydney, New South Wales</p> <p>Fit-out of existing leased premises for the Australian Taxation Office at 121–125 Henry Street, Penrith, New South Wales</p> <p>Royal Australian Air Force Base Williamstown Redevelopment Stage 2 Project</p> <p>REDFIN Phase 1B infrastructure—facilities required for the new fleet of Special Operations Vehicles</p> <p>OneSKY Equipment Rooms Project in Melbourne and Brisbane</p> <p>OneSKY Perth Air Traffic Services Centre—modernisation works</p> <p>Campbell Barracks Redevelopment Project, Swanbourne, Western Australia</p>

Scrutiny committees (continued)

Committee	Reports	Inquiries active at 30 June 2015
Public Works, Parliamentary Standing Committee on (continued)	<p><i>Report 6/2014: Referral made July 2014</i> Presented: 20 October 2014 PP: 208/2014</p> <p><i>Report 5/2014: Referrals made June 2014</i> Presented: 2 September 2014 PP: 160/2014</p>	
Social Policy and Legal Affairs, Standing Committee on	<p><i>Reviewing troubled waters: consideration of the government response to the 2012 inquiry into arrangements surrounding crimes at sea</i> Presented: 22 June 2015 PP: 171/2015</p> <p><i>Roundtable on surrogacy</i> Presented: 24 March 2015 PP: 93/2015</p> <p><i>Revisiting recognition: report on the roundtable with Australian South Sea Islanders</i> Presented: 24 March 2015 PP: 92/2015</p> <p><i>Eyes in the sky: inquiry into drones and the regulation of air safety and privacy</i> Presented: 14 July 2014 PP: 153/2014</p>	<p>Inquiry into the Child Support Program</p> <p>Roundtable on constitutional law and Australian citizenship</p>
Tax and Revenue, Standing Committee on	<p><i>2014 annual report of the Australian Taxation Office (first report)</i> Presented: 1 June 2015 PP: 151/2015</p> <p><i>Tax disputes</i> Presented: 26 March 2015 PP: 97/2015</p> <p><i>2013 annual report of the Australian Taxation Office (second report)</i> Presented: 24 November 2014 PP: 340/2014</p>	<p>Inquiry into the 2014 annual report of the Australian Taxation Office</p> <p>Inquiry into the tax expenditures statement</p>
Trade and Investment Growth, Joint Select Committee on	Nil	<p>Inquiry into the business experience in utilising Australia's free trade agreements</p>
Treaties, Joint Standing Committee on	<p><i>Report 150: Treaties tabled on 3 March, 5 March and 12 May 2015</i> Presented: 16 June 2015 PP: 169/2015</p> <p><i>Report 149: Treaty tabled on 10 February 2015</i> Presented: 16 June 2015 PP: 168/2015</p> <p><i>Report 148: Treaties tabled on 10 February 2015</i> Presented: 12 May 2015 PP: 124/2015</p> <p><i>Report 147: Treaties tabled on 18 June, 24 November, 2 December 2014 and 25 February 2015</i> Presented: 26 March 2015 PP: 96/2015</p>	<p>Treaty tabled on 28 October 2014</p> <p>Treaties tabled on 16 June 2015</p> <p>Treaty tabled on 17 June 2015</p> <p>Treaty tabled on 23 June 2015</p>

Committee	Reports	Inquiries active at 30 June 2015
Treaties, Joint Standing Committee on (continued)	<p><i>Report 146: Treaty tabled on 30 September 2014</i> Presented: 10 February 2015 PP: 35/2015</p> <p><i>Report 145: Treaties tabled on 26 August and 2 September 2014</i> Presented: 25 November 2014 PP: 418/2014</p> <p><i>Report 144: Treaty tabled on 14 July 2014</i> Presented: 28 October 2014 PP: 233/2014</p> <p><i>Report 143: Treaties tabled on 17 June and 15 July 2014</i> Presented: 24 September 2014 PP: 203/2014</p> <p><i>Report 142: Treaty tabled on 13 May 2014</i> Presented: 4 September 2014 PP: 193/2014</p> <p><i>Report 141: Treaties tabled on 19 March and 13 May 2014</i> Presented: 15 July 2014 PP: 154/2014</p>	

a Joint committees supported by the Department of the Senate.

Internal committees, Forty-fourth Parliament, 2014–15

Committee	Purpose	Reports and current 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.	<p><i>Report No. 9: Budget estimates 2015–2016 for the Department of the House of Representatives</i> Presented: 14 May 2015 PP: 136/2015</p> <p><i>Report No. 8: Annual report 2013–2014</i> Presented: 14 May 2015 PP: 135/2015</p> <p>'Proposed Parliament House security upgrade works: perimeter security enhancements', oral report by Madam Speaker, 26 March 2015</p>
Broadcasting of Parliamentary Proceedings, Joint Committee on the	The committee meets when required to consider the general principles applying to the radio broadcasting and, in certain circumstances, the televising of proceedings of parliament by the Australian Broadcasting Corporation.	Nil
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.

Internal committees (continued)

Committee	Purpose	Reports and current inquiries
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.	Nil
Privileges and Members' Interests, Standing Committee of	The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversee arrangements for the maintenance of the Register of Members' Interests and consider any specific complaints about the registering of interests.	<p><i>Report concerning the registration and declaration of members' interests during 2014</i> Presented: 26 March 2015 PP: 98/2015</p> <p><i>Report concerning an application from Mr Marcus Lee for the publication of a response to a reference made in the House of Representatives</i> Presented: 12 February 2015 Inquiry into whether in the course of his statement of 21 May 2012, the Honourable Member for Dobell deliberately misled the House</p>
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	<p><i>Role of the Federation Chamber: celebrating 20 years of operation</i> Presented: 22 June 2015 PP: 174/2015</p> <p><i>Use of electronic devices in the Chamber and Federation Chamber</i> Presented: 24 September 2014 PP: 201/2014</p> <p>Inquiry into the maintenance of the Standing and Sessional Orders Inquiry into the consideration bill in detail of the main appropriation bill</p>
Publications, Parliamentary Joint Committee on	The committee inquires into matters relating to parliamentary and government publications.	Nil
Publications, Standing Committee on	The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of papers presented to parliament.	The committee presented 10 reports.
Selection Committee	The committee's role is to determine the program of business for committee and delegation business and private members' business for each sitting Monday and to select bills for referral to committees.	The committee presented 18 reports.

7 Publications

This appendix contains summary information on Department of the House of Representatives publications in 2014–15.

Type	Title
House of Representatives pages on Parliament of Australia website	<p>www.aph.gov.au/house 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 Most of the publications listed below are available on the site</p>
Publications directly related to the work of the House and its committees	<p>About the House Magazine containing news of the House and its members. Two hard-copy and two digital issues were produced during the year</p> <p>Committee Office brochures</p> <ul style="list-style-type: none"> ■ <i>Appearing at a public hearing: notes to help those appearing as a witness at a parliamentary committee hearing</i>, June 2014 ■ <i>Committee support standards</i>, June 2014 ■ <i>Dealing with parliamentary committees</i>, June 2014 ■ <i>Making a submission: notes to help those intending to make a submission to a parliamentary committee inquiry</i>, June 2014 <p>A House for the nation History project including CD-ROM, documentary and study guide on 100 years of Australia's House of Representatives (1901–2001)</p> <p>House of Representatives facts and figures: Forty-fourth Parliament, second edition A document produced primarily for use by Parliament House visitors' guides, December 2014</p> <p>House of Representatives guide to procedures, fifth edition A concise introduction to the procedures of the House of Representatives, January 2014</p> <p>House of Representatives infosheets</p> <ol style="list-style-type: none"> 1 <i>Questions</i>, February 2014 2 <i>A typical sitting day</i>, February 2014 3 <i>The Speaker</i>, January 2014 4 <i>Committees</i>, February 2014 5 <i>Parliamentary privilege</i>, February 2014 6 <i>Opportunities for private members</i>, May 2014 7 <i>Making laws</i>, August 2014 8 <i>Elections for the House of Representatives</i>, February 2014 9 <i>A new parliament</i>, February 2014 10 <i>The Budget and financial legislation</i>, February 2014 11 <i>Petitions</i>, February 2014 12 <i>Finding out about the House</i>, February 2014 13 <i>The Constitution</i>, February 2014 14 <i>Making decisions—debate and division</i>, March 2014 15 <i>The work of a member of parliament</i>, February 2014 16 <i>The Federation Chamber</i>, August 2014 17 <i>Citizens' right of reply</i>, February 2014 18 <i>Double dissolution</i>, February 2014 19 <i>The House, government and opposition</i>, February 2014 20 <i>The Australian system of government</i>, February 2014 21 <i>The Clerk and other officials</i>, February 2014 22 <i>Political parties</i>, January 2014 <p>House of Representatives practice, sixth edition The official authority for issues of practice and procedure, 2012</p>

Type	Title
Publications directly related to the work of the House and its committees	<p>Images of the House A pictorial record of the people and events that shaped the House from 1901 to 2001, June 2002</p> <hr/> <p>Members' notes</p> <ol style="list-style-type: none"> 1 <i>First speech</i>, January 2014 2 <i>The registration of members' interests</i>, August 2014 3 <i>Introduction to the Chamber environment</i>, January 2014 4 <i>Etiquette in the Chamber</i>, January 2014 5 <i>House business documents and guidance</i>, January 2014 6 <i>Motions, debate and voting</i>, March 2014 7 <i>Bills</i>, August 2014 8 <i>Raising a matter in the House</i>, February 2014 9 <i>Private members' motions</i>, January 2014 10 <i>Private members' bills and amendments</i>, January 2014 11 <i>Procedural motions</i>, January 2014 12 <i>Parliamentary privilege</i>, January 2014 13 <i>Presenting a petition</i>, March 2014 <hr/> <p>Members' handbook A guide to services and facilities for members of the House of Representatives, 2013</p> <hr/> <p>Procedural Digest A record of procedural events in the House of Representatives, published each sitting week or fortnight</p> <hr/> <p>Procedural publications and research papers <i>Does a chamber need a majority to be effective?</i> address to the Australasian Study of Parliament Group, ACT Chapter, David Elder, Clerk of the House of Representatives, May 2015 (available online at www.aph.gov.au/ProceduralPublications)</p> <hr/> <p>The Speaker of the House of Representatives, second edition An illustrated history of the office, role and duties of the Speaker, April 2008</p> <hr/> <p>Standing Orders of the House of Representatives The permanent rules of procedure, as at 26 March 2015 Amendments to the standing orders were made on 13 February 2014, 19 March 2014 and 26 March 2015</p> <hr/> <p>Statistical Digest A statistical record of the work of the House of Representatives, published each sitting week or fortnight</p> <hr/> <p>Work of the Session A periodic summary of the business of the House and its committees, published twice a year: Autumn and Winter 2014 and Spring 2014</p> <hr/> <p>Working with parliamentary committees, June 2014</p> <ul style="list-style-type: none"> ■ <i>A guide for committee chairs</i> ■ <i>A guide for members</i> ■ <i>A guide for members' staff</i> <hr/>
Publications of an administrative nature	<p>Department of the House of Representatives annual report 2013–14 The annual report on the operations of the department, presented to the House pursuant to the <i>Parliamentary Service Act 1999</i></p> <hr/> <p><i>Department of the House of Representatives Corporate Plan 2013–16</i> <i>Department of the House of Representatives Enterprise Agreement 2012–15</i> <i>Department of the House of Representatives Portfolio Budget Statements 2015–16</i> <i>Department of the House of Representatives Service Charter: Community Service Standards</i>, April 2013</p> <hr/>

8 Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2014–15.

Date	Visit	Delegation members
6–10 July 2014	Attendance at the International Intelligence Review Agencies Conference, London	The Hon Philip Ruddock MP The Hon Dan Tehan MP
22–30 July 2014	Parliamentary delegation to Indonesia and Thailand by members of the Parliamentary Standing Committee on Public Works	Mrs Karen Andrews MP <i>Delegation Leader</i> Senator Alex Gallacher Mr Ian Goodenough MP Mr Graham Perrett MP
28 July – 6 August 2014	Parliamentary delegation to the People's Republic of China by members of the House of Representatives Standing Committee on Economics	Ms Kelly O'Dwyer MP <i>Delegation Leader</i> Mr Scott Buchholz MP Mr Pat Conroy MP Dr Peter Hendy MP
2–17 August 2014	Parliamentary delegation to Seychelles, South Africa and Zimbabwe	The Hon Warren Entsch MP <i>Delegation Leader</i> Senator David Bushby Senator Sue Lines Dr Andrew Southcott MP Senator Penny Wright
9–20 September 2014	Visit to Japan, Laos, Malaysia, Republic of Korea and Vietnam	The Hon Bronwyn Bishop MP <i>Speaker of the House of Representatives</i>
13–19 September 2014	Parliamentary delegation to observe the Fiji elections	Mrs Karen Andrews MP Mr Ewen Jones MP Ms Michelle Landry MP Mrs Louise Markus MP Ms Michelle Rowland MP The Hon Matt Thistlethwaite MP
14–19 September 2014	Parliamentary delegation to attend the ASEAN Inter-Parliamentary Assembly, Vientiane, Laos	Dr Dennis Jensen MP Mr Graham Perrett MP
14 September – 12 December 2014	Parliamentary delegation to attend the United Nations General Assembly, New York	The Hon Alan Griffin MP The Hon Sharman Stone MP
3–18 October 2014	Parliamentary delegation to attend the 131st Assembly of the Inter-Parliamentary Union, Geneva	The Hon Bronwyn Bishop MP <i>Speaker of the House of Representatives and Delegation Leader</i> Senator Cory Bernardi Ms Nola Marino MP Senator Glenn Sterle Mr Tony Zappia MP
8–22 November 2014	Parliamentary Delegation to Japan and the Republic of Korea	Mr Don Randall MP <i>Delegation Leader</i> Senator Sean Edwards Senator Alex Gallacher Mr Ken O'Dowd MP Mr Tim Watts MP

Date	Visit	Delegation members
9–20 November 2014	Parliamentary delegation to Jordan, Lebanon and Turkey	Mr Chris Hayes MP The Hon Philip Ruddock MP
17–21 November 2014	Parliamentary delegation to observe the Solomon Islands elections	Ms Sharon Claydon MP Mr Bert van Manen MP
7–18 December 2014	Parliamentary delegation to Canada and Singapore by members of the Senate Standing Committee on Economics	Senator Sean Edwards <i>Delegation Leader</i> Senator Matthew Canavan Senator the Hon Kim Carr Senator Christopher Ketter
10–20 January 2015	Visit to France, Germany and the United Kingdom	Senator the Hon Stephen Parry <i>President of the Senate</i>
10–24 January 2015	Parliamentary delegation to attend the 23rd Asia Pacific Parliamentary Forum, Quito, Ecuador, bilateral visit to Peru and visit to Argentina by the Speaker	The Hon Bronwyn Bishop MP <i>Speaker of the House of Representatives and Delegation Leader</i> Mr Ewen Jones MP Senator the Hon Ian Macdonald Senator Anne McEwen Ms Joanne Ryan MP
1–6 February 2015	Parliamentary delegation to attend the Magna Carta to Commonwealth Charter Conference, London	Senator Gavin Marshall The Hon Bruce Scott MP
6–12 March 2015	Visit to Malaysia and Singapore	Senator the Hon Stephen Parry <i>President of the Senate</i>
27 March – 2 April 2015	Parliamentary delegation to attend the 132nd Inter-Parliamentary Union Assembly, Hanoi, Vietnam	The Hon Bronwyn Bishop MP <i>Speaker of the House of Representatives and Delegation Leader</i> Senator Cory Bernardi Senator Sue Lines Ms Nola Marino MP Senator Glenn Sterle
11–25 April 2015	Visit to Fiji, Papua New Guinea, New Zealand and Tonga	Senator the Hon Stephen Parry <i>President of the Senate</i>
6–12 June 2015	Parliamentary delegation to Canada	Mrs Natasha Griggs MP <i>Delegation Leader</i> Mr Laurie Ferguson MP Senator Zed Seselja Mr Bert van Manen MP

9 Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2014–15.

Date	Delegation	Country represented
13–17 July 2014	Parliamentary delegation from New Zealand	New Zealand
27 August – 4 September 2014	Parliamentarians from Latin America	Mexico, Paraguay
21–26 September 2014	Parliamentary delegation from Turkey	Turkey
21–26 September 2014	Parliamentary delegation from Samoa	Samoa
29 September – 3 October 2014	The Rt Hon John Bercow MP, Speaker of the House of Commons	United Kingdom
5–16 October 2014	Mr Hannes Germann, President of the Council of States of Switzerland	Switzerland
23–31 October 2014	Parliamentary delegation from the Federal Republic of Germany	Germany
19–26 November 2014	ASEAN parliamentary delegation	Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Philippines, Singapore, Thailand, Vietnam
18–25 February 2015	Parliamentary delegation from the Republic of Trinidad and Tobago	Trinidad and Tobago
1–6 March 2015	Parliamentary delegation from the Republic of Fiji	Fiji

10 Other incoming parliamentary visits

This appendix contains summary information on other incoming parliamentary visits in 2014–15.

Date	Visit	Country represented
14–15 July 2014	Members of the Committee for Financial and Budgetary Affairs from the National Assembly of Vietnam	Vietnam
8 August 2014	Parliamentary delegation from the People's Republic of China	People's Republic of China
25–26 August 2014	The Rt Hon Sir Alan Haselhurst MP, Chairperson of the Commonwealth Parliamentary Association	Commonwealth nations
2–3 October 2014	Parliamentary delegation from Nigeria	Nigeria
27–30 October 2014	Speaker, Clerk and staff of the National Assembly of Malawi	Malawi
20–21 November 2014	Parliamentary delegation from Myanmar (national and regional parliaments)	Myanmar
1–3 December 2014	Members of the Joint Parliamentary Committee on Parliamentary Broadcasting and Library from Kenya	Kenya
8 January 2015	Delegation of the National Assembly of the Republic of Korea	Republic of Korea
15 January 2015	Speaker and Clerk of the Legislative Assembly of Telangana, India	India
7–10 February 2015	Parliamentary Delegation from Canada (Commonwealth Parliamentary Association Branch)	Canada
11–12 February 2015	Members of the Parliamentary Committee for Economic Affairs and Energy from Germany	Germany
23 February 2015	Parliamentary delegation from Kenya	Kenya
25–27 February 2015	Parliamentary delegation from Papua New Guinea	Papua New Guinea
2 March 2015	Parliamentary delegation from the Islamic Republic of Iran	Iran
26 March 2015	Members of the Parliamentary Health Committee from the Republic of Korea	Republic of Korea
27 March 2015	Members of the Standing Senate Commission on Compatriots Living Abroad from Czech Republic	Czech Republic
14 May 2015	Indian Young Parliamentarian delegation	India
25 May 2015	Parliamentary delegation from the National Assembly of the Republic of Korea	Republic of Korea
28 May 2015	Goodwill Parliamentarian delegation from India	India
22–23 June 2015	Members of the Foreign Affairs and Defence Committee of the Parliament of Timor-Leste	Timor-Leste

11 Parliamentary staff and other visits

This appendix contains summary information on parliamentary staff and other visits in 2014–15.

Date	Visit	Country represented
28 August 2014	APEC 22nd Delegation from the People's Republic of China	People's Republic of China
28–29 August 2014	Staff of the Parliament of Bhutan	Bhutan
20–30 October 2014	Ms Lilian Topic, Executive Officer, Rural and Regional Committee, Parliament of Victoria	Australia
23–24 October 2014	Parliamentary staff from Pakistan (national and regional parliaments)	Pakistan
9 December 2014	Staff of the Regional Representative Council, Republic of Indonesia	Indonesia
11 February 2015	Mr Janan Ganesh	United Kingdom
11–18 March 2015	Inter-Parliamentary Study Program	Brazil, Federated States of Micronesia, Germany, Kiribati, Mongolia, Myanmar, People's Republic of China, Thailand, Zimbabwe
18 March 2015	Mr Nay Chi Win	Myanmar
24–25 March 2015	Members of the 9th Australian Political Exchange Council delegation from the Philippines	Philippines
13 May 2015	Journalists from Indonesia	Indonesia
25–29 May 2015	Staff of the Parliament of Bahrain	Bahrain
2 June 2015	Staff of the Independent Electoral Commission of Botswana	Botswana
17–21 June 2015	Mr Martin Chungong, Secretary-General of the Inter-Parliamentary Union	(International organisation)

12 Agency resource statement and resources for outcome

Agency resource statement, 2014–15

	Actual available appropriations for 2014–15 \$'000 (A)	Payments made 2014–15 \$'000 (B)	Balance remaining 2014–15 \$'000 (A)–(B)
Ordinary annual services^a			
Departmental appropriation ^b	39,770	24,681	15,089
Total	39,770	24,681	15,089
Administered expenses			
Outcome 1	325	304	21
Total	325	304	21
Total ordinary services	40,095	24,985	15,110
Special accounts^c			
Opening balance	2,503		
Appropriation receipts ^d	62		
Payments made		15	
Total special accounts	2,565	15	2,550
Total resourcing and payments for the Department of the House of Representatives	37,530	24,970	

a *Appropriation (Parliamentary Departments) Act (No. 1) 2014–15*, prior year departmental appropriation and section 74 retained revenue receipts.

b Includes an amount of \$0.649 million in 2014–15 for the departmental capital budget. For accounting purposes this amount has been designated as 'contributions by owners'. Also includes an amount of \$0.062 million that has been credited to the Inter-parliamentary Relations Special Account for interest equivalency payments.

c Does not include money held in accounts such as Services for Other Entities and Trust Moneys Special Accounts.

d Appropriation receipts from departmental appropriation for 2014–15 included above.

Third-party drawdowns from and on behalf of other agencies

	\$'000
Payments made on behalf of the Department of Finance (disclosed in the respective agency resource statement)	7,326
Payments made on behalf of the Australian Public Service Commission (disclosed in the respective agency resource statement)	38,104

Expenses and resources for Outcome 1

	Budget ^a 2014–15 \$'000 (A)	Actual expenses 2014–15 \$'000 (B)	Variation 2014–15 \$'000 (A)–(B)
Outcome 1: Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role			
Program 1: Other departmental			
Departmental expenses			
Departmental appropriation ^b	20,821	21,682	(861)
Retained revenue receipts ^c	1,113	1,201	(88)
Special accounts	62	16	46
Expenses not requiring appropriation in the budget year	2,744	2,768	(24)
Total for Program 1	24,740	25,667	(927)
Program 2: Administered			
Administered expenses			
Administered appropriation	325	330	(5)
Total for Program 2	325	330	(5)
Total expenses for Outcome 1	25,065	25,997	(932)
	2013–14	2014–15	
Average staffing level (number)	155	155	

a Full-year budget, including any subsequent adjustment made to the 2014–15 Budget.

b *Appropriation (Parliamentary Departments) Act (No. 1) 2014–15*.

c Section 74 retained revenue receipts.

13 Contact directory

This appendix contains the contact details of House of Representatives office holders and the department's senior executive officers, as at 30 June 2015.

Office holders and senior executive officers

Speaker of the House of Representatives, the Hon Bronwyn Bishop MP

Parliament House Phone (02) 6277 4000 Fax (02) 6277 2050
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14 List of requirements

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Review by Clerk	Mandatory	2–4
Summary of significant issues and developments	Suggested	2–4
Overview of department's performance and financial results	Suggested	2–4, 8
Outlook for following year	Suggested	4
Significant issues and developments—portfolio	Portfolio departments—suggested	Not applicable
Departmental overview		
Role and functions	Mandatory	5
Organisational structure	Mandatory	5, 6
Outcome and program structure	Mandatory	5, 7
Where outcome and program structures differ from Portfolio Budget Statements, Portfolio Additional Estimates Statements or other portfolio statements accompanying any other additional appropriation bills, 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	10–45
Actual performance in relation to deliverables and key performance indicators set out in Portfolio Budget Statements, Portfolio Additional Estimates Statements or other portfolio statements	Mandatory	114–18
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	10–45
Trend information	Mandatory	10, 11, 12, 13, 14, 15, 16, 23, 24, 27, 31, 42, 43, 45
Significant changes in nature of principal functions or services	Suggested	None to report
Performance of purchaser–provider arrangements	If applicable, suggested	51
Factors, events or trends influencing departmental performance	Suggested	20, 25, 34, 38, 44
Contribution of risk management in achieving objectives	Suggested	50
Performance against service charter customer service standards, complaints data, and the department's response to complaints	If applicable, mandatory	50
Discussion and analysis of the department's financial performance	Mandatory	8
Discussion of any significant changes in financial results from the prior year, from budget or anticipated to have a significant impact on future operations	Mandatory	8
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Assets management		
Assessment of effectiveness of assets management	If applicable, mandatory	58
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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, and 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	58–9

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Ecologically sustainable development and environmental performance (section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	Mandatory	59
Compliance with the agency's obligations under the <i>Carer Recognition Act 2010</i>	If applicable, mandatory	Not applicable
Grant programs	Mandatory	59
Disability reporting—explicit and transparent reference to agency-level information available through other reporting mechanisms	Mandatory	53
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Correction of material errors in previous annual report	If applicable, mandatory	None to report
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Abbreviations and acronyms

AFP	Australian Federal Police
ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
ASEAN	Association of Southeast Asian Nations
DPS	Department of Parliamentary Services
ICT	information and communications technology
IPRO	International and Parliamentary Relations Office
IPU	Inter-Parliamentary Union
JCPAA	Joint Committee of Public Accounts and Audit
OPC	Office of Parliamentary Counsel
PBO	Parliamentary Budget Office
PEO	Parliamentary Education Office
PSC	Parliamentary Skills Centre
SCID	Shared Committee Information Database
UNDP	United Nations Development Programme

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