



DEPARTMENT *of the* HOUSE *of* REPRESENTATIVES

2012-13

ANNUAL REPORT

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Front cover image: Department of the House of Representatives entrance viewed from the Chinese gardens.

The department welcomes your comments on this report.

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PARLIAMENT of AUSTRALIA
HOUSE of REPRESENTATIVES

OFFICE OF THE CLERK OF THE HOUSE

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31 October 2013

Ms Anna Burke MP
Parliament House
CANBERRA ACT 2600

Dear Ms Burke

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 2013, pursuant to section 65 of the *Parliamentary Service Act 1999*.

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

Yours sincerely

A handwritten signature in black ink that reads 'Blight'.

B C WRIGHT
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 2012–13 financial year.

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

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

The **management and accountability** section spells out our approach to corporate governance, the management of our people and assets, and our obligations under various laws. This section also provides an outlook on the next financial year.

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

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

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

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House of Representatives garden.

OVERVIEWS

- Clerk's review
- Departmental overview

Clerk's review

The 2012–13 reporting period was the final full year of the Forty-third Parliament, which had seen the formation of the first minority national government in 70 years. Traditionally, at this stage of the parliamentary cycle levels of activity drop across the department as committees finalise their inquiries and other areas of the department experience a lowering of demand. However, consistent with the high levels of activity that had marked the Forty-third Parliament, the legislative, scrutiny and representational work of the House continued and the requirement for departmental staff support remained at very high levels. Importantly, throughout the reporting period we continued to make significant progress on some key longer-term institutional and corporate activities.

In addition to its significance as Canberra's centenary year, 2013 marked the twenty-fifth anniversary of the opening of the new Parliament House. The occasion was marked with several special events to celebrate the work of the artists, designers and craftspeople who produced the commissioned art and craft work and the internal fit-out and fabric of the building. In June, the parliament hosted a large morning tea to thank the many employees and other workers who had contributed during the past 25 years. The celebrations were to culminate in an open day on 24 August.

SERVICE

Throughout the year, we continued to place a high priority on service provision to our clients: the House, its members and committees, our other parliamentary clients and the wider community. It was pleasing that, in spite of the increased demands on staff, respondents to the annual members' survey reaffirmed high satisfaction rates with the level of service provided by the department. Further details about the survey and responses are in Appendix 12.

The reporting period saw the election of a new Speaker and Deputy Speaker. On 9 October Ms Anna Burke MP was elected Speaker, and the Hon Bruce Scott MP was elected Deputy Speaker. As is customary, the department was pleased to provide briefings and ongoing support to these office-holders as they assumed their roles.

Our principal function is to support the proceedings of the House and Federation Chamber and of House and joint committees, and to provide advice and assistance to members. The chambers continued to meet for more hours each week than in previous parliaments, necessitating higher levels of support. The number of bills introduced remained well above the long-term average, and more bills were passed by both Houses and assented to than in either of the two previous years.

Legislative drafting services provided by the department also continued at high levels. Last year I reported that more private members' bills had been introduced in 2011–12 than in any year since Federation in 1901. In 2012–13 the number of private members' bills introduced surpassed that record figure. In addition, there was a marked increase in requests to draft amendments to government bills. The department was grateful that it could continue an arrangement entered into in 2010–11 with the Office of Parliamentary Counsel whereby a legislative drafter was seconded to work in the department on these tasks.

The unprecedented numbers of bills referred to committees by the Selection Committee continued, with a further 51 bills referred during the reporting period. Despite their increased workload due to bills inquiries, committees continued to conduct substantial inquiries into public policy issues, as well as scrutinising aspects of government

administration. Committees supported by the department presented 116 reports (including 12 which were presented by way of an oral statement), a 9 per cent increase on the previous year.

House committees continued to adopt innovative practices in engaging with the community. This was evident when, for the first time, a House committee invited the community to use social media to engage directly with members and participants in a roundtable hearing via the department's official Twitter account.

New rules for media-related activity in Parliament House and its precincts were introduced during the reporting period. The rules arose from a year-long consultation process by the Joint Committee on the Broadcasting of Parliamentary Proceedings, necessitating a significant amount of work by the Serjeant-at-Arms' Office which provides secretariat support for the committee.

PEOPLE

The department's strong performance over the year, and over the life of the parliament, was achieved through the collective efforts and dedication of staff members. Success in supporting the House and its committees and in the substantive flow of corporate and institutional work was only possible because of their continued hard work and commitment.

Throughout what was a demanding period, we continued to invest in the development of staff by supporting and encouraging training and development opportunities. A new leadership training and development program was implemented for the Executive, executive level staff, and others with supervisory responsibilities. This program has reinvigorated our leadership team. The development of knowledge and skills through the sharing of information during our regularly scheduled informal debrief sessions continued.

In May 2013 our annual planning meeting was used to identify and discuss priorities that will form the basis of a new corporate plan for the period 2013–15. It was pleasing to observe again so many staff enthusiastically contributing their views and ideas on a broad range of issues facing the department.

A key event during the year was the negotiation of a new three-year enterprise agreement which was lodged with and approved by Fair Work Australia in December 2012. I was grateful to all involved in the negotiations for their constructive participation.

The department's annual staff survey continued to serve as an important source of information on the perceptions and expectations of staff across a range of matters including job satisfaction, the quality of leadership in the department and satisfaction with pay and conditions of service. It was pleasing that this year's results showed a small increase in the overall average satisfaction index.

CAPABILITY

Several factors in 2012–13 placed further pressure on departmental resources: the House and the Federation Chamber met for additional hours, and secretariat support was needed for two new joint committees. It was important that additional funding was provided for these purposes. The role of the Standing Committee on Appropriations and Administration was critical; it continued its important function of assessing the funding requirements of the department and bringing these requirements to the attention of government.

The additional funding and the implementation by the department of further savings measures during the year resulted in a slight easing of the department's financial position. However, we will need to continue to closely monitor expense levels to remain within budget. We will maintain a careful approach to the use of resources, and continue to deliver services as efficiently as possible. The department will continue to report regularly to the Speaker and to the Appropriations and Administration Committee on these matters.

COLLABORATION

We continued to work closely with colleagues in the three other parliamentary departments. The governance framework surrounding these relationships was strengthened during the year with the commencement of quarterly meetings of the heads of the parliamentary departments. These meetings provide a valuable opportunity to consider important matters affecting the departments. This year one of the key decisions of the departmental heads was to agree to develop an overall strategic plan for parliamentary administration.

The department also took a key role in the development of a joint Reconciliation Action Plan for the parliament and this matter was considered by the heads.

Our relationships with the other parliamentary departments are also expressed through work on a number of formal boards and committees which continued to provide parliament-wide input in a range of key areas.

Following the review of ICT services conducted by Mr Michael Roche, the Presiding Officers agreed to the consolidation of ICT services in the Department of Parliamentary Services. We took a lead role in implementing new ICT arrangements and worked closely with parliamentary colleagues as responsibility for ICT for this department was transferred to the Department of Parliamentary Services effective from 1 July 2013. As part of the transition four staff members from this department were transferred to that department.

Paralleling an existing service level agreement with the Department of Parliamentary Services to provide payroll services for its staff, in July 2012 we started providing payroll services to staff of the Parliamentary Budget Office.

I am pleased that the pressures of supporting a minority parliament did not prevent us from assisting other parliaments in our region. Building on the strong collaboration established with colleagues in the Pacific region, the Pacific Parliamentary Partnerships program continued in 2012-13, and funding

of \$2.8 million over five years was secured from AusAID to fund the Pacific Women's Parliamentary Partnerships project—a project aimed at supporting women parliamentarians in the region.

OUTLOOK

The 2013-14 financial year promises to be another interesting period for the department. The impending election will see us making preparations for the Forty-fourth Parliament. The number of retiring members has ensured that there will be a significant intake of new members. We look forward to assisting them to settle into their parliamentary roles.

The election period will present an opportunity to turn our attention to some important internal projects in preparation for the new parliament. We are also preparing for the rollout of some new ICT systems that will create efficiencies in the way we work. The break in sittings will present an opportune time for staff to undertake training and become acquainted with these new systems in readiness for the new parliament.

The beginning of a new parliament is a stimulating and challenging time for departmental staff. Once it is established, our highest priority will be to continue to support the House and Federation Chamber, committees and members by providing advice and guidance and delivering services that meet members' expectations.

The finalisation of a service level agreement and asset and funding transfers will be important next steps as part of the consolidation of ICT services in the Department of Parliamentary Services. We will continue to work collaboratively with our colleagues in all parliamentary departments and will monitor the impact of these arrangements to ensure that desirable service levels are achieved.

We will continue to develop the strategic direction of the parliament's international program. Parliamentary strengthening programs will continue to be a major focus of our work in this area in the year ahead.

We will also continue to examine the ways in which we present content about the work of the House and its committees to reflect the growth of the digital publishing sector:

The long-term trend of pressure on our funding is likely to continue, but we have responded well to these pressures in the past and I have no doubt about our ability to adapt to future pressures.

Though the challenges ahead are significant, I am encouraged by the feedback from staff that the experience of supporting a hung parliament has left us well positioned to face them. Our skills and knowledge have grown and we have demonstrated our adaptability. It has again been a privilege to work with such a fine group of colleagues, and I have every confidence that the challenges the department will face will continue to be met with the dedication and professionalism that colleagues have shown over the past three years.

Departmental overview

PURPOSE

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

To support the House of Representatives, and the wider Parliament, in the role of a representative and legislative body by providing advice and services of a high standard.

ROLE AND FUNCTIONS

The *Parliamentary Service Act 1999* provides the legal framework for a nonpartisan Parliamentary Service to serve the Australian Parliament. The Act establishes this department and the other three 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 as well as the functions of the Parliamentary Budget Officer, the Parliamentary Service Commissioner and the Parliamentary

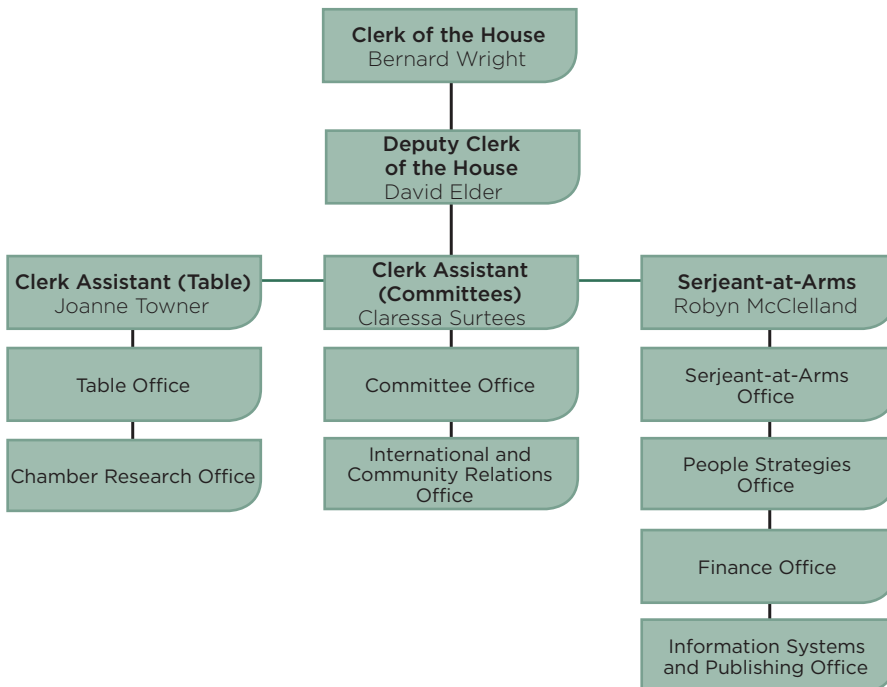
Service Merit Protection Commissioner. The other parliamentary departments report separately to the parliament.

During 2012–13, the department continued its role as a service department for the parliament, supporting the work of the House of Representatives, including its members in their parliamentary work, its committees and some joint committees comprising members of both Houses. The department also maintained its focus on assistance to the House and the parliament in their relationships within Australia and internationally.

ORGANISATIONAL STRUCTURE

The department is managed by its Executive, comprising the Clerk, Deputy Clerk, Clerk Assistant (Committees), Clerk Assistant (Table) and Serjeant-at-Arms. Their work is carried out through eight offices. Figure 1 shows the department's organisational structure at 30 June 2013.

Figure 1 Organisational structure at 30 June 2013



OUTCOME AND PROGRAM STRUCTURE

The department has one outcome:

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

The department has one program, comprising the following five components:

- **Program component 1.1:**
Chamber and Federation Chamber
Departmental activities:
Resources supporting the effective operation of the Chamber and Federation Chamber of the House of Representatives.
- **Program component 1.2:**
Community relations and awareness
Departmental activities:
Resources supporting the provision of services to increase community understanding of, and interaction with, the work of the House of Representatives and the Australian Parliament.
Revenue from other sources (s. 31).
- **Program component 1.3:**
Committee services
Departmental activities:
Resources supporting the House of Representatives and some joint committees in fulfilling their role in the parliamentary consideration of policy and legislation and the scrutiny of government.

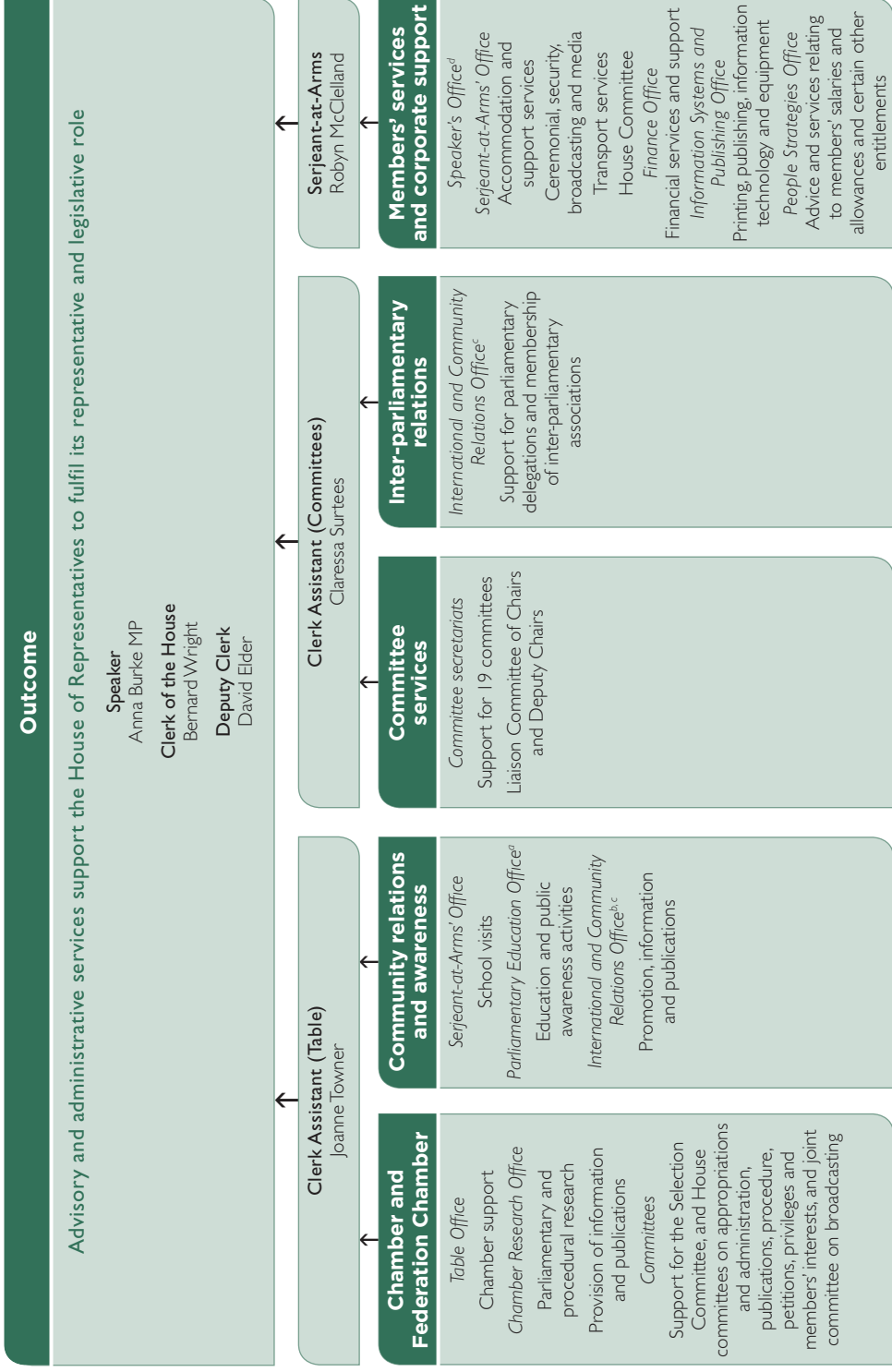
- **Program component 1.4:**
Inter-parliamentary relations
Departmental activities:
Provision of advice and support to facilitate the conduct of the parliament's international and regional affairs.
Revenue from other sources (s. 31).
- **Program component 1.5:**
Members' services and corporate support
Departmental activities:
Provision of advice, services and support to members in Parliament House.
Payment of members' salaries and allowances.
Provision of advice, services and support to the department.
Provision of information technology support, financial and human resource management and office services.
Revenue from other sources (s. 31).

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

Figure 2 Outcome and program structure at 30 June 2013



Figure 3 Organisational contribution to the outcome at 30 June 2013



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

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

c jointly funded by the departments of the House of Representatives and the Senate.

d Included in this program component for budgetary purposes.

FINANCIAL PERFORMANCE

The department ended the 2012-13 financial year reporting a surplus attributable to the Australian Government of \$0.152 million. The small surplus partly reflects a slowdown in expense activity levels during the final quarter of the reporting period as the Forty-third Parliament began to conclude. In addition, the department initiated some savings measures at the commencement of 2012-13 to offset the 2.5 per cent increase to the efficiency dividend. Because of these measures the department has been able to continue to operate within budget without a serious reduction in staffing numbers or service levels.

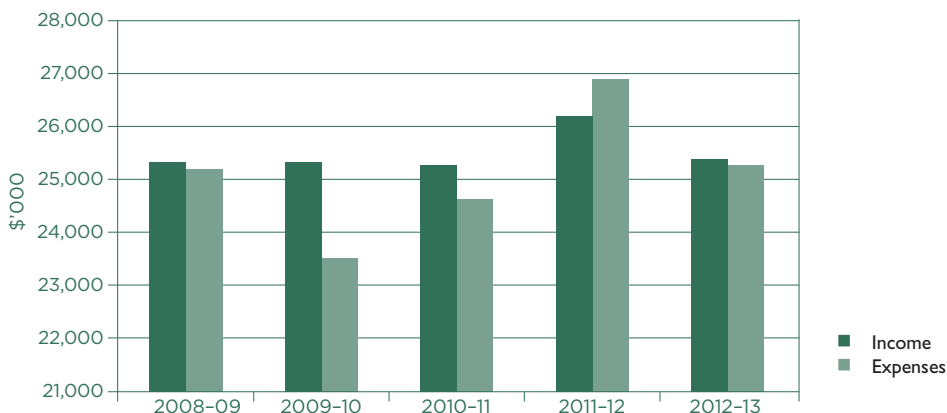
Through the 2012-13 federal budget, the department was able to secure additional funding to support the statutory oversight of the Parliamentary Budget Office by the Joint Committee of Public Accounts and Audit. Essential additional funding to support the extra sitting hours of the Chamber and

Federation Chamber continued through the reporting period. The department sought and was granted supplementary funding in 2012-13 for two short-term joint select committees.

The department's balance sheet has remained in a healthy position with adequate cash reserves. The outlook for the coming financial years remains very tight as increasing input costs place pressure on the financial resources available to the department. The impending reduction in the department's annual appropriation due to further increases in the efficiency dividend will see the quantum of the appropriation reduced to levels akin to amounts appropriated in 2005-06. The department will face difficult choices to remain within budget, as the funding pressures will intensify significantly in the forward years as the appropriation amounts continue to decline.

Figure 4 provides a picture of the department's financial performance over the five-year period since 2008-09.

Figure 4 Financial performance, 2008-09 to 2012-13





Compass and Perspective, tuart, 1988 by Howard Taylor in House of Representatives garden. A gift of the Government, Parliament and people of Western Australia to the Parliament of Australia.

PERFORMANCE

- Chamber and Federation Chamber
- Community relations and awareness
- Committee services
- Inter-parliamentary relations
- Members' services and corporate support

Chamber and Federation Chamber

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

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

- advise the Speaker and members of the House of Representatives
- advise on programming of House business, and provide procedural support
- process and draft bills
- prepare and publish the record of proceedings of the House
- process, 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
- keep procedural and statistical records on the work of the House
- provide secretariat support to several domestic committees.

In 2012–13, the budget allocation for the component was \$3.240 million and expenditure was \$2.983 million. Staff levels, by location, are shown in Appendix 11.

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 there.

The annual survey of members (see Appendix 12) 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—95 per cent (85 per cent in 2011–12)
- advice and services received from other staff in relation to Chamber and Federation Chamber duties—90 per cent (80 per cent in 2011–12)
- quality and availability of procedural and statistical publications and support in obtaining such information—90 per cent (70 per cent in 2011–12).

Statistical information on the sittings of the House and meetings of the Federation Chamber in 2012–13 and the two preceding years are shown in Table 1.

Table 1 Performance summary, Chamber and Federation Chamber, 2010–11 to 2012–13

Aspect of performance	2010–11 ^c	2011–12	2012–13
Number of sittings of the House	52	68	59
Number of meetings of the Federation Chamber	46	59	55
Hours of sittings of the House ^a	511	691	602
Hours of meetings of the Federation Chamber ^a	248	306	256
Number of bills introduced	186	256	241
Number of bills that passed both Houses and were assented to ^b	116	221	228

a Excludes suspensions.

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

c Election year.

In 2012–13, sitting days totalled 59. This figure represents a decrease of 9 days from the previous year (13.2 per cent fewer days). There was a corresponding reduction in the total number of sitting hours. In 2012–13 the House sat for 89 fewer hours than the previous year (12.9 per cent less time) and the Federation Chamber met for 50 fewer hours than the previous year (16.3 per cent less time). Legislative activity continued at a high level during the period, with 241 bills introduced (256 in 2011–12) and 228 bills passed by both Houses and assented to (221 in 2011–12). The continued high level of legislative activity in a reduced number of sitting days placed significant demands on departmental staff, particularly in the final sitting fortnight, when 76 bills were prepared for assent by the Governor-General, one-third of all bills assented to during the year.

Detailed information on the business of the House and the Federation Chamber is in Appendix 3 and in the department's publication *Work of the Session* (available on the Parliament of Australia website).

ADVICE ON PRACTICE AND PROCEDURE

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

We provided immediate advice to and support for the Speaker, ministers, shadow ministers, members and others during proceedings, as well as detailed written advice. Subjects addressed included the application of the standing orders and practice of the House, the content of questions without notice, the procedure for referring bills to House committees for inquiry, the election of House officers, procedures for private members' business, delegated legislation and the disallowance process, the requirements of the Constitution and standing orders in respect

of financial legislation, privilege matters and requirements of the House in respect of the registration of members' interests.

PROGRAMMING AND COORDINATION OF BUSINESS

Throughout 2012–13, 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 the Federation Chamber
- providing chamber support from the Serjeant-at-Arms' Office for sittings of the House and meetings of the Federation Chamber to oversee ceremonial and security arrangements and ensure the availability of chamber papers
- processing members' questions in writing to ministers, including editing for compliance with the standing orders, publication 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 of Representatives in the five years from 2008–09 to 2012–13.

Table 2 Questions in writing to ministers and answers to questions in writing, 2008–09 to 2012–13

	2008–09	2009–10	2010–11 ^c	2011–12	2012–13
Questions in writing ^a	642	571	441	678	411
Questions answered ^b	497	444	335	491	374

a Excluding questions withdrawn.

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

c Election year.

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 5. In the Forty-third Parliament, there was a reduction in the proportion of time allocated to government business and business of the House, which is reflected in the significant increase in private members' business time.

MINORITY GOVERNMENT AND AGREEMENTS ON PARLIAMENTARY REFORM

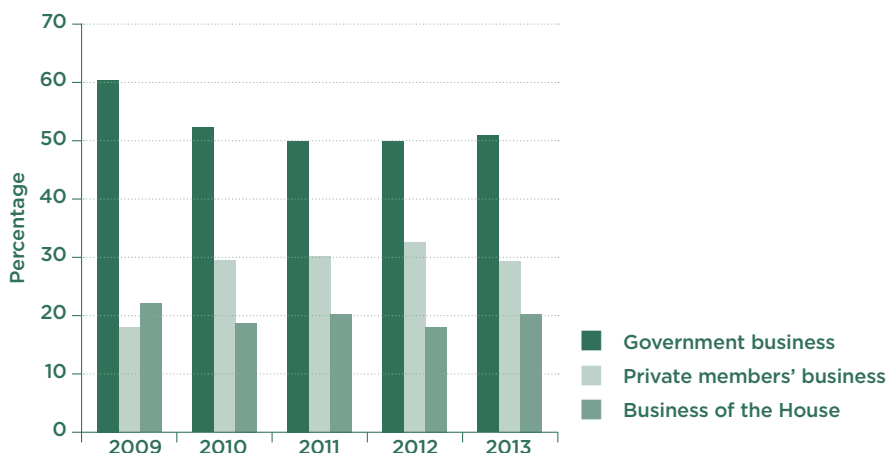
The department's annual reports for 2010-11 and 2011-12 outlined the effects of the formation of minority government and of aspects of the agreements on parliamentary

reform made at the beginning of the Forty-third Parliament on the operation of the department.

The additional demands placed on the chamber support areas as a direct result of the parliamentary reform agreements under minority government continued in 2012-13. While there was a reduction in sitting days and hours and a slight reduction in the number of bills introduced overall, the intensity of work on sitting days increased. This can be partly attributed to a very large increase, off a very high base, in the number of detailed amendments moved to bills.

Throughout 2012-13 the House retained the longer sitting hours of the Chamber and the Federation Chamber that were reported on in the two previous annual reports. The report for 2011-12 provided information on the shadowing arrangements the Table Office has been using to mitigate the demands placed on employees by the longer sitting hours. These arrangements continued, but they were less effective throughout this reporting period as a result of turnover among the shadowing staff which required new volunteers to be inducted into their roles.

Figure 5 Government and private members' business and business of the House (Chamber and Federation Chamber), 2009 to 2013



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

Our support for the legislative process in 2012–13 included:

- receiving bills from the Office of Parliamentary Counsel, and keeping them in custody under embargo before their introduction
- 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—242 messages relating to the passage of bills in 2012–13 (244 in 2011–12) and 26 other messages (15 in 2011–12)
- 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 optimum 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 on the bills and legislation collection made available through the website during the year totalled 19,323,018, an increase of 14.5 per cent from the previous year (16,883,831 in 2011–12). This total represented 24 per cent of the queries made through ParlInfo Search. Work to include bills from earlier parliaments in the electronic storage system continued, but proceeded slowly because of other demands on Table Office staff.

Legislative workload

During the year, 241 bills were introduced (256 in 2011–12), a decrease of 5.9 per cent from the previous year but still well above the long-term average. Of these, 236 were initiated in the House of Representatives and 5 were received from the Senate. A total of 229 bills¹ passed both Houses (221 in 2011–12), of which 224 were initiated in the House of Representatives (210 in 2011–12) and 5 in the Senate (11 in 2011–12). Table 3 summarises bills introduced and assented to from 2008–09 to 2012–13.

In 2012–13, the House passed 221 bills (221 in 2011–12). This represented 3.7 bills on average for each sitting, compared with 3.3 bills on average passed in the previous year.

Table 3 Number of bills introduced in the House, and number of bills assented to, 2008–09 to 2012–13

	2008–09	2009–10	2010–11 ^b	2011–12	2012–13
Bills introduced	210	236	186	256	241
Bills assented to ^a	148	178	116	221	228

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

b Election year.

¹ Figure includes the Constitution Alteration (Local Government) 2013, which was passed by both Houses but not submitted to a referendum—see section 128 of the Constitution.

The House amended 48 (21.3 per cent) of the bills it passed (47 in 2011-12). 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, and/or made amendments requested by the Senate, to 17 House bills (26 in 2011-12), with further processing by the Table Office before the bills were presented to the Governor-General for assent. In addition, the House made amendments to one bill in place of Senate amendments that were not agreed to.

The number of amendments moved during consideration in detail continues to increase sharply, with an increase of more than 300 per cent in the last two years. This has placed significant demands on departmental staff responsible for:

- drafting amendments for private members
- circulating, storing and publishing amendments through the bills system and the website
- preparing the relevant supporting documents for consideration of amendments in the House
- creating third-reading and assent prints of the relevant bills when amendments are passed.

Of the 923 amendments moved, 728 were passed, including 27 private members' amendments. The House did not amend any bills initiated in the Senate in 2012-13, or in the previous year.

The Table Office prepared 48 third-reading prints (47 in 2011-12) and 223 assent prints (210 in 2011-12). All documents accurately reflected the decisions of both Houses.

Legislative drafting

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

The increase in the number of private members' bills being requested and introduced, noted in last year's annual report, has continued. In 2012-13, 30 private members' bills were introduced, the highest number since Federation in 1901. Two private senators' bills were passed by the House and became law, including the Parliamentary Service Amendment Bill 2013, introduced in the Senate by the President and in the House by the Speaker. Of the 923 amendments moved this year, 222 were private members' amendments, of which 27 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. Table 4 shows the significant increase in the level of activity of the Forty-third Parliament (from 2010 onwards) compared with that of the Forty-second Parliament (from 2008 to 2010).

In order to continue meeting the increased demand for drafting services, the department has continued the arrangement entered into in 2010-11 with the Office of Parliamentary Counsel (OPC) whereby a senior OPC drafter has been seconded to the department. This arrangement has had mutual benefits for the department and the OPC.

Table 4 Private members' bills introduced and amendments moved, 2008-09 to 2012-13

	2008-09	2009-10	2010-11 ^c	2011-12	2012-13
Bills introduced	6	15	17	25	30
Second-reading amendments moved ^a	10	12	14	17	9
Consideration in detail amendments moved ^{a,b}	85	134	292	732	923

a Includes Federation Chamber.
 b Includes government amendments.
 c Election year.

RECORD OF PROCEEDINGS AND HOUSE DOCUMENTS

Votes and Proceedings

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.

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* are more detailed than the *Votes and Proceedings* and are compiled progressively throughout a sitting day. It enables anyone with access to the internet to follow events in the House and Federation Chamber as they occur. Internal and external clients continued to provide positive feedback on this service.

As noted last year, the greater uncertainty and complexity associated with proceedings of the House in the context of a minority government placed greater pressure on staff and often meant considerably extended hours.

Documents

During the year, we processed all documents presented to the House and recorded their details in *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, including through an online daily document-ordering system. The original documents were added to the records of the House, which we continued to maintain. We also continued to review our requirements for tabling stock in light of the ever-improving online availability of documents and declining demand for hard copies.

In 2012–13, documents presented to the House numbered 6,116 (6,533 in 2011–12), a decrease of 6.4 per cent compared to the previous year.

The development of an electronic repository for the Parliamentary Papers Series, noted last year, was completed and the repository became accessible in February 2013. It enables

access to the documents themselves as well as the data accessible through the Tabled Papers Register.

To meet the needs of clients, on each sitting day the Table Office prepares and issues in electronic and hard-copy form a Disallowable Instruments List. The list provides details of all instruments presented to the House that are subject to disallowance, by 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. As reported previously, in May 2010 the Joint Committee on Publications undertook an inquiry into the electronic distribution of the series and recommended that an electronic Parliamentary Papers Series be developed, with a repository based in the parliament and managed by the chamber departments. The Presiding Officers agreed that an electronic Parliamentary Papers Series should be developed and that a digital repository should be managed by the parliamentary departments. As noted above, the repository became accessible from the beginning of 2013.

House records

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

House records of particular interest in the wider community this year have been the Yirrkala bark petitions, presented to the House in August 1963. These are both notable Aboriginal artworks and significant documents in the story of Indigenous land rights, and are displayed in the public area of Parliament House. The fiftieth anniversary of the petitions was chosen as the theme of NAIDOC Week for 2013, and there have been numerous requests for information about the petitions and for permission to reproduce them.

House pictorial collection

Work continued on the upgrade of the cataloguing and storage of the House pictorial collection during the reporting period, but it was affected by the need for the Chamber Research Office to respond to sustained high levels of demand for its services. During the 2013 election period, reduced commitments should enable this project to be finalised. Completion of the project will enable better access to the department's collection of images and ensure compliance with records management standards.

Petitions

The continued high number of signatories to petitions in recent years demonstrates that Australians have a strong level of interest in using the House petitioning process to raise issues of interest and concern to them. Table 5 shows the number of petitions presented to the House, and the number of signatories, for the past five years. In 2012-13, 124 petitions were presented, fewer than the 183 petitions presented in 2011-12. (See also information on the Standing Committee on Petitions at page 20.)

RESEARCH

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

In 2012-13, the office provided:

- advice, and assistance with advice, to the Speaker, Deputy Speaker and members on the application of the standing orders and House practices
- secretariat support to the Standing Committee on Procedure and the Standing Committee on Petitions
- 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 due to sustained high levels of interest in the procedures and operations of the House.

Publications

The highlight of the year was publication of the sixth edition of the authoritative procedural text, *House of Representatives Practice*, in September 2012. The text has been revised considerably since the previous edition, published in 2005. Many of the revisions have been made in response to continuing procedural developments in the House during the Forty-third Parliament. The publication of the sixth edition was widely welcomed.

The value of a new edition in the context of minority government is indicated in the Speaker's comments: 'My staff and I think of it as the Olympic edition. Members will not be surprised that it records many firsts' (House of Representatives Debates, 29 November 2012).

The office continued its pattern of producing regular publications that outline significant procedural events and popular statistics. These are usually produced after each sitting fortnight. The *Procedural Digest*, a subject-based record of proceedings, is published online, and the *Procedural Extracts*, a technical document, is also prepared. The office published the *Statistical Digest* 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 2012 and January 2013. The series of 21 infosheets on the work of the House was updated in January 2013. Together, these publications provide a current and concise record of the work of the House and the more significant aspects of the nature of that work.

Table 5 Petitions and signatories to petitions, 2008-09 to 2012-13

	2008-09	2009-10	2010-11 ^a	2011-12	2012-13
Number of petitions presented	141	163	129	183	124
Number of signatories	234,622	270,964	445,921	446,619	325,350

^a Election year.

The Chamber Research Office maintains, publishes and distributes the standing orders of the House. An insertion was added to the Standing and Sessional Orders on 10 October 2012 to reflect an amendment made by the House on that day.

Collaboration with the Department of the Senate

The office continued its longstanding collaboration with colleagues in the Department of the Senate, including in a joint presentation on the work of the parliament for a national conference held at Parliament House, and in orientation seminars for the Australian National Internship Program and the Australian Defence Force Parliamentary Program (discussed in detail on page 26).

Collaboration with other parliaments

Through the different formats of its publications, the office caters for a wide variety of readers, and staff are frequently asked to share experiences and knowledge with counterparts in other parliaments. During the year the office continued to collaborate with colleagues and members from other parliaments by participating in study programs and meetings during delegation visits. These colleagues and members are often interested in the work of the office and

the systems it has established over the years to develop, record and publish 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 2012–13, these committees held a total of 105 meetings (117 in 2011–12) and produced 50 reports (39 in 2011–12). The large number of meetings and reports presented is primarily due to the role of the Selection Committee in the Forty-third Parliament. Details of meetings and reports are set out in appendixes 4 and 5.

Selection Committee

The Selection Committee continued to operate during the reporting period. It has four 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)



Clerk of the House, Mr Bernard Wright (editor) (at right) and Mr Peter Fowler (assistant editor) at the launch of House of Representatives Practice, sixth edition, September 2012. Mr Wright and Mr Fowler were assistant editors of each previous edition since the second edition in 1989.

- considering all bills introduced and determining whether to refer bills directly to House or joint committees for inquiry. This power can be exercised by an individual member of the committee (68 bills were referred to committees under this procedure in 2012-13; 85 in 2011-12)
- recommending items of private members' business for a vote of the House (60 items of private members' business, including 7 bills, were voted on in 2012-13; 69 items in 2011-12).

The committee consists of 11 members: the Speaker (as chair), the chief whips of the three parties, three government members, two opposition members and two non-aligned members. The committee met 36 times during the reporting period, typically twice each sitting week. A third meeting was sometimes conducted to enable a bill just introduced to be referred to a committee for inquiry. The Selection Committee is supported by Table Office staff.

Standing Committee on Appropriations and Administration

The Appropriations and Administration Committee 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 (four government and four non-government) and is chaired by the Speaker. It is supported by the Clerk, the Serjeant-at-Arms and other officers of the department. During the year the committee met five times and presented three reports.

Standing Committee of Privileges and Members' Interests

The Standing Committee of Privileges and Members' Interests met nine times during the reporting period. During 2012-13, the committee completed and presented to the House five reports on right-of-reply matters that had been referred to it. In relation to an inquiry referred by the House in May 2012 into whether, in the course of a statement made to the House by the Member for Dobell (Mr Craig Thomson MP), the member deliberately misled the House, the chair of the committee advised the House that the committee had suspended its inquiry following the laying of criminal charges against Mr Thomson.

Standing Committee on Petitions

The Petitions Committee 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 also communicated with principal petitioners about petitions received. On sitting Mondays, the chair of the committee presented 'in-order' petitions which other members had not elected to present. During this timeslot the chair also presented written responses from ministers to

Table 6 Committees supported by Chamber and Federation Chamber component, 2012-13

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

petitions presented earlier and on which the committee had sought comment. The terms of presented petitions and ministerial responses were published in Hansard and on the Parliament of Australia website in accordance with standing orders. During the year, 124 petitions were presented (a decrease of 32 per cent from the previous year) with a total of 325,350 signatures (a decrease of 27 per cent from the previous year). The lower petition numbers should be considered in the context of the high volume received in 2011–12 compared with other years since the committee was established.

There were 74 ministerial response letters presented, representing responses to 92 petitions. Excluding the 23 petitions which were presented in the final two sitting weeks in June, the response rate approximated 91 per cent. Responses from ministers do not usually agree to petitioners' requests, but rather provide current information about the subject matter of issues raised in petitions.

The committee sometimes holds public roundtable hearings with principal petitioners and representatives of relevant government agencies. These are not intended to resolve or pursue matters raised in petitions but to further explore the issues with petitioners and to allow public servants to explain the relevant legislation, policy, programs or administration. In 2012–13, the committee held four interstate hearings with principal petitioners—two in Perth in August 2012 and one each in Sydney and Brisbane in April 2013. The committee also met with public servants in Canberra in March 2013 to discuss a variety of petitions.

Standing Committee on Procedure

The committee continued to monitor the procedural reforms implemented in the Forty-third Parliament and presented its report, *Monitoring and review of procedural changes implemented in the 43rd Parliament: 4th report*, in November 2012. The report complemented the findings of three previous reports on the procedural changes flowing from implementation of the reforms proposed in the 2010 *Agreement for a better parliament: parliamentary reform*. The committee focused particularly on changes to opportunities for

private members, question time and the House committee system.

In June 2013 the committee presented two reports: *Maintenance of the standing and sessional orders* and *Electronic voting in the House of Representatives*. The first report—of an inquiry that has been adopted during each of the last three parliaments by the Procedure Committee—examined minor irregularities in the Standing and Sessional Orders. The committee also revisited some changes it had recommended in previous reports on the reforms of the Forty-third Parliament and several procedural policy matters. The second report reviewed the existing evidence on electronic voting in the House and provided a basis for any possible future in-depth inquiry.

Standing Committee on Publications

The committee met three times in 2012–13, and met with the Senate Publications Committee another nine times. The committee presented nine reports on which documents presented to parliament should be included in the Parliamentary Papers Series. All reports 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 broadcasting time between the two chambers and determine a more detailed schedule of broadcasting allocations. As detailed on page 41 of this report, the committee tabled redrafted general principles and advice to the ABC during the reporting period.

The committee also provided advice to the Presiding Officers on rules for media-related activity in Parliament House and its precincts following a review. These rules were subsequently issued by the Presiding Officers as is described in more detail on page 40.

Under the Broadcasting Act, the committee has nine members, including the Speaker and the President of the Senate. By tradition, the committee's chair is the Speaker and the President is vice-chair. The committee met four times in the reporting period and is supported by the Serjeant-at-Arms' Office.

PROCEDURAL TRAINING

The department continued to support the development of specialised knowledge and skills in the application of parliamentary law, practice and procedure through a range of measures. These measures include:

- regular parliamentary briefings delivered by senior departmental staff
- training programs run by senior departmental staff, including a workshop on parliamentary privilege and a seminar on the legislative process
- sitting debriefs following each sitting week or fortnight, focusing on matters of procedural interest
- shadowing opportunities, enabling staff to learn specialist skills such as the preparation of House procedures, the *Notice Paper* and *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 Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) professional development seminar, in January 2013
- for a small number of staff, participation in the Graduate Certificate in Parliamentary Law and Practice, currently taught by the University of Tasmania under the auspices of ANZACATT.

INFORMATION TECHNOLOGY

Work continued on the project to develop the document production system for the table offices of the department and the Department of the Senate. In August 2012 the project adopted an 'agile development methodology', in which applications are developed over a number of increments ('sprints'). Each sprint either develops new or improves on existing functionality and allows for frequent feedback, testing and refinement of requirements.

The first sprint was released and tested in December 2012, and a further four sprints were released and tested as of 30 June 2013. The production release, planned for October 2013, will enable the Table Office to produce the *Notice Paper*, *Daily Program*



Staff from the department's Chamber Research Office at the launch of House of Representatives Practice, sixth edition, September 2012.

and *Votes and Proceedings* using common data available to all users. It is anticipated that a total of 13 sprints will be needed to meet all the requirements of the production system. The project is scheduled for completion in April 2014.

As mentioned above, work was completed on the implementation of an electronic Parliamentary Papers Series. Since the beginning of 2013, all Parliamentary Papers have been available through ParInfo Search.

Work continued on the redevelopment of the department's Procedural Records System, a searchable database containing records of procedural events in the House and Federation Chamber. This joint project with the South Australian House of Assembly is scheduled for completion before the commencement of the Forty-fourth Parliament.

IMPROVING PERFORMANCE

The increase in sitting hours of the Chamber and the Federation Chamber in the Forty-third Parliament has increased demand for appropriately trained procedural support staff. Procedural training and development continued to be a priority during the year. An intensive training program, which enabled participating departmental staff to develop a detailed understanding of bills and the legislative process, was delivered for the first time in 2010–11 and offered again in 2012–13. This two-part program provided targeted assistance to staff who were less experienced in providing procedural support to the House and to staff responding to the growing number of inquiries into bills by committees supported by the department.

OUTLOOK

In 2012–13, considerable time and resources were invested in the redevelopment of the central document production system and associated measures for the table offices of the department and the Department of the Senate. Staff have worked collaboratively with the developers and colleagues in other parliamentary departments to refine the functionality of the system and review associated workflows. The first two months of 2013–14 will see an intensive effort on this project, in anticipation of a rollout of the first components of the new system in October 2013. The election period during 2013–14 will bring with it a slight reduction in sitting days and related parliamentary business. Although there will be a pause in parliamentary proceedings, staff will be fully engaged in finalising the records of the Forty-third Parliament and preparing for the opening of the Forty-fourth Parliament. The experience of minority government has shown the department's ability to adapt and respond to changing circumstances, and we aim to build on that in continuing to support the House and Federation Chamber, maintaining our responsiveness to any future procedural changes. We will continue to focus on ensuring that we have sufficient numbers of suitably trained staff to support both the Chamber and the Federation Chamber.

Community relations and awareness

In 2012–13, the department continued to promote community engagement with the work of the House of Representatives and its committees through a range of multimedia products and services. Building on the achievements of previous years, the International and Community Relations Office worked with other departmental areas to inform the community about, and encourage community participation in, the House's work. School and other visits to the parliament were supported by the Serjeant-at-Arms' Office.

In 2012–13, the budget allocation for the component was \$1.472 million and expenditure was \$1.418 million. Staff levels, by location, are shown in Appendix 11.

PERFORMANCE SUMMARY

Our community outreach products and services remained popular throughout the year. Social media was used increasingly to engage the community with the work of the House of Representatives and its committees. The twenty-fifth anniversary of the opening of Parliament House, celebrated in 2013, provided an additional opportunity to promote the House's work to the community.

Chamber gallery and school visits to Parliament House continued at a high level during the year.

COMMUNITY LIAISON

Print and electronic media

We continued to deliver parliamentary information to the community through our flagship products: the magazine *About the House*, our two television programs—*About the House* and *MPI (Matters of Public Importance)*—and the web page About the House News. Three issues of the magazine were published during the year. Seven episodes of *MPI* and four episodes of *About the House* were produced and broadcast on the Australian Public Affairs Channel and on Sky News Multiview, with replays made available on the About the House News web page.

Community feedback, through emails, letters and phone calls, indicated a high level of satisfaction with our products. The following comments were indicative of the feedback received.

'Recently I picked up a copy of *About the House* magazine and found many of the articles interesting.'

'Our library [Murrindindi Library Services, Yea] was given a copy of your magazine, *About the House*—we found it very informative.'

'I receive *About the House*, fantastic publication—well set out, interesting and informative—thank you!'

The About the House Twitter feed, introduced in 2011, continued to grow in popularity, attracting more than 12,400 followers (an increase of almost 5,000 from June 2012). For the first time one of the House of Representatives committees, the Social Policy and Legal Affairs Committee, used the About the House Twitter feed to receive questions from the community for a committee roundtable on constitutional issues. More than 30 questions were sent in and the roundtable generated much commentary on Twitter.

Complementing the Twitter feed, we posted more regularly on the About the House Facebook page, resulting in an increase in followers to 550. Our media advisers also continued to promote the work of parliamentary committees through direct contact with the media and the community, including an email alert service that has more than 3,300 subscribers (100 more than in 2011–12). Regular reporting of committee work in newspapers and on television and radio indicates that the department's community engagement strategy is contributing to increased media coverage of parliamentary committee work.

Seminars and presentations

In 2012–13, 11 seminars were conducted on the work and procedures of the House of Representatives (compared to 12 in 2011–12). Seven of these were seminars for individual government departments and organisations. For the first time a seminar on the operations and work of the Australian Parliament was conducted jointly by the House of Representatives and Senate departments.

There were 320 participants in the overall seminar program (a decrease of 22 from 2011–12). The seminar statistics reflected the usual trend of fewer seminars and fewer participants in the year leading up to a federal election. Evaluations by seminar participants were collected electronically; the average ratings are detailed in Table 7.

One university lecture was presented by the Deputy Clerk under the House Calls program, at the University of Tasmania in Hobart. The House Calls program provides an opportunity for staff and students to gain an understanding of the more practical aspects of the roles of the House and its members.

Projects and events

The department contributed to the twenty-fifth anniversary of Parliament House, taking a lead role in coordinating a number of projects for the anniversary. This included the publication and launch of a book on the commissioned art and craft of Parliament House. The book, entitled *Interwoven*, aims to honour and make more widely known the works of art and craft that are integral to the design and construction of the building. There was a major undertaking by the parliamentary departments to locate the original artists, craftspeople and photographers to seek their agreement for images of their

work to be incorporated in the publication and to invite them to the book's launch (see page 42).

The department also had the lead coordinating role for the Parliament House twenty-fifth anniversary Open Day on 24 August 2013, and helped with the planning for that event. As part of the day's activities, we announced a competition for year 10 to 12 students, called 'My First Speech'. The competition was first run in 2011 and proved popular with schools throughout Australia. The winning students presented their speeches at the Open Day, and the results will be reported in next year's annual report.

PARLIAMENTARY ASSISTANTS PROGRAM

In 2012–13 the parliamentary assistants program, successfully run by the Serjeant-at-Arms' Office, entered its thirteenth year. The program offers university students part-time employment in the House of Representatives in order to promote understanding and engagement with the work of the parliament. (For further details see page 47.)

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 Presiding Officers. Australian and foreign 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 2012, most students enrolled in the program were placed with a member or senator; and in the first semester of 2013, around half the students were placed with a member or

Table 7 Seminar rating average, 2012–13 (%)

	Very poor	Poor	Good	Very good	Excellent
Seminar content	0.0	0.0	14.3	57.1	28.6
Level of detail	0.0	0.0	0.0	83.3	16.7
Presenters	0.0	0.0	50.0	33.3	16.7
Material and information in handouts	0.0	0.0	14.3	57.1	28.6

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 a daylong orientation seminar before the students take up their placements at Parliament House and elsewhere. During the placement, each student completes a research project on a topic nominated and agreed with their host. The report is assessed by the university and counts towards their degree at their home university.

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 within the parliamentary environment.

PARLIAMENTARY EXCHANGE PROGRAM FOR 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 life. Arrangements for participation by members and senators are made through the Parliamentary Secretary for Defence in conjunction with the Department of Defence. The program usually takes place in September or October. In 2012-13, 15 Australian Defence Force representatives were placed with a member or senator in each of two programs. The first program was held in September 2012 and the second in June 2013. (The 2013 program was brought forward in anticipation of the election later in the year.)

The departments of the House of Representatives and the Senate collaborate to support the exchange program and each provides orientation seminars on the work of the Chamber and committees. Participants also receive a briefing from the Parliamentary Library on the services it provides to members and senators.

PUBLIC VISITS TO THE HOUSE

Public visits to observe proceedings

The reporting year saw high and sustained public interest in the sittings of the House of Representatives. The interest was reflected in the numbers of visitors to the House of Representatives galleries. Over the 59 sitting days, 75,312 people attended the galleries—visitor numbers peaked at more than 1,600 visitors per day on seven occasions. In the last sitting week of the year, more than 5,000 visitors attended some part of proceedings.

The high levels of interest partly reflected a number of high-profile parliamentary events during the year. These included the Closing the Gap statement on 5 February 2013 by former Prime Minister Gillard, viewed by nearly 500 visitors, and final passage of the Aboriginal and Torres Strait Islander Peoples Recognition Bill 2012 through the House on 13 February 2013, which was seen by some 840 visitors. Budget and budget reply nights were also well attended, due in part to the Treasurer and Leader of the Opposition presenting key proposals in an election year. More than 1,700 people visited on budget day, 14 May 2013 (up from 713 in 2012), and a record 3,370 on the day of the budget reply (up from 603 in 2012).

These major events required close coordination between the Serjeant-at-Arms' Office and the Parliamentary Security Service to ensure that all gallery visitors went through a secondary security screening outside the gallery entrances in an efficient and timely manner. Departmental and security staff also worked together to ensure that chamber proceedings continued without interruption as people moved through the galleries.

School visits to Parliament House

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

In 2012–13 there was an increase in the number of school students participating in educational tours of Parliament House, with 115,651 students recorded, up from 114,794 in the previous year. The increased student numbers came from New South Wales, Western Australia and the Australian Capital Territory. All other states recorded slightly lower numbers than in the previous financial year (see Table 8).

All visiting students participated in a guided tour and visited both chambers; of those, 88 per cent (101,657) received hospitality and 81 per cent (94,015) participated in the PEO program, an increase of 3 per cent on the previous financial year. Following advice to the Speaker from the PEO Advisory Committee, the department sought and was granted additional funding to provide modest hospitality to school groups visiting Parliament House.

Bookings for school visits in 2014 opened on 1 July 2013, and by the end of that week we had already booked 65,321 students from 1,726 schools.

Parliamentary Education Office

Although administered by the Department of the Senate, the Parliamentary Education Office is jointly funded by 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 can also provide the Presiding Officers with advice on the support needs of members and senators in relation to parliamentary education. The committee met in November 2012 and June 2013. The Clerk Assistant (Table) or her representative attended as an observer.

In 2012–13, a record 94,015 students in 3,223 school groups from around Australia participated in the PEO's experiential role-play program at Parliament House (compared with 89,624 students in 2,669 school groups last financial year). A number of members of parliament and senators met with student groups when they visited Parliament House. The cumulative total of students who have participated in the role-play programs since the Parliament House building opened on 9 May 1988 is more than 1.6 million.

The development of a new parliamentary booking system, which will include school tours, is well advanced. The new system is expected to provide improved efficiency and functionality for staff and improve the information and service provided to schools and tour operators booking programs at Parliament House.

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.

Table 8 Students visiting Parliament House, by location and year, 2008–09 to 2012–13

Year	ACT	NSW	NT	Qld	SA	Tas.	Vic.	WA	Other	Total
2008–09	4,031	69,673	341	14,333	4,024	1,113	16,913	3,591	171	114,190
2009–10	3,703	70,294	623	15,845	4,618	1,394	17,041	4,378	59	117,955
2010–11	2,730	67,715	707	16,411	4,205	1,262	17,458	4,048	62	114,598
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

The PEO website remains a highly effective and popular vehicle for the dissemination of parliamentary education material and resources to teachers and students located around Australia. PEO website patronage increased in 2012-13, counting 590,827 visitor sessions and more than 5.9 million pages viewed. This compares to 589,998 visitor sessions and almost 4.9 million page views in 2011-12. While there was only a modest increase of 0.14 per cent in visitor sessions, the number of pages viewed increased by more than 20 per cent, which may reflect improved and expanded content and improved site navigation. During the year the PEO extensively revised and updated its web content and developed much new material, particularly for secondary students. It also focused on providing improved factual information about current events and the achievements and statistics of the Forty-third Parliament.

The PEO continued its work with members and senators on a limited scale through a targeted school visit program called Parliament Alive. In the reporting period, visits took place under the program to schools in the Mildura region in Victoria, the Renmark region in South Australia, and Rockhampton and Mackay in central Queensland. These activities provided participating students with an invaluable opportunity to learn firsthand about the role and work of their federal member or senator. A highlight of the Parliament Alive program was the active involvement of members and senators.

In addition to Parliament Alive, the PEO 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, supporting several National Youth Science Forums in January, and on several occasions arranging for senior secondary economics students to attend hearings of the House Economics Committee where the Governor of the Reserve Bank was testifying.

The PEO also continued to produce a wide range of educational resources, both in print and online, including a new instructional video for teachers to encourage them to conduct House of Representatives parliamentary role-play activities in the classroom. In addition, several short single-subject videos and a video on the Usher of the Black Rod were produced, the latter as part of a new People in Parliament series. Demand for PEO publications and resources from both teachers and parliamentarians continued to be strong over the course of the year. PEO publications and resources were constantly reviewed and updated to ensure their currency, accuracy and ongoing relevance.

During the year the PEO actively monitored the development of the national curriculum in civics and citizenship. The PEO provided input to the Australian Curriculum, Assessment and Reporting Authority's shape paper and has commenced a detailed review of the draft civics and citizenship curriculum for years 3-10, which was released in May 2013.

IMPROVING PERFORMANCE

The media player used on the House of Representatives web pages was upgraded to provide better quality viewing of multimedia and improved functionality across desktop and mobile devices.

Increased use of social media resulted in increased interaction with the community, particularly in relation to committee work.

A joint seminar between the House of Representatives and Senate departments on the operations of the Australian Parliament gave public servants the opportunity to participate in a whole-of-parliament seminar, rather than attending separate seminars about each house.

The Serjeant-at-Arms' Office, together with the Office of the Usher of the Black Rod, has been working closely with a third-party vendor on a new joint venue management system. The new system should provide a more user-friendly and efficient booking service that enables schools to book visits to the building and departmental staff to make committee room, courtyard and public gallery bookings online.

The Serjeant-at-Arms' Office, with the Security Branch and the Parliamentary Experience Branch of the Department of Parliamentary Services, continued to coordinate and provide induction training to colleagues from other parliamentary departments. Training covers the functions and responsibilities of the House of Representatives, and operational requirements for the Chamber, Federation Chamber and chamber galleries.

OUTLOOK

We will continue work on a project that will deliver a number of our outreach products and services in a digital format. This will allow us to use the latest technology to provide information to the community and should also contribute to a reduction in printing and distribution costs.

We will continue to explore opportunities to use social media to facilitate direct community input into the work of House of Representatives committees.

We will further develop our strategic plan for community outreach by assessing how our products and services have been delivered during the course of the Forty-third Parliament and mapping out the approach we will take in the Forty-fourth Parliament.

The Serjeant-at-Arms' Office will continue to meet regularly and work with our 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. The Parliament and Civics Education Rebate will continue to provide financial assistance for students in years 4–12 across Australia to travel to Canberra.

A new contractor, BUSY At Work, has taken over the administration of this program. The Serjeant-at-Arms' Office, together with the PEO and Visitor Services, has met the new contractors and will continue to work with them to assist participating schools.

Committee services

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

The expenditure on these services in 2012–13 was \$7.978 million, which was \$0.065 million below the budget allocation of \$8.043 million. Staff levels, by location, are shown in Appendix 11.

PERFORMANCE SUMMARY

On 1 July 2012, nine Committee Office secretariats were supporting nine House investigatory committees and 11 joint investigatory committees. Most committees had multiple inquiries in progress, which originated during the previous financial year. Committee efforts during the reporting period were focused on completing these and any other inquiries referred during the period, due to the possibility that the sittings in late June 2013 would be the last for the Forty-third Parliament.

The office supported three joint select committees during 2012–13:

- The Joint Select Committee on Cyber-Safety was established in September 2010 and, by resolution of both chambers, had its life extended to report by 27 June 2013, rather than by April 2013. Accordingly, the committee presented its fourth and final report on 24 June 2013 and was then dissolved.
- The Joint Select Committee on Constitutional Recognition of Local Government was established in November 2012, and presented a preliminary report in January 2013. The committee's final report was tabled in March 2013, and the committee was then dissolved.
- The Joint Select Committee on Broadcasting Legislation was established in March 2013. The committee presented its report on 24 June 2013 and was then dissolved.

Committees supported by the Committee Office in 2012–13 are shown in Table 9.

The department also supports the Liaison Committee of Chairs and Deputy Chairs (of House committees and joint committees supported by the department). While this committee has formal processes, and is chaired by the Deputy Speaker, it is not a formal committee of the parliament but a means by which chairs and deputy chairs of committees administered by the House can discuss aspects of committee administration and support. In previous parliaments the committee generally met every six months, but it met more frequently in the Forty-third Parliament. The committee met four times in 2012–13: in September and November 2012 and in May and June 2013.

COMMITTEE ACTIVITY

The 2012–13 financial year was marked by high levels of committee activity as House and joint committees continued to play an increased role in the scrutiny of legislation. Bills inquiries are generally conducted within short timeframes and before the Forty-third Parliament were not a significant feature of House and joint committee work. In addition to the increased number of bills inquiries, the fact that the end of the financial year coincided with a winter adjournment—and an anticipated general election—caused most investigatory committees to seek to finalise ongoing inquiries as soon as possible in 2012–13. This led to a large number of reports being tabled presented the end of the reporting period, and an increase in the workload of Committee Office staff.

On 1 July 2012, the investigatory committees supported by the department had 46 ongoing inquiries. During 2012–13, these committees started work on 82 new inquiries and presented 104 reports relating to 93 inquiries and reported by way of oral statement on a further 12 occasions. As at 30 June 2013, the committees had 16 ongoing inquiries.

The inquiry-related activities of committees are summarised in appendixes 4 and 5. Changes to the standing orders at the beginning of the Forty-third Parliament, which enabled the re-established Selection Committee to refer bills to House and joint committees, continued

to make a significant impact on committee workloads. Prior to the Forty-third Parliament, committees administered by the department only occasionally conducted inquiries into bills and pre-legislation proposals. In 2012–13, 37 packages comprising 51 bills were referred by the Selection Committee to committees supported by the department.

During the year, the Committee Office supported some inquiries that attracted significant public interest, and innovative methods were required to effectively manage stakeholder engagement in often very short timeframes. For example, in June 2013, the Social Policy and Legal Affairs Committee held a constitutional roundtable, in which several of Australia's eminent constitutional

lawyers participated, and which featured a live Twitter feed covering the formal proceedings in Parliament House. As the roundtable progressed, Twitter users commented on the proceedings, proposed questions for the roundtable and responded to questions raised by members of the committee. Members and witnesses also tweeted during proceedings. Following the roundtable, and with assistance from the International and Community Relations Office, a compilation of tweets was published online, complementing the transcript and video of proceedings.

For its inquiry into cyber safety for senior Australians, the Joint Select Committee on Cyber-Safety conducted an online survey of people over 55 years of age. Given the focus

Table 9 Committees of the Forty-third Parliament supported by the Committee Office, 2012-13

House committees
Standing Committee on Aboriginal and Torres Strait Islander Affairs
Standing Committee on Agriculture, Resources, Fisheries and Forestry
Standing Committee on Climate Change, Environment and the Arts
Standing Committee on Economics
Standing Committee on Education and Employment
Standing Committee on Health and Ageing
Standing Committee on Infrastructure and Communications
Standing Committee on Regional Australia
Standing Committee on Social Policy and Legal Affairs
Joint committees
Joint Committee on the National Broadband Network
Joint Committee of Public Accounts and Audit
Joint Select Committee on Broadcasting Legislation
Joint Select Committee on Constitutional Recognition of Local Government
Joint Select Committee on Cyber-Safety
Joint Standing Committee on Electoral Matters
Joint Standing Committee on Foreign Affairs, Defence and Trade
Joint Standing Committee on Migration
Joint Standing Committee on the National Capital and External Territories
Joint Standing Committee on Treaties
Parliamentary Joint Committee on Intelligence and Security
Parliamentary Standing Committee on Public Works

Note: Six 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 program components of the department and are discussed on pages 19–22.

on senior Australians, the survey was designed so that stakeholders with low computer literacy could participate without difficulty, and was also advertised in print media. The survey was closed in November 2012, at which time it had received 504 online responses and a further 32 responses posted to the secretariat in hard copy.

In July 2012, as part of the Social Policy and Legal Affairs Committee's inquiry into foetal alcohol spectrum disorders, the committee attended the Maminwamtikura Women's Bush Camp in Mimbi, near Fitzroy Crossing. The committee considered this a valuable opportunity to bring the parliament to a remote Indigenous women's meeting, and was given a special dispensation to enable men to attend. These camps are held every few years in extremely remote locations and there were many logistical issues involved in organising and conducting a hearing with limited facilities. As several language groups participate in the camp, two different translators were used to ensure that all participants were able to take part in the hearing.

In 2012-13, Committee Office staff provided support to a number of committee delegations.

In July 2012, the secretariat of the Joint Standing Committee on Foreign Affairs, Defence and Trade supported a visit of the Trade Sub-Committee to Japan and the Republic of

Korea. The visit was approved by the then Prime Minister as an additional parliamentary delegation to support the committee's inquiry into Australia's trade and investment relationships with Japan and the Republic of Korea. During the 11-day visit, the committee met with ministers, and chairs and senior members of trade, agriculture, knowledge economy and foreign affairs committees, from both countries. These meetings allowed for an exchange of views on trade and investment and particularly the free trade agreement negotiations underway between Australia and each country. The committee's visit informed the report for the inquiry, tabled in June 2013.

In August and September 2012, the secretariat of the Standing Committee on Regional Australia supported committee members during their visit to Canada and Mongolia as part of the annual parliamentary committee visit to the Asia-Pacific region. The aim of the delegation was to examine how these two very different countries were dealing with the challenges posed to communities by the substantial workforces required for resource operations in regional locations. The program for the delegation included high-level meetings with officials and companies in Canada and Mongolia, as well as visits to remote worksites and inspections of associated facilities and towns. The findings from this trip were incorporated into the committee's report on



A delegation from the Standing Committee on Regional Australia with Mr Z. Enkhbold, Speaker of the Parliament of Mongolia (centre), in the Speaker's dining room of the State Great Khural, Ulaan Baatar, September 2012.

fly-in, fly-out workforce practices in regional Australia, *Cancer of the bush or salvation for our cities?*

In 2012–13, the government tabled responses to some important reports. For instance, the government responded to a report on an inquiry conducted by the Standing Committee on Education and Employment, *Workplace bullying: we just want it to stop*, tabled in November 2012. This report examined the prevalence and extent of workplace bullying in Australia, its effect on victims, strategies to prevent it, and how workplaces and governments can improve their strategies for dealing with it once it has occurred. The report contained 23 recommendations incorporating a range of measures designed to strengthen strategies to both prevent and deal with this problem. The government response, tabled in February 2013, was largely supportive of the committee's report: 19 of the 23 recommendations were either supported or supported in principle, and the other four recommendations were noted.

In February 2013, the government responded to the June 2012 report by the Standing Committee on Education and Employment, *Work wanted: mental health and workforce participation*. This report examined the barriers to workforce participation experienced by people suffering from mental ill-health, and made 15 unanimous recommendations designed to help reduce and overcome these barriers. In this case, the government response was uniformly positive, agreeing in full, in part or in principle to every recommendation.

ANALYSIS OF PERFORMANCE

The most important indicator for the Committee Office is the level of satisfaction with committee services reported by members in the department's annual survey of members (for more details see Appendix 12). As Table 10 shows, in the 2013 members' survey, all members who used the services stated that they were 'extremely satisfied', 'highly satisfied' or 'satisfied' with the procedural advice, research, analytical drafting and administrative support services in relation to committee activities.

COMMITTEE SUPPORT

In addition to providing day-to-day support for committees, the department also continued to assist the work of committees by developing support systems and projects to ensure that support staff are equipped to perform their roles effectively.

Records management and archiving

The Records Management Unit completed the project of implementing the use of electronic records management in the entire Committee Office by the year's end.

Archiving of residual paper committee records continued during the year in conjunction with the Records Management Unit. More than five shelf metres were transferred into the custody of the National Archives.

Table 10 Committee Office performance indicators

Indicator	2008–09	2009–10	2010–11 ^d	2011–12	2012–13
Members' satisfaction rates (%) ^a	95	100	100	95	100
Reports, total ^b	51	57	42	90 (11)	104 (12)
Staff numbers, Committee Office ^c	61	63	63	63	64

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

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

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

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

Digitisation of committee reports

As reported last year, the department has undertaken to post digital copies of all House and joint committee reports tabled since 1901. All 417 House committee reports are now available electronically. During the posting process, 1,528 joint committee reports were identified as missing from the report register. At the end of the financial year, 221 of these reports were still to be published electronically. The department aims to complete this project before the start of the Forty-fourth Parliament.

IMPROVING PERFORMANCE

The Committee Office has been involved in several projects aimed at improving its operational efficiency and maintaining a high standard of service to its clients and stakeholders.

HTML generator

Improvements continued to be made in the provision of information online, through the publication of committee reports (including graphics, tables and footnotes) as web pages

as well as making reports available in PDF. In this way, the department is seeking to comply with the current Web Content Accessibility Guidelines (WCAG 2.0) requirements as set out by the World Wide Web Consortium (W3C). Providing reports in this format extends accessibility by enabling screen readers to easily translate information for vision-impaired people.

At the end of the financial year, the backlog of reports for the Forty-third Parliament had been cleared, and any new reports were being published in HTML within approximately one week of their presentation in the House. In the new parliament, the focus will shift to converting those reports from the Forty-second and Forty-first Parliaments that are not yet available in HTML.

During the year, work began on developing a new committee report template that will facilitate publishing committee reports in PDF, HTML and ePub formats. This project is due for deployment at the beginning of the Forty-fourth Parliament.



A delegation from the Joint Standing Committee on Foreign Affairs, Defence and Trade visiting AEON supermarket in Kyoto, Japan, for 'Australia Fair', a promotion of Australian food, July 2012.

Extension of database redevelopment

The department and the Department of the Senate continued to collaborate on a project to redevelop the Senate Committee Information Database (SCID) system so it can be used by committee secretariats in this department. The redeveloped SCID (renamed as the Shared Committee Information Database) will provide for the electronic lodgement, management and publishing of committee submissions, public hearing information and other associated committee information to the Parliament of Australia website. SCID will streamline the management of committee information and replace a number of older information management and web publishing tools.

During the reporting period, the CommDocs system was deployed to committee secretariats in the Department of the Senate. CommDocs provides a secure and access-controlled web-based interface for committee secretariat staff to distribute committee documents to

committee members. A project to upgrade CommDocs to the latest SharePoint platform and improve the management of access continued. The new version of CommDocs will be available to committee secretariats from both departments at the start of the Forty-fourth Parliament.

OUTLOOK

As expected, 2012–13 was a very busy year, with the approaching election placing considerable pressure on committees to finalise inquiries and reports. The Committee Office expects that, during the first part of 2013–14, it will devote its time to finalising the business of the Forty-third Parliament and beginning preparations for the start of the Forty-fourth Parliament. Committee Office staff also have made plans to work on departmental projects during the election period.

Inter-parliamentary relations

The Australian Parliament's international program is focused on broadening bilateral links with other national parliaments, promoting parliamentary cooperation through participation in international parliamentary organisations, and strengthening parliamentary democracy, particularly in our immediate region.

Activities and projects are coordinated primarily through the International and Community Relations Office (ICRO), with input from all four parliamentary departments. The office is funded jointly by this department and the Department of the Senate.

In 2012–13, the budget allocation for the component was \$1.299 million and expenditure was \$1.285 million. Staff levels, by location, are shown in Appendix 11.

PERFORMANCE SUMMARY

A comprehensive incoming and outgoing visits program during the year provided a significant number of opportunities to strengthen bilateral links with national parliaments, particularly those in our immediate region. Parliamentary strengthening programs were expanded. Additional support was provided for Pacific parliaments, and a new program was established targeting women's participation in and engagement with parliaments in the Pacific region. We continued to expand on the information available to the community on the Australian Parliament's international program.

DELEGATIONS AND VISITS

During 2012–13, the department coordinated 27 official overseas visits, which included bilateral visits to 13 countries; attendance at 7 conferences, workshops and seminars; and 11 other visits (see Appendix 8). There were 13 official visits to Australia by parliamentary delegations from other countries as guests of the Australian Parliament (see Appendix 6), along with 10 other visits (see Appendix 7).

The regional focus of the visits program was maintained. Eight of the 13 official visits to Australia were from parliaments in the

Asia–Pacific region. These included parliamentary delegations from Myanmar in September and October 2012, which were the first official visits to Australia from that parliament.

The outgoing delegations program included the annual parliamentary delegation visit to countries that belong to the Association of Southeast Asian Nations. This year's visit was to Indonesia, Singapore and Vietnam. The program also included delegations to Afghanistan, Pakistan and Papua New Guinea, along with four committee visits in the Asia–Pacific region.

In 2013, Australia celebrated the fortieth anniversary of diplomatic relations with Vietnam. This anniversary was marked by the signing of a cooperation agreement between the Australian Parliament and the National Assembly of Vietnam. ICRO assisted with negotiations on the agreement and coordinated a visit to Vietnam by the Speaker of the House of Representatives during which the agreement was formally signed.

The annual parliamentary dialogue with the National People's Congress of the People's Republic of China was held in Canberra in May 2013, under the terms of the parliamentary memorandum of understanding between Australia and China. ICRO coordinated the visit by the Chinese parliamentary delegation. The agenda for this year's dialogue included developments in the parliamentary and legal systems of the two countries, economic cooperation and trade, and people-to-people links.

An audit revealed that ICRO now manages more than 500 diplomatic and official passports. ICRO processed 120 passport applications and 634 visa requests in 2012–13.

SUPPORT FOR OTHER PARLIAMENTS

The Pacific Parliamentary Partnerships program, established with AusAID funding, delivered a range of capacity-building projects for the parliaments of the Cook Islands, Kiribati,

Samoa, Tonga and Tuvalu. ICRO coordinated the overall program, which included needs assessments; procedural, community outreach and information technology training; and participation in seminars. As part of the program, departmental staff helped deliver a number of projects, including:

- developing legislation for the Public Accounts Committee in Tonga
- preparing an updated parliamentary needs assessment for Kiribati
- arranging study visits to Australia for the Tongan Speaker and a Tongan information technology officer.

In association with the Tasmanian Parliament, the Australian Parliament provided technical assistance to a broader parliamentary support program for Samoa, which was funded by AusAID and managed by the United Nations Development Programme. ICRO coordinated the technical support, organising staff attachments to and from Samoa and a parliamentary seminar series in Samoa; organising the development of human resource

and information technology strategic plans and a business modelling review; and establishing a 'partnerships for parliamentarians' scheme to encourage information sharing and mentoring between parliamentarians of Australia and Samoa. Technical assistance was also provided for an AusAID-managed project to construct a new parliament building in Samoa.

The department, on behalf of Australian federal, state and territory parliaments, supported Pacific Island parliaments by administering an Education Trust Fund which provided them with training and equipment. During the year, it was agreed to rename the fund—now called the Pacific Parliamentary Partnerships Fund—to integrate it into the Pacific Parliamentary Partnerships program.

AusAID provided funding for the Pacific Women's Parliamentary Partnerships project, under the Australian Government's Pacific Women Shaping Pacific Development initiative. The project will support the professional and skills development of women parliamentarians and parliamentary staff, develop engagement between women and their



Signing of the cooperation agreement between the Australian Parliament and the National Assembly of Vietnam, May 2013. Photo: Australian Embassy, Hanoi.

parliaments, and support research into gender equality—and greater awareness in parliaments about gender issues—in creating gender-sensitive parliaments in the Pacific region.

A forum was held in Sydney in February 2013 to launch the Pacific Women's Parliamentary Partnerships project and help determine its priorities. It was attended by more than 40 women parliamentarians from 19 Australian and Pacific parliaments. They agreed on 12 priorities to address gender equality in Pacific politics. Following the forum, a submission was made to the Pacific Plan Review, and parliamentary exchanges and skills scholarships were established to progress the project.

A website was established for the Pacific Parliamentary Partnerships program, including the Pacific Women's Parliamentary Partnerships project, to help inform participants and the broader community about activities under the program.

The high regard in which the Pacific Parliamentary Partnerships program is held was demonstrated during the Forty-fourth Australian and Pacific Presiding Officers and Clerks Conference in Canberra in the first week of July 2013 when, at a reception in honour of the delegates, Governor-General Quentin Bryce said:

This is one of the best examples anywhere in the world of parliaments cooperating and working together: in training staff on an international level, working with presiding officers and individual MPs to meet their different needs, all with the aim of reinforcing parliaments, and developing the number and capacity of women parliamentarians throughout the region through the Women's Partnership.

Feedback on the program in Samoa was also received by email from an AusAID representative at the Australian High Commission in Apia, who wrote: 'The program is viewed by many as one of the most effective examples of twinning in the region and it is leveraging great benefits in our bilateral program in Samoa.'

PARTICIPATION IN INTERNATIONAL PARLIAMENTARY ORGANISATIONS

Australian parliamentary delegations attended meetings and conferences of the Asia Pacific Parliamentary Forum, the Association of Southeast Asian Nations Inter-Parliamentary Assembly, the Commonwealth Parliamentary Association and the Inter-Parliamentary Union (for more details see Appendix 8).

A community outreach workshop for Pacific parliaments was held in Samoa in August 2012. The two-day workshop was coordinated in association with the Inter-Parliamentary Union and was supported by funding from AusAID. It was the third year in a row that this meeting was held as a joint initiative. The workshop was attended by parliamentarians and parliamentary staff from 11 Pacific parliaments and included presentations and panel discussions. An outcomes statement was issued at the end of the workshop outlining 19 outreach priorities for Pacific parliaments.

Support was provided for the w.comm national women's parliamentary initiative aimed at connecting women in the community with politics. The initiative was established by Commonwealth women parliamentarians in Australia. In 2012–13, under the project, women parliamentarians from across Australia advocated on the issues of sexualisation of children and the digital enhancement of images. The w.comm committee contributed to a magazine article, a television program segment, a social media forum and a new w.comm website. An annual planning workshop was also coordinated for this initiative, and the 2013–14 action agenda was developed as part of the workshop.

Parliamentary groups, which provide links between the Australian Parliament and other national parliaments and which are formed under the auspices of the Australian National Group of the Inter-Parliamentary Union, were restructured. The existing groups were streamlined, and new regional networks were formed to cover those parliaments not previously covered by existing country groups.

The Commonwealth of Australia Branch of the Commonwealth Parliamentary Association decided to withdraw from the association, effective 31 December 2012, due to ongoing concerns about the direction of the association at an international level and the lack of progress in implementing reforms, particularly in the area of accountability. As the regional secretariat for the association had been based at ICRO, transitional arrangements were put in place to manage the transfer of responsibilities to an interim regional secretariat based at the Tasmanian Parliament.

IMPROVING PERFORMANCE

Parliamentary strengthening projects were expanded and existing parliamentary groups were restructured.

New websites were established to provide greater information to the community on the Australian Parliament's international program. A seminar was conducted for 70 members of the diplomatic community in Canberra to help inform them about the processes and work of the Australian Parliament and the operation of our international program.

OUTLOOK

Preparations will be undertaken for the Forty-fourth Parliament, including examination of opportunities to further develop the strategic direction of the parliament's international program. A review commissioned by the Presiding Officers will contribute to this process.

Parliamentary strengthening programs have become a priority area for the international program and will be a major focus of work in the year ahead. We will also look for opportunities for greater engagement with Asian parliaments through capacity-building projects.

Members' services and corporate support

The members' services and corporate support program component provides advice, services and support to members and their staff in Parliament House; pays members' salaries and allowances; and provides corporate services advice and support to the department. The department's responsibilities include:

- organising members' office accommodation, furniture and fittings; mail and courier services; and bookings for committee rooms and chamber galleries
- maintaining a number of databases of information about members and former members and publishing certain information about members, such as their contact details
- paying members' salaries and allowances
- providing financial and human resource management advice, services and ICT and office services support to the department.

These responsibilities are undertaken by the Finance Office, the Information Systems and Publishing Office, the People Strategies Office and the Serjeant-at-Arms' Office.

The department is the primary contact for providing services to members, and we liaise closely with the Department of Parliamentary Services (DPS) on matters such as building maintenance, security and ICT services.

The expenditure for the members' services and corporate support program component in 2012–13 was \$7.824 million. The budget allocation was \$7.919 million. Staff levels, by location, are shown in Appendix 11.

PERFORMANCE SUMMARY

The 2013 members' survey indicated their levels of satisfaction with the department's services. The services provided by the Serjeant-at-Arms' Office received a 100 per cent satisfaction level again this year. This year, most pleasingly, all members responding were extremely or highly satisfied (89 per cent in 2012). Once again this year, all members were also satisfied with their home pages on the Parliament of Australia website (62 per cent were either extremely or highly satisfied compared with 60 per cent in 2012). In respect

of services for salary, electorate allowances and deductions, 100 per cent of members were satisfied, as in 2012, and 69 per cent were extremely or highly satisfied (89 per cent in 2012).

SERVICES AND ADVICE

Media services

In the last sitting week of 2012, the Presiding Officers tabled the *Rules for media related activity in Parliament House and its precincts* in their respective chambers, which came into force from the first sitting week of 2013. The new rules replaced the *Guidelines for filming and photography* and *General media rules in Parliament House and its precincts* and arose from a yearlong consultation process by the Joint Committee on the Broadcasting of Parliamentary Proceedings, supported by the Serjeant-at-Arms' Office.

The rules clarify for the media, members and senators and their staff the areas in the building and precincts where media activity is permitted, permitted only after prior approval, or not permitted. The rules also control still photography in the chambers by accredited media personnel, and filming and photography more broadly throughout the parliamentary precincts.

It is a condition of access for building occupants to comply with the rules; when breaches occur, a graduated range of sanctions may be applied. Administration of the rules has been delegated to the Serjeant-at-Arms and the Usher of the Black Rod. The Serjeant-at-Arms has written to media representatives on several occasions about photographs that have been taken in contravention of the rules and published in newspapers and on websites. The Serjeant-at-Arms and Usher of the Black Rod and their delegates also negotiate with representatives of the press gallery when major events are occurring in the building. Such arrangements were necessary during the reporting period in order to manage media access during ballots for leadership of the Labor Party.

HIGHLIGHTS

A high priority for the program component was providing 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 worked closely with colleagues in the Department of the Senate and DPS on these matters.

We also worked in partnership with parliamentary departmental colleagues to deliver major projects, such as ICT enhancements. Another priority was to represent the department and support the interests of the House and members on a number of inter-parliamentary committees and boards providing whole-of-parliament governance.

New rules for media-related activity in Parliament House and its precincts were introduced during the reporting period.

We continued to develop and replace many of the support systems for the Chamber, committees and members' services. All projects proceeded after detailed business cases were developed.

Following the Presiding Officers' approval of the recommendations of the *Review of information and communication technology for the parliament* (June 2012) by Mr Michael Roche, the department put in considerable effort, with the other parliamentary departments, to consolidate and integrate ICT services within DPS, to take effect from July 2013. This was a major change project for the parliamentary administration, and of particular significance given the importance of ICT to the work of the parliament and the department.

The first office rollouts were completed as part of the office furniture replacement project, which is a major project for the department due for completion in late 2014.

The Joint Committee on the Broadcasting of Parliamentary Proceedings is also responsible for determining the Australian Broadcasting Corporation's schedule of radio broadcasting of parliamentary proceedings. The general principles established by the committee determine that the allocation of live broadcasts 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, which provide more detailed advice to the ABC for the radio broadcasts.

In June 2013 the Presiding Officers tabled a simplified, although essentially similar, set of general principles and standing determinations on behalf of the committee. These are to come into force on adoption by the chambers of new resolutions governing the broadcasting of parliamentary proceedings. It is hoped that the

resolutions, also drafted by the committee, will be adopted by the chambers in the Forty-fourth Parliament.

Information services

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

The department continued to operate its drop-in centre every sitting Tuesday to enable members and their staff to get information or provide feedback on any of the services provided by the department. During the year, the drop-in centre held 16 sessions, and during these there were eight queries. As in previous years, the sessions were staffed by senior departmental staff members, with a

TWENTY-FIFTH ANNIVERSARY OF THE OPENING OF PARLIAMENT HOUSE

The parliamentary departments worked together to celebrate the twenty-fifth anniversary of the opening of Parliament House.

The theme for the anniversary was 'celebrating threads of our nation' to honour the artists, designers and craftspeople who produced the commissioned art and craft works in Parliament House and the internal fit-out and fabric of the building. It also honoured the contributions of the thousands of people who have worked in Parliament House since 1988.

The aim for the anniversary was to achieve a successful and fitting celebration that would leave a lasting legacy, within a modest budget.

Events to mark the anniversary held at Parliament House in the first half of 2013 included:

- the launch in March of *Australia's Parliament House—more than 25 years in the making!*, a new digital chronology celebrating the milestones in parliament over the past 25 years as well as significant events in the life of the building and its landscape setting. A copy of the chronology is available at www.aph.gov.au/25th_Anniversary_Chronology
- the launch by the Presiding Officers on 15 May 2013 of the book *Interwoven: the commissioned art and craft for Parliament House*. The parliamentary departments commissioned Ms Pamille Berg AO and Mr Wade Bartlett to write and design the book for the twenty-fifth anniversary. The book features more than 60 commissioned works, such as artist Arthur Boyd's design for the Great Hall Tapestry, which was woven by the Victorian Tapestry Workshop, and Papunya artist Michael Nelson Jagamarra's design for the 196 square metre forecourt mosaic *Possum and wallaby dreaming*. It includes essays by Parliament House architects Romaldo Giurgola AO, Hal Guida and Ms Berg and a foreword by the Presiding Officers. The book highlights previously unpublished images of the art and craft works that are integrated into Parliament House
- a morning tea on 24 June to acknowledge and thank all those who have worked at Parliament House. A certificate to the building's principal architect, Mr Giurgola, was presented by the then Prime Minister, the Hon Julia Gillard MP.

Planning for a Parliament House open day, to be held on 24 August 2013, was undertaken.

representative of DPS, which is responsible for electorate office ICT, invited to attend to increase the value of the service to members.

Accommodation services

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

During the year, the office arranged 22 office relocations as a result of changes in the ministry and to office holders. There were 493 requests to supply and move furniture. All tasks were performed to agreed timeframes and standards, and to the satisfaction of party whips and individual members.

We liaised with DPS in relation to several accommodation projects affecting suites within the House of Representatives wing, including the ongoing office lighting upgrades and the installation of residual-current devices.

Replacement of office furniture

Following feedback on the trial office suite and after further consultation with staff, the department worked closely with procurement officers in DPS to develop tender and evaluation documentation for office furniture. The documentation was lodged with AusTender on 19 October 2012. A panel of seven furniture suppliers was appointed, which can be used by the four parliamentary departments. Included in the scope are

workstations, screening, accessories (for example, countertops), tables, mobile pedestals, and personal and general storage. New visitor and meeting chairs will be tendered for later in 2013.

The new furniture will replace furniture that has been in place since 1988. It is scheduled to be installed for departmental administrative staff and the staff of members in heavily used officeholders' suites (approximately 230 people in total) in a rolling program over the next 14 months. Three suites and a temporary office had been provided with the new furniture as at 30 June.

Maintenance, access and transport services

Maintenance requests are coordinated by the Serjeant-at-Arms' Office, and include emergency, routine and periodic work. During the year, 304 emergency requests were processed; all were attended to within five minutes of receipt. Routine maintenance requests for repairs or alterations to suites or common areas totalled 333. The office's pre-emptive approach to maintenance avoids a large number of emergency requests, particularly by

members returning after a break. Two major office refurbishments involving redecoration and replacement of carpet and furniture were undertaken as a result of the furniture replacement project.

There were 188 requests for assistance with telephone faults, relocations and allocations of telephone numbers. Faults reported were referred to telephone support within five minutes of receipt, and telephone support officers resolved faults within an agreed time period.

The Serjeant-at-Arms' Office approved 656 requests by DPS for access to suites and general circulation areas for general maintenance and services.

During the year, the Serjeant-at-Arms' Office responded to 178 filming or photography requests.

The Serjeant-at-Arms' Office continued to coordinate transport services for members, including managing the shuttle service on behalf of the Department of Finance and Deregulation during sitting weeks. In 2012–13 there were 12,480 bookings, 97.6 per cent of which were met. This figure is consistent with last year's



Artists, craftspeople and designers featured in *Interwoven: the commissioned art and craft for Parliament House*, with the principal architect, Mr Romaldo Giurgola AO, and the Presiding Officers at the launch of the book on 15 May 2013. Photo: Auspic.

booking numbers and reflects the shuttle service's continued high use, and particularly a steady increase in use on Sundays.

Parliament House security

The Serjeant-at-Arms represents the department on the Security Management Board. The board was 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 10 times during the year. Matters considered included:

- the testing and revision of the Continuity of Parliament Plan. The department held a trial exercise with staff from the Table Office and Serjeant-at-Arms' Office in May 2013 to test arrangements for a situation in which the chamber would need to sit at a venue other than Parliament House. The exercise offered an opportunity for the department to test its own contingency plans as well as their integration in the Parliament House-wide plan. Lessons learned during the exercise will be incorporated into the business continuity and resumption plans
- ICT security, and adoption by the parliamentary departments of the Australian Government Information Security Manual as the model for security governance arrangements, tailored as necessary to the needs of the parliament
- the review of a security incident on 23 August 2012, when a person gained unauthorised access to the private areas of Parliament House
- security screening arrangements
- arrangements for authorising the Australian Federal Police to enter the parliamentary precincts
- planned reviews of the pass policy and perimeter security
- a proposed strategic framework for security at Parliament House.

Police access to the parliamentary precincts

Officers of the Australian Federal Police (AFP) must seek the permission of the Presiding Officers before attending the parliamentary precincts. Traditionally this permission has been sought by the AFP officer-in-charge at Parliament House through the Serjeant-at-Arms and the Usher of the Black Rod as appropriate. Towards the end of the reporting period, the Presiding Officers agreed that approval of requests for access to the House of Representatives or Senate wings would be through the Serjeant-at-Arms or Usher of the Black Rod respectively. Approval of requests for access to most other areas of the building would be through DPS.

Authorised Assembly Area

DPS has now assumed responsibility 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.

Security screening

Guests of government and parliament are subject to automatic exemption from security screening on entry to Parliament House. Approvals for any other exemptions from security screening are jointly made by the Usher of the Black Rod and the Serjeant-at-Arms. During the year, exemptions from security screening were approved for 43 groups or individuals (37 in 2011-12).

Heritage Advisory Board

The Heritage Advisory Board held eight meetings during the year. The primary function of the board is to oversee and provide advice to the Presiding Officers on the heritage

management of Parliament House. The board is also required to oversee detailed heritage issues for Parliament House. The members of the board are the Secretary, DPS (chair), the Serjeant-at-Arms and the Usher of the Black Rod.

Matters considered by the board during the year included:

- the interim and final reports by the Senate Finance and Public Administration Legislation Committee into the performance of DPS. The board noted in particular comments at paragraphs 5.20 to 5.22 of the interim report relating to completion of the Central Reference Document
- the development of a conservation management plan for Parliament House, including the establishment of an expert advisory panel to provide high-level and independent advice to aid the development of the plan
- the management of cultural heritage items at Parliament House.

Information and communications technology review

Last year's report referred to a review of information and communications technology for the parliament undertaken by Mr Michael Roche. The Presiding Officers approved the report's recommendations in September 2012. As a result, ICT services within the parliament will be consolidated within DPS, and the ICT responsibilities of the chamber departments will transfer to that department from 1 July 2013. DPS is responsible for the parliamentary computing network infrastructure and electorate office ICT.

The parliamentary departments worked during the reporting period to consolidate and integrate ICT services within DPS. A chief information officer was appointed and an inter-departmental project board oversaw the development of a memorandum of understanding and an associated service level agreement. The memorandum, developed as a high-level, principles-based document, was in final form at year end. The service level agreement was in draft form at year end, to

be developed by a joint management committee, which will be established under the auspices of the memorandum. Four of this department's staff will transfer to DPS from 1 July 2013. In addition, funding for ICT assets will transfer to DPS.

The consolidation of ICT services and support is aimed at providing more effective service delivery to members and parliamentary departments. A one-stop shop has been established by DPS for members and senators to allow them to choose from a wider range of supported devices.

Software and hardware services

Projects continued to develop and replace many of the ICT support systems for the Chamber, committees and members' services. These systems included the Table Offices Production System, the Procedural Records System, the Shared Committee Information Database (formerly the Senate Committee Information Database) and the Serjeant-at-Arms' Office bookings system—the venue management system—for school visits, chamber gallery reservations and committee room bookings.

The development of the new venue management system is a joint project of the department and the Department of the Senate. DPS is represented on the project board, which is chaired by this department. After a tender evaluation process, departmental staff began working closely with the successful contractor to implement what will be one of the first systems in parliament to be hosted in the cloud. This innovation is cost-effective and secure and allows more flexibility should DPS decide to use the system in future. The new venue management system will be operational within the next financial year.

Layouts for committee pages for SCID (see page 35) were developed and presented to committee staff for consideration. Following approval, work started on building the IT infrastructure to support online submission lodgement and simplify the process for publishing other committee information on the website. Work also began on developing a new committee report template that will make

it easier to publish committee reports in PDF, HTML and ePub format. These projects are due for deployment by the start of the Forty-fourth Parliament.

Following a request from the former Speaker, the Hon Peter Slipper MP, departmental ICT and finance staff developed an online shop from which members and staff can purchase a small range of quality parliamentary gift items. The facility was developed entirely in-house for minimal cost, and is operating successfully.

Implementation of the electronic records management system, e-Trim, continued during the year. The entire Committee Office as well as several other workgroups, including the Clerk's Office, now use the system to file their records electronically. In addition, the department upgraded its TRIM software to version 7.2.

During the year, 162 multifunction devices were deployed to members' offices in Parliament House and within the department to replace existing printers and fax machines.

Internet and intranet services

A project to develop and deploy additional website enhancements continued. The project is managed by DPS and supported

by this department and the Department of the Senate. A major component of work undertaken by the two chamber departments was the development of SCID and the redevelopment of the committee report template.

A redevelopment of the secure intranet portal for committees, CommDocs, is ongoing. The project involves upgrading to the SharePoint 2010 platform and adding more functionality to accommodate a wider range of committee membership types. This project will be ready for deployment at the beginning of the Forty-fourth Parliament.

In conjunction with the Department of the Senate, a project began to provide an improved video-streaming service on the Parliament of Australia website. The new service replaces ParlReplay and is hosted on an Ooyala platform, which uses adaptive bitrate streaming technology and can be accessed by desktop, iOS and Android devices. This externally hosted system is scalable as our video and audio demand grows. Closed captioning for pre-recorded videos is now provided, which enables us to satisfy WCAG 2.0 requirements for accessibility for audio-visual material on the website.



Interwoven: the commissioned art and craft for Parliament House, published as part of the twenty-fifth anniversary celebrations for Parliament House, May 2013.

Printing

The department's in-house printing service produced around 2.7 million impressions in 2012–13 (a decrease from around 4 million in 2011–12). The decreased volume was a result of the concerted effort to contain costs by reducing the number of printed copies of both committee reports and chamber documents. While the number of committee reports tabled and printed during the year increased, fewer copies of each report were printed. Also, fewer copies of chamber documents were printed on sitting days.

Parliamentary assistants program

The parliamentary assistants program, managed by the Serjeant-at-Arms' Office, entered its thirteenth 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 of Representatives.

There were six students in the program this year: three were existing assistants, and three were new appointments. The successful applicants came from metropolitan and country New South Wales, 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 2013 members' survey, 73 per cent of members were 'extremely' or 'highly' satisfied (89 per cent in the 2012 survey), and in total 100 per cent were satisfied with services in relation to their base salary, electorate allowances and deductions (consistent with the 2012 survey). Annual expenditure on members' salaries and other entitlements was \$35.022 million.

The base salary of members was adjusted by the Remuneration Tribunal from 1 July 2012, and the increase was processed by the People Strategies Office in the same month. The additional salary of office holders, ministers and shadow ministers was adjusted accordingly.

CORPORATE SUPPORT

The program component provided corporate services advice and support to the department, and a payroll service to DPS and the Parliamentary Budget Office.

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

- a business impact analysis was undertaken
- the department's business continuity plan was reviewed, revised and approved
- office-level business resumption plans were reviewed and finalised and two plans were tested
- the department made the transition to the whole-of-government stationery and office supplies contract
- a new enterprise agreement for the department was negotiated
- a leadership training and development program was implemented for the Executive, directors and committee secretaries, and others in the department
- requirements of the work health and safety legislation were met.

Related information is detailed in the 'Management and accountability' section of the report.

IMPROVING PERFORMANCE

The focus in 2012–13 was again on achieving results. It was a demanding year for the program component, which carried out its ongoing advisory, operational and project responsibilities in a context of administrative change. Strategies to enhance and sustain performance levels included planning, people management, relationship building, innovation, sound governance arrangements and review. Performance was again at a high standard sustained by the professionalism of staff.

The department continues to work closely with the departments of the Senate and Parliamentary Services on a range of matters and on various interdepartmental boards and groups. This collaboration ensures that strategic priorities are addressed effectively.

OUTLOOK

In 2013–14 the department will continue to provide advice and services of a high standard to support members in Parliament House, to pay their salaries and entitlements, and to support the department. In the first half of the year, the parliament will be prorogued and the House dissolved prior to a general election and the beginning of the Forty-fourth Parliament. This will be a busy period for the program component. Subsequently, we anticipate that activity levels will be consistent with those that are normal during the first year of a parliamentary cycle.

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

- finalising the service level agreement and asset and funding transfers associated with the consolidation of ICT in DPS, and monitoring subsequent performance
- deploying the new venue management system
- finalising a whole-of-parliament protective security policy with parliamentary departmental colleagues
- overseeing consultancy reviews to develop design principles and a conservation management plan for Parliament House, through participation in the Heritage Advisory Board
- reviewing departmental performance information and reporting, in preparation for the anticipated coming into effect of the *Public Governance, Performance and Accountability Act 2013*
- progressing implementation of e-Trim through remaining areas of the department
- further developing capability within the program, including through the documentation of systems and processes and the use of supplementary and back-up resources.

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



View of the House of Representatives entrance from the garden.

MANAGEMENT AND ACCOUNTABILITY

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

Corporate governance

The Speaker of the House of Representatives can be questioned by members about the work of the department. The Clerk of the House of Representatives, who is responsible for managing the department, reports to the Speaker.

The main elements of the department's corporate governance framework are outlined below.

LEGISLATION

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

ETHICAL STANDARDS

The Parliamentary Service Values and Code of Conduct set out in the Parliamentary Service Act provide a framework for the department's ethical conduct. The department actively promotes sound ethical behaviour. All staff new to the department are briefed on what it means to work in a values-based environment and how ethical standards apply to their day-to-day work. A workshop was held on 11 April at which a large number of staff worked through hypothetical scenarios designed to illustrate the ethical challenges that can arise in the course of their work.

SENIOR MANAGEMENT

Senior management of the department consists of the Executive and managers at the Executive Band 2 level. The Executive comprises the Clerk of the House, the Deputy Clerk and three Senior Executive Service Band 1 staff—the Clerk Assistant (Committees), the Clerk Assistant (Table) and the Serjeant-at-Arms—each of whom has management responsibility for either one or two of the department's program components (see Figure 3 on page 8).

MANAGEMENT COMMITTEES

Executive

The Executive held a half-day planning session on 10 December 2012 and eight 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:

- election period projects
- consolidation of ICT services
- a future direction for the Information Systems and Publishing Office
- amendments to the Parliamentary Service Act and subordinate legislation, and proposed new Commonwealth financial management legislation
- freedom of information legislation
- work health and safety legislation
- leadership training for departmental senior management and internal job rotation
- award modernisation and enterprise bargaining
- the Investors in People assessment report
- business continuity planning
- departmental social media guidelines
- length-of-service award pins for departmental staff
- the annual members' and staff surveys.

Staff were informed of the outcomes of each of the meetings through the staff bulletin, *In House*.

Audit Committee

The department's Audit Committee met four times during the year. The committee comprises the Clerk Assistant (Committees), the Clerk Assistant (Table) (chair), the Serjeant-at-Arms and an independent member. During the year, Mr Tom Rogers, the Deputy Electoral Commissioner, replaced Ms Barbara Davis as the independent member and, following a rotation of senior executive responsibilities

in the department, Ms Joanne Towner replaced Ms Claressa Surtees as committee chair. Representatives of the Australian National Audit Office and the department's internal audit team, and the Chief Financial Officer, attended all meetings.

New internal audits during the year covered the following areas:

- travel—domestic and international
- fraud risk assessment and the development of a fraud control plan
- risk management assessment and the development of a risk management plan.

In addition, the committee adopted final reports of the following internal audits and reviews:

- IT general controls
- protective security policy framework
- fundamental accounting controls
- risk assessment in relation to requirements under section 83 of the Constitution.

The department collated the views of sponsors and other staff about the results and conduct of certain internal audits and the feedback was considered by the committee.

During the year, the committee updated the forward year internal audit plan. It reviewed the department's draft financial statements from 2011–12, 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. Following review of the committee charter and the internal audit charter by the committee in 2011–12, the Clerk approved both during 2012–13. The Clerk also approved the department's risk management policy and framework following review by the committee during the year. The committee's 2012 annual report was provided to the Clerk.

The committee undertook a performance self-assessment, using an Australian National Audit Office questionnaire. The results were satisfactory, with an average score of 4.3 (out of 5), as in 2011, the last time an assessment was undertaken.

As in previous years, staff were informed of the outcomes of Audit Committee meetings through meetings of the Consultative Committee and weekly senior management meetings.

Consultative Committee

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

The committee met six times during 2012–13, including a special meeting on 12 June 2013 to discuss consolidating parliamentary ICT services. 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.

In addition to parliamentary ICT, matters discussed during the year included mobility and attendance guidelines, social media guidelines, award modernisation and enterprise bargaining, the annual staff survey, the office furniture replacement project, twenty-fifth anniversary activities, departmental committee activities and the status of ICT projects.

PLANNING AND EVALUATION

A large number of staff attended the department's annual planning meeting on 7 May 2013. The Clerk addressed the meeting on challenges and opportunities anticipated in the coming year. The purpose of the planning day was to develop priorities that would form the basis of the new corporate plan for 2013–15.

The attendees worked in syndicate groups on five topics:

- external influences and responses
- lessons from minority government
- staff opportunity and talent

- key relationships
- continuous improvement and use of resources.

Information from the syndicate groups was used by a working group to gather themes for the corporate plan to be considered by the Executive.

Corporate plan

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

Business plan

The department's business plan for 2012–13 was issued in 2012. Progress on implementing the plan was monitored regularly during the year through six-monthly and new quarterly reporting meetings. Good 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.

In May and June 2013, the 2013 members' survey was conducted. This was the tenth annual survey, and followed the same format as in previous years.

The department surveyed a random sample of 30 members, 19 of whom responded (20 participated last year). All participants were asked whether they were satisfied with the advice, services and support they received from the department. The results confirmed that the department provided a high standard of service. Details of the survey findings are in Appendix 12.

ACCOUNTABILITY MECHANISMS

The department's main formal external accountability mechanisms are the Portfolio Budget Statements and the annual report, which is prepared pursuant to section 65 of the Parliamentary Service Act. The annual report for 2011–12 assessed performance against the targets set in the Portfolio Budget Statements 2011–12 and presented the financial statements of the department.

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

RISK MANAGEMENT AND FRAUD CONTROL

During the year, the biennial review of the risk management plan was undertaken and a revised risk management plan adopted.

The department's business continuity plan was approved and business resumption plans finalised for all offices. Staff from the Table and the Serjeant-at-Arms' offices tested business resumption plans with a trial exercise in May 2013. There were a number of lessons learned, which will be implemented next year.

The department's fraud control plan and fraud risk assessment were reviewed and revised documents adopted.

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.

SERVICE CHARTERS

The department's service charters for members and the community continued to provide the basis for the standards of service that members and the public can expect from the department.

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 towards achieving social justice within the broader community is not a direct responsibility of the department. However, the department works towards achieving social justice indirectly by supporting the work of the House of Representatives itself, its members and its committees.

INTER-PARLIAMENTARY DEPARTMENTAL COLLABORATION

Meetings of parliamentary departmental heads

Following discussions between the Clerk of the House and the heads of the other parliamentary departments, formal quarterly meetings of the four departmental heads began during the year, with meetings on 27 March and 12 June 2013. The heads agreed that the meetings were valuable, that responsibility for chairing the meetings should rotate between the departments on an annual basis, and that the Clerk, House of Representatives would be the chair for 2013.

Matters discussed included:

- the development of a reconciliation action plan for the parliamentary departments
- freedom of information
- budget processes for the parliamentary departments
- award modernisation
- ICT matters, including consolidation of ICT services
- the role of the Senior Management Coordination Group
- the development of an overall strategic plan for parliamentary administration
- reporting and the protective security policy framework
- preparations for the Forty-fourth Parliament
- the proposed new parliamentary service determination.

Senior Management Coordination Group

The Senior Management Coordination Group has coordinated corporate and related matters across the parliamentary departments for more than 25 years. In 2012, group members were the Serjeant-at-Arms (chair); the Usher of the Black Rod; the Deputy Secretary, Department of Parliamentary Services; and an Assistant Parliamentary Budget Officer of the Parliamentary Budget Office. In 2012, the group held three formal meetings, mainly on:

- the development of the Parliamentary Service Amendment Bill 2013, which was introduced into the Senate in November 2012
- a submission to the inquiry into the bill by the Senate Finance and Public Administration Legislation Committee
- a submission to the Commonwealth Financial Accountability Review.

The role of group chair has rotated each calendar year. In 2013, the Department of Parliamentary Services' representative was to chair the group. However, only informal meetings were held in 2013, pending further consideration of the group's role by the departmental heads.

Achievements of these informal meetings in 2013 included:

- the development of the Parliamentary Service Determination 2013
- advice to the departmental heads on award modernisation
- advice to government on the draft public interest disclosure bills.

Purchaser-provider arrangements

In 2012–13, the department continued to provide payroll services to the Department of Parliamentary Services on a fee-for-service basis. We also provided payroll services to the new Parliamentary Budget Office from July 2012.

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, IT and communication services from the Department of Parliamentary Services, and audit services from the Australian National Audit Office. These services are accounted for in the department's financial statements as resources received free of charge.

The department also has agreements in place with the Department of the Senate in relation to the provision of inter-parliamentary services (by this department) and parliamentary education services (by the Department of the Senate). We run parliamentary education seminars on a fee-for-service basis for government departments.

External scrutiny

The department's operations are primarily administrative and, other than the audit of financial statements, are therefore not usually subjected to formal external scrutiny.

JUDICIAL AND ADMINISTRATIVE DECISIONS

No judicial decisions or decisions in administrative tribunals during 2012–13 had, or are anticipated to have, a significant effect on the operation of the department.

REPORTS BY THE AUDITOR-GENERAL, A PARLIAMENTARY COMMITTEE OR THE COMMONWEALTH OMBUDSMAN

The Australian National Audit Office audited the department's 2011–12 financial statements and provided an unqualified audit report.

The House Standing Committee on Procedure presented a fourth interim report for its inquiry into procedural changes implemented in the Forty-third Parliament. The report considered the impact of the reforms after two years of operation.

A further two reports were tabled, *Maintenance of the standing and sessional orders* and *Electronic voting in the House of Representatives*. The Clerk made a submission to the latter inquiry.

The department continued to support the Standing Committee on Appropriations and Administration. The Clerk and other departmental staff provided the committee with information on the department's budget position and attended the committee's meetings to enable the committee to discharge its responsibilities under standing order 222A. The committee presented three reports: *Annual report 2011–12* on 20 September 2012, *Budget estimates 2013–14: Department of the House of Representatives* on 15 May 2013, and *Annual report 2012–13* on 27 June 2013. In its annual report for 2012–13, the committee stated that it had played a positive and responsible role in discharging its responsibilities

under the standing orders, and in bringing the funding requirements of the Department of the House of Representatives to the attention of government.

The department provided a submission to the inquiry by the Joint Committee of Public Accounts and Audit into the Public Governance, Performance and Accountability Bill 2013. The department also provided a submission, jointly with the Department of Parliamentary Services and the Parliamentary Budget Office, into the inquiry by the Senate Finance and Public Administration Legislation Committee into the Parliamentary Service Amendment Bill 2013.

No investigations by the Commonwealth Ombudsman in 2012–13 involved the department.

FREEDOM OF INFORMATION

In last year's annual report, a revised legal interpretation was reported to the effect that, due to the passage of legislation to establish a separate parliamentary service, the explicit exclusion of the parliamentary departments from the application of the *Freedom of Information Act 1982* (FOI Act) no longer applied. As a result of this interpretation, the Parliamentary Budget Office, which was established as a parliamentary department in 2011–12, was exempted expressly from the application of the FOI Act.

It was also reported that the Australian Information Commissioner, on 9 May 2012, had amended guidelines issued under section 93A of the FOI Act to state that the departments of the House of Representatives, the Senate and Parliamentary Services were subject to the FOI Act. Before this, the guidelines had stated that the FOI Act did *not* apply to the departments of the parliament. With the revision of the guidelines, the department received a number of FOI requests that we dealt with in accordance with the provisions of the FOI Act.

In 2012–13, the department received a further 18 FOI requests which, with one exception, were dealt with in accordance with the provisions of the FOI Act. The exception was an FOI request—received before the legislative change that restored the exclusion of the parliamentary departments from the application of the FOI Act (see below)—that was not due for response until after the legislative change took effect. The requested information was, however, provided by administrative action.

During the year, the department complied with FOI requirements. We established a disclosure log on the Parliament of Australia website and published details of documents provided to information requesters. We published information about our operations as required, and provided the necessary statistical information to the Information Commissioner:

At year end, the Parliamentary Service Act was amended to confirm the intention of the parliament that all parliamentary departments are excluded from the application of the FOI Act. The effect of the amending legislation is that, as of 28 June 2013, the FOI Act is taken not to apply and not to have ever applied to the parliamentary departments and persons who hold or perform duties of an office established under the Parliamentary Service Act.

The departments of the House of Representatives, the Senate and Parliamentary Services are excluded from the application of the FOI Act, under section 68A of the Parliamentary Service Act. The Parliamentary Budget Office continues to be exempt from the application of the FOI Act, under Schedule 2, Part 1, Division 1 of the FOI Act.

PRIVACY

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

DISABILITY REPORTING MECHANISMS

The National Disability Strategy 2012–2020 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 will be released in 2014, and will be available at www.fahcsia.gov.au.

The Social Inclusion Measurement and Reporting Strategy, agreed by the government in December 2009, will include some reporting on disability matters in its regular *How Australia is faring* report and, if appropriate, in strategic change indicators in agency annual reports. More information about the strategy can be found at www.socialinclusion.gov.au.

Management of people

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 a department's or agency's performance through its people.

The department was reassessed against the Investors in People standard in June 2012. We met the core evidence requirements of the standard, and also met higher-level evidence requirements for bronze-level accreditation. During 2012–13 we continued work on the areas for improvement that were identified in the assessment report finalised in July 2012.

SHARED SERVICES

As mentioned, the department continued to provide the payroll function for the Department of Parliamentary Services during the year. To improve effectiveness and efficiency, the People Strategies Office finalised the amalgamation of previously separate departmental pay teams. Staff worked on gaining knowledge of the different payroll conditions for staff in this department and the Department of Parliamentary Services.

In July 2012 the payroll service for the Parliamentary Budget Office was implemented. The implementation enabled newly commencing Parliamentary Budget Office staff to be placed on the Chris²¹ system from the start of their employment.

Staff in the People Strategies Office now undertake payroll functions for more than 1,200 payees.



2013 graduate placement participants. Left to right: Frances Meese, Alexander Coward, Alexandra Doudy. Photo: Auspic.

STAFF SURVEY

In June 2013, the department conducted its ninth annual staff survey, the 2013 Survey Feedback Action. The survey, derived from a benchmarking exercise conducted in July 2004, incorporated the features of previous separate surveys, particularly the previous staff survey and leadership questionnaire, conducted in 2003.

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 2013, 82 per cent in 2012 and 2011, 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 (87 per cent in 2013, 85 per cent in 2012 and 2011, and an average of 85 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 2013, 85 per cent in 2012 and 2011, and an average of 86 per cent over the last five years).

PEOPLE STRATEGIES: PLANNING AND DELIVERY

Workforce planning

During 2012–13, some work was carried out on workforce planning to enable continuous provision of high-level service.

Organisational reviews

The department conducts organisational reviews as required to ensure that workload in all areas is 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 two ongoing vacancies during 2012–13 (four in 2011–12), of which one was filled by an internal applicant.

Retention of staff

A total of 13 ongoing and 16 non-ongoing staff left the department in 2012–13—a turnover rate of 9.6 per cent of ongoing staff. The turnover rate in 2011–12 was 10.7 per cent. Appendix 11 includes details of separations.

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

Graduate placement program

In 2013 the tenth parliamentary graduate placement program was conducted by the department. 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 program continued to draw a high level of interest from individual graduates and from a range of agencies. We had seven graduates on three-month placements in the department in 2012–13.

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 2013 there were 199 members. The association issued two newsletters during the year.

On 16 November 2012, the annual general meeting of the association was held, followed by a reception, and was attended by

35 association members and staff 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 2012-13.

Training and development

Table 11 shows the department's training and development expenditure as a percentage of expenditure on salaries in 2011-12 and 2012-13. 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 5.6 to 4.1 days of off-the-job training per person per year. The decrease was due to improved methods of delivering training to staff and to reduced availability of staff to attend training due to increased workloads in the third year in the parliamentary cycle.

Table 12 compares the average attendance of staff at training courses in 2011-12 and 2012-13. It also shows the average staffing level and total number of training days attended in 2012-13 for each classification.

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 this period. As mentioned in the annual staff survey section, the leadership index increased from 85 per cent in 2012 to 87 per cent in 2013.

Following a review of leadership programs in 2012, the department worked with an external provider to redevelop the leadership program for staff at the Parliamentary Service Level 6 and Executive Band 1 levels. This included working with supervisors to ensure that learning occurred in the workplace. Leadership programs have also been developed for the Executive and staff at the Executive Band 2 level.

Knowledge management

The Knowledge Management Steering Committee met six times during 2012-13. The committee comprised staff from all areas of the department and was chaired by the Clerk Assistant (Committees). In January the

Table 11 Expenditure on training and development programs, 2011-12 and 2012-13

	2011-12	2012-13
Expenditure as percentage of annual payroll	1.0%	1.0%
Average training days per person	5.6	4.1
Average staffing level	156	161

Table 12 Average staff attendance at training courses, 2011-12 and 2012-13

Classification	Average staffing level	Total number of training days attended	Average number of training days attended	
	2012-13	2012-13	2011-12	2012-13
Senior Executive Service	5.6	32.2	5.4	5.8
Executive Band 2	18.7	76.4	3.7	4.1
Executive Band 1	45.0	143.7	5.3	3.2
Parliamentary Service Level 6	24.3	82.9	5.5	3.4
Parliamentary Service Level 5	8.3	33.6	5.5	4.0
Parliamentary Service Level 4	30.2	109.5	6.4	3.6
Parliamentary Service Level 3	10.6	25	2.4	2.4
Parliamentary Service Level 2	18.3	29.3	2.6	1.5
Not specified		110.7		
Totals	161.1	643.4	5.6	4.0

committee adopted revised terms of reference, which expanded its role to include maintaining an awareness of emerging technologies which may affect or support knowledge management.

The committee continued to monitor the records management program, including the project to implement e-Trim across the committee office, which was finalised at the end of the reporting period. The committee also monitored the progress of the Parliament of Australia website enhancements project and web governance board, and the Table Offices Production System. It kept a watching brief on emerging technologies including considering the merits of introducing a 'tacit knowledge transfer initiative' to capture vital staff corporate knowledge.

Studybank

A total of 10 staff participated in the department's Studybank program during the year (compared with 19 staff in 2011–12). Collectively, they received financial assistance of \$15,753 (compared with \$30,792 in 2012), along with 75.2 days study leave on full pay.

Security awareness training

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

Performance assessment

All eligible staff participated in the annual work performance assessment cycle, completed on 31 October 2012. 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.

Enterprise agreement

The Department of the House of Representatives Enterprise Agreement 2012–15 covers all staff except Senior Executive Service staff. The Senior Executive Service is covered by a determination made under section 24(1) of the Parliamentary Service Act.

The enterprise agreement was negotiated between the Clerk and departmental staff in 2012. The agreement was lodged with and approved by Fair Work Australia in December 2012. The agreement came into operation on 11 December 2012 and the first pay rise was payable from that date.

Staff salary scales under the agreement are summarised in Table 13.

Salaries expenditure

In 2012–13, departmental salaries and allowances totalled \$18.180 million (\$18.0 million in 2011–12).

Workplace diversity

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

Table 13 Salary scales of staff covered by the 2012–15 enterprise agreement, at 11 December 2012

Classification	Salary scale (\$)
Executive Band 2	124,996–132,444
Executive Band 1	96,576–107,723
Parliamentary Service Level 6	77,830–88,330
Parliamentary Service Level 5	71,939–76,122
Parliamentary Service Level 4	63,600–68,810
Parliamentary Service Level 3	57,540–61,811
Parliamentary Service Level 2	51,135–55,834
Parliamentary Service Level 1	45,203–49,461

the Parliamentary Service Values into our business. The workplace diversity program will be reviewed in 2013-14.

Refresher training in the prevention of discrimination, bullying and harassment was provided to all staff during the year. New staff continued to receive this training as soon as practicable after their commencement. The harassment contact officers received further specific training and this training was also attended by union and staff representatives.

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. This information is also included in orientation sessions for new staff.

In March 2013, influenza vaccinations were offered to staff, and 80 staff were vaccinated.

The department’s Comcare premium rate for 2012-13 was 0.89 per cent of payroll, an increase from the 2011-12 rate of 0.71 per cent. This reflects the claims performance and cost structure applying in the wider public service, and not the department’s performance.

The *Work Health and Safety Act 2011* came into effect on 1 January 2012. The main object of the Act is to ensure a balanced and nationally consistent framework to secure the health and safety of workers and workplaces. During the year, no dangerous occurrences required notification under section 37 of the Act. No investigations were carried out and no directions or notices were received by the department under section 191 of the Act.

Table 14 summarises compensation claims received from staff for the past four financial years.

Table 14 Compensation claims incidence, by injury group, 2009-10 to 2012-13

	2009-10	2010-11	2011-12	2012-13
Fracture excluding back	–	–	–	–
Strain excluding back	2	1	–	–
External effects	–	–	–	–
Multiple injuries	–	–	1	–
Occupational overuse syndrome	–	–	1	–
Psychological injuries	1	–	–	–
Total	3	1	2	0

Management of financial resources

ASSETS MANAGEMENT

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

A stocktake of computing equipment, office machines and portable and attractive assets was completed during 2012–13. A revaluation of property, plant and equipment was undertaken during June 2013. A revaluation increment of \$0.450 million is reported in the financial statements. Impairment testing was undertaken during stocktake and revaluation. No material impairment adjustments were required.

The furniture replacement project commenced in 2012–13. Three departmental offices were completed by 30 June 2013 at a total cost of \$0.201 million. This project is scheduled to be completed during 2014. Adherence to this timeframe is dependent on the sitting calendar of the Forty-fourth Parliament and 'business as usual' work of the department. Other minor assets were purchased during the period in accordance with life-cycle management planning at a total cost of \$0.030 million.

The department has two software development projects which will be completed during 2013–14. The projects have been undertaken in conjunction with the Department of the Senate. Both projects have engaged external providers as well as using in-house resources to develop the Table Offices Production System and a venue management system as a replacement for a number of aged separate booking systems.

PURCHASING

The department's purchasing policy encompasses all aspects of procuring goods and services and was updated during 2012–13 to reflect changes to the Commonwealth Procurement Rules.

During the reporting period, the department entered into a whole-of-government contract with Staples for the purchasing of stationery and office supplies. Travel management services continued to be provided by FCm under the whole-of-government contract. The department complied with the new procurement requirements for accommodation and hire car purchases.

The department encourages the use of corporate credit cards for minor purchases by approved staff.

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 Financial Management and Accountability Act and related regulations, the Commonwealth Procurement Rules and relevant internal policies.

During 2012–13, the department entered into 19 new consultancy contracts involving total actual expenditure of \$0.282 million. In addition, three ongoing consultancy contracts were active during 2012–13, involving total actual expenditure of \$0.063 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

There were no instances during 2012-13 where contracts were let that did not provide for the Auditor-General to have access to the contractor's premises, or where the chief executive exempted a contract from being published on AusTender.

ADVERTISING AND MARKET RESEARCH

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

The department's total advertising expenditure for 2012-13 was \$50,092, a decrease from the previous year's total (\$131,507). Most of this decrease is attributed to the department's targeted savings measures identified for 2012-13, which included a reduction in the number and size of advertisements for publicising the work of the House and committees.

The expenditure was as follows:

- \$32,300 for publicising the work of the House and committees (\$111,134 in 2011-12)
- \$9,747 for advertising in relation to inquiries being undertaken by parliamentary committees (\$11,689 in 2011-12)
- nil for publicising recruitment advertising (\$2,374 in 2011-12)
- \$7,265 to the Attorney-General's Department for Chamber-related gazettals (\$5,780 in 2011-12).

Most of the advertising for 2012-13 was placed with Adcorp Australia.

DISCRETIONARY GRANTS

The department did not administer any grant programs in 2012-13. Training, equipment and project support were provided for some Pacific Island parliaments.

Ecologically sustainable development and environmental reporting

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

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

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

Outlook

In 2013–14, 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. Our budget will continue to be constrained, however, and we will continue to seek efficiencies and savings.

We will implement two major IT projects aimed at achieving efficiencies and improving service quality. We will finalise a service level agreement and asset and funding transfers associated with the consolidation of ICT in the Department of Parliamentary Services. To ensure resilience, we 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.

The new financial management legislation for the public sector will have implications for the department and we will actively monitor and respond to developments.

We will also continue to give priority to supporting and enhancing whole-of-parliament governance arrangements, including the Security Management Board, the Heritage Advisory Board and the Joint Management Committee. The Serjeant-at-Arms represents the department on these bodies. These processes are important in ensuring that strategic priorities are addressed effectively.

The department will work with the other parliamentary departments to support environmental sustainability initiatives.



B&Hierophany@terraAvstralis.MMXIII.Addis, sandstone, 2013, by Adis Fejzić (detail). A gift from the Embassy of Bosnia and Herzegovina to the Parliament of Australia.

APPENDIXES

- 1 Performance information
- 2 Agency resource statement and resources for outcome
- 3 Business of the House and Federation Chamber
- 4 Committee activity
- 5 Committee reports and inquiries
- 6 Official incoming parliamentary delegations
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- 8 Outgoing parliamentary delegations
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1 Performance information

This appendix summarises the performance of the Department of the House of Representatives in 2012–13. Comparable performance information for 2011–12, where available, is given in brackets.

Outcome 1: Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role

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	
<i>Key performance indicator</i>	<i>Performance</i>
Member satisfaction with the quality and timeliness of Chamber support and advisory services (target: 99 per cent satisfaction rate)	100 (100) per cent of members surveyed were satisfied with advice and service provision by Clerks-at-the-Table; 95 (85) per cent were 'extremely' or 'highly' satisfied.
	100 (100) per cent of members surveyed were satisfied with advice and service provision more generally in relation to Chamber and Federation Chamber duties; 90 (80) per cent were 'extremely' or 'highly' satisfied.
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 were generally met for all sittings of the House and meetings of the Federation Chamber (as in 2011–12).
Processing and drafting of bills	
<i>Key performance indicator</i>	<i>Performance</i>
Percentage of bills (proposed legislation) processed within deadlines and with no significant errors (target: 100 per cent)	All deadlines were met and there were no significant errors (as in 2011–12).
	All members surveyed who had used legislative and drafting services were satisfied with advice and service provision (as in 2011–12).
Creating and processing records and documents of the House	
<i>Key performance indicator</i>	<i>Performance</i>
Percentage of Chamber support service standards met for all sittings of the House and meetings of the Federation Chamber; with no significant errors (target: 100 per cent)	Service standards for preparation of the <i>Votes and Proceedings</i> and the Live Minutes were met on all occasions (all service standards were met in 2011–12).
	6,116 (6,533) disallowable instruments and documents were processed.
	124 (183) petitions with a total of 325,350 (446,619) signatories; 74 (134) ministerial responses to petitions.

Program component 1.1 (continued)

Collection, analysis and publication of procedural and statistical information

<i>Key performance indicator</i>	<i>Performance</i>
Member satisfaction with the quality and availability of procedural and statistical publications and support in obtaining such information (target: 90 per cent satisfaction rate)	100 (95) per cent of members surveyed were satisfied and 90 (89) per cent were 'extremely' or 'highly' satisfied with the quality and availability of procedural and statistical publications and associated support.
	Internal and external users indicated a high level of satisfaction with procedural and statistical publications.

Program component 1.2: Community 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

<i>Key performance indicator</i>	<i>Performance</i>
Number of participants in community awareness programs such as seminars, school visits, subscribers to email alert service and magazine continues to increase over time	More than 3,300 (3,200) individuals and organisations subscribed to the email alert service. The About the House Twitter feed had more than 12,400 (7,500) followers.
	320 (342) people attended seminars.
	More than 14,700 (14,000) individuals and organisations subscribed to the <i>About the House</i> magazine.
	115,651 student visitors from 3,537 schools (114,794 student visitors from 3,487 schools).

Program component 1.3: Committee services

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

<i>Key performance indicator</i>	<i>Performance</i>
90 per cent satisfaction rate of committee members with advice and services provided	100 (100) per cent of members surveyed were 'satisfied', 'highly satisfied' or 'extremely satisfied' with the procedural advice, research, analytical, drafting and administrative support services received in relation to the conduct of committee inquiries and the publication of final reports.

Program component 1.4: Inter-parliamentary relations	
Deliverable: Advice and support to facilitate and maintain international and regional relationships with other parliaments, parliamentary bodies and organisations	
<i>Key performance indicator</i>	<i>Performance</i>
Rate of satisfaction of Presiding Officers, delegates and diplomatic representatives with arrangements for incoming and outgoing delegations. Levels of participation in parliamentary organisations and quality of policy advice	Correspondence and anecdotal feedback from delegates and diplomatic missions indicated a high level of satisfaction with visits.
	All submissions on the international program were approved by the Presiding Officers.
	Of eligible senators and members, 52 per cent (57 per cent) were members of the Commonwealth Parliamentary Association. Of eligible senators and members, 75 per cent (73 per cent) were members of the Inter-Parliamentary Union.
	Delegations attended the assemblies and conferences of the Commonwealth Parliamentary Association, Inter-Parliamentary Union, Asia Pacific Parliamentary Forum and Association of Southeast Asian Nations (ASEAN) Inter-Parliamentary Assembly. One regional activity was conducted in association with the Inter-Parliamentary Union.
Rate of satisfaction of parliaments in the Pacific region with the training and equipment purchases provided through the Education Trust Fund	Reports on training activities and anecdotal feedback on equipment indicated a high level of satisfaction with the Education Trust Fund's operations. The Pacific Parliamentary Partnerships program provided support to six Pacific parliaments, all of which indicated strong support for the program 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

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

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

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

<i>Key performance indicator</i>	<i>Performance</i>
Rate of satisfaction of members and others with the provision of accommodation, computing and communication facilities and office support services (target: 95 per cent)	100 (100) per cent of the accommodation changes, office services and communication facilities provided met agreed timeframes and standards, and met the satisfaction of party whips and individual members. 100 (100) per cent of members surveyed were satisfied with the information on their internet home page.
Number of accommodation-related services provided to members	333 (174) routine maintenance requests were actioned. The target for emergency requests was 'action within five minutes'; this target was reached for 100 (100) per cent of the 304 (353) emergency requests received. 493 (491) furniture movement requests were processed, all within agreed timeframes (as in 2011–12). 12,480 (12,165) transport requests were processed with 97.6 (98.9) per cent accuracy.

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

<i>Key performance indicator</i>	<i>Performance</i>
Developments in parliamentary and public administration are responded to where appropriate	The department provided a submission to the inquiry by the Joint Committee of Public Accounts and Audit into the Public Governance, Performance and Accountability Bill 2013. The department provided a submission, jointly with the Department of Parliamentary Services and the Parliamentary Budget Office, into the inquiry by the Senate Finance and Public Administration Legislation Committee into the Parliamentary Service Amendment Bill 2013. The department's disclosure log on the Parliament of Australia website was closed following amendment of the Parliamentary Service Act to confirm the intention of the parliament that all parliamentary departments are excluded from the application of the Freedom of Information Act. The website was updated to provide a statement about access to information on the administration of parliament which reflected the legislative changes.

Program component 1.5 (continued)	
Deliverable: Nurturing a flexible, integrated and cohesive department while recognising individual talents and responsibilities	
<i>Key performance indicator</i>	<i>Performance</i>
Departmental policies and procedures are reviewed and revised, as appropriate	The department's discrimination, bullying and harassment prevention policy and guidelines were reviewed and revised. Revised attendance guidelines were finalised. The department's business continuity plan was reviewed and revised and office-level business resumption plans were reviewed and finalised.
Deliverable: Seek to obtain the resources needed to meet the requirements of the House, committees and the wider department into the future	
<i>Key performance indicator</i>	<i>Performance</i>
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.
Performance indicators in the Department of Parliamentary Services payroll service level agreement are met and service is delivered within budget	All indicators in the service level agreement were met and service was delivered within budget.

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

2 Agency resource statement and resources for outcome

Agency resource statement 2012-13

	Actual available appropriations for 2012-13 \$'000	Payments made 2012-13 \$'000	Balance remaining 2012-13 \$'000
	(a)	(b)	(a)-(b)
Ordinary annual services			
Departmental appropriation ^a	22,691	22,204	487
s 31 agency receipts	1,986	1,986	–
s 30 agency receipts	1	1	–
Total ordinary annual services	24,678	24,191	487
Special accounts^b			
Opening balance	2,345		
Appropriation receipts ^c	141		
Other receipts ^d	103		
Payments made		116	
Total special accounts	2,589	116	2,473
Total resourcing and payments for the Department of the House of Representatives	27,267	24,307	

a *Appropriation (Parliamentary Departments) Act (No. 1) 2012-13*. Includes an amount of \$1.050 million in 2012-13 for the departmental capital budget. For accounting purposes this amount has been designated as 'contributions by owners'.

b Does not include money held in accounts such as Services for Other Entities and Trust Moneys special accounts.

c Appropriation receipts from departmental appropriation for 2012-13 included above.

d Transfer from Services for Other Entities and Trust Moneys—Department of the House of Representatives Special Account.

Third party drawdowns from and on behalf of other agencies

	\$'000
Payments made on behalf of the Department of Finance and Deregulation (disclosed in the respective agency resource statement)	6,764
Payments made on behalf of the Australian Public Service Commission (disclosed in the respective agency resource statement)	37,017

Expenses and resources for Outcome 1

Outcome 1: Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role	Budget^a 2012-13 \$'000	Actual expenses 2012-13 \$'000	Variation 2012-13 \$'000
	(a)	(b)	(a)-(b)
Program 1: Department of the House of Representatives			
Departmental expenses			
Ordinary annual services (<i>Appropriation (Parliamentary Departments) Act No. 1 2012-13</i>)	21,913	20,659	1,254
Revenues from independent sources (section 31)	860	828	32
Other revenues	215	673	(458)
Special accounts	141	117	24
Expenses not requiring appropriation in the budget year	4,264	2,942	1,322
Total for Program 1	27,393	25,219	2,174
Total expenses for Outcome 1	27,393	25,219	2,174
	2011-12	2012-13	
Average staffing level (number)	156	161	

a Full-year budget, including any subsequent adjustment made to the 2012-13 Budget.

3 Business of the House and Federation Chamber

This appendix contains summary information on the business of the House and Federation Chamber in 2012–13.

Events	Spring 2012	Autumn–Winter 2013	Total
Sitting weeks	7	9	16
Sitting days	26	33	59
Hours of sitting ^a			
including suspensions	275	330	605
excluding suspensions	274	328	602
Sittings after midnight	0	0	0
Bills introduced ^b	85	156	241
Private members' bills introduced ^c	11	21	32
Private members' motions moved	40	42	82
Private members' motions agreed to	30	14	44
Committee reports presented ^d	76	121	197
Days on which			
the adjournment motion was debated	19	29	48
matters of public importance were discussed	20	25	45
private members' business occurred	10	9	19
Divisions	79	80	159
Closure of question agreed to	1	3	4
Closure of member agreed to	0	0	0
Bills guillotined	0	0	0

a Hours of sitting are rounded to the nearest hour.

b Includes five Senate bills.

c Includes two private senators' bills.

d Includes advisory reports.

Meetings of the Federation Chamber, 2012-13

Events	Spring 2012	Autumn–Winter 2013	Total
Number of meetings	25	30	55
Hours of meeting (excluding suspensions) ^a	98	158	256
Bills referred	21	77	98
Private members' bills debated	2	6	8
Private members' motions debated	31	31	62
Committee and delegation reports referred	16	23	39
Other papers debated	1	1	2
Days on which			
the adjournment motion was debated	8	5	13
grievance debate occurred	5	6	11
private members' business occurred	5	6	11

a Hours of meeting are rounded to the nearest hour.

Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2009-10 to 2012-13

Event	2009-10	2010-11	2011-12	2012-13
Total government bills (including bills brought from the Senate)	221	169	229	209
Introduced in				
the House	216	154	219	206
the Senate	5	15	10	3
Total private members' bills introduced ^a	15	17	27	32
Second reading amendments moved	12	14	17	9
Consideration in detail amendments moved				
government	329	125	427	701
opposition	38	161	149	140
independent/minor party	96	6	135	82
amendments to private members' bills	0	0	21	0
Consideration in detail amendments passed				
government	329	125	427	701
opposition	1	4	8	5
independent/minor party	0	2	9	22
amendments to private members' bills	0	0	13	0

a Includes two private senators' bills.

4 Committee activity

The following table summarises the activities of the House of Representatives and joint committees of the Forty-third Parliament in 2012–13.

Committee	Meetings	Inquiries active at 30 June 2013	Reports presented (oral reports)
Aboriginal and Torres Strait Islander Affairs	20	0	3
Agriculture, Resources, Fisheries and Forestry	48	0	7
Appropriations and Administration	5	0	3
Australian Commission for Law Enforcement Integrity ^a	9	0	2
Broadcasting Legislation	6	0	1(1)
Broadcasting of Parliamentary Proceedings	4	0	1
Climate Change, Environment and the Arts	19	0	2(3)
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples ^a	13	0	2
Constitutional Recognition of Local Government	7	0	2
Corporations and Financial Services ^a	45	2	18
Cyber-Safety	12	0	2
DisabilityCare Australia ^a	1	1	0
Economics	37	2	10
Education and Employment	43	1	9
Electoral Matters	14	0	3
Foreign Affairs, Defence and Trade	115	2	9
Gambling Reform ^a	17	0	4
Health and Ageing	40	1	4
Human Rights ^a	27	0	18
Infrastructure and Communications	26	2	1(2)
Intelligence and Security	24	1	4
Law Enforcement ^a	14	1	4
Migration	15	0	1
National Broadband Network	18	0	2
National Capital and External Territories	28	0	5
Petitions	21	0	1
Privileges and Members' Interests	9	1	7
Procedure	18	0	3
Public Accounts and Audit	52	0	9(2)
Publications	12	0	0
Public Works	41	1	7
Regional Australia	21	0	5
Selection	36	0	26
Social Policy and Legal Affairs	39	1	10(4)
Treaties	12	5	8

a Joint committees supported by the Department of the Senate.

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

5 Committee reports and inquiries

The following tables provide details of the activities of House of Representatives and joint committees in 2012–13.

Scrutiny committees, Forty-third Parliament, 2012–13

Committee	Reports	Inquiries active at 30 June 2013
Aboriginal and Torres Strait Islander Affairs, Standing Committee on	<p><i>Sport—more than just a game: contribution of sport to Indigenous wellbeing and mentoring</i> Presented: 24 June 2013 PP: Not yet assigned</p> <p><i>Advisory report: Native Title Amendment Bill 2012</i> Presented: 20 March 2013 PP: 63/2013</p> <p><i>Our land our languages—language learning in Indigenous communities</i> Presented: 17 September 2012 PP: 221/2012</p>	Nil
Agriculture, Resources, Fisheries and Forestry, Standing Committee on	<p><i>Inquiry into the Wine Australia annual report 2011–12</i> Presented: 24 June 2013 PP: 174/2013</p> <p><i>Inquiry into the Australian Centre for International Agricultural Research annual report 2011–12</i> Presented: 24 June 2013 PP: 173/2013</p> <p><i>Report into the National Rural Advisory Council annual report 2011–12</i> Presented: 3 June 2013 PP: 147/2013</p> <p><i>Report on the Rural Industries Research and Development Corporation annual report 2011–2012</i> Presented: 28 May 2013 PP: 139/2013</p> <p><i>Report on the Department of Agriculture, Fisheries and Forestry and Department of Sustainability, Environment, Water, Population and Communities annual reports 2011–12: Caring for Our Country and Landcare</i> Presented: 15 May 2013 PP: 101/2013</p> <p><i>Advisory report on the Agricultural and Veterinary Chemicals Legislation Amendment Bill 2012</i> Presented: 28 February 2013 PP: 53/2013</p>	Nil

Committee	Reports	Inquiries active at 30 June 2013
Agriculture, Resources, Fisheries and Forestry, Standing Committee on (continued)	<i>Netting the benefits— inquiry into the role of science for the future of fisheries and aquaculture</i> Presented: 27 November 2012 PP: 440/2012	Nil
Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on the ^a	<i>Integrity of overseas Commonwealth law enforcement operations— June 2013</i> Presented: 24 June 2013 PP: Not yet assigned <i>Examination of the annual report of the Integrity Commissioner 2011–2012</i> Presented: 18 March 2013 PP: 70/2013	Nil
Broadcasting Legislation, Joint Select Committee on	<i>Three broadcasting reform proposals</i> Presented: 24 June 2013 PP: 193/2013 Inquiry into the Telecommunications Legislation Amendment (Consumer Protection) Bill 2013 Oral statement: 17 June 2013	Nil
Climate Change, Environment and the Arts, Standing Committee on	<i>Managing Australia's biodiversity in a changing climate: the way forward— final report of the inquiry into Australia's biodiversity in a changing climate</i> Presented: 17 June 2013 PP: 158/2013 Inquiry into the Australia Council Bill 2013 and the Australia Council (Consequential and Transitional Provisions) Bill 2013 Oral statement: 16 May 2013 Inquiry into the Environment Protection and Biodiversity Conservation Amendment Bill 2013 Oral statement: 18 March 2013 <i>Case studies on biodiversity conservation: volume 2—second interim report of the inquiry into Australia's biodiversity in a changing climate</i> Presented: 26 November 2012 PP: 427/2012 Inquiry into the Greenhouse and Energy Minimum Standards Bills 2012 Oral statement: 21 August 2012	Nil

Committee	Reports	Inquiries active at 30 June 2013
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples, Joint Select Committee on ^a	<p><i>Progress report</i> Presented: 27 June 2013 PP: 218/2013</p> <p><i>Aboriginal and Torres Strait Islander Peoples Recognition Bill 2012</i> Presented: 30 January 2013 PP: 26/2013</p>	Nil
Constitutional Recognition of Local Government, Joint Select Committee on	<p><i>Final report on the majority finding of the Expert Panel on Constitutional Recognition of Local Government: the case for financial recognition, the likelihood of success and lessons from the history of constitutional referenda</i> Presented: 7 March 2013 PP: 65/2013</p> <p><i>Preliminary report on the majority finding of the Expert Panel on Constitutional Recognition of Local Government: the proposal, timing and likely success of a referendum to amend section 96 of the Australian Constitution to effect financial recognition of local government</i> Presented: 24 January 2013 PP: 18/2013</p>	Nil
Corporations and Financial Services, Parliamentary Joint Statutory Committee on ^a	<p><i>Financial sector reform in China: the role of, and opportunities for, the Australian financial services sector; Report of the Parliamentary Joint Committee on Corporations and Financial Services: delegation to China</i> Presented: 28 June 2013 PP: 222/2013</p> <p><i>Regulatory framework for tax (financial) advice services (previously Tax Laws Amendment (2013 Measures No. 2) Bill 2013, Schedules 3 and 4</i> Presented: 17 June 2013 PP: 200/2013</p> <p><i>Statutory oversight of the Australian Securities and Investments Commission (number 2, 2013)</i> Presented: 16 May 2013 PP: 117/2013</p> <p><i>Corporations and Financial Sector Legislation Amendment Bill 2013</i> Presented: 15 May 2013 PP: 115/2013</p> <p><i>Corporations Amendment (Simple Corporate Bonds and Other Measures) Bill 2013</i> Presented: 15 May 2013 PP: 114/2013</p>	Nil

Committee	Reports	Inquiries active at 30 June 2013
Corporations and Financial Services, Parliamentary Joint Statutory Committee on (continued) ^a	<p><i>Family businesses in Australia—different and significant: why they shouldn't be overlooked</i> Presented: 20 March 2013 PP: 73/2013</p> <p><i>Tax and Superannuation Laws Amendment (2013 Measures No. 1) Bill 2013</i> Presented: 19 March 2013 PP: 69/2013</p> <p><i>Superannuation Legislation Amendment (Reform of Self Managed Superannuation Funds Supervisory Levy Arrangements) Bills 2013</i> Presented: 19 March 2013 PP: 68/2013</p> <p><i>Report on the 2011–12 annual reports of bodies established under the ASIC Act</i> Presented: 14 February 2013 PP: 41/2013</p> <p><i>Statutory oversight of the Australian Securities and Investments Commission (number 1, 2013)</i> Presented: 7 February 2013 PP: 29/2013</p> <p><i>Superannuation Legislation Amendment (Service Providers and Other Governance Measures) Bill 2012</i> Presented: 5 February 2013 PP: 28/2013</p> <p><i>Statutory oversight of the Australian Securities and Investments Commission (number 4, 2012)</i> Presented: 31 October 2012 PP: 406/2012</p> <p><i>Inquiry into the Tax Laws Amendment (Clean Building Managed Investment Trust) Bill 2012</i> Presented: 31 October 2012 PP: 263/2012</p> <p><i>Inquiry into the Personal Liability for Corporate Fault Reform Bill 2012</i> Presented: 29 October 2012 PP: 262/2012</p> <p><i>Inquiry into the Corporations Legislation Amendment (Derivative Transactions) Bill 2012</i> Presented: 11 October 2012 PP: 260/2012</p> <p><i>Inquiry into the Superannuation Legislation Amendment (Further MySuper and Transparency Measures) Bill 2012</i> Presented: 9 October 2012 PP: 258/2012</p>	Nil

Committee	Reports	Inquiries active at 30 June 2013
Corporations and Financial Services, Parliamentary Joint Statutory Committee on ^a	<p><i>Inquiry into the Australian Charities and Not-for-profits Commission Bill 2012; the Australian Charities and Not-for-profits Commission (Consequential and Transitional) Bill 2012; and the Tax Laws Amendment (Special Conditions for Not-for-profit Concessions) Bill 2012</i> Presented: 10 September 2012 PP: 254/2012</p> <p><i>Statutory oversight of the Australian Securities and Investments Commission (number 3, 2012)</i> Presented: 21 August 2012 PP: 209/2012</p>	Nil
Cyber-Safety, Joint Select Committee on	<p><i>Issues surrounding cyber-safety for Indigenous Australians</i> Presented: 24 June 2013 PP: Not yet assigned</p> <p><i>Cybersafety for seniors: a worthwhile journey—second interim report</i> Presented: 16 April 2013 PP: 127/2013</p>	Nil
DisabilityCare Australia, Joint Select Committee on	Nil	Inquiry into and report on the implementation progress with the rollout of DisabilityCare Australia, and related matters
Economics, Standing Committee on	<p><i>Advisory report on the Tax Laws Amendment (2013 Measures No. 2) Bill 2013</i> Presented: 3 June 2013 PP: 146/2013</p> <p><i>Advisory report on the Tax and Superannuation Laws Amendment (2013 Measures No. 2) Bill 2013</i> Presented: 14 May 2013 PP: 106/2013</p> <p><i>Review of the Reserve Bank annual report 2012 (first report)</i> Presented: 18 March 2013 PP: 58/2013</p> <p><i>Advisory report on the Tax Laws Amendment (Countering Tax Avoidance and Multinational Profit Shifting) Bill 2013</i> Presented: 12 March 2013 PP: 55/2013</p> <p><i>Advisory report on the Tax Laws Amendment (2012 Measures No. 6) Bill 2012</i> Presented: 11 February 2013 PP: 21/2013</p>	<p>Inquiry into the Minerals Resource Rent Tax Amendment (Protecting Revenue) Bill 2013</p> <p>Inquiry into the Competition and Consumer Amendment (Australian Food Labelling) Bill 2012</p>

Committee	Reports	Inquiries active at 30 June 2013
<p>Economics, Standing Committee on (continued)</p>	<p><i>Report on Australia's oil refinery industry</i> Presented: 5 February 2013 PP: 16/2013</p> <p><i>Review of the Reserve Bank annual report 2011 (second report)</i> Presented: 1 November 2012 PP: 310/2012</p> <p><i>Advisory report on the Clean Energy Amendment Bill 2012: Clean Energy Amendment (International Emissions Trading and Other Measures) Bill 2012; Clean Energy (Charges—Excise) Amendment Bill 2012; Clean Energy (Charges—Customs) Amendment Bill 2012; Excise Tariff Amendment (Per-Tonne Carbon Price Equivalent) Bill 2012; Ozone Protection and Synthetic Greenhouse Gas (Import Levy) Amendment (Per-Tonne Carbon Price Equivalent) Bill 2012; Ozone Protection and Synthetic Greenhouse Gas (Manufacture Levy) Amendment (Per-Tonne Carbon Price Equivalent) Bill 2012; Clean Energy (Unit Issue Charge—Auctions) Amendment Bill 2012</i> Presented: 10 October 2012 PP: 264/2012</p> <p><i>Report on the exposure draft of the Australian Charities and Not-for-profits Commission Bills 2012</i> Presented: 15 August 2012 PP: 213/2012</p> <p><i>Advisory report on the Tax Laws Amendment (2012 Measures No. 4) Bill 2012</i> Presented: 15 August 2012 PP: 212/2012</p>	<p>Nil</p>
<p>Education and Employment, Standing Committee on</p>	<p><i>Advisory report on the Australian Education (Consequential and Transitional Provisions) Bill 2013</i> Presented: 19 June 2013 PP: 209/2013</p> <p><i>Advisory report on the Early Years Quality Fund Special Account Bill 2013</i> Presented: 19 June 2013 PP: 208/2013</p> <p><i>Advisory report on the Fair Work Amendment Bill 2013</i> Presented: 5 June 2013 PP: 150/2013</p> <p><i>Advisory report on the Fair Work Amendment (Tackling Job Insecurity) Bill 2012</i> Presented: 5 June 2013 PP: 151/2013</p>	<p>Inquiry into the role of the Technical and Further Education system and its operation</p>

Committee	Reports	Inquiries active at 30 June 2013
Education and Employment, Standing Committee on (continued)	<p><i>Advisory report on the Australian Education Bill 2012</i> Presented: 29 May 2013 PP: 143/2013</p> <p><i>International education support and collaboration—review of the 2010–2011 annual report of the Department of Education, Employment and Workplace Relations</i> Presented: 27 May 2013 PP: 135/2013</p> <p><i>Advisory report on the Higher Education Support Amendment (Asian Century) Bill 2013</i> Presented: 27 May 2013 PP: 134/2013</p> <p><i>Workplace bullying: we just want it to stop</i> Presented: 26 November 2012 PP: 426/2012</p> <p><i>Advisory report on the Higher Education Support Amendment (Maximum Payment Amounts and Other Measures) Bill 2012</i> Presented: 10 October 2012 PP: 249/2012</p>	
Electoral Matters, Joint Standing Committee on	<p><i>Advisory report on the Electoral and Referendum Amendment (Improving Electoral Administration) Bill 2012</i> Presented: 27 February 2013 PP: 54/2013</p> <p><i>Review of the AEC analysis of the FWA report on the HSU</i> Presented: 20 September 2012 PP: 248/2012</p> <p><i>Advisory report on the Electoral and Referendum Amendment (Improving Electoral Procedure) Bill 2012</i> Presented: 16 August 2012 PP: 206/2012</p>	Nil
Foreign Affairs, Defence and Trade, Joint Standing Committee on	<p><i>Review of the Defence annual report 2011–2012</i> Presented: 27 June 2013 PP: Not yet assigned</p> <p><i>Care of ADF personnel wounded and injured on operations—inquiry of the Defence Sub-Committee</i> Presented: 24 June 2013 PP: 179/2013</p> <p><i>Visit to Timor-Leste and Indonesia, 7 to 11 November 2011—report of the delegation</i> Presented: 24 June 2013 PP: 176/2013</p>	<p>Inquiry into Australia's relationship with Timor-Leste</p> <p>Inquiry into the African Development Bank Bill 2013</p>

Committee	Reports	Inquiries active at 30 June 2013
Foreign Affairs, Defence and Trade, Joint Standing Committee on (continued)	<p><i>Trading lives: modern day human trafficking—inquiry of the Human Rights Sub-Committee</i> Presented: 24 June 2013 PP: 175/2013</p> <p><i>Australia's trade and investment relationship with Japan and the Republic of Korea—inquiry of the Trade Sub-Committee</i> Presented: 3 June 2013 PP: 145/2013</p> <p><i>Advisory report on the International Fund for Agricultural Development Amendment Bill 2012—inquiry of the Foreign Affairs Sub-Committee</i> Presented: 26 November 2012 PP: 437/2012</p> <p><i>Australia's overseas representation—punching below our weight?—inquiry of the Foreign Affairs Sub-Committee</i> Presented: 29 October 2012 PP: 267/2012</p> <p><i>Review of the Defence annual report 2010–2011</i> Presented: 17 September 2012 PP: 225/2012</p> <p><i>More than just talk—Australia's human rights dialogues with China and Vietnam</i> Presented: 20 August 2012 PP: 197/2012</p>	
Gambling Reform, Joint Select Committee on ^a	<p><i>Final report: The Poker Machine Harm Reduction (\$1 Bets and Other Measures) Bill 2012, Anti-Money Laundering Amendment (Gaming Machine Venues) Bill 2012, Interactive Gambling Amendment (Virtual Credits) Bill 2013</i> Presented: 24 June 2013 PP: 206/2013</p> <p><i>Fifth report: The advertising and promotion of gambling services in sport; Broadcasting Services Amendment (Advertising for Sports Betting) Bill 2013</i> Presented: 7 June 2013 PP: 198/2013</p> <p><i>Fourth report: National Gambling Reform Bill 2012 and related bills</i> Presented 23 November 2012 PP: 445/2012</p> <p><i>Third report: The prevention and treatment of problem gambling</i> Presented: 12 October 2012 PP: 261/2012</p>	Nil

Committee	Reports	Inquiries active at 30 June 2013
<p>Health and Ageing, Standing Committee on</p>	<p><i>Thinking ahead: report on the inquiry into dementia—early diagnosis and intervention</i> Presented: 24 June 2013 PP: 191/2013</p> <p><i>Bridging the dental gap: report on the inquiry into adult dental services</i> Presented: 17 June 2013 PP: 159/2013</p> <p><i>Diseases have no borders—report on the inquiry into health issues across international borders</i> Presented: 20 March 2013 PP: 64/2013</p> <p><i>Living with the pain of adhesive arachnoiditis—report on the roundtable into adhesive arachnoiditis</i> Presented: 11 February 2013 PP: 19/2013</p>	<p>Roundtable on skin cancer in Australia: awareness, early diagnosis and management</p>
<p>Human Rights, Parliamentary Joint Committee on^a</p>	<p><i>Eleventh report of 2013: Stronger Futures in the Northern Territory Act 2012 and related legislation</i> Presented: 26 June 2013 PP: 234/2013</p> <p><i>Tenth report of 2013: Bills introduced 17–20 June 2013; Legislative instruments registered with the Federal Register of Legislative Instruments 18 May–7 June 2013</i> Presented: 26 June 2013 PP: 233/2013</p> <p><i>Ninth report of 2013: Migration Legislation Amendment (Regional Processing and Other Measures) Act 2012 and related legislation</i> Presented: 19 June 2013 PP: 232/2013</p> <p><i>Eighth report of 2013: Bills introduced 27 May – 6 June 2013; Human rights and civil penalties</i> Presented: 19 June 2013 PP: 231/2013</p> <p><i>Seventh report of 2013: Bills introduced 14–16 May 2013; Legislative instruments registered with the Federal Register of Legislative Instruments 20 April – 17 May 2013</i> Presented: 5 June 2013 PP: 230/2013</p> <p><i>Sixth report of 2013: Bills introduced 18–21 March 2013; Legislative instruments registered with the Federal Register of Legislative Instruments 16 February – 19 April 2013</i> Presented: 15 May 2013 PP: 229/2013</p>	<p>Nil</p>

Committee	Reports	Inquiries active at 30 June 2013
Human Rights, Parliamentary Joint Committee on (continued) ^a	<p><i>Fifth report of 2013: Social Security Legislation Amendment (Fair Incentives to Work) Act 2012</i> Presented: 20 March 2013 PP: 228/2013</p> <p><i>Fourth report of 2013: Bills introduced 12–14 March 2013; Select legislative instruments registered with the Federal Register of Legislative Instruments 17–20 December 2012</i> Presented: 20 March 2013 PP: 227/2013</p> <p><i>Third report of 2013: Bills introduced 5–28 February 2013; Legislative instruments registered with the Federal Register of Legislative Instruments 5 January – 15 February 2013</i> Presented: 3 March 2013 PP: 226/2013</p> <p><i>Second report of 2013: Australian Sports Anti-Doping Authority Amendment Bill 2013</i> Presented: 13 February 2013 PP: 225/2013</p> <p><i>First report of 2013: Bills introduced 19–29 November 2012; Legislative instruments registered with the Federal Register of Legislative Instruments 17 November 2012 – 4 January 2013</i> Presented: 6 February 2013 PP: 224/2012</p> <p><i>Seventh report of 2012: Bills introduced 29 October – 1 November 2012; Legislative instruments registered with the Federal Register of Legislative Instruments 17 October – 16 November 2012</i> Presented: 28 November 2012 PP: 478/2012</p> <p><i>Sixth report of 2012: Bills introduced 9–11 October 2012; Legislative instruments registered with the Federal Register of Legislative Instruments 20 September – 16 October 2012</i> Presented: 31 October 2012 PP: 477/2012</p> <p><i>Fifth report of 2012: Bills and legislative instruments introduced 17–20 September 2012</i> Presented: 10 October 2012 PP: 476/2012</p>	

Committee	Reports	Inquiries active at 30 June 2013
Human Rights, Parliamentary Joint Committee on (continued) ^a	<p><i>Fourth report of 2012: Interim Report—Social Security Legislation Amendment (Fair Incentives to Work) Bill 2012</i> Presented: 20 September 2012 PP: 475/2012</p> <p><i>Third report of 2012: Bills and legislative instruments introduced 10–14 September 2012</i> Presented: 19 September 2012 PP: 474/2012</p> <p><i>Second report of 2012: Bills introduced 14–23 August 2012; Legislative instruments registered with the Federal Register of Legislative Instruments 22 July – 23 August 2012</i> Presented: 12 September 2012 PP: 473/2012</p> <p><i>First report of 2012: Bills introduced 18–29 June 2012</i> Presented: 22 August 2012 PP: 472/2012</p>	
Infrastructure and Communications, Standing Committee on	<p><i>Advisory report on the Broadcasting Legislation Amendment (Digital Dividend) Bill 2013</i> Presented: 18 March 2013 PP: 75/2013</p> <p>Inquiry into Broadcasting Legislation Oral statement: 18 March 2013</p> <p>Inquiry into National Electricity Bill 2012 Oral statement: 11 February 2013</p>	<p>Inquiry into IT pricing</p> <p>Inquiry into smart infrastructure</p>
Intelligence and Security, Parliamentary Joint Committee on	<p><i>Report of the inquiry into potential reforms of Australia's national security legislation</i> Presented: 24 June 2013 PP: 170/2013</p> <p><i>Review of administration and expenditure no. 10 (2010–2011)—Australian intelligence agencies</i> Presented: 27 May 2013 PP: 126/2013</p> <p><i>Annual report of committee activities 2011–2012</i> Presented: 11 February 2013 PP: 17/2013</p> <p><i>Review of the re-listing of five terrorist organisations</i> Presented: 10 October 2012 PP: 251/2012</p>	<p>Review of administration and expenditure no. 11 (2011–2012)—Australian intelligence agencies</p>
Law Enforcement, Parliamentary Joint Committee on ^a	<p><i>Examination of the Australian Federal Police annual report 2011–12</i> Presented: 15 May 2013 PP: 121/2013</p>	<p>Inquiry into the spectrum for public safety mobile broadband</p>

Committee	Reports	Inquiries active at 30 June 2013
Law Enforcement, Parliamentary Joint Committee on (continued) ^a	<p><i>Inquiry into the gathering and use of criminal intelligence</i> Presented: 15 May 2013 PP: 119/2013</p> <p><i>Examination of the Australian Crime Commission annual report 2011–12</i> Presented: 15 May 2013 PP: 120/2013</p> <p><i>Regulatory Powers (Standard Provisions) Bill 2012</i> Presented: 28 November 2012 PP: 450/2012</p>	
Migration, Joint Standing Committee on	<p><i>Inquiry into migration and multiculturalism in Australia</i> Presented: 18 March 2013 PP: 59/2013</p>	Nil
National Broadband Network, Joint Committee on the	<p><i>Review of the rollout of the National Broadband Network—fifth report</i> Presented: 17 June 2013 PP: 160/2013</p> <p><i>Review of the rollout of the National Broadband Network—fourth report</i> Presented: 28 February 2013 PP: 56/2013</p>	Nil
National Capital and External Territories, Joint Standing Committee on the	<p><i>Report of the inquiry into the provision of amenity within the Parliamentary Triangle</i> Presented: 28 June 2013 PP: Not yet assigned</p> <p><i>Report on the visit to the Indian Ocean Territories—21–25 October 2012</i> Presented: 28 June 2013 PP: Not yet assigned</p> <p><i>Report on the visit to Norfolk Island—29–30 April 2013</i> Presented: 5 June 2013 PP: 152/2013</p> <p><i>An Estate for the future—the allocation of land to diplomatic missions in the ACT</i> Presented: 28 March 2013 PP: 128/2013</p> <p><i>Report on the visit to Antarctica—12–13 December 2012</i> Presented: 18 March 2013 PP: 62/2013</p>	Nil
Public Accounts and Audit, Joint Committee of	<p>Public sector scrutiny review 2013 Oral statement: 27 June 2013</p> <p>Annual public hearing with the Commissioner of Taxation—2013 Oral statement: 27 June 2013</p> <p><i>Report 439: Review of Auditor-General's reports nos. 11 to 31 (2012–13)</i> Presented: 27 June 2013 PP: 192/2013</p>	Nil

Committee	Reports	Inquiries active at 30 June 2013
Public Accounts and Audit, Joint Committee of (continued)	<p><i>Report 438: Advisory report on the Public Governance, Performance and Accountability Bill 2013</i> Presented: 4 June 2013 PP: 149/2013</p> <p><i>Report 437: Review of Auditor-General's reports nos. 2 to 10 (2012-13)</i> Presented 29 May 2013 PP: 141/2013</p> <p><i>Report 436: Review of the 2011-12 Defence Materiel Organisation major projects report</i> Presented: 29 May 2013 PP: 140/2013</p> <p><i>Report 435: Review of Auditor-General's reports nos. 33 (2011-12) to 1 (2012-13)</i> Presented: 29 November 2012 PP: 458/2012</p> <p><i>Report 434: Annual public hearing with the Commissioner of Taxation—2012</i> Presented: 26 November 2012 PP: 429/2012</p> <p><i>Report 433: Annual report 2011-12</i> Presented: 26 November 2012 PP: 428/2012</p> <p><i>Report 432: APS—Fit for service—Australian Public Service annual update</i> Presented: 23 August 2012 PP: 205/2012</p> <p><i>Report 431: Review of Auditor-General's reports nos. 24 to 32 (2011-12)</i> Presented: 23 August 2012 PP: 204/2012</p>	
Public Works, Parliamentary Standing Committee on	<p><i>Report 3/2013: Referrals made May 2013</i> Presented: 24 June 2013 PP: 177/2013</p> <p><i>Report 2/2013: Referrals made February to April 2013</i> Presented: 15 May 2013 PP: 105/2013</p> <p><i>Report 1/2013: Referrals made May to November 2012</i> Presented: 18 March 2013 PP: 61/2013</p> <p><i>Seventy-sixth annual report</i> Presented: 18 March 2013 PP: 60/2013</p> <p><i>Report 6/2012: Referrals made May to September 2012</i> Presented: 26 November 2012 PP: 456/2012</p>	

Committee	Reports	Inquiries active at 30 June 2013
Public Works, Parliamentary Standing Committee on (continued)	<p><i>Report 5/2012: Referrals made May 2012</i> Presented: 17 September 2012 PP: 224/2012</p> <p><i>Report 4/2012: Referrals made May 2012</i> Presented: 20 August 2012 PP: 200/2012</p>	
Regional Australia, Standing Committee on	<p><i>Unauthorised disclosure of confidential committee document</i> Presented: 16 May 2013 PP: 103/2013</p> <p><i>Cancer of the bush or salvation for our cities? Fly-in, fly-out and drive-in, drive-out workforce practices in regional Australia</i> Presented: 13 February 2013 PP: 24/2013</p> <p><i>Advisory report: Water Amendment (Water for the Environment Special Account) Bill 2012</i> Presented: 28 November 2012 PP: 457/2012</p> <p><i>Advisory report: Water Amendment (Long-term Average Sustainable Diversion Limit Adjustment) Bill 2012</i> Presented: 10 October 2012 PP: 252/2012</p> <p><i>Report into certain matters relating to the proposed Murray–Darling Basin plan</i> Presented: 6 July 2012 PP: 198/2012</p>	Nil
Social Policy and Legal Affairs, Standing Committee on	<p><i>Troubled waters: inquiry into the arrangements surrounding crimes committed at sea</i> Presented: 24 June 2013 PP: 190/2013</p> <p><i>Intellectual Property Laws Amendment Bill 2013</i> Presented: 19 June 2013 PP: 223/2013</p> <p><i>Advisory report: Public Interest Disclosure (Whistleblower Protection) Bill 2012; Public Interest Disclosure (Whistleblower Protection) (Consequential Amendments) Bill 2012; Public Interest Disclosure Bill 2013</i> Presented: 28 May 2013 PP: 138/2013</p> <p><i>Sex Discrimination Amendment (Sexual Orientation, Gender Identity and Intersex Status) Bill 2013</i> Presented: 27 May 2013 PP: 136/2013</p>	Inquiry into the Wild Rivers (Environmental Management) Bill 2011

Committee	Reports	Inquiries active at 30 June 2013
<p>Social Policy and Legal Affairs, Standing Committee on (continued)</p>	<p><i>Advisory report: Courts and Tribunals Legislation Amendment (Administration) Bill 2012</i> Presented: 11 February 2013 PP: 20/2013</p> <p><i>FASD: The hidden harm—inquiry into the prevention, diagnosis and management of Fetal Alcohol Spectrum Disorders</i> Presented: 29 November 2012 PP: 443/2012</p> <p><i>Inquiry into the Freedom of Information Amendment (Parliamentary Budget Office) Bill 2012</i> Oral statement: 29 October 2012</p> <p><i>Inquiry into the Crimes Legislation Amendment (Serious Drugs, Identity Crime and Other Measures) Bill 2012</i> Oral statement: 29 October 2012</p> <p><i>Inquiry into the Law Enforcement Integrity Legislation Amendment Bill 2012</i> Oral statement: 10 October 2012</p> <p><i>Advisory report: Social Security and Other Legislation Amendment (Further 2012 Budget and Other Measures) Bill 2012</i> Presented: 10 October 2012 PP: 250/2012</p> <p><i>Advisory report: Do Not Knock Register Bill 2012</i> Presented: 17 September 2012 PP: 222/2012</p> <p><i>Advisory report: Privacy Amendment (Enhancing Privacy Protection) Bill 2012</i> Presented: 17 September 2012 PP: 223/2012</p> <p><i>Advisory report: National Integrity Commissioner Bill 2012</i> Presented: 10 September 2012 PP: 217/2012</p> <p><i>Inquiry into the Customs Amendment (Smuggled Tobacco) Bill 2012</i> Oral statement: 20 August 2012</p>	

Committee	Reports	Inquiries active at 30 June 2013
Treaties, Joint Standing Committee on	<i>Report 134: Treaties tabled on 12 March and 14 May 2013</i> Presented: 25 June 2013 PP: 195/2013	Treaties tabled on 18 June 2013 Treaty tabled on 14 May 2013
	<i>Report 133: Review into treaties tabled on 1 November 2012</i> Presented: 27 May 2013 PP: 133/2013	Treaties tabled on 12 March and 14 May 2013 Treaties tabled on 12 March 2013 Treaties tabled on 1 November 2012
	<i>Report 132: Treaties tabled on 18 September and 30 October 2012</i> Presented: 13 March 2013 PP: 57/2013	
	<i>Report 131: Treaties tabled on 21 August, 11 and 18 September 2012</i> Presented: 28 November 2012 PP: 442/2012	
	<i>Report 130: Treaty tabled on 14 August 2012</i> Presented: 31 October 2012 PP: 297/2012	
	<i>Report 129: Treaties tabled on 19 and 26 June 2012</i> Presented: 10 September 2012 PP: 218/2012	
	<i>Report 128: Review of the Treaties Ratification Bill 2012</i> Presented: 15 August 2012 PP: 196/2012	
	<i>Report 127: Treaties tabled on 20 March and 8 May 2012</i> Presented: 15 August 2012 PP: 195/2012	

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

Internal committees, Forty-third Parliament, 2012-13

Committee	Purpose	Reports/inquiries
Appropriations and Administration, Standing Committee on	The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations and Staffing.	<p><i>Report 6: Annual report 2012-13</i> Presented: 27 June 2013 PP: 188/2013</p> <p><i>Report 5: Budget estimates 2013-14 for the Department of the House of Representatives</i> Presented: 16 May 2013 PP: 102/2013</p> <p><i>Report 4: Annual report 2011-12</i> Presented: 20 September 2012 PP: 229/2012</p>
Broadcasting of Parliamentary Proceedings, Joint Committee on the	The committee meets when required to consider the general principles applying to radio broadcasting of proceedings of parliament; the committee has more limited jurisdiction in relation to televising of proceedings.	<i>Broadcasting of parliamentary proceedings: general principles and standing determinations</i> Presented: 25 June 2013 PP: 183/2013
House Committee	The committee usually meets with the equivalent Senate committee as the Joint House Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Parliamentary Library, Joint Standing Committee on the	The committee usually meets with the equivalent Senate committee as the Joint Library Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Petitions, Standing Committee on	The committee receives and processes petitions, and inquires into and reports to the House on any matter relating to petitions and the petitions system. Information on how to go about petitioning the House of Representatives is available at the petitions page on the Parliament of Australia website.	<i>The work of the Petitions Committee: 2010-2013—An established part of the democratic process</i> Presented: 24 June 2013 PP: 194/2013
Privileges and Members' Interests, Standing Committee of	The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversight arrangements for the maintenance of the Register of Members' Interests and consider any specific complaints about the registering of interests.	<p><i>Report concerning an application from Mr Brian McCarty for the publication of a response to a reference made in the House of Representatives</i> Presented: 27 June 2013</p> <p><i>Report concerning an application from Mr Matthew Joyce for the publication of a response to a reference made in the House of Representatives</i> Presented: 16 May 2013</p> <p><i>Report concerning an application from Mr Michael Smith for the publication of a response to a reference made in the House of Representatives</i> Presented: 14 March 2013</p>

Committee	Purpose	Reports/inquiries
Privileges and Members' Interests, Standing Committee of (continued)		<p><i>Report concerning an application from Mr Ian Munro for the publication of a response to a reference made in the House of Representatives</i> Presented: 14 February 2013</p> <p><i>Report concerning an application from Mr Brian McCarty for the publication of a response to a reference made in the House of Representatives</i> Presented: 14 February 2013</p> <p><i>Report concerning the registration and declaration of members' interests during 2012</i> Presented: 14 February 2013 PP: 25/2013</p> <p><i>Report concerning the possible unauthorised disclosure of the internal proceedings of the committee</i> Presented: 20 August 2012 PP: 201/2012</p> <p>Current inquiry: 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>Electronic voting in the House of Representatives</i> Presented: 24 June 2013 PP: 172/2013</p> <p><i>Maintenance of the standing and sessional orders</i> Presented: 24 June 2013 PP: 171/2013</p> <p><i>Monitoring and review of procedural changes implemented in the 43rd Parliament: 4th Report</i> Presented: 26 November 2012 PP: 438/2012</p>
Publications, Parliamentary Joint Committee on	The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of papers presented to parliament.	Nil
Selection Committee	The committee has been established to determine the program of business for committee and delegation business and private members' business for each sitting Monday, to recommend items of private members' business to be voted on, and to select bills for referral to committees.	The committee released 26 reports

6 Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2012–13.

Date	Delegation	Country represented
11–18 August 2012	Parliamentary delegation from Ireland	Ireland
13–17 August 2012	Parliamentary delegation from Laos	Laos
19–22 August 2012	Parliamentary delegation from the United Kingdom	United Kingdom
19–26 August 2012	Visit by the Hon Dr Patrick Herminie, Speaker of the National Assembly of Seychelles	Seychelles
17–23 September 2012	Parliamentary delegation from Myanmar	Myanmar
6–13 October 2012	Parliamentary delegation from Myanmar	Myanmar
28 October 2012 – 2 November 2012	Parliamentary delegation from New Zealand	New Zealand
29 October 2012 – 3 November 2012	Parliamentary delegation from China	China
29 October 2012 – 3 November 2012	Parliamentary delegation from Morocco	Morocco
23 November 2012 – 3 December 2012	Visit by Lord Fakafunua, Speaker of the Legislative Assembly of Tonga	Tonga
11–16 February 2013	Parliamentary delegation from the European Parliament	European Parliament
13–20 March 2013	Visit by an ASEAN parliamentary delegation	Cambodia, Indonesia, Malaysia, Myanmar, Thailand and Vietnam
4–8 June 2013	Parliamentary delegation from China	China

7 Other incoming parliamentary visits

This appendix contains summary information on other incoming parliamentary visits in 2012–13.

Date	Delegation	Country represented
12 September 2012	Committee on Taxation of the Parliament of Sweden	Sweden
28–29 November 2012	Delegation from the National Assembly of Vietnam	Vietnam
7 February 2013	Mr Peter Jeppsson MP, member of the Parliamentary Committee on Defence of the Parliament of Sweden	Sweden
11–15 February 2013	Delegation from the National Assembly of Afghanistan	Afghanistan
14 February 2013	Parliamentary delegation from India	India
18–19 April 2013	Members of the Parliamentary Service Commission of Tanzania	Tanzania
14–15 May 2013	Delegation from the National Assembly of Vietnam	Vietnam
22 May 2013	Delegation from the Committee of Budget, Taxation and Finance, Indonesian Regional Council	Indonesia
3–4 June 2013	The Hon Theo Zurenuoc MP, Speaker of the Parliament of Papua New Guinea	Papua New Guinea
4 June 2013	Parliamentary delegation from India	India

8 Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2012–13.

Date	Event	Delegation members
12–27 July 2012	President of the Senate, Senator the Hon John Hogg visit to Canada and the United States of America	Senator the Hon John Hogg <i>President of the Senate</i>
14–23 July 2012	Parliamentary delegation to China by members of the Senate Standing Committees on Education, Employment and Workplace Relations	Senator Gavin Marshall <i>Delegation Leader</i> Senator Chris Back <i>Deputy Leader</i> Senator Catryna Bilyk Senator Bridget McKenzie
15–27 July 2012	Parliamentary delegation to Japan and the Republic of Korea by members of the Trade Sub-Committee of the Joint Standing Committee on Foreign Affairs, Defence and Trade	Ms Janelle Saffin MP <i>Delegation Leader</i> The Hon Bruce Scott MP <i>Deputy Leader</i> The Hon Dick Adams MP Senator the Hon Ian Macdonald Senator the Hon Ursula Stephens The Hon Dr Sharman Stone
25 August 2012 – 7 September 2012	Parliamentary delegation to Canada and Mongolia by members of the House of Representatives Standing Committee on Regional Australia	Mr Tony Windsor MP <i>Delegation Leader</i> Mr Barry Haase MP Ms Kirsten Livermore MP Mr Michael McCormack MP
25 August 2012 – 7 September 2012	Parliamentary delegation to ASEAN countries (the Philippines, Laos and Myanmar)	Senator Claire Moore <i>Delegation Leader</i> Senator Alan Eggleston Mr John Forrest MP The Hon Dr Sharman Stone MP
25 August 2012 – 7 September 2012	Parliamentary delegation to China and Indonesia	The Hon Alan Griffin MP <i>Delegation Leader</i> Senator the Hon Richard Colbeck <i>Deputy Leader</i> Mr Rowan Ramsey MP Senator the Hon Ursula Stephens
28 August 2012 – 4 September 2012	Parliamentary delegation to Pakistan	Senator the Hon John Hogg <i>President of the Senate and Delegation Leader</i> Senator the Hon David Johnston <i>Deputy Leader</i> Mr Nick Champion MP Senator Sean Edward Ms Jill Hall MP Mr Graham Perrett MP
6–15 September 2012	Parliamentary delegation to attend the 58th Commonwealth Parliamentary Association Conference, Colombo, Sri Lanka	Senator Helen Polley <i>Delegation Leader</i> Senator Stephen Parry <i>Deputy Leader</i>

Date	Event	Delegation members
16–23 September 2012	Parliamentary delegation to attend the 33rd General Assembly of the ASEAN Inter-Parliamentary Assembly, Lombok, Indonesia	Senator the Hon Lisa Singh <i>Delegation Leader</i> Mr Luke Simpkins MP
16 September 2012 – 16 December 2012	Parliamentary delegation to attend the United Nations General Assembly, New York	Mr Laurie Ferguson MP Mr Barry Haase MP
24–28 September 2012	Parliamentary delegation to New Zealand by members of the Joint Committee on the National Broadband Network	Mr Rob Oakeshott MP <i>Delegation Leader</i> Mr Rob Mitchell MP <i>Deputy Leader</i> Senator the Hon Doug Cameron Mr Paul Fletcher MP Senator Alex Gallacher Mr Luke Hartsuyker MP The Hon Sussan Ley MP Mr Mike Symon MP
13–28 October 2012	Parliamentary delegation to attend the 127th Assembly of the Inter-Parliamentary Union, Quebec City, Canada and visit to Argentina	The Hon Dick Adams MP <i>Delegation Leader</i> Mr Patrick Secker MP <i>Deputy Leader</i> Senator Sue Boyce The Hon Joel Fitzgibbon MP Mr Harry Jenkins MP The Hon John Murphy MP
3–17 November 2012	Parliamentary delegation to the United Kingdom and Poland	Senator the Hon John Hogg <i>President of the Senate and Delegation Leader</i> Mr Alby Schultz MP <i>Deputy Leader</i> Senator David Bushby Mr Michael Danby MP Ms Sharon Grierson The Hon John Murphy MP
4–11 November 2012	Commonwealth parliamentary visit to the United Kingdom	Ms Michelle Rowland MP
6–16 November 2012	Parliamentary delegation to Algeria and Morocco	Senator Gavin Marshall <i>Delegation Leader</i> The Hon Sharman Stone MP <i>Deputy Leader</i> Mr Darren Cheeseman MP Mr Mark Coulton MP Ms Amanda Rishworth MP
20–25 November 2012	Parliamentary delegation to attend the Parliamentary Event of Interfaith Dialogue, Nusa Dua, Indonesia	Senator David Fawcett The Hon Alan Griffin MP
27–30 January 2013	Parliamentary delegation to attend the 21st Asia Pacific Parliamentary Forum, Vladivostok, Russia	The Hon John Murphy MP <i>Delegation Leader</i> The Hon Bruce Scott MP <i>Deputy Leader</i> The Hon Warren Entsch MP Ms Laura Smyth MP

Date	Event	Delegation members
29 January 2013 – 2 February 2013	Parliamentary delegation to the Philippines by members of the Joint Committee on the Australian Commission for Law Enforcement Integrity	The Hon Melissa Parke MP <i>Delegation Leader</i> Senator Michaelia Cash <i>Deputy Leader</i> Mr Chris Hayes MP Mr Russell Matheson MP Senator Stephen Parry
21 March 2013 – 7 April 2013	Parliamentary delegation to attend the 128th Assembly of the Inter-Parliamentary Union, Quito, Ecuador and visit to Paraguay	Ms Anna Burke MP <i>Speaker of the House of Representatives and Delegation Leader</i> The Hon Dick Adams MP Senator Anne Ruston Mr Patrick Secker MP Senator the Hon Ursula Stephens
7–18 April 2013	Parliamentary delegation to ASEAN countries (Indonesia, Singapore and Vietnam)	Senator Alex Gallacher <i>Delegation Leader</i> Mr Harry Jenkins MP Mr Paul Neville MP Dr Mal Washer MP
8–13 April 2013	Parliamentary delegation to Papua New Guinea	Ms Sharon Grierson MP <i>Delegation Leader</i> Senator the Hon Ian Macdonald <i>Deputy Leader</i> Mrs Jane Prentice MP Mr Mike Symon MP
13–21 April 2013	Parliamentary delegation to South Africa and Zambia	Senator Claire Moore <i>Delegation Leader</i> Senator Helen Polley Mr Patrick Secker MP
22 April 2013 – 2 May 2013	President of the Senate, Senator the Hon John Hogg visit to Thailand and Myanmar	Senator the Hon John Hogg <i>President of the Senate</i>
28 April 2013 – 2 May 2013	Parliamentary delegation to Afghanistan	Mr Harry Jenkins MP <i>Delegation Leader</i> Ms Nola Marino MP <i>Deputy Leader</i> The Hon Ed Husic MP Mr Rob Oakeshott MP
5–11 May 2013	Parliamentary delegation to China by members of the Parliamentary Joint Committee on Corporations and Financial Services	The Hon Alan Griffin MP <i>Delegation Leader</i> Senator Sue Boyce <i>Deputy Leader</i> Ms Laura Smyth MP Senator Anne Urquhart
20–24 May 2013	Speaker of the House Representatives, Ms Anna Burke MP visit to Singapore and Vietnam	Ms Anna Burke MP <i>Speaker of the House of Representatives</i>
28 May 2013 – 9 June 2013	President of the Senate, Senator the Hon John Hogg visit to Argentina and Brazil	Senator the Hon John Hogg <i>President of the Senate</i>

9 Parliamentary staff and other visits

This appendix contains summary information on parliamentary staff and other visits in 2012–13.

Date	Visit	Country represented
14 August 2012	Australian Political Exchange Council's 3rd delegation from the Republic of Korea	Korea
9–10 October 2012	Australian Political Exchange Council's 9th delegation from New Zealand	New Zealand
22 October 2012 – 2 November 2012	Training attachment by community outreach and committee staff from the Samoan Legislative Assembly	Samoa
12–15 March 2013	Centre for Democratic Institutions, Pacific Parliamentary Leadership Dialogue	Papua New Guinea, Solomon Islands and Vanuatu
12–24 May 2013	Training attachment by an information technology officer from the Tongan Legislative Assembly	Tonga
19–31 May 2013	Training attachment by community outreach and human resource directors from the Samoan Legislative Assembly	Samoa
26 May 2013 – 1 June 2013	Pacific Parliaments climate change study visit	Kiribati, Marshall Islands, Samoa and Tonga
30 May 2013	Centre for Democratic Institutions, Pacific Parliamentary Leadership Program	Fiji, Papua New Guinea, Solomon Islands and Vanuatu
26 June 2013	Australian Political Exchange Council's 17th delegation from Vietnam	Vietnam

10 Publications

This appendix contains summary information on Department of the House of Representatives publications in 2012–13.

Type	Title
House of Representatives pages on Parliament of Australia website	<p>www.aph.gov.au/house</p> <p>The site includes members' home pages and home pages for House of Representatives committees and for joint committees administered by the Department of the House of Representatives</p> <p>Most of the publications listed below are available on the site</p>
Publications directly related to the work of the House and its committees	<p><i>About the House</i></p> <p>Magazine containing news of the House and its members; three 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>, April 2011 ■ <i>Committee support standards</i>, April 2011 ■ <i>Dealing with parliamentary committees</i>, February 2012 ■ <i>Making a submission: notes to help those intending to make a submission to a parliamentary committee inquiry</i>, April 2011 ■ <i>Public hearings schedule</i>, revised weekly
	<p><i>A House for the nation</i></p> <p>History project including CD-ROM, documentary and study guide on 100 years of Australia's House of Representatives (1901–2001)</p>
	<p><i>House of Representatives facts and figures: Forty-third Parliament</i></p> <p>A document produced primarily for use by Parliament House visitors' guides, November 2010</p>
	<p><i>House of Representatives guide to procedures, fourth edition</i></p> <p>A concise introduction to the procedures of the House of Representatives, October 2010</p>
	<p>House of Representatives infosheets</p> <ol style="list-style-type: none"> 1 <i>Questions</i>, January 2013 2 <i>A typical sitting day</i>, January 2013 3 <i>The Speaker</i>, January 2013 4 <i>Committees</i>, January 2013 5 <i>Parliamentary privilege</i>, January 2013 6 <i>Opportunities for private members</i>, January 2013 7 <i>Making laws</i>, January 2013 8 <i>Elections for the House of Representatives</i>, January 2013 9 <i>A new parliament</i>, January 2013 10 <i>The Budget and financial legislation</i>, January 2013 11 <i>Petitions</i>, January 2013 12 <i>Finding out about the House</i>, January 2013 13 <i>The Constitution</i>, January 2013 14 <i>Making decisions—debate and division</i>, January 2013 15 <i>The work of a member of parliament</i>, January 2013 16 <i>The Federation Chamber</i>, January 2013

Type	Title
	<p>House of Representatives infosheets (continued)</p> <p>17 <i>Citizens' right of reply</i>, January 2013</p> <p>18 <i>Double dissolution</i>, January 2013</p> <p>19 <i>The House, government and opposition</i>, January 2013</p> <p>20 <i>The Australian system of government</i>, January 2013</p> <p>21 <i>The Clerk and other officials</i>, January 2013</p>
	<p>House of Representatives practice, sixth edition</p> <p>The official authority for issues of practice and procedure, 2012</p>
	<p>Images of the House</p> <p>A pictorial record of the people and events that shaped the House from 1901 to 2001, June 2002</p>
	<p>Members' guides</p> <ul style="list-style-type: none"> ■ <i>Members' guide to presenting a petition</i>, January 2013 ■ <i>Members' guide to private members' bills and amendments</i>, October 2010 ■ <i>Members' guide to raising a matter in the House</i>, October 2010 ■ <i>Members' notes on parliamentary privilege</i>, October 2010
	<p>Members' handbook</p> <p>A guide to services and facilities for members of the House of Representatives, 2010</p>
	<p>Procedural digest</p> <p>A record of procedural events in the House of Representatives, published each sitting week or fortnight</p>
	<p>Procedural publications and research papers</p> <p>Available online at www.aph.gov.au/About_Parliament/House_of_Representatives/Research_and_Education/Procedural_publications</p> <ul style="list-style-type: none"> ■ <i>Committee work in a hung parliament—a House of Representatives perspective</i>, B Wright, July 2013 ■ <i>Hung parliaments—are they good for parliament?</i> B Wright, June 2013 ■ <i>The law making powers of the Houses—three aspects of the financial initiative</i>, Clerk's Office, May 2013 ■ <i>Privilege cases concerning members of parliament</i>, D Elder, January 2013
	<p>The Speaker of the House of Representatives, second edition</p> <p>An illustrated history of the office, role and duties of the Speaker; April 2008</p>
	<p>Standing and Sessional Orders of the House of Representatives</p> <p>The permanent rules of procedure, as at 20 October 2010</p> <p>Amendments to the Standing and Sessional Orders issued in February 2012 and October 2012</p>
	<p>Statistical Digest</p> <p>A statistical record of the work of the House of Representatives, published each sitting week or fortnight</p>
	<p>Work of the Session</p> <p>A periodic summary of the business of the House and its committees, published twice a year: Autumn and Winter 2012 and Spring 2012</p>
	<p>Working with parliamentary committees, October 2010</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>

Type	Title
Publications of an administrative nature	<p><i>Department of the House of Representatives annual report 2011-12</i> The annual report on the operations of the department, presented to the House pursuant to the <i>Parliamentary Service Act 1999</i></p>
	<p><i>Department of the House of Representatives Corporate Plan 2010-13</i></p>
	<p><i>Department of the House of Representatives Enterprise Agreement 2012-15</i></p>
	<p><i>Department of the House of Representatives Portfolio Budget Statements 2013-14</i></p>
	<p><i>Department of the House of Representatives Service Charter: Community Service Standards, April 2013</i></p>

11 Staffing statistics

This appendix contains summary information on the Department of the House of Representatives staffing in 2012–13.

LOCATION AND CLASSIFICATION OF STAFF

Included in the figures in the following table are those representing the sessional staff and parliamentary assistants employed by the department and working on 30 June 2013. 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-going staff are also included in the table.

Staff by location, as at June 2010, 2011, 2012 and 2013

Location	2010	2011	2012	2013
Executive	5	5	5	5
Executive support/project staff	5	6	6	5
Table Office	12	13	14 ^a	14 ^a
Chamber Research Office	8	9	9	9
International and Community Relations Office	–	11 ^b	12	13
Parliamentary Relations Office	7	–	–	–
Liaison and Projects Office	5	–	–	–
Committee Office	64	63	65	64
Serjeant-at-Arms' Office	22 ^c	18 ^d	32 ^e	30 ^f
Finance Office	6	6	5	6
Information Systems and Publishing Office	14 ^g	15 ^g	14 ^a	15 ^a
People Strategies Office	10	12	12	11
Totals	158	158	174	172

a Includes one sessional staff member.

b Parliamentary Relations Office and Liaison and Projects Office were amalgamated.

c Includes 13 sessional staff.

d Includes 10 sessional staff.

e Includes 21 sessional staff.

f Includes 20 sessional staff.

g Includes two sessional staff.

Non-ongoing staff (excluding sessional staff), by location, as at 30 June 2013

Location	Staff
Executive	–
Executive support/project staff	–
Table Office	–
Chamber Research Office	1
International and Community Relations Office	1
Committee Office	3
Serjeant-at-Arms' Office	2
Finance Office	2
Information Systems and Publishing Office	4
People Strategies Office	1
Total	14

SEPARATIONS

The reasons for staff separating from the department, with comparative figures for 2010–11 and 2011–12, are detailed below.

Separations, 2010–11, 2011–12 and 2012–13

Reason for separation	2010–11	2011–12	2012–13
Transfer/promotion to another Commonwealth agency	5	7	5
Resignation	3	5	6
Medical incapacity	1	–	–
Retirement	1	3	2
Cessation of non-ongoing employment	13	18	16
Voluntary retrenchment	3	–	–
Death	1	1	–
Totals	27	34	29

Staff by classification and equal employment opportunity group, as at 30 June 2013

	Executive ^a	Parliamentary Service Levels 4–6	Parliamentary Service Levels 1–3	Totals
Female	31	46	20	97
Male	32	26	17	75
Subtotals	63	72	37	172
Aboriginal and Torres Strait Islander	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Non-English-speaking background	1 (1.6%)	4 (5.6%)	3 (8.1%)	8 (4.7%)
People with disability	1 (1.6%)	2 (2.8%)	1 (2.7%)	4 (2.3%)

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

12 Members' survey 2013

The department conducted its annual members' survey in June 2013 to identify levels of satisfaction with services provided by the department. The survey was identical to last year's survey. The information gathered is required for internal and external reporting purposes and as a benchmark for service provision.

Thirty members were selected randomly for survey and interview. Members were assured of confidentiality in the survey. A total of 19 respondents completed the survey (63 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 2012 survey, in brackets). The result is an overwhelming endorsement of the quality of service provided by the department, with a 99 per cent satisfaction rate overall. The satisfaction rate last year was 96 per cent.

The participants in the survey were also asked about their satisfaction level with the legislative drafting support they receive. Fourteen respondents stated they were satisfied with the service, compared with 12 last year. The remainder stated they had not used the service.

In relation to suggestions for change, some technological advancements were recommended by some members.

Members' satisfaction levels with departmental services, 2013 survey (2012 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	12 (13)	6 (4)	1 (3)	0 (0)
Advice and services received from other staff in relation to Chamber and Federation Chamber duties	11 (12)	6 (4)	2 (4)	0 (0)
Quality and availability of procedural and statistical publications and support in obtaining such information	10 (8)	7 (6)	2 (4)	0 (0)
Procedural advice, research, analytical drafting and administrative support services in relation to committee inquiries and publication of the final report	10 (8)	7 (9)	2 (1)	0 (1)
Rating of the House of Representatives magazine <i>About the House</i>	3 (9)	6 (2)	5 (8)	1 (1)
Advice and support received in relation to overseas parliamentary delegation visits	4 (5)	4 (5)	3 (4)	0 (0)
Services in relation to pay entitlements supplied by the department	7 (5)	6 (7)	5 (7)	0 (0)
Services provided by the Serjeant-at-Arms' Office	12 (5)	7 (12)	0 (2)	0 (0)
Information on members' home page on the Parliament of Australia website	9 (4)	3 (8)	6 (8)	0 (0)

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

13 Contact directory

This appendix contains the contact details of House of Representatives office holders and Department of the House of Representatives Senior Executive officers, as at 30 June 2013.

Office holders and Senior Executive officers		
Speaker of the House of Representatives, Ms Anna Burke MP		
Parliament House	Phone (02) 6277 4000	Fax (02) 6277 2050
Electorate office	Phone (03) 9802 0566	Fax (03) 9802 0588
Email Anna.Burke.MP@aph.gov.au		
Deputy Speaker, the Hon Bruce Scott MP		
Parliament House	Phone (02) 6277 4949	Fax (02) 6277 8421
Electorate office	Phone (07) 4662 2715	Fax (07) 4662 5149
Email Bruce.Scott.MP@aph.gov.au		
Second Deputy Speaker, Mr Steve Georganas MP		
Parliament House	Phone (02) 6277 4415	Fax (02) 6277 8438
Electorate office	Phone (08) 8376 9000	Fax (08) 8376 7888
Email Steve.Georganas.MP@aph.gov.au		
Clerk of the House, Mr Bernard Wright		
Phone (02) 6277 4111	Fax (02) 6277 2006	Email Clerk.Reps@aph.gov.au
Deputy Clerk, Mr David Elder		
Phone (02) 6277 4222	Fax (02) 6277 2006	Email DepClerk.Reps@aph.gov.au
Clerk Assistant (Table), Ms Joanne Towner		
Phone (02) 6277 4777	Fax (02) 6277 4517	Email Joanne.Towner.Reps@aph.gov.au
Clerk Assistant (Committees), Ms Claressa Surtees		
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14 List of requirements

Part of report	Description	Requirement	Page
	Letter of transmittal	Mandatory	iii
	Table of contents	Mandatory	v–vi
	Index	Mandatory	156–62
	Glossary	Mandatory	155
	Contact officer(s)	Mandatory	106
	Internet home page address and internet address for report	Mandatory	ii
Review by Clerk	Review by Clerk	Mandatory	2–5
	Summary of significant issues and developments	Suggested	2–10
	Overview of department's performance and financial results	Suggested	6–10
	Outlook for following year	Suggested	4–5
	Significant issues and developments—portfolio	Portfolio departments—suggested	Not applicable
Departmental overview	Role and functions	Mandatory	6–9
	Organisational structure	Mandatory	6
	Outcome and program structure	Mandatory	7–8
	Where outcome and program structure differs from the Portfolio Budget Statements, Portfolio Additional Estimates Statements or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change	Mandatory	None to report
	Portfolio structure	Portfolio departments—mandatory	Not applicable
Report on performance	Review of performance during the year in relation to programs and contribution to outcomes	Mandatory	11–48
	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	66–70
	Where performance targets differ from the Portfolio Budget Statements or Portfolio Additional Estimates Statements, details of both former and new targets, and reasons for the change	Mandatory	None to report
	Narrative discussion and analysis of performance	Mandatory	11–48
	Trend information	Mandatory	10, 12–16, 18, 27, 33, 58
	Significant changes in nature of principal functions/services	Suggested	None to report
	Performance of purchaser–provider arrangements	If applicable, suggested	53

Part of report	Description	Requirement	Page
	Factors, events or trends influencing departmental performance	Suggested	14-16, 30-1
	Contribution of risk management in achieving objectives	Suggested	52
	Social inclusion outcomes	If applicable, mandatory	Not applicable
	Performance against service charter customer service standards, complaints data, and the department's response to complaints	If applicable, mandatory	52,105
	Discussion and analysis of the department's financial performance	Mandatory	10
	Discussion of any significant changes from the prior year, from budget or anticipated to have a significant impact on future operations	Mandatory	10
	Agency resource statement and summary resource tables by outcomes	Mandatory	71-2
Management and accountability			
Corporate governance	Agency heads are required to certify that their agency complies with the Commonwealth Fraud Control Guidelines	Mandatory	iii
	Statement of the main corporate governance practices in place	Mandatory	50-3
	Names of the senior executive and their responsibilities	Suggested	9, 50
	Senior management committees and their roles	Suggested	50-1, 53
	Corporate and operational planning and associated performance reporting and review	Suggested	51-2
	Approach adopted to identifying areas of significant financial or operational risk	Suggested	52
	Policy and practices on the establishment and maintenance of appropriate ethical standards	Suggested	50
	How nature and amount of remuneration for SES officers is determined	Suggested	59
External scrutiny	Significant developments in external scrutiny	Mandatory	54-5
	Judicial decisions and decisions of administrative tribunals	Mandatory	54
	Reports by the Auditor-General, a parliamentary committee or the Commonwealth Ombudsman	Mandatory	54
Management of human resources	Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	Mandatory	56-60
	Workforce planning, staff turnover and retention	Suggested	57
	Impact and features of enterprise or collective agreements, individual flexibility arrangements, determinations, common law contracts and Australian workplace agreements	Suggested	59
	Training and development undertaken and its impact	Suggested	58
	Work health and safety performance	Suggested	60

Part of report	Description	Requirement	Page numbers
	Productivity gains	Suggested	None to report
	Statistics on staffing	Mandatory	103–4
	Enterprise or collective agreements, individual flexibility arrangements, determinations, common law contracts and Australian workplace agreements	Mandatory	59
	Performance pay	Mandatory	None to report
Assets management	Assessment of effectiveness of assets management	If applicable, mandatory	61
Purchasing	Assessment of purchasing against core policies and principles	Mandatory	61
Consultants	The annual report must include 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). The annual report must include a statement noting that information on contracts and consultancies is available through the AusTender website	Mandatory	61
Australian National Audit Office access clauses	Absence of provisions in contracts allowing access by the Auditor-General	Mandatory	62
Exempt contracts	Contracts exempt from the AusTender	Mandatory	62
Financial statements	Financial statements	Mandatory	111–154
Other mandatory information	Work health and safety (Schedule 2, Part 4 of the <i>Work Health and Safety Act 2011</i>)	Mandatory	60
	Advertising and market research (section 311A of the <i>Commonwealth Electoral Act 1918</i>) and statement on advertising campaigns	Mandatory	62
	Ecologically sustainable development and environmental performance (section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	Mandatory	63
	Compliance with the agency's obligations under the <i>Carer Recognition Act 2010</i>	If applicable, mandatory	Not applicable
	Grant programs	Mandatory	62
	Disability reporting—explicit and transparent reference to agency-level information available through other reporting mechanisms	Mandatory	55
	Information Publication Scheme statement	Mandatory	54–5
	Spatial reporting—expenditure by program between regional and non-regional Australia	If applicable, mandatory	Not applicable
	Correction of material errors in previous annual report	If applicable, mandatory	None to report
	Agency resource statements and resources for outcomes	Mandatory	71–2
	List of requirements	Mandatory	107–9



Chinese stone lion, 1988, in the House of Representatives garden. Gift of the People's Republic of China to the Government of Australia.

FINANCIAL STATEMENTS



INDEPENDENT AUDITOR'S REPORT

To the Speaker of the House of Representatives

I have audited the accompanying financial statements of the Department of the House of Representatives for the year ended 30 June 2013, which comprise: a Statement by the Clerk of the House and Chief Financial Officer; Statement of Comprehensive Income; Balance Sheet; Statement of Changes in Equity; Cash Flow Statement; Schedule of Commitments; and Notes comprising a Summary of Significant Accounting Policies and other explanatory information.

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

The Clerk of the House is responsible for the preparation of financial statements that give a true and fair view in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards, and for such internal control as is necessary to enable the preparation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department of the House of Representatives' preparation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department of the House of Representatives' internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Clerk of the House, as well as evaluating the overall presentation of the financial statements.

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

GPO Box 707 CANBERRA ACT 2601
19 National Circuit BARTON ACT 2600
Phone (02) 6203 7300 Fax (02) 6203 7777

Independence

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

Opinion

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

- (a) have been prepared in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards; and
- (b) give a true and fair view of the matters required by the Finance Minister's Orders including the Department of the House of Representatives' financial position as at 30 June 2013 and of 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
2 October 2013

**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 2013 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the Financial Management and Accountability Act 1997, as amended.



B WRISHT
Clerk of the House

27 September 2013



K SAUNDERS
Chief Financial Officer

27 September 2013

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Statement of Comprehensive Income for not-for-profit Reporting Entities
for the period ended 30 June 2013

	Notes	2013 \$'000	2012 \$'000
EXPENSES			
Employee benefits	<u>3A</u>	18,180	18,061
Supplier	<u>3B</u>	6,038	7,674
Depreciation and amortisation	<u>3C</u>	985	1,130
Write-down and impairment of assets	<u>3D</u>	2	6
Losses from asset sales	<u>3E</u>	14	-
Total expenses		<u>25,219</u>	<u>26,871</u>
LESS:			
OWN-SOURCE INCOME			
Own-source revenue			
Sale of goods and rendering of services	<u>4A</u>	828	853
Other revenue	<u>4B</u>	673	279
Total own-source revenue		<u>1,501</u>	<u>1,132</u>
Gains			
Sale of assets	<u>4C</u>	-	4
Other gains	<u>4D</u>	1,957	3,190
Total gains		<u>1,957</u>	<u>3,194</u>
Total own-source income		<u>3,458</u>	<u>4,326</u>
Net cost of services		<u>21,761</u>	<u>22,545</u>
Revenue from Government	<u>4E</u>	21,913	21,848
Surplus (Deficit) attributable to the Australian Government		<u>152</u>	<u>(697)</u>
		2013	2012
		\$'000	\$'000
OTHER COMPREHENSIVE INCOME			
Items not subject to subsequent reclassification to profit or loss			
Changes in asset revaluation surplus		450	-
Total comprehensive income (loss)		<u>450</u>	<u>-</u>
Total comprehensive income (loss) attributable to the Australian Government		<u>602</u>	<u>(697)</u>

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

Balance Sheet for not-for-profit Reporting Entities

as at 30 June 2013

	Notes	2013 \$'000	2012 \$'000
ASSETS			
Financial Assets			
Cash and cash equivalents	5A	390	538
Trade and other receivables	5B	19,099	17,883
Total financial assets		19,489	18,421
Non-Financial Assets			
Property, plant and equipment	6A	4,217	3,847
Intangibles	6C	1,741	647
Inventories	6E	26	-
Other non-financial assets	6F	120	137
Total non-financial assets		6,104	4,631
Total assets		25,593	23,051
LIABILITIES			
Payables			
Suppliers	7A	395	533
Other payables	7B	1,179	545
Total payables		1,574	1,078
Provisions			
Employee provisions	8A	5,592	5,301
Total provisions		5,592	5,301
Total liabilities		7,166	6,378
Net assets		18,427	16,673
EQUITY			
Parent Entity Interest			
Contributed equity		(12,378)	(13,428)
Reserves		13,437	12,987
Retained surplus (accumulated deficit)		17,368	17,114
Total Equity		18,427	16,673

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

Statement of Changes in Equity for not-for-profit Reporting Entities
for the period ended 30 June 2013

	Retained earnings		Asset revaluation surplus		Contributed equity/capital		Total equity	
	2013	2012	2013	2012	2013	2012	2013	2012
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Opening balance								
Balance carried forward from previous period	17,114	17,835	12,987	12,987	(13,428)	(14,833)	16,673	15,989
Adjustment for errors	-	-	-	-	-	-	-	-
Adjustment for changes in accounting policies	-	-	-	-	-	-	-	-
Adjusted opening balance	17,114	17,835	12,987	12,987	(13,428)	(14,833)	16,673	15,989
Comprehensive income								
Other comprehensive income	-	-	450	-	-	-	450	-
Surplus (Deficit) for the period	152	(697)					152	(697)
Total comprehensive income	152	(697)	450	(697)	-	-	602	(697)
of which:								
Attributable to the Australian Government	152	(697)	450	-	-	-	602	(697)
Transactions with owners								
Distributions to owners								
Returns of capital: Other	102	(24)	-	-	-	-	102	(24)
Contributions by owners								
Departmental capital budget	-	-	-	-	1,050	1,405	1,050	1,405
Sub-total transactions with owners	102	(24)	-	-	1,050	1,405	1,152	1,381
Transfers between equity components	-	-	-	-	-	-	-	-
Closing balance as at 30 June	17,368	17,114	13,437	12,987	(12,378)	(13,428)	18,427	16,673

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

Cash Flow Statement for not-for-profit Reporting Entities
for the period ended 30 June 2013

	Notes	2013 \$'000	2012 \$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations		20,052	21,074
Sales of goods and rendering of services		705	1,021
Net GST received		253	346
Revenue from external sources		1,320	233
Other		20	46
Total cash received		<u>22,350</u>	<u>22,720</u>
Cash used			
Employees		17,905	17,324
Suppliers		4,702	5,023
Total cash used		<u>22,607</u>	<u>22,347</u>
Net cash used by operating activities	9	<u>(257)</u>	<u>373</u>
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment		9	31
Total cash received		<u>9</u>	<u>31</u>
Cash used			
Purchase of property, plant and equipment		726	37
Purchase of intangibles		1,298	515
Purchase of inventories		-	-
Total cash used		<u>2,024</u>	<u>552</u>
Net cash used by investing activities		<u>(2,015)</u>	<u>(521)</u>
FINANCING ACTIVITIES			
Cash received			
Contributed equity (DCB)		2,024	552
Funds transferred to Special Account		102	-
Total cash received		<u>2,126</u>	<u>552</u>
Cash used			
Funds returned to the OPA		-	24
Total cash used		<u>-</u>	<u>24</u>
Net cash from financing activities		<u>2,126</u>	<u>528</u>
Net increase (decrease) in cash held		<u>(146)</u>	<u>380</u>
Cash and cash equivalents at the beginning of the reporting period		538	158
Cash and cash equivalents at the end of the reporting period	5A	<u>390</u>	<u>538</u>

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

SCHEDULE OF COMMITMENTS for Not-For-Profit Reporting Entities*as at 30 June 2013*

	2013	2012
BY TYPE	\$'000	\$'000
Commitments receivable		
Net GST recoverable on commitments ¹	<u>(129)</u>	<u>(187)</u>
Total commitments receivable	<u>(129)</u>	<u>(187)</u>
Commitments payable		
Capital commitments		
Property, plant and equipment ²	-	392
Intangibles ³	<u>1,245</u>	<u>1,458</u>
Total capital commitments	<u>1,245</u>	<u>1,850</u>
Other commitments		
Operating leases ⁴	88	99
Other ⁵	<u>77</u>	<u>250</u>
Total other commitments	<u>165</u>	<u>349</u>
Net commitments by type	<u>1,281</u>	<u>2,012</u>
BY MATURITY		
Commitments receivable		
Operating lease income		
One year or less	(7)	(6)
From one to five years	<u>(1)</u>	<u>(3)</u>
Total operating lease income	<u>(8)</u>	<u>(9)</u>
Other commitments receivable		
One year or less	(113)	(128)
From one to five years	<u>(8)</u>	<u>(50)</u>
Total other commitments receivable	<u>(121)</u>	<u>(178)</u>
Commitments payable		
Capital commitments		
One year or less	1,157	1,247
From one to five years	<u>88</u>	<u>603</u>
Total capital commitments	<u>1,245</u>	<u>1,850</u>
Operating lease commitments		
One year or less	76	70
From one to five years	<u>12</u>	<u>29</u>
Total operating lease commitments	<u>88</u>	<u>99</u>
Other Commitments		
One year or less	77	250
From one to five years	<u>-</u>	<u>-</u>
Total other commitments	<u>77</u>	<u>250</u>
Net commitments by maturity	<u>1,281</u>	<u>2,012</u>

Note:

1. Commitments were GST inclusive where relevant.
2. Property, plant and equipment includes a contract under the Whole of Australian Government Major Office Machines to purchase Multi-Function Devices for Members' and departmental offices.
3. Purchase of software licences and development of Table Office Production System, and a Venue Management System.
4. Operating leases 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.

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;
- Interparliamentary Relations; and
- Members' Services and Corporate Support.

1.2 Basis of Preparation of the Financial Report

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

The financial statements have been prepared in accordance with:

- Finance Minister's Orders (FMO's) for reporting periods ending on or after 1 July 2012; and
- Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

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

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

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

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

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* (2012) 288 ALR 410, 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 accounting period.

1.4 New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

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

All new standards (including reissued standards)/Interpretations that were issued prior to the signing of the Statement by the Clerk and Chief Financial Officer that were applicable to the current reporting period did not have a financial impact, and are not expected to have a future financial impact.

Future Australian Accounting Standard Requirements

All new or revised standards and interpretations that were issued by the Australian Accounting Standards Board prior to the signing of the Statement by the Clerk and Chief Financial Officer are not expected to have a financial impact on the department for future reporting periods.

1.5 Revenue

Revenue from the sale of goods is recognised when:

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

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

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

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

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

Revenue from Government

Amounts appropriated for departmental 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 \$47,345.46 (2012: \$38,445.98).

1.6 Gains

Resources Received Free of Charge

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

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

Contributions of assets at no cost of acquisition or for nominal consideration are recognised as gains at their fair value when the asset qualifies for recognition, unless received from another Government entity as a consequence of a restructuring of administrative arrangements (Refer to Note 1.7).

Sale of Assets

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

1.7 Transactions with the Government as Owner

Equity Injections

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

Restructuring of Administrative Arrangements

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

Other Distributions to Owners

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

1.8 Employee Benefits

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

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

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

Leave

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

The leave liabilities are calculated on the basis of employees' remuneration 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 allowable short-hand method. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Separation and Redundancy

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

Superannuation

Staff of the department are 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 and Deregulation'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 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 with outsiders; and
- d) cash in special accounts.

1.12 Financial Assets

The department classifies its financial assets in the following categories:

- a) financial assets 'at fair value through profit or loss'
- b) 'held-to-maturity' investments,
- c) 'available-for-sale' financial assets; and
- d) 'loans and receivables'.

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

Effective interest method

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

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

Loans and receivables

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

Impairment of financial assets

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

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

1.13 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).

1.14 Contingent Liabilities and Contingent Assets

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

1.15 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 agency'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 balance sheet, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total and IT equipment which has a capitalisation threshold of \$500).

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

Revaluations

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

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

¹ Within this class there are 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.

Work-in-progress

If, at 30 June 2013, 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:

	2013	2012
Plant and equipment	2 to 10 years	15 years
Computer equipment ¹	2 to 5 years	2 to 5 years
Furniture and fittings	2 to 50 years	5 to 50 years
Office machines and equipment	2 to 20 years	5 to 15 years

¹Within this class there are 1,190 assets that have a revised useful life of 1 year. These assets will be transferred to the Department of Parliamentary Services during the next financial year (see Note 2). There are 5 assets in this class that also have a useful life of 1 year that are due for disposal.

Heritage and cultural assets are not depreciated.

The aggregate amount of depreciation allocated for each class of asset during the reporting period is disclosed in note 3C.

Impairment

All assets were assessed for impairment at 30 June 2013. 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 (2012: \$323,000). A revaluation resulted in an increase in value of \$46,000.

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

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

1.19 Intangibles

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

Software is amortised on a straight-line basis over its anticipated useful life. The useful lives of the department's software is 3 to 5 years (2011-12: 3 to 5 years).

All software assets were assessed for indications of impairment as at 30 June 2013.

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.

Note 2: Events after the Balance Sheet Date

As at 1 July 2013, management of the Department's Information Technology hardware is being transferred to the Department of Parliamentary Services (DPS). As part of this change, the majority of the Department's Information Technology staff and physical Information Technology assets will be transferred to DPS. As this is being achieved through a phased transition, the department is unable to quantify the impact on future financial statements as at the date of reporting.

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

Note 3: Expenses

	2013	2012
	\$'000	\$'000
Note 3A: Employee Benefits		
Wages and salaries	13,684	13,300
Superannuation:		
Defined contribution plans	652	546
Defined benefit plans	2,206	1,946
Leave and other entitlements	1,638	2,269
Separation and redundancies	-	-
Total employee benefits	18,180	18,061
Note 3B: Supplier		
Goods and services		
Staff Related Services	397	413
Travel	1,121	1,161
Office Services	4,003	4,359
Communication	246	1,479
Corporate Expenses	64	60
Total goods and services	5,831	7,471
Goods and services are made up of:		
Provision of goods – related entities	-	44
Provision of goods – external parties	948	1,182
Rendering of services – related entities	2,178	3,384
Rendering of services – external parties	2,705	2,861
Total goods and services	5,831	7,471
Other supplier expenses		
Operating lease rentals – related entities:		
Minimum lease payments	89	93
Workers compensation expenses	118	110
Total other supplier expenses	207	203
Total supplier expenses	6,038	7,674
Note 3C: Depreciation and Amortisation		
Depreciation:		
Property, plant and equipment	781	760
Total depreciation	781	760
Amortisation:		
Intangibles	204	370
Total amortisation	204	370
Total depreciation and amortisation	985	1,130
Note 3D: Write-Down and Impairment of Assets		
Asset write-downs and impairments from:		
Impairment of property, plant and equipment	2	6
Write-down of inventory	-	-
Total write-down and impairment of assets	2	6
Note 3E: Losses from Asset Sales		
Property, plant and equipment:		
Proceeds from sale	(13)	-
Carrying value of assets sold	23	-
Selling expense	4	-
Total losses from asset sales	14	-

Note 4: Income

	2013	2012
	\$'000	\$'000
OWN-SOURCE REVENUE		
<u>Note 4A: Sale of Goods and Rendering of Services</u>		
Provision of goods - related entities	9	17
Provision of goods - external parties	28	22
Rendering of services - related entities	776	764
Rendering of services - external parties	15	51
Total sale of goods and rendering of services	828	853
<u>Note 4B: Other Revenue</u>		
Funding from external sources	661	233
Comcare refunds	4	-
Royalties	8	46
Total other revenue	673	279
GAINS		
<u>Note 4C: Sale of Assets</u>		
Property, plant and equipment:		
Proceeds from sale	-	34
Carrying value of assets sold	-	(27)
Selling expense	-	(3)
Total gain from asset sales	-	4
<u>Note 4D: Other Gains</u>		
Resources received free of charge ¹	1,948	3,190
Other financial income	8	-
First time recognition of assets	1	-
Total other gains	1,957	3,190
REVENUE FROM GOVERNMENT		
	2013	2012
	\$'000	\$'000
<u>Note 4E: Revenue from Government</u>		
Appropriations:		
Departmental appropriations	21,913	21,848
Total revenue from Government	21,913	21,848

1. Resources received free of charge relate to goods and services provided by the Department of Parliamentary Services that the Department would otherwise incur in relation to rent, communications, external printing, and other office services. This financial year, the Department of Parliamentary Services have changed their methodology, resulting in no charge for communications, external printing or other office services. This results in a \$1.2m change in the amount recognised as resources received free of charge.

Note 5: Financial Assets

	2013	2012
	\$'000	\$'000
Note 5A: Cash and Cash Equivalents		
Cash held by the salary sacrifice service provider	35	27
Cash on hand or on deposit	355	511
Total cash and cash equivalents	390	538
Note 5B: Trade and Other Receivables		
Goods and services	365	41
Total receivables for goods and services	365	41
Appropriations receivable:		
For existing programs	15,923	15,436
For departmental supplementations	272	-
For Special Account	2,473	2,345
Total appropriations receivable	18,668	17,781
Other receivables:		
GST receivable from the Australian Taxation Office	66	61
Total other receivables	66	61
Total trade and other receivables (gross)	19,099	17,883
Less impairment allowance account:		
Goods and services	-	-
Total impairment allowance account	-	-
Total trade and other receivables (net)	19,099	17,883
Receivables are expected to be recovered in:		
No more than 12 months	19,099	17,883
Total trade and other receivables (net)	19,099	17,883
Receivables are aged as follows:		
Not overdue	19,070	17,883
Overdue by:		
0 to 30 days	-	-
31 to 60 days	28	-
61 to 90 days	1	-
More than 90 days	-	-
Total receivables (gross)	19,099	17,883
The impairment allowance account is aged as follows:		
Not overdue	-	-
Overdue by:		
0 to 30 days	-	-
31 to 60 days	-	-
61 to 90 days	-	-
More than 90 days	-	-
Total impairment allowance account	-	-
Reconciliation of the Impairment Allowance Account:		

Movements in relation to 2013

	Goods and services \$'000	Total \$'000
Opening balance	-	-
Amounts written off	-	-
Amounts recovered and reversed	-	-
Increase/decrease recognised in net surplus	-	-
Closing balance	-	-

Movements in relation to 2012

	Goods and services \$'000	Total \$'000
Opening balance	2	2
Amounts written off	(2)	(2)
Amounts recovered and reversed	-	-
Increase/decrease recognised in net surplus	-	-
Closing balance	-	-

Note 6: Non-Financial Assets

	2013	2012
	\$'000	\$'000
Note 6A: Property, Plant and Equipment		
Heritage and cultural:		
Fair value	369	323
Total heritage and cultural	369	323
Other property, plant and equipment:		
Fair value	3,848	5,091
Accumulated depreciation	-	(1,567)
Total other property, plant and equipment	3,848	3,524
Total property, plant and equipment	4,217	3,847

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

Revaluations of non-financial assets

All revaluations were conducted in accordance with the revaluation policy stated at Note 1. On 30th June 2013, an independent valuer conducted the revaluation. The total revaluation increment was \$449,787.74.

The total revaluation increment was made up of \$554,356.37 for Furniture & Fittings (2011-12: \$0), an increment of \$45,800.00 for Heritage & Cultural (2011-12: \$0), an increment of \$55,223.67 for IT Equipment (2011-12: \$0), a decrement of \$206,317.69 for Office Machines & Equipment (2011-12: \$0) and an increment of \$725.39 for Plant (2011-12: \$0) were credited to the asset revaluation reserve by asset class and included in the equity section of the balance sheet; no increments/decrements were expensed (2011-12: \$0 expensed).

Note 6B: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment 2013

	Heritage and cultural ¹ \$'000	Other property, plant & equipment \$'000	Total \$'000
As at 1 July 2012			
Gross book value	323	5,091	5,414
Accumulated depreciation and impairment	-	(1,567)	(1,567)
Net book value 1 July 2012	323	3,524	3,847
Additions:			
By purchase	-	726	726
Revaluations and impairments recognised in other comprehensive income	46	404	450
Depreciation expense	-	(781)	(781)
Disposals:			
Other disposals	-	(25)	(25)
Net book value 30 June 2013	369	3,848	4,217
Net book value as of 30 June 2013 represented by:			
Gross book value	369	3,848	4,217
Accumulated depreciation and impairment	-	-	-
Net book value 30 June 2013	369	3,848	4,217

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

Note 6B: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment 2012

	Heritage and cultural ¹	Other property, plant & equipment	Total
	\$'000	\$'000	\$'000
As at 1 July 2011			
Gross book value	323	5,141	5,464
Accumulated depreciation and impairment	-	(864)	(864)
Net book value 1 July 2011	323	4,277	4,600
Additions:			
By purchase or internally developed	-	37	37
Depreciation expense	-	(760)	(760)
Disposals:			
Other disposals	-	(31)	(31)
Net book value 30 June 2012	323	3,524	3,847
Net book value as of 30 June 2012 represented by:			
Gross book value	323	5,091	5,414
Accumulated depreciation and impairment	-	(1,567)	(1,567)
Net book value 30 June 2012	323	3,524	3,847

1. Property, plant and equipment that met the definition of a heritage and cultural item were disclosed in the heritage and cultural asset class.

	2013	2012
	\$'000	\$'000
Note 6C: Intangibles		
Computer software:		
Internally developed – in progress	1,513	313
Internally developed – in use	390	352
Purchased - in use	1,924	1,864
Accumulated amortisation	(2,086)	(1,882)
Total intangibles	1,741	647

No indicators of impairment were found for intangible assets.

Note 6D: Reconciliation of the Opening and Closing Balances of Intangibles 2013

	Computer software internally developed	Computer software purchased	Total
	\$'000	\$'000	\$'000
As at 1 July 2012			
Gross book value	665	1,864	2,529
Accumulated amortisation and impairment	(265)	(1,617)	(1,882)
Net book value 1 July 2012	400	247	647
Additions:			
By purchase or internally developed	1,238	60	1,298
Amortisation	(45)	(159)	(204)
Other movements	-	-	-
Disposals:			
Other disposals	-	-	-
Net book value 30 June 2013	1,593	148	1,741
Net book value as of 30 June 2013 represented by:			
Gross book value	1,903	1,924	3,827
Accumulated amortisation and impairment	(310)	(1,776)	(2,086)
Net book value 30 June 2013	1,593	148	1,741

Note 6D (Cont'd): Reconciliation of the Opening and Closing Balances of Intangibles 2012

	Computer software internally developed \$'000	Computer software purchased \$'000	Total \$'000
As at 1 July 2011			
Gross book value	385	1,687	2,072
Accumulated amortisation and impairment	(261)	(1,306)	(1,567)
Net book value 1 July 2011	124	381	505
Additions:			
By purchase or internally developed	313	202	515
Amortisation	(36)	(334)	(370)
Other movements	-	-	-
Disposals:			
Other disposals	-	(3)	(3)
Net book value 30 June 2012	400	246	647

Net book value as of 30 June 2012 represented by:

Gross book value	665	1,864	2,529
Accumulated amortisation and impairment	(265)	(1,618)	(1,883)
Net book value 30 June 2012	400	246	647

	2013 \$'000	2012 \$'000
Note 6E: Inventories		
Inventories held for sale:		
Work in progress	-	-
Finished goods	26	-
Total inventories held for sale	26	-
Inventories held for distribution	-	-
Total inventories	26	-

During 2013, \$3,886 of inventory held for sale was recognised as an expense (2012: \$0).

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 2013, \$0 of inventory was written down as an expense due to losses.

	2013 \$'000	2012 \$'000
Note 6F: Other Non-Financial Assets		
Prepayments	120	137
Total other non-financial assets	120	137
Total other non-financial assets - are expected to be recovered in:		
No more than 12 months	120	137
Total other non-financial assets	120	137

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

Note 7: Payables

	2013	2012
	\$'000	\$'000
<u>Note 7A: Suppliers</u>		
Trade creditors and accruals	<u>395</u>	<u>533</u>
Total suppliers payables	<u>395</u>	<u>533</u>
Suppliers payables expected to be settled within 12 months:		
Related entities	181	246
External parties	<u>214</u>	<u>287</u>
Total	<u>395</u>	<u>533</u>

Settlement was usually made within 30 days.

Note 7B: Other Payables

Wages and salaries	390	422
Superannuation	78	79
Salary sacrifice payables	35	27
GST payable	8	16
Paid parental leave	6	1
Unearned income ¹	659	-
Other	<u>3</u>	<u>-</u>
Total other payables	<u>1,179</u>	<u>545</u>

All other payables are payable within 12 months.

1. Unearned income relates to AusAID funding for Pacific Parliamentary Development programs. Payment is made in advance of work being performed, and unspent funds are acquitted and returned to AusAID.

Note 8: Provisions

	2013 \$'000	2012 \$'000
<u>Note 8A: Employee Provisions</u>		
Leave	<u>5,592</u>	<u>5,301</u>
Total employee provisions	<u>5,592</u>	<u>5,301</u>
Employee provisions are expected to be settled in:		
No more than 12 months	1,094	766
More than 12 months	<u>4,498</u>	<u>4,535</u>
Total employee provisions	<u>5,592</u>	<u>5,301</u>

Note 9: Cash Flow Reconciliation

	2013 \$'000	2012 \$'000
Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement		
Cash and cash equivalents as per:		
Cash Flow Statement	390	538
Balance Sheet	<u>390</u>	<u>538</u>
Difference	<u>-</u>	<u>-</u>
Reconciliation of net cost of services to net cash from operating activities:		
Net cost of services	(21,761)	(22,545)
Add revenue from Government	<u>21,913</u>	<u>21,848</u>
Surplus attributable to the Australian Government	<u>152</u>	<u>(697)</u>
Adjustments for non-cash items		
Depreciation / amortisation	985	1,130
Net write down of non-financial assets	2	6
Loss/(Gain) on disposal of assets	14	(4)
	<u>1,001</u>	<u>1,132</u>
Changes in assets / liabilities		
(Increase) / decrease in net receivables	(2,189)	(749)
(Increase) / decrease in prepayments	17	(51)
(Increase) / decrease in net inventories	(26)	-
Increase / (decrease) in employee provisions	291	765
Increase / (decrease) in supplier payables	(138)	(4)
Increase / (decrease) in GST payables	(8)	4
Increase / (decrease) in prepayments received	659	-
Increase / (decrease) in other payable	(16)	(27)
Net cash used by operating activities	<u>(257)</u>	<u>373</u>

Note 10: Contingent Assets and Liabilities

The department does not have any contingent liabilities and assets as at 30 June 2013.

The department did not have contingent liabilities and assets as at 30 June 2012.

Quantifiable Contingencies

The department had no quantifiable contingencies as at 30 June 2013.

Unquantifiable Contingencies

The department had no unquantifiable contingencies as at 30 June 2013.

Significant Remote Contingencies

The department had no remote contingencies as at 30 June 2013.

Note 11: Senior Executive Remuneration

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

	2013	2012
	\$	\$
Short-term employee benefits:		
Salary	1,093,136	1,034,709
Annual leave accrued	83,368	75,069
Motor vehicle and other allowances	49,594	49,221
Total short-term employee benefits	1,226,098	1,158,999
Post-employment benefits:		
Superannuation	259,655	220,863
Total post-employment benefits	259,655	220,863
Other long-term benefits:		
Long-service leave	27,181	24,476
Total other long-term benefits	27,181	24,476
Total employment benefits	1,512,934	1,404,338

Notes:

- Note 11A is prepared on an accrual basis.
- Note 11A excludes acting arrangements and part-year service where total remuneration expensed as a senior executive was less than \$180,000.

Note 11B: Average Annual Reportable Remuneration Paid to Substantive Senior Executives During the Reporting Period

Average annual reportable remuneration ¹	2013			
	Senior Executives	Reportable salary ²	Contributed superannuation ³	Total
	No.	\$	\$	\$
Total remuneration (including part-time arrangements):				
\$180,000 to \$209,999	-			-
\$210,000 to \$239,999	2	176,735	44,994	221,729
\$240,000 to \$269,999	1	217,300	43,158	260,458
\$270,000 to \$299,999	1	226,331	55,425	281,756
\$330,000 to \$359,999	-			-
\$390,000 to \$419,999	1	345,630	71,084	416,714
Total	5			

Average annual reportable remuneration ¹	2012			
	Senior Executives	Reportable salary ²	Contributed superannuation ³	Total
	No.	\$	\$	\$
Total remuneration (including part-time arrangements):				
\$180,000 to \$209,999	1	169,896	37,243	207,139
\$210,000 to \$239,999	1	172,411	41,123	213,534
\$240,000 to \$269,999	2	210,826	41,578	252,403
\$270,000 to \$299,999	-			-
\$360,000 to \$389,999	1	319,972	59,342	379,314
Total	5			

Notes:

- This table reports substantive senior executives who received remuneration during the reporting period. Each row is an averaged figure based on headcount for individuals in the band.
- 'Reportable salary' includes the following:
 - gross payments (less any bonuses paid, which are separated out and disclosed in the 'bonus paid' column);
 - reportable fringe benefits (at the net amount prior to 'grossing up' for tax purposes);
 - exempt foreign employment income; and
 - salary sacrificed benefits.
- The 'contributed superannuation' amount is the average cost to the entity for the provision of superannuation benefits to substantive senior executives in that reportable remuneration band during the reporting period.
- Various salary sacrifice arrangements were available to senior executives including superannuation, motor vehicle and expense payment fringe benefits. Salary sacrifice benefits are reported in the 'reportable salary' column.

Note 11C: Other Highly Paid Staff

Average annual reportable remuneration ¹	2013			
	Staff No.	Reportable salary ² \$	Contributed superannuation ³ \$	Total \$
Total remuneration (including part-time arrangements): \$180,000 to \$209,999	1	157,783	33,520	191,303
Total	1			

Average annual reportable remuneration ¹	2012			
	Staff No.	Reportable salary ² \$	Contributed superannuation ³ \$	Total \$
Total remuneration (including part-time arrangements): \$180,000 to \$209,999	1	153,475	28,759	182,234
Total	1			

Notes:

1. This table reports staff:

- a) who were employed by the entity during the reporting period;
- b) whose reportable remuneration was \$180,000 or more for the financial period; and
- c) were not required to be disclosed in Tables A, B or director disclosures.

Each row is an averaged figure based on headcount for individuals in the band.

2. 'Reportable salary' includes the following:

- a) gross payments (less any bonuses paid, which are separated out and disclosed in the 'bonus paid' column);
- b) reportable fringe benefits (at the net amount prior to 'grossing up' for tax purposes);
- c) exempt foreign employment income; and
- d) salary sacrificed benefits.

3. The 'contributed superannuation' amount is the average actual superannuation contributions paid to other highly paid staff in that reportable remuneration band during the reporting period.

4. Various salary sacrifice arrangements were available to other highly paid staff including superannuation, motor vehicle and expense payment fringe benefits. Salary sacrifice benefits are reported in the 'reportable salary' column.

Note 12: Remuneration of Auditors

	2013	2012
	\$'000	\$'000
Financial statement audit services were provided free of charge to the entity by the Australian National Audit Office (ANAO).		
Fair value of the services provided		
Financial statement audit services	<u>83</u>	<u>80</u>
Total	<u>83</u>	<u>80</u>

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

Note 13: Financial Instruments

	2013	2012
	\$'000	\$'000
Note 13A: Categories of Financial Instruments		
Financial Assets		
Cash and cash equivalents	390	538
Trade and other receivables	365	41
Total	755	579
Carrying amount of financial assets	755	579
Financial Liabilities		
At amortised cost:		
Suppliers	98	1
Accrued expenses	298	531
Other Payables	1,179	545
Total	1,575	1,078
Carrying amount of financial liabilities	1,575	1,078

Note 13B: Net Income and Expense from Financial Assets

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

Note 13C: Net Income and Expense from Financial Liabilities

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

Note 13D: Fair Value of Financial Instruments

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

Note 13E: Credit Risk

The department is exposed to minimal credit risk as receivables are cash and trade receivables. The maximum exposure to credit risk is the risk that arises from potential default of a debtor. This amount is equal to the total amount of trade receivables (2013: \$365,000 and 2012: \$41,000).

The department has assessed the risk of the default on payment and has allocated \$0 in 2013 (2012: \$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 instruments not past due or individually determined as impaired.

	Not Past Due Nor Impaired	Not past due Nor Impaired	Past due or impaired	Past due or impaired
	2013	2012	2013	2012
	\$'000	\$'000	\$'000	\$'000
Financial assets				
Cash and cash equivalents	390	538	-	-
Trade and other receivables	336	41	29	-
Total	726	579	29	-
Financial liabilities				
Suppliers	98	1	-	-
Accrued expenses	298	531	-	-
Other payables	1,179	545	-	-
Total	1,575	1,078	-	-

Ageing of financial assets that are past due but not impaired for 2013

	0 to 30 days \$'000	31 to 60 days \$'000	61 to 90 days \$'000	90+ days \$'000	Total \$'000
Trade and other receivables	-	28	1	-	29
Total	-	28	1	-	29

Ageing of financial assets that are past due but not impaired for 2012

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

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

Trade Receivables of \$0 (2012: \$0).

Note 13F: Liquidity Risk

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

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

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

The following tables illustrates the maturities for financial liabilities:

	On demand 2013 \$'000	1 to 5 years 2013 \$'000	> 5 years 2013 \$'000	Total 2013 \$'000
Other Liabilities				
Suppliers	-	98	-	98
Accrued expenses	-	298	-	298
Other payables	-	1,179	-	1,179
Total	-	1,575	-	1,575

	On demand 2012 \$'000	1 to 5 years 2012 \$'000	> 5 years 2012 \$'000	Total 2012 \$'000
Other liabilities				
Suppliers	-	1	-	1
Accrued expenses	-	531	-	531
Other payables	-	545	-	545
Total	-	1,078	-	1,078

Note 13G: Market Risk

The department is not exposed to market risk.

Note 14: Financial Assets Reconciliation

		2013	2012
		\$'000	\$'000
<u>Financial assets</u>	Notes		
Total financial assets as per balance sheet		19,489	18,421
Less: non-financial instrument components:			
Appropriations receivable	5B	18,668	17,781
Other receivables	5B	66	61
Total non-financial instrument components		18,734	17,842
Total financial assets as per financial instruments note	13A	755	580

Note 15: Appropriations

Table A: Annual Appropriations ('Recoverable GST exclusive')

	2013 Appropriations						Total appropriation \$'000	Appropriation applied in 2013 (current and prior years) \$'000	Variance ² \$'000
	Appropriation Act		FMA Act		AFM \$'000	Appropriations reduced ¹ \$'000			
	Annual Appropriation \$'000	Appropriations reduced ¹ \$'000	Section 30 \$'000	Section 31 \$'000					
DEPARTMENTAL									
Ordinary annual services	22,691	-	1	1,986	-	-	24,678	487	
Other services	-	-	-	-	-	-	-	-	
Total departmental	22,691	-	1	1,986	-	-	24,678	487	

Notes:

- 1 Departmental appropriations do not lapse at financial year-end. There were no reductions in appropriations for the year ended 30 June 2013.
- 2 The variance relates to reduced expenditure due to the closing of the Parliamentary lifecycle, less additional spending of accumulated capital budget appropriations.

	2012 Appropriations						Total appropriation \$'000	Appropriation applied in 2012 (current and prior years) \$'000	Variance ² \$'000
	Appropriation Act		FMA Act		AFM \$'000	Appropriations reduced ¹ \$'000			
	Annual Appropriation \$'000	Appropriations reduced ¹ \$'000	Section 30 \$'000	Section 31 \$'000					
DEPARTMENTAL									
Ordinary annual services	23,253	-	3	1,375	-	-	24,631	1,612	
Other services	-	-	-	-	-	-	-	-	
Total departmental	23,253	-	3	1,375	-	-	24,631	1,612	

Notes:

1. Departmental appropriations do not lapse at financial year-end. There were no reductions in appropriations for the year ended 30 June 2012.
2. The variance shown relates to capital accumulations for capital projects undertaken in 2012-13 adding to reduced expenditure due to the Parliamentary lifecycle.

Table B: Departmental Capital Budgets ('Recoverable GST exclusive')

	2013 Capital Budget Appropriations			Capital Budget Appropriations applied in 2013 (current and prior years)				
	<i>Appropriation Act</i>	<i>FMA Act</i>	Section 32 \$'000	Total Capital Budget Appropriations \$'000	Payments for non-financial assets ² \$'000	Payments for other purposes \$'000	Total payments \$'000	Variance ³ \$'000
	Annual Capital Budget \$'000	Appropriations reduced \$'000						
DEPARTMENTAL								
Ordinary annual services - Departmental Capital Budget ¹	1,050	-	-	1,050	2,024	-	2,024	(974)

Notes:

1. Departmental and Administered Capital Budgets are appropriated through Parliamentary Appropriation Act (No. 1). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts. 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.

	2012 Capital Budget Appropriations			Capital Budget Appropriations applied in 2012 (current and prior years)				
	<i>Appropriation Act</i>	<i>FMA Act</i>	Section 32 \$'000	Total Capital Budget Appropriations \$'000	Payments for non-financial assets ² \$'000	Payments for other purposes \$'000	Total payments \$'000	Variance ³ \$'000
	Annual Capital Budget \$'000	Appropriations reduced \$'000						
DEPARTMENTAL								
Ordinary annual services - Departmental Capital Budget ¹	1,405	-	-	1,405	552	-	552	853

Notes:

1. Departmental and Administered Capital Budgets are appropriated through Parliamentary Appropriation Act (No. 1). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts. 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 relates to accumulating capital budget appropriations to be spent on capital projects in the 2012-13 year.

Table C: Unspent Annual Appropriations ('Recoverable GST exclusive')

Authority	2013 \$'000	2012 \$'000
DEPARTMENTAL		
Parliamentary Appropriation Act (No.1) 2004-05	-	-
Parliamentary Appropriation Act (No.1) 2005-06	-	2,932
Parliamentary Appropriation Act (No.1) 2006-07	-	-
Parliamentary Appropriation Act (No.1) 2007-08	-	1,510
Parliamentary Appropriation Act (No.1) 2008-09	-	1,472
Parliamentary Appropriation Act (No.1) 2009-10	-	1,518
Parliamentary Appropriation Act (No.1) 2010-11	9,659	3,260
Parliamentary Appropriation Act (No.1) 2011-12	3,953	4,745
Parliamentary Appropriation Act (No.1) 2012-13	2,311	-
Total	15,923	15,436

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

	Department of Finance and Deregulation (third party drawing rights)	Australian Public Service Commission (third party drawing rights)
2013	\$'000	\$'000
Total payments	6,764	37,017
	Department of Finance and Deregulation (third party drawing rights)	Australian Public Service Commission (third party drawing rights)
2012	\$'000	\$'000
Total payments	4,358	30,665

Compliance with Statutory Conditions for Payments from the Consolidated Revenue Fund

Section 83 of the Constitution provides that no amount may be paid out of Consolidated Revenue Fund except under an appropriation made by law. The Department of Finance and Deregulation provided information to agencies in 2011 regarding the need for risk assessments in relation to compliance with statutory conditions on payments from special appropriations.

During 2012-13 additional legal advice was received that indicated there could be breaches of Section 83 under certain circumstances with payments for long service leave, goods and services tax and payments under determinations of the Remuneration Tribunal. The Department has reviewed its processes and controls over payments for these items to minimise the possibility for future breaches as a result of these payments. The Department has determined that there is a low risk of the certain circumstances mentioned in the legal advice applying to the Department. The Department is not aware of any specific breaches of Section 83 in respect of these items.

As at 30th June 2013, the Department of the House of Representatives has reviewed all transactions drawn from special appropriations with statutory provisions for 2012-13. The total amount of these payments is \$43.78m. The work has not identified any issue of non-compliance with Section 83.

Note 16: Special Accounts and FMA Act Section 39

Note 16A: Special Accounts (Recoverable GST exclusive)

Inter-Parliamentary Relations Special Account (Departmental)	2013	2012
	\$'000	\$'000
Appropriation: <i>Financial Management and Accountability Act 1997; s20</i>		
Establishing Instrument: 2004/08		
<i>Purpose</i> : For the receipt of all moneys and the payment of all expenditure related to the operation of the Commonwealth Parliamentary Association on behalf of the States, Territories and Commonwealth Branches of the Commonwealth Parliamentary Association, inter-parliamentary training, education and development services provided to support other governments and bodies that are not agencies within the meaning of the <i>Financial Management and Accountability Act 1997</i> .		
The Minister for Finance and Administration has approved the earning of interest for this account under section 20 of the FMA Act. Interest is appropriated under this section of the Act.		
Balance carried from previous period	2,345	2,327
Appropriation for reporting period	141	141
GST recoverable (FMA Act section 30A)	1	(2)
Transfer from Services for Other Entities and Trust Moneys - Department of the House of Representatives Special Account	102	-
Total credits	244	139
Available for payments	2,589	2,466
Payments made to suppliers	(116)	(121)
Total decrease	(116)	(121)
Total Balance carried to next period	2,473	2,345

Services for Other Entities and Trust Moneys- Department of the House of Representatives Special Account	2013	2012
	\$'000	\$'000
Appropriation: <i>Financial Management and Accountability Act 1997; s20</i>		
Establishing Instrument: 2011/10		
<i>Purpose</i> : For expenditure of monies temporarily held on trust or otherwise for the benefit of a person other than the Commonwealth.		
Balance carried from previous period	102	135
Other receipts	-	-
Available for payments	102	135
Payments made to suppliers	-	(4)
Transfer to Inter-Parliamentary Special Account	(102)	(5)
Transfer to OPA	-	(24)
Total decrease	(102)	(33)
Total balance carried to the next period	-	102

Note 17: Compensation and Debt Relief

	2013	2012
	\$	\$
Departmental		
No 'Act of Grace' payments were made during the reporting period. (2012: No payments made)	-	-
	<u> </u>	<u> </u>
No payments were made under s66 of the Parliamentary Service Act 1999 during the reporting period. (2012: No payments made)	-	-
	<u> </u>	<u> </u>

Note 18: Reporting of Outcomes

Note 18A: Net Cost of Outcome Delivery

	Outcome 1	
	2013	2012
	\$'000	\$'000
Expenses		
Departmental	25,219	26,871
Total expenses	25,219	26,871
Income from non-government sector		
Departmental	43	73
Total departmental	43	73
Other own source income		
Departmental		
Goods and services income	785	781
Other revenue	673	279
Other gains	1,957	3,194
Total Departmental	3,415	4,254
Net cost/(contribution) of outcome delivery	21,761	22,544

Outcome 1 is described in Note 1.1.

Note 19: Net Cash Appropriation Arrangements

	2013	2012
	\$'000	\$'000
Total comprehensive income less depreciation/amortisation expenses previously funded through revenue appropriations¹	1,587	433
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	<u>(985)</u>	<u>(1,130)</u>
Total comprehensive income - as per the Statement of Comprehensive Income	<u>602</u>	<u>(697)</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.

Abbreviations and acronyms

AFP	Australian Federal Police
ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
ASEAN	Association of Southeast Asian Nations
AusAID	Australian Agency for International Development
DPS	Department of Parliamentary Services
FOI Act	<i>Freedom of Information Act 1982</i>
ICRO	International and Community Relations Office
ICT	information and communications technology
NAIDOC	National Aborigines and Islanders Day Observance Committee
OPC	Office of Parliamentary Counsel
PEO	Parliamentary Education Office
SCID	Shared Committee Information Database
WCAG	Web Content Accessibility Guidelines

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