



DEPARTMENT *of the* HOUSE *of* REPRESENTATIVES



ANNUAL REPORT

**2011
2012**

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18 October 2012

Ms Anna Burke MP
Speaker of the House of Representatives
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 2012, 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

BC Wright

About this report

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

This annual report details our activities during the 2011–12 financial year.

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

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

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

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

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

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

Contents

Letter of transmittal	iii
About this report	iv
Overviews	1
Clerk's review	2
Departmental overview	6
Performance	11
Chamber and Federation Chamber	12
Community awareness	24
Committee services	29
Inter-parliamentary relations	36
Members' services	39
Management and accountability	47
Corporate governance	48
External scrutiny	52
Management of people	54
Management of financial resources	60
Ecologically sustainable development and environmental reporting	62
Outlook	63
Appendixes	65
1 Performance information	66
2 Agency resource and outcome resource statements	70
3 Business of the House and Federation Chamber	73
4 Committee activity	75
5 Committee reports and inquiries	76
6 Official incoming parliamentary delegations	93
7 Other incoming parliamentary visits	94
8 Outgoing parliamentary delegations	95
9 Parliamentary staff and other visits	98
10 Publications	99
11 Staffing statistics	102
12 Members' survey 2012	104
13 Contact directory	105
14 List of requirements	106
Financial statements	111
Abbreviations and acronyms	156
Index	157

Figures

1	Organisational structure at 30 June 2012	6
2	Outcome and program structure at 30 June 2012	8
3	Organisational contribution to the outcome at 30 June 2012	9
4	Financial performance, 2007–08 to 2011–12	10
5	Government and private members' business and business of the House (Chamber and Federation Chamber), 2008 to 2012	14
6	People strategies framework	55

Tables

1	Performance summary, Chamber and Federation Chamber, 2009–10 to 2011–12	13
2	Questions in writing to ministers and answers to questions in writing, 2007–08 to 2011–12	14
3	Number of bills introduced in the House, and number of bills assented to, 2007–08 to 2011–12	17
4	Private members' bills introduced and amendments moved, 2007–08 to 2011–12	17
5	Petitions and signatories to petitions, 2007–08 to 2011–12	18
6	Committees supported by Chamber and Federation Chamber component, 2011–12	20
7	Students visiting Parliament House, by location and year, 2007–08 to 2011–12	26
8	Committees supported by the Committee Office, 2011–12	30
9	Committee Office performance indicators, 2007–08 to 2011–12	33
10	Expenditure on training and development programs, 2010–11 and 2011–12	57
11	Average attendance of staff at training courses, 2010–11 and 2011–12	57
12	Salary scales of staff covered by the enterprise agreement, at 1 October 2011	58
13	Compensation claims incidence, by injury group, 2008–09 to 2011–12	59
14	Summary of performance, 2011–12	66
15	Agency resource statement, 2011–12	71
16	Third-party drawdowns from and on behalf of other agencies, 2011–12	72
17	Expenses and resources for Outcome 1, 2011–12	72
18	Meetings of the House of Representatives, 2011–12	73
19	Meetings of the Federation Chamber, 2011–12	74
20	Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2008–09 to 2011–12	74
21	Activities for the House of Representatives and joint committees of the Forty-third Parliament, 2011–12	75
22	Scrutiny committees, Forty-third Parliament, 2011–12	76
23	Internal committees, Forty-third Parliament, 2011–12	91
24	Official incoming parliamentary delegations, 2011–12	93
25	Official incoming parliamentary visits, 2011–12	94
26	Outgoing parliamentary delegations, 2011–12	95
27	Parliamentary staff visits and other visits, 2011–12	98
28	Department of the House of Representatives publications, 2011–12	99
29	Staff by location, as at June 2009 to 2012	102
30	Non-ongoing staff (excluding sessional staff), by location as at 30 June 2012	103
31	Separations, 2009–10, to 2011–12	103
32	Staff by classification and equal employment opportunity group, as at 30 June 2012	103
33	Members' satisfaction levels with departmental services, 2012 (2011)	104



OVERVIEWS

- Clerk's review
- Departmental overview

Clerk's review

The 2011–12 financial year has been another eventful year for the department. The fact that no party or group had a majority in the House ensured that there was no shortage of interesting challenges and requirements. The House and the Federation Chamber met for additional sitting hours; committees have been consistently busy; and we have been fully engaged with the high level of work that has accompanied these activities. All areas of the department have been affected and staff have risen to the challenges of meeting and sustaining the high tempo of activity in what, as the middle year in the three-year parliamentary cycle, always promised to be a busy one.

Service

The election of a new Speaker, the Hon. Peter Slipper, on the last sitting day in 2011, was a significant event, and the department provided the usual briefing and support to Mr Slipper as he assumed the role.

Chamber activities associated with the reform agreement of 2010 continued to have a major impact on the department in 2011–12. The extra sitting hours, the number of private members' bills and detail stage amendments were all significantly more numerous or greater than in 2009–10, the last equivalent non-election year. Indeed, more private members' bills were introduced in the year than in any year since Federation in 1901. I am proud of the way in which staff coped with the increased activity while maintaining the quality and timeliness of our support and advice.

The Selection Committee, established at the beginning of the parliament, in addition to programming private members' business and committee and delegation business was able to refer bills to committees for advisory reports. By 30 June, the Selection Committee had referred 79 bills to house or joint committees supported by the department—more than double the number of referrals of the previous year, which had itself been a record year for referrals. In 2011–12, referrals included 19 bills in one package and 11 bills in another. Committees continued to adapt to the demands of these bills inquiries with innovative

inquiry processes and the introduction of oral as well as written reports to the House. As in the House, the practices of committees are evolving under minority government and leading to dynamic and new ways of operation as they play a greater role in the legislative process. Staff too have benefited from the greater opportunities to have a bills inquiry 'under their belt', and there is a flourishing exchange of advice and ideas at regular committee office debriefs. The work of committees and the House more generally has been highlighted in the various community outreach activities of the department.

Another very public change for the House of Representatives was the renaming of the Main Committee to the 'Federation Chamber' with effect from 27 February 2012. Since its inception in 1994, the second Chamber of the House has become an increasingly important venue in which parliamentary business is conducted. In 2011–12, the Federation Chamber met for more hours than in any previous year. This high level of activity also required a corresponding higher level of support from the department.

The department's principal duty is to support the operations of the House (and the Federation Chamber) and to provide advice and assistance to members. It is gratifying to note that respondents to the annual members' survey continued to rate highly the levels of service provided by the department. Further details of the survey and responses are in Appendix 12.

The year saw two internationally recognised visitors to Parliament House. In October 2011, Her Majesty, Queen Elizabeth II, visited Australia and attended a function in the building, drawing many visitors to the precinct. On 17 November 2011, the President of the United States, the Honourable Barack Obama, addressed members and senators in the House of Representatives Chamber at a special sitting. This event saw the culmination of many weeks of preparation, particularly by staff of the Serjeant-at-Arms' Office.

People

The strength and success of the department depends on its people. I continue to be impressed by the professionalism, enthusiasm and commitment of our staff across all areas of the department. Staff members took opportunities during the year to reflect on the way we do business, to suggest changes, to embrace new technologies and to focus on delivering the best possible advice and support in what has been a very demanding period. At the same time, we have been conscious to manage the additional demands placed on people, with greater use of shadowing in the Chamber support areas and other management strategies designed to mitigate demands on individual staff members.

The annual planning day was an opportunity for all staff to contribute their views on some of the issues facing the department. I am grateful, once again, for the willingness with which people participated in this important event on the departmental calendar.

The department has held accreditation against the *Investors in People* Standard since 2002. This standard is used to assess an organisation essentially by the levels of the skill, knowledge and morale of its staff. The department was re-assessed against the standard in 2012 by external assessors who interviewed a sample of staff selected at random. The results were

announced at the June planning day. The department met the standard to the newly created and higher 'bronze' level—a most gratifying result.

The department also conducted its eighth annual staff survey in June 2012. The survey is an important mechanism that allows us to measure perceptions of the quality of the department's leadership and the satisfaction of staff with their conditions of service. It was pleasing to see that the results were consistent with those of previous years, despite the additional pressures of work.

We place a high priority on training, and on staff developing and sharing their knowledge. The department continued to offer an extensive internal and external training program and to hold specialist training sessions run by senior staff. We also run regular Chamber and committee debriefs which allow people to share experiences in an informal atmosphere.

The financial year ended as the early negotiations began for the next enterprise agreement for staff. Our people are our most important asset and our greatest strength and, as always, we will seek to provide the employment conditions to attract and retain the best possible staff.



Photo: A division in progress, 30 May 2012. Photo supplied by Auspic.

Capability

During the year, the department was subject to the same budgetary pressures faced by the wider public sector, including the application of the efficiency dividend and a parameter adjustment. Nonetheless, 2011–12 did see additional operational funding flow through to support the extra sitting hours of the House and Federation Chamber and the Joint Committee on the National Broadband Network. While this was welcome, the need for funding to cover the other increased costs from 2012–13 went largely unmet. Further, the imposition of a one-off increase in the efficiency dividend for 2012–13 will place greater restrictions on expenditure, for which the department had to start preparing in 2011–12. Staff have responded positively to requests to help identify potential savings to meet the new budget demands and we will continue to seek efficiencies wherever possible.

The department has been fortunate in having access to the Appropriations and Administration Committee. This committee is a formal, representative group of members, led by the Speaker, which is able to consider the funding needs of the department, to advise the House accordingly and to make representations to government. The Committee has now reported on the department's budget estimates for two years and has endorsed the department's requests for supplementary funding. We will continue to work closely with the Committee as it represents an important formal conduit between members and the department.

Collaboration

We work closely with our colleagues in the three other parliamentary departments, including the newly formed Parliamentary Budget Office. The closeness of our working relationships is demonstrated at a formal level by the service level agreements we have with the Department of Parliamentary Services and the Parliamentary Budget Office (from July 2012) to provide them with payroll services. It is also demonstrated by our work with the other parliamentary departments on the formal boards and committees that have been established to ensure

parliamentary-wide governance in key areas, for example, the Security Management Board, the Senior Management Coordination Group, the Projects Assessment Committee and the newly established Heritage Advisory Board. In addition, we have worked together with our colleagues on a number of joint projects. These include the redevelopment of the Parliament House website, the document production system and associated databases for the Table Offices of the two Chamber departments, the exchange of specialised IT systems by the committee offices of the two Chamber departments and a working group (chaired by the Deputy Clerk) to establish the Parliamentary Budget Office.

The department also works closely with executive agencies. The Department of Finance and Deregulation (Finance) provides services and entitlements to members, necessitating close collaboration with us. The department has long been responsible for paying the base salaries for members while Finance has paid the additional salary supplements to members who were ministers and parliamentary secretaries. From December 2011, our department took responsibility for paying all salaries for members as an administrative rationalisation. The department has always had a close working relationship with the Office of Parliamentary Counsel and we have been most grateful that the office has agreed to second a senior drafter to the department to assist with the drafting of bills and amendments for private members.

I am pleased that we have still been able to help other parliaments in our region through the year. Most notably, the Pacific Parliamentary Partnerships program, supported by AusAID, was expanded to include capacity-building projects for the parliaments of the Cook Islands, Samoa and Vanuatu as well as for those of Kiribati, Tonga and Tuvalu. Departmental officers were involved in delivering several of these projects, as were our colleagues from state and territory parliaments. We have also continued to assist our members in their participation in the Commonwealth Parliamentary Association and the Inter-Parliamentary Union.

Outlook

The financial year 2012–13 will be close to the end of the current three-year parliamentary cycle when activities across the department traditionally start to decline as committees wind up inquiries and there is a drop in other levels of activity. However, to date, the pace of legislative, scrutiny and representational work of the House has shown no sign of abating. The additional sitting hours of the House and Federation Chamber are likely to continue, as may the high number of bills referred to committees and the many private members' bills and amendments being introduced. These levels of activity will present challenges and opportunities for the department.

Our highest priority will always be to support the work of the House, its committees and its members on a day-to-day and week-to-week basis. I am confident that our people will continue to meet the increased levels of activity with their usual professionalism and enthusiasm. We will be careful also to prepare for the future and to maintain our levels of service in a constrained fiscal environment.

The increase in the efficiency dividend and unsuccessful bids for additional funding means that expenditure reductions will be necessary in order for us to remain within budget. We will take a fiscally conservative approach and look at every opportunity to deliver existing services in more efficient ways, including through technical innovations and greater collaboration with the other parliamentary departments. However, some of our existing activities may need to be reviewed and any new activities looked at in light of the department's financial position. We will continue to keep the Standing Committee on Appropriations and Administration informed about all matters relating to the department's financial position.

We operate in a wider Australian Public Service environment and need to take account too of reforms in that environment. We are responding to the announcement by the Australian Information Commissioner late in the financial year that it held that the department, along with the departments of the Senate and Parliamentary Services, was, in fact, subject to the *Freedom of Information Act 1982*. Previously

the three departments had been considered exempt from the Act, but we are now developing a framework to respond appropriately to requests for access to departmental records. In 2012 a bill was before the House to amend the *Public Service Act 1999*. The parliamentary departments will seek the introduction of equivalent legislation to amend the Parliamentary Services Act to ensure that the broad consistency between the two Acts remains.

In 2013, the 25th anniversary of the opening of New Parliament House will be an event of significance to all occupants of 'the Hill'. We will work with our colleagues in the other parliamentary departments to plan and deliver activities to mark this occasion.

As I have already alluded to, the year has been one of challenge and opportunity. The department relies so heavily on its staff and I am very grateful for the tremendous support my colleagues have shown throughout the year.

Departmental overview

Purpose

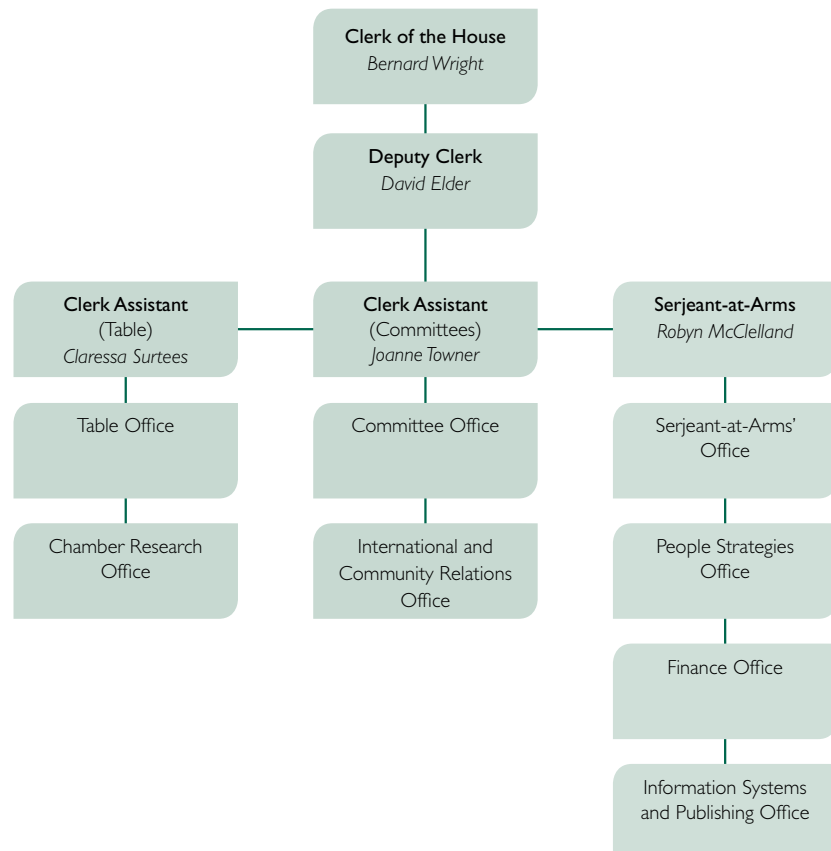
The department's purpose, as set out in its corporate plan, is:

'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.'

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. The department's organisational structure at 30 June 2012 is depicted in Figure 1.

Figure 1 Organisational structure at 30 June 2012



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, from 15 February 2012, 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 2011–12, 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.

Outcome and program structure

The department has one outcome:

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

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

- **Program component 1.1: Chamber and Federation Chamber¹**

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

- **Program component 1.2: Community awareness²**

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

Revenue from other sources (s. 31).

- **Program component 1.3: Committee services**

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

- **Program component 1.4: Inter-parliamentary relations**

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

- **Program component 1.5: Members' services and corporate support³**

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

Payment of members' salaries and allowances.

¹ The Main Committee was renamed the 'Federation Chamber' with effect from 27 February 2012, following amendments to the standing orders adopted by the House of Representatives on 8 February 2012.

² From 1 July 2012 the Program Component 1.2: Community Awareness was renamed 'Community Relations and Awareness'.

³ From 1 July 2012 the Program Component 1.5: Members' Services was renamed 'Members' Services and Corporate Support'.

Figure 2 Outcome and program structure at 30 June 2012

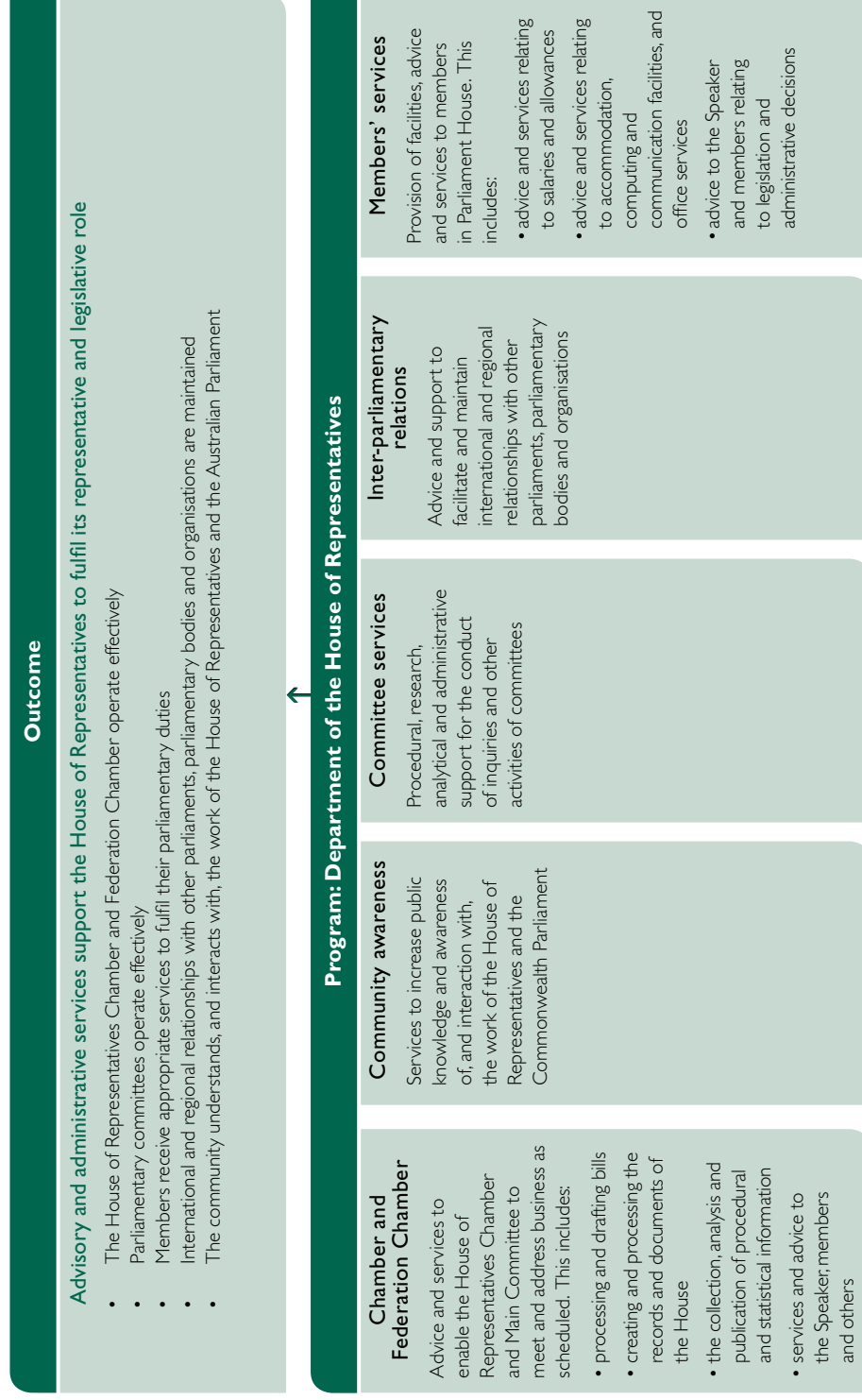
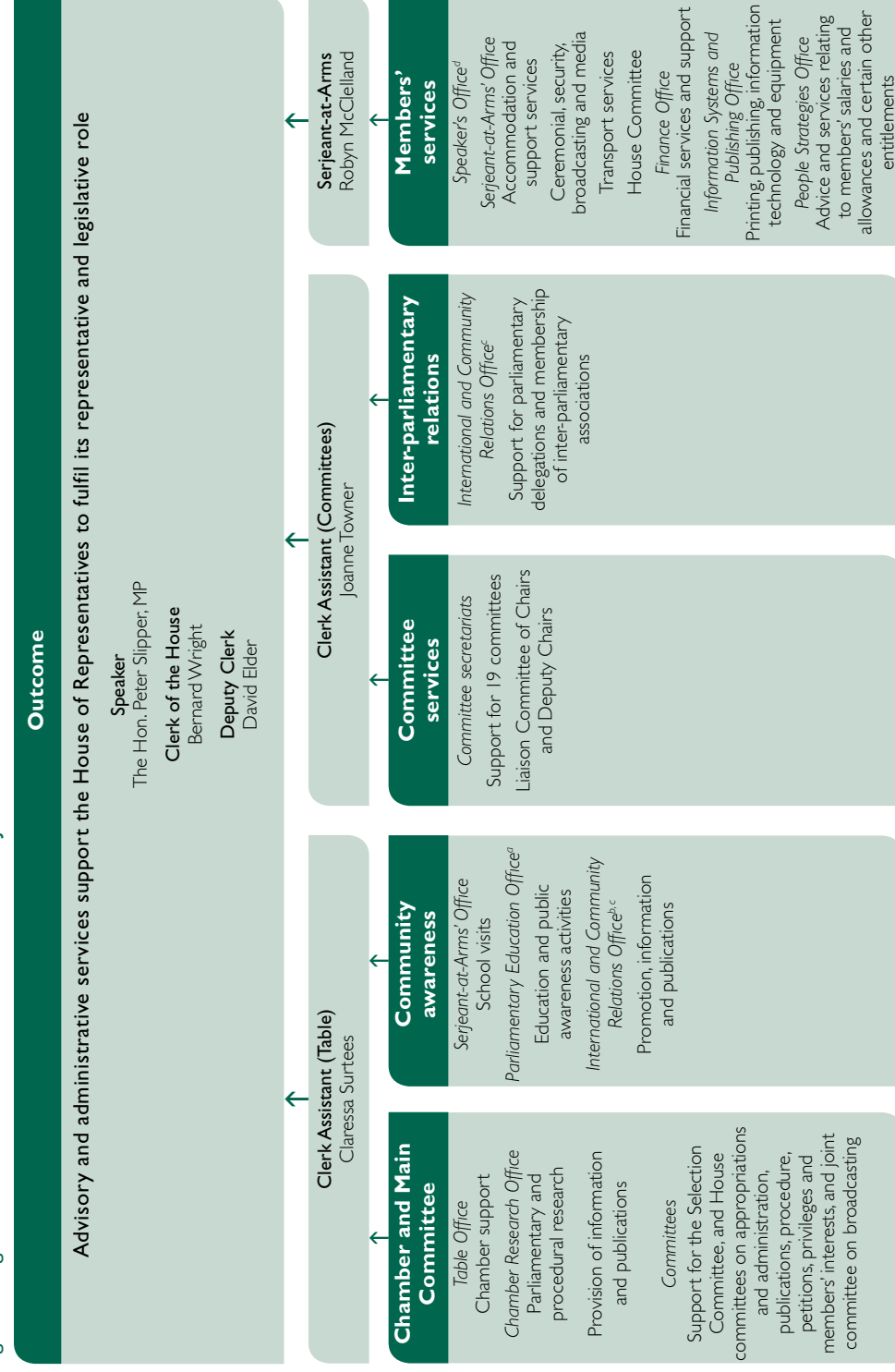


Figure 3 Organisational contribution to the outcome at 30 June 2012



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

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

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

d. Included in this program component for budgetary purposes.

Financial performance

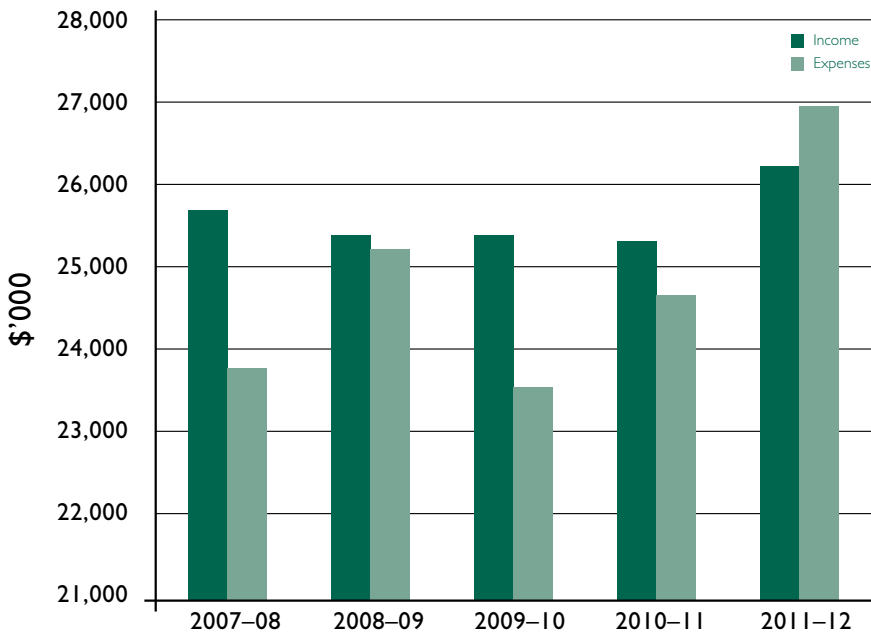
The department ended the 2011–12 financial year reporting a deficit attributable to the Australian Government of \$0.697m. This result reflects the increase to employees' and suppliers' expenses that normally occurs during the middle year of the parliamentary cycle. Compounding these increases was the decrease in the government bond rate used to calculate leave balances, resulting in an increase in employee expenses. All areas of the department have been fully staffed throughout the reporting period. Through the 2011–12 Federal Budget, the department was able to secure additional funding to support the extra sitting hours of the Chamber and Federation Chamber and also to support the Joint Committee on the National Broadband Network.

The outlook for the coming financial years continues to remain tight. The imposition of the additional 'one-off' efficiency dividend of 2.5% on top of the usual

existing 1.5% has meant that the department has had to implement savings measures from 2012–13. There is now limited scope for the department to find further 'efficiencies' and so it was necessary to reduce some services to members and to some departmental operations. The targeted savings were aimed at specific expenditure items in all program components. Savings in the order of \$0.480m have been identified for 2012–13; however the amount of reduction in the department's budget due to the 'one-off' efficiency dividend was \$0.553m. The situation will continue to be challenging as the department strives to maintain existing service levels across all offices. The department received essential additional funding of \$0.487m across the budget and forward years for the Joint Committee on Public Accounts and Audit to fulfil its statutory requirement of oversight of the Parliamentary Budget Office.

Figure 4 provides a picture of the department's financial performance over the five-year period since 2007–08.

Figure 4 Financial performance, 2007–08 to 2011–12





PERFORMANCE

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

Photo: The secretariat of the House of Representatives Standing Committee on Economics receives an award from the Clerk, 10 February 2012.

Chamber and Federation Chamber

With effect from 27 February 2012, the Main Committee was renamed the 'Federation Chamber'. Entries in this report in relation to the Federation Chamber would in previous years have referred to the Main Committee, and any comparisons as between comparative data years have been made on that basis. 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 required.

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

In 2011–12, the budget allocation for the component was \$3.4 million and expenditure was \$3.3 million. Staff levels, by location, are shown in Appendix 11.

Performance summary

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

- advice and services received from the Clerks-at-the-Table in the Chamber and Federation Chamber—85 per cent 'extreme' or 'high' satisfaction (96 per cent in 2010–11)
- advice and services received from other staff in relation to Chamber and Federation Chamber duties—80 per cent 'extreme' or 'high' satisfaction (92 per cent in 2010–11)
- quality and availability of procedural and statistical publications and support in obtaining such information—70 per cent 'extreme' or 'high' satisfaction (87 per cent in 2010–11).

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

The focus of the component's work is supporting the sittings of the House of Representatives Chamber and meetings of the Federation Chamber. Quantitative information on the sittings of the House and meetings of the Federation Chamber in 2011–12 and the previous two years is shown in Table 1.

In 2011–12, sitting days totalled 68. This represented an increase of 16 days from the previous year; an election year (30.8 per cent extra time) and an increase of one day (1.5 per cent) by comparison with the most recent non-election year (2009–10). What is more indicative of the increased demands placed on the program by the new sitting hours under the reform of parliament agreements are the statistics on the total hours of sittings and meetings of the House and Federation Chamber respectively (see Table 1). In 2011–12, the House sat an additional 77 hours (12.5 per cent extra time) and the Federation Chamber met for an additional 84 hours (37.8 per cent) compared to 2009–10, the most recent non-election year. Legislative activity continued at a high level during the period, requiring corresponding support from the department.

Further 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.

Our advice ranged from immediate support for the Speaker, ministers, shadow ministers and others during proceedings to detailed written advice. Subjects included the application of the standing orders and practice of the House, 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 2011–12, we provided advice and services to facilitate sittings of the House and meetings of the Federation Chamber, including:

- programming and procedural advice to ministers, shadow ministers, party whips, other members, their staff and others

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

Table 1 Performance summary, Chamber and Federation Chamber, 2009–10 to 2011–12

Aspect of performance	Result		
	2009–10	2010–11	2011–12
Number of sittings of the House	67	52	68
Number of meetings of the Federation Chamber	55	46	59
Hours of sittings of the House ^a	614	511	691
Hours of meeting of the Federation Chamber ^a	222	248	306
Number of bills introduced	236	186	256
Number of bills passed both Houses and assented to ^b	178	116	221

a Excludes suspensions.

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

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 2007–08 to 2011–12.

Table 2 Questions in writing to ministers and answers to questions in writing, 2007–08 to 2011–12

	2007–08 ^c	2008–09	2009–10	2010–11 ^c	2011–12
Questions in writing ^a	437	642	571	441	678
Questions answered ^b	177	497	444	335	491

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 programming of the following categories of business:

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

A longitudinal view of the amount of time the House (Chamber and 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, reflecting the significant increase in private members' business time.

Figure 5 Government and private members' business and business of the House (Chamber and Federation Chamber), 2008 to 2012^a



a Includes other opportunities for private members, such as adjournment debates and discussion of matters of public importance.

Minority government and agreements on the reform of parliament

The department's annual report for 2010–11 outlined the effects on the operation of the department of the formation of the minority Labor government and aspects of the reform of parliament agreements made at the beginning of the Forty-third Parliament.

The additional demands that were placed on the Chamber support areas, as a direct result of the reform of parliament agreements under minority government, have not abated. A comparison of the statistics on the sitting hours of the House and Federation Chamber; the total number of bills passed, the number of private members' bills and the number of detail stage amendments moved to bills between this year and 2009–10, the most recent non-election year, provides some indication of the scale of the additional demands.

The increase in demand from members for procedural advice and guidance, particularly on issues that do not arise when the government has a comfortable majority in the House, has also been sustained. The written advices referred to in the last report—particularly those on House practice in relation to sections 53 and 56 of the Constitution and aspects of the financial initiative of the Executive—have proven to be useful resources as the House revisits these issues.

Throughout 2011–12, the House retained the longer sitting hours of the House and the Federation Chamber as reported on previously. To mitigate the demands this places on its staff, the Table Office has extended pre-existing shadowing arrangements, where other departmental employees relieve Table Office employees on some sitting nights after learning the duties over a period of time. These arrangements are effective in reducing fatigue, but they involve

additional risk and require particular care as their nature and purpose require that there is no person to person handover before the commencement of the next sitting.

The relief of Table Office employees is met by other employees at similar salary levels, who are also entitled to the payment of overtime or allowances for additional duty. These arrangements do not, therefore, result in reduced expenditure.

The passage of the *Work Health and Safety Act 2011* and the release of Safe Work Australia's draft *Code of Practice on Preventing and Managing Fatigue in the Workplace* during the reporting period have added regulatory impetus to the department's determination to manage attendance and fatigue in the interests of the health and welfare of its employees. However, the department's financial position is limiting its choice of measures to address this issue. These fatigue management measures do not add significantly to current costs but have the effect of redistributing some of the demands of supporting longer sitting hours of the House and Federation Chamber to other employees who are fully engaged on their normal duties. Participation in these arrangements by employees outside the Table Office is voluntary. However, participation by Table Office employees, although subject to consultation, discussion and negotiation, has not been optional because of the duty of care considerations.

Processing and drafting of bills

Legislation

As in previous years, our support for the legislative process in 2011–12 included the following:

- receipt from the Office of Parliamentary Counsel, and custody under embargo, of bills before their introduction
- provision to ministers of bills for introduction and, after introduction, to all members in the Chamber
- uploading of bills, explanatory memoranda and proposed amendments to the Parliament of Australia website, and provision of an inquiry counter service for access to hard copies of bills and associated material
- processing of all bills and amendments to bills—from introduction to assent for bills initiated in the House, and from introduction in the House until passage by the House for bills initiated in the Senate
- provision of a legislative drafting service for private members
- preparation and delivery of messages to the Senate—244 messages relating to the passage of bills in 2011–12 (171 in 2010–11) and 15 other messages (39 in 2010–11)
- preparation and issue each sitting day of a *Daily Bills List*, providing cumulative information on the status of all bills before the parliament or assented to in the current calendar year.

Last year's annual report noted the considerable effort given to ensuring a smooth transition for bills information from the existing information technology system for the storage, management and publication of bills to the new parliamentary website. This additional support effort continued until the launch of the new website in February 2012, as a range of issues were resolved.

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

Queries on the bills and legislation collection made available through the website during the year totalled 16,883,831, an increase of 22 per cent on the previous year (13,869,390 in 2010–11). The total number of legislation queries represented 25 per cent of the queries made through ParlInfo Search, the same percentage as in 2010–11. Work to include bills from earlier parliaments in the electronic storage system was ongoing, but slowed as a result of other demands on Table Office staff.

Legislative workload

During the year, 256 bills were introduced (186 in 2010–11), an increase of 28 per cent over the average for the previous four years. Two hundred and forty-four were initiated in the House of Representatives and 12 were received from the Senate; 221 bills passed both Houses (116 in 2010–11), of which 210 were initiated in the House of Representatives (101 in 2010–11) and 11 in the Senate (15 in 2010–11). Table 3 summarises bills introduced and assented to from 2007–08 to 2011–12.

In 2011–12, the House passed 221 bills (139 in 2010–11). This represented 3.3 bills on average for each sitting, compared with 2.7 bills on average passed in the previous year. The House amended 21.3 per cent of the bills it passed (10.8 per cent in 2010–11).

The House amended 47 bills that were initiated in the House (15 in 2010–11). The Table Office incorporated the amendments into the text of the bills and arranged for their reprinting (as third reading prints) before transmittal to the Senate. In addition, the House agreed to Senate amendments, and/or made amendments requested by the Senate, to 25 House bills (20 in 2010–11), with further processing by the office before the bills were presented to the Governor-General for assent.

The number of amendments moved during consideration in detail of bills has varied widely over the last 10 years, but the trend in recent years has been one of significant increase. This has placed increasing demands on departmental staff responsible for:

- 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 prints of the relevant bills when amendments were passed.

Of the 732 amendments moved, 457 were passed, including 30 private members' amendments. The House did not amend any bills initiated in the Senate this year, or in the previous year.

The Table Office prepared 7 third reading prints (15 in 2010–11) and 210 assent prints (101 in 2010–11). All documents accurately reflected the decisions of the Houses and were processed.

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 2011–12, 25 private members' bills were introduced, the highest number since Federation, in 1901. Two private members'

bills were passed into law this year and one private senator's bill was passed by the House and became law. Of the 732 amendments moved this year, 305 were private members' amendments, of which 30 were agreed to. Table 4 provides Chamber statistics for private members' legislation. This does not reflect all of the department's work in this area, as some drafted material is not introduced. Table 4 shows an increase in the level of activity of the Forty-third Parliament (2010 onwards) compared with that of the Forty-second Parliament (2008 to 2010).

In order to meet the increasing demand for drafting services, the department has entered into an arrangement with the Office of Parliamentary Counsel (OPC) whereby an OPC drafter has been seconded to the department. This arrangement has had mutual benefits for the department and OPC.

Table 3 Number of bills introduced in the House, and number of bills assented to, 2007–08 to 2011–12

	2007–08 ^b	2008–09	2009–10	2010–11 ^b	2011–12
Bills introduced	167	210	236	186	256
Bills assented to ^a	142	148	178	116	221

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

Table 4 Private members' bills introduced and amendments moved, 2007–08 to 2011–12

	2007–08 ^b	2008–09	2009–10	2010–11 ^b	2011–12
Bills introduced	4	6	15	17	25
Second reading amendments moved ^a	42	10	12	14	17
Consideration in detail amendments moved ^a	36	85	134	292	732

a Includes Federation Chamber.
b Election year.

Record of proceedings and House documents

Votes and Proceedings

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

The *Votes and Proceedings* is prepared from the *Votes Officer's Minutes*, an electronic draft record of the proceedings of the House and the Federation Chamber 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.

The introduction of the new website in February 2012 involved a number of adjustments for the publication of the *Votes and Proceedings* and *Votes Officer's Minutes* to the website and ParInfo Search. In addition, the greater uncertainty and complexity associated with proceedings of the House in the context of a minority government has placed greater pressure on the relevant staff and has often meant considerably extended hours.

Documents

During the year, we processed all documents presented to the House and recorded their details in the *Votes and Proceedings* and the *Index to Papers Presented to Parliament*. We made copies available to members and their staff and others, principally in Parliament House, in response to requests, including through an online daily document-ordering system. The original documents were added to the records of the House, which we continued to maintain. We continued to review our requirements for tabling stock in the light of ever-improving online availability of documents and

declining demand for hard copies.

In 2011–12, documents presented to the House numbered 6533, an increase of 39.4 per cent over the previous year (4686 in 2010–11).

Work progressed on the development of an electronic repository for the Parliamentary Papers Series, which will enable access to the documents themselves as well as the data accessible through the Tabled Papers Register (see below).

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 number of sitting days remaining for a notice of disallowance to be lodged.

Parliamentary Papers Series

The Parliamentary Papers Series consists of documents of a substantial nature presented to the parliament. As reported 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 responded in November 2010 and agreed that an electronic Parliamentary Papers Series should be developed and that a digital repository should be managed by the parliamentary departments, subject to a business case being developed. The presiding officers' further response to the development of a digital repository and electronic distribution of the series was presented in the House on 28 June 2012 and work is under way for the repository to be available 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.

Petitions

Table 5 provides details of petitions presented to the House, and the number of signatures, for the past five years. The growing number of signatures demonstrates a strong level of interest by Australians in using the procedures of the House to draw attention to national issues that are of interest and concern to them. (See also the paragraphs on 'Standing Committee on Petitions' on page 21.)

House pictorial collection

The Chamber Research Office continued to upgrade the storage and cataloguing of the department's extensive pictorial collection, as other commitments allowed. The project involves examining images dating back some 60 years and including a description of the events and the people depicted. The project has two principal objectives:

- to enable better access to the collection for the House and the department
- to improve compliance with records management standards.

Research

The Chamber Research Office continued to collect, analyse and publish procedural and statistical information on the work of the House and its committees.

In 2011–12, the office provided:

- advice, and assistance with advice, for 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 and publications on House statistics, practices and procedure
- information to the public, the media, and other parliaments on the operations of the House.

The high level of demand for services of the office—reported in the previous year—was sustained, reflecting continuing high levels of interest in the operations and procedures of the House.

Publications

The Chamber Research Office maintains, publishes and distributes the standing orders of the House. An insert to the *Standing and Sessional Orders* as at 8 February 2012 was produced to reflect a number of amendments made by the House earlier that day. These related to Question Time arrangements and the change of name of the Main Committee to the Federation Chamber. Consequential changes to the House *Infosheets* were also made. The authoritative text, *House of Representatives Practice*, has undergone significant revisions in response to procedural developments in the House over the course of the Forty-third Parliament. The sixth edition will be published early in the next reporting year.

Consistent with its primary role, the office produced publications detailing significant procedural events, usually following each sitting fortnight. *The Procedural Digest*, a subject-based record of proceedings, is published online, and the *Procedural Extracts*, a technical document, is also produced. 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 and December 2011.

The department continued its association with the Parliamentary Studies Centre at the Australian National University, in cooperation with colleagues from the Department of the Senate and the Parliamentary Library. In August 2011, a seminar entitled 'Minority government: perspectives on the impact on the House of Representatives' was hosted, with presentations by the Speaker; the Clerks of the House and the Senate; Mr Russell Broadbent MP, Deputy Chair of the House Procedure Committee; and Professor Anne Twomey of

Table 5 Petitions and signatories to petitions, 2007–08 to 2011–12

	2007–08 ^a	2008–09	2009–10	2010–11 ^a	2011–12
Number of petitions presented	150	141	163	129	183
Number of signatories	104,903	234,622	270,964	445,921	446,619

^a Election year.

The University of Sydney. Professor John Uhr chaired the seminar, which was attended by senior public servants, academics, and staff from the parliamentary departments and state and territory parliaments. The seminar enabled reflection and analysis from a variety of perspectives on the impact of changes during the previous 12 months.

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).

During the year, these committees held a total of 117 meetings (82 in 2010–11) and produced 39 reports (37 in 2010–11). The increase in the number of meetings and reports presented is primarily attributable 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

As reported on in the previous period, a Selection Committee was re-established in the Forty-third Parliament. The Selection Committee 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
- considering all bills introduced and determining whether to refer bills directly to House or to joint committees for inquiry. This power can

be exercised by an individual member of the committee (85 bills were referred to committees under this procedure in 2011–12; 28 in 2010–11)

- recommending items of private members' business for a vote of the House (69 items of private members' business, including 12 bills, were voted on in 2011–12; 44 items in 2010–11).

The committee consists of 11 members: the Speaker (as chair), the chief whips of the three parties, three government members, two opposition members and two non-aligned members. The committee met 44 times during the reporting period, typically twice each sitting week. On occasion, a third meeting was 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 consists of nine members: the Speaker as Chair, four government members and four non-government members. It is supported by the Clerk, the Serjeant-at-Arms and officers of the department. During the year the committee met seven times and presented two reports (see page 52).

Standing Committee of Privileges and Members' Interests

The Standing Committee of Privileges and Members' Interests met 12 times during the reporting period. During the reporting period, the committee completed and presented to the House a discussion paper on a draft code of conduct for members of parliament. The presentation of the discussion paper finalised the committee's work on the reference on this matter it had received from the House. The committee had 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.

Standing Committee on Petitions

The Standing Committee on Petitions continued its role—begun with its creation in the Forty-second Parliament—of supporting the House's petitioning system, including scrutinising petitions for compliance with House standing orders. On sitting Mondays during the regular 'Petitions' timeslot in the House, the chair presented those petitions that had been found to comply and that were not to be presented by other members at the times available to them. On Mondays, the chair also presented responses by ministers to petitions that had been presented earlier and which the committee had passed on, with a request for a written response that would be presented to the House and published on the committee's web page.

During the year, 183 petitions in total were presented (an increase of 41 per cent on 2010–11, and totalling more than 446,000 signatures), and 134 ministerial responses were presented. The number of petitions and signatures might be considered notable because they demonstrate a growing commitment to the ancient tradition of petitioning parliament. The number of responses might also be considered notable because the figure equates to an almost full response rate. Responses sometimes refer to more than one petition—for example, a petition that is identical to one presented and referred very recently may not be forwarded for a response. While responses from ministers would not usually provide petitioners with the government's agreement to the request in their petitions, they do provide current and authoritative answers to the concerns raised in petitions.

The committee may hold public hearings, or 'round tables' from time to time and invite principal petitioners or relevant government departments and agencies to provide further evidence on petitions and responses. The purpose of such hearings is not to investigate or resolve the issues raised, but to enable further discussion and explanation of relevant legislation, policies and programs. In December 2011, for example, the committee held hearings in Melbourne and Traralgon, where petitions on local and national issues were considered.

Standing Committee on Procedure

The committee continued its focus on monitoring and reporting on the significant procedural reforms to the House that began with the Forty-third Parliament. In July 2011 it presented *Interim report no. 2: Monitoring and review of procedural changes implemented in the 43rd Parliament—Referral of bills to committees by the House Selection Committee*. In this report, the committee noted the positive aspects of the increasing number of bill inquiries being referred to committees and also expressed some concerns about the implications for resourcing. One recommendation was for the Selection Committee to provide reasons for its referrals of bills and, in March 2012, that committee began providing these reasons in its reports.

In March 2012, the Standing Committee on Procedure presented *Interim report no. 3: Monitoring and review of procedural changes in the 43rd Parliament—The effectiveness of reforms to the House committee system*. This was a valuable opportunity for the committee to consider the impact of reforms to House committees after the changes had been in effect for more than 12 months. The origins of many of these reforms can be traced back to recommendations in the committee's 2010 report on the effectiveness of House committees.

While the reference on reforms is its principal focus and involves a long-term and comprehensive review of the workings of the House and committees, the committee also has its traditional reference, the *Maintenance of the Standing and Sessional Orders*, to allow it to deal with other, particular, issues arising from the *Standing and Sessional Orders*.

Table 6 Committees supported by Chamber and Federation Chamber component, 2011–12

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

Standing Committee on Publications

The committee met twice in 2011–12, and met with the Senate Publications Committee on another 11 occasions. The committee presented 13 reports recommending which documents presented to parliament should be included in the Parliamentary Papers Series. All reports were agreed for inclusion.

In 2010 the committee, together with the Senate Publications Committee, conducted an inquiry into the electronic distribution of the Parliamentary Papers Series and presented a report. The presiding officers tabled their response to the report in the House of Representatives on 25 November 2010. The presiding officers' further response to the development of a digital repository and electronic distribution of the series was presented in the House on 28 June 2012.

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 for staff. Senior staff of the Chamber Research and Table Offices delivered specialised training for staff. These measures include:

- on-the-job training and experience. This has been a traditional and highly effective method of procedural training but, naturally, open to a limited number of staff. Opportunities for a greater number of staff to gain significant on-the-job experience in procedural support areas have increased as a result of the need to accommodate staff movements and to support the longer sitting hours in the House and Federation Chamber
- parliamentary and departmental briefing sessions
- specialist training programs developed in-house. Workshops on parliamentary privilege, facilitated by the Deputy Clerk, have continued. These have enabled staff, especially senior staff, to develop the necessary knowledge through practical exercises and guidance in the use of sources to develop advice on privilege matters
- pre-sitting briefings for rostered Clerks-at-the-Table each sitting day

- regular sitting debriefs following each sitting week or fortnight, focusing on matters of procedural interest. The sessions are facilitated by the Director, Programming, and a record is prepared for staff by the Chamber Research Office
- 'shadowing' opportunities, enabling staff outside the Table and Serjeant-at-Arms' offices to learn Chamber support duties on sitting nights. 'Shadows' provide important back-up capability in the event of staffing absences or turnover. A number of shadows have now been able to perform duties long-term following staff movements, and some now have sufficient experience to work independently and enable the staff member they shadow to finish work earlier on some sitting nights
- opportunities to draft papers, including for the Parliamentary Studies Centre and the Australia and New Zealand Association of Clerks-at-the-Table annual professional development seminar; and to deliver presentations at departmental or external events
- for a small number of staff each year, participation in the annual university course in parliamentary law, practice and procedure under the auspices of the Australia and New Zealand Association of Clerks-at-the-Table. These students are required to prepare a substantial research paper for the course and are assigned a mentor from the department's senior executive. They may also participate in parliamentary seminars and conferences.

Information technology

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

The project to redevelop the Chamber document production system and associated databases for the department and for the Senate progressed. Following a tender process, the department and the Senate engaged Science Applications International Corporation (SAIC) to develop the Table Office's production system, which will replace the current document production system. Contracts were signed in February 2012 and in June, following extensive

consultations with key stakeholders, SAIC submitted draft requirements and solution design documents to the Chamber departments for review. A proof of concept application is expected to be demonstrated early in 2012–13 with project completion scheduled for late 2013.

As mentioned above, work progressed on the implementation of an electronic Parliamentary Papers Series. From the beginning of 2013, all documents which are made Parliamentary Papers will be available through ParInfo Search.

As noted last year and referred to above, the department provided considerable support for the project to redevelop the Parliament of Australia website, with emphasis on key documents and other material relating to the Chamber and Federation Chamber. The launch of the website in February 2012 involved a significant further contribution from departmental staff to ensure the smooth transfer of data and publication of House documents.

Improving performance

The increase in sitting hours of the Chamber and the Federation Chamber has increased demand for appropriately-trained procedural support staff. As noted above, procedural training and development continued to be a priority during the year. A new intensive training program delivered for the first time in 2010–11, enabled departmental staff to develop a detailed understanding of legislation and the legislative process. This program provided targeted assistance to staff who are less experienced in providing procedural support to the House, as well as to staff who are now engaged in the growing number of bills inquiries by committees supported by the department. The two-part program will be offered again in 2012–13.

Outlook

We were pleased to see signoff and commencement of the contract for the long-anticipated redevelopment of the central document production system and associated measures for the Table Offices of the department and the Department of the Senate. All staff in the program are being consulted and practical support is being given enthusiastically. This additional effort is expected to accelerate over the remaining 18 months of the project, from the current base of weekly consultations and frequent meetings in non-sitting weeks with the developers.

Other important advances in information technology measures which are proceeding jointly, include the implementation of an electronic Parliamentary Papers Series (with the Department of the Senate) in the next financial year and further progress in the redevelopment of the procedural records system (with the House of Assembly, South Australia).

As the program is focussed overwhelmingly on Chamber support which is responsive to the government's program of sittings and the parliamentary business that is set, there is very little discretionary expenditure. Nevertheless, given the tightening in the department's budgetary position, we are taking a fresh look at resource use across the program, while maintaining our focus on providing high quality services to the members and our other clients. At the same time it needs to be noted that this year there has been a significant increase in program activity across every indicator, with no sign that activity will ease in the next 12 months. As a consequence, there has been an increased training response from senior staff to ensure a sufficient supply of suitably trained Chamber support staff serving at the Table in both the Chamber and the Federation Chamber.

Community awareness

Engaging the community with the work of the House of Representatives and its committees remained a priority for the department in 2011–12. The International and Community Relations Office (ICRO), working with other departmental areas, used a range of products and services to inform the community about the House and encourage community participation in parliament's work. The Serjeant-at-Arms' Office supports school and other visits to Parliament House.

Performance summary

Community interest in the work of the House of Representatives was reflected in the ongoing demand for the department's community outreach products and services. As many of those services have been developed over several years, the focus this year was on maintaining product quality and broadening the reach of our community outreach services.

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

Community liaison

Print and electronic media

The magazine *About the House*, our two television programs—*About the House* and *MPI* (Matters of Public Importance)—and the *About the House* web page remained central elements of the department's strategy to provide information to the community in an accessible, interesting and modern way. Three issues of the magazine were published during the year. The television programs were broadcast on Sky News and the Australian Public Affairs Channel, with replays made available on the *About the House* news web page.

Letters, emails and phone calls from the public praised the quality of the magazine. The following comment from one reader reflected the overall feedback received during the year:

"I have recently started receiving copies of About the House and must compliment you and your team on such a well-produced, well written and informative magazine. Because of its provenance, it also has the added value of having credible information."

The *About the House* Twitter feed, introduced last year, also proved popular, attracting more than 7500 followers (an increase of 5000 from June 2011). The Twitter feed allowed for some interactivity, with people using the service to seek information about parliamentary work and procedures. The Twitter feed complemented our email alert service that provided regular news updates on parliamentary committee work to more than 3200 subscribers.

The department's media advisers continued to promote the work of parliamentary committees direct to the media. Their work assisted in raising the public profile of committee activities through regular reporting of that work in newspapers and on television and radio.

Seminars and presentations

Twelve seminars were conducted during the year on the work and procedures of the House of Representatives, six of which were seminars for individual government departments and organisations. There were 342 participants in these seminars (an increase of 13 from 2010–11). Evaluations by seminar participants gave an average satisfaction rating of 8 out of 10 for the seminars (the same as last year's average rating).

Three university lectures were presented by the Speaker and the Clerk under the House Calls program, one at Charles Darwin University in Darwin, the University of Western Sydney, and the University of Tasmania. The House Calls program allows staff and students to hear first-hand about the more practical operations of the House and its members.

Projects and events

A young women's forum was held at Parliament House in August 2011, organised by ICRO. The 'w.comm' forum, held under the auspices of the Commonwealth Parliamentary Association, brought together 10 young women (aged 18–25), one from each Australian state and territory, to discuss the role of women in politics and to engage with the political process. The two-day program included a range of discussions and presentations, including with parliamentarians,

political staffers, lobbyists, media representatives and a representative of the diplomatic community.

Evaluations undertaken at and after the forum indicated a high level of satisfaction among participants, who advised that the forum had met their expectations. In their feedback, participants commented that they had gained knowledge, direction, inspiration and realistic information from a variety of sources. Participants also made suggestions for future forums. Another forum is planned for 2013.

Parliamentary Assistants' program

The Parliamentary Assistants' program, successfully run by the Serjeant-at-Arms' Office, entered its twelfth year. University students apply for places on the program, which promotes understanding and engagement with the work of the parliament through part-time employment in the House of Representatives. (For further details see page 45.)

Parliamentary internship program

The Australian National Internship Program has operated under an agreement between the Vice-Chancellor of the Australian National University and the presiding officers since 1993. Australian and foreign students enrolled at the university under the program undertake an internship placement of about 10 weeks as part of their formal course of undergraduate study. In both semesters of 2011–12, most students enrolled in the program were placed with a senator or a member. The departments of the House of Representatives and the Senate and the Parliamentary Library assist the program, including by providing an orientation seminar before the students take up their placements at Parliament House and elsewhere. During the placement, students complete 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 with an opportunity to study and work within the parliamentary environment.

Parliamentary exchange program for Australian Defence Force

Each year, a small number of Australian Defence Force representatives may spend a week at Parliament House, being hosted by a member or senator. This arrangement began in 2003 and expanded on a program started in 2001, under which members and senators take up a short placement with Defence personnel and participate in their working life. The arrangements for participation by members and senators are made through the Parliamentary Secretary for Defence in conjunction with the Department of Defence. In 2011–12, 15 Australian Defence Force representatives were placed with a member or senator. The departments of the House of Representatives and the Senate supported the exchange program.

Public visits to the House

Public visits to observe proceedings

Over the 68 sitting days of 2011–12, there were 79,241 visitors to the House of Representatives Chamber galleries. This was an increase on last year (68,038 visitors), which was an election year. The introduction and debate of the Clean Energy Bills created a great deal of interest in the community and, coinciding with Canberra's Floriade festival, resulted in the highest number of people visiting the galleries in a single day on 13 September 2011, when the bills were introduced (2368 people). High levels of attendance were recorded too on 19 and 20 September 2011, during debate of the bills.

Budget and Budget Reply nights were also well attended, with 713 visitors attending Budget night on 8 May 2012 and 603 attending the Budget Reply two nights later.

On Thursday, 17 November 2011, the Honourable Barack Obama, President of the United States of America, addressed members and senators in the House of Representatives Chamber (see also page 39). The Serjeant-at-Arms' Office, in collaboration with the Usher of the Black Rod's Office and the Ceremonial

and Hospitality Division of the Department of Prime Minister and Cabinet, organised gallery bookings for the invited guests of members and senators, school groups, distinguished visitors and media representatives from Australia and the United States to attend the address. More than 724 people were recorded as entering the galleries for the address that day (this does not include school groups).

The President had been received at Parliament House the day before on 16 November 2011 with a Ceremonial Welcome. Arrangements were made for two school groups to attend the welcome in the Marble Foyer.

School visits to Parliament House

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

The total number of students participating in school programs was 114,794, which is consistent with the number of visiting students last year. There were increased numbers of students from several states, with the biggest increases recorded from the Northern Territory, Queensland, South Australia, Tasmania and Western Australia (see Table 7).

All students participated in a guided tour and visited both Chambers; 87 per cent (100,130) received hospitality; and 78 per cent (89,624) participated in the Parliamentary Education Office program.

Parliamentary Education Office

The department and the Department of the Senate jointly fund the Parliamentary Education Office (PEO), which is administered by the Department of the Senate. The mission of the PEO is to provide parliamentary education services to schools, teachers

and students. The PEO also provides parliamentary education support services to members and senators.

The two departments liaise closely on the strategic direction of the PEO and the content of its teaching, educational material and online resources. The PEO Advisory Committee, chaired by the Deputy Speaker, provides strategic guidance to the PEO and is available to provide the presiding officers with advice on the parliamentary education support needs of members and senators. The Advisory Committee met in November 2011 and June 2012. The Clerk Assistant (Table), and the Clerk Assistant (Procedure) of the Department of the Senate, attended as observers.

A total of 89,624 students from every state and territory participated in the PEO's experiential role-play program at Parliament House during the year (compared with 88,423 last financial year and the record of 91,648 in 2009–10). This brought the cumulative total of students who have participated in the role play programs since the Parliament House building opened on 9 May 1988 to over 1.6 million. A number of members and senators met with student groups that attended Parliament House and participated in the PEO's programs.

The PEO continued to invest in range of outreach strategies to ensure that it is able to provide parliamentary education services to a broad student population, not just those who are able to travel to Canberra. An extensive review of the PEO website structure and content has been completed to improve accessibility and the currency and readability of website material. In addition, an expanded range of materials was developed for secondary students and a greater emphasis was placed on providing factual information about current events and the achievements of the Forty-third Parliament. Additionally, an inter-departmental project board has been initiated

to consider the introduction of a new booking system for school tours with a view to achieving improved efficiency and functionality.

The PEO website continued to be an effective and popular vehicle for the dissemination of parliamentary education material and resources to teachers and students located around Australia. Patronage of the PEO website has continued to increase significantly, with over 589,998 visitors accessing over 4.884 million page views in 2011–12. This compares with 542,738 visitors and 4.718 million page views in 2010–11 and represents an increase of 8.7 per cent in visitors and a 3.5 per cent increase in page views. A project board is considering the introduction of a content management system for the PEO website. The department is represented on the project board by the Clerk Assistant (Table).

The PEO continued its work with members and senators in a targeted school visits program called Parliament Alive. Three Parliament Alive visit programs were successfully conducted this year to schools in outer Adelaide and outer Brisbane electorates. These activities provided participating students with an

invaluable opportunity to learn first-hand about the role and work of their federal member or senator. A highlight of the Parliament Alive program was the active involvement of relevant members and senators. In addition to Parliament Alive, the PEO conducted a number of other parliamentary education programs, both at Parliament House and around Australia, involving students, trainee and qualified teachers, Indigenous groups and adults.

The PEO has also continued to produce a wide range of educational resources, both in print and in video, including a new publication, *Role Playing the Parliament – A Teacher's Guide*, which is intended to encourage and assist teachers to conduct parliamentary role-play activities in the classroom. In addition, in March 2012, the Speaker and President of the Senate launched the Despatch Box Education Kit. Taking the form of a replica despatch box, the kit contains all the props, costumes and resources required to conduct role-play programs in the classroom as well as a comprehensive suite of PEO parliamentary education resources. The demand for PEO publications and resources continued to increase over the course of the year.

Table 7 Students visiting Parliament House, by location and year, 2007–08 to 2011–12

Year	ACT	NSW	NT	Qld	SA	Tas.	Vic.	WA	Other	Total
2007–08	3,733	67,148	532	15,077	4,523	1,050	17,002	3,100	295	112,460
2008–09	4,031	69,673	341	14,333	4,024	1,113	16,913	3,591	171	114,190
2009–10	3,703	70,294	623	15,845	4,618	1,394	17,041	4,378	59	117,955
2010–11	2,730	67,715	707	16,411	4,205	1,262	17,458	4,048	62	114,598
2011–12	1,637	66,036	899	17,389	5,059	1,676	17,312	4,706	80	114,794



Photo: Australia Day Achievement Medallion presentation, 30 January 2012.

Improving performance

The Parliament of Australia website was comprehensively redeveloped during the year which allowed us to refresh the House of Representatives web pages and the information they contain. The web pages are hosting more short video clips of committee and other parliamentary activity, and committees are increasingly using online surveys lodged on the website to help gather direct input from the public. (For further information, see page 31.)

The growing popularity of the *About the House* Twitter feed over the year has provided the opportunity for greater interactivity with the community, with people using the service to ask questions and receive answers on parliamentary work and procedures. This complements the department's efforts to promote community engagement as a two-way process rather than one whereby the department simply presents information to the public. The direct feedback on our products also allows us to more quickly enhance our community outreach services.

A tender for the printing and mailing of the *About the House* magazine resulted in a reduction in printing costs, as the department seeks to minimise its expenses while maintaining the same standard of service.

The Serjeant-at-Arms' Office, in particular, continued to work with the PEO and Visitor Services as part of the Venue Management System Project Board and Evaluation Committee to select a new booking system which will include a web-based school booking component. When complete, this should reduce the workload on the Serjeant-at-Arms' Office and make it easier for school groups, in particular, to arrange to visit Parliament House.

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

Outlook

The twenty-fifth anniversary of Parliament House in 2013 will provide an additional opportunity to engage the community with the work of the House of Representatives, with a book launch in May 2013 and an Open Day scheduled to take place on 14 September 2013.

We will continue to explore ways in which to deliver information to the public using the latest technology. As an example, work has commenced on making the *About the House* magazine available as an e-publication and developing an 'app' for distributing news about the House.

Budget constraints will affect community engagement programs. However, the delivery of products and services online will assist in reducing costs.

The Serjeant-at-Arms' Office will continue to participate in site visits and demonstrations from vendors as part of the evaluation of new booking systems. The forward plan is that a vendor will be selected and implementation will be underway by the end of 2012 and the office will then work with the vendor to ensure the realisation of a new and more user-friendly booking system. School bookings for 2013 have opened and in the first week of bookings we have already booked 1563 schools with 58,507 students to visit parliament in 2012–13, and participate in a school program.

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

Committee services

Committee services

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

The expenditure on these services in 2011–12 was \$7.486 million, which was \$0.342 million below the budget allocation of \$7.828 million. Staff levels, by location, are shown in Appendix 11.

Performance summary

On 1 July 2011, nine Committee Office secretariats were supporting nine House investigatory committees and nine joint investigatory committees. As the financial year coincided with the midpoint of the parliamentary cycle, committees were well established and most had one or more inquiries underway.

In addition, the office supported two joint select committees during 2011–12. 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 30 April 2013, rather than the same date in 2012. The Joint Select Committee on Australia's Clean Energy Future Legislation was established on 15 September 2011 and reported on 7 October 2011. After presenting its final report, the committee was dissolved.

Committees supported by the Committee Office in 2011–12 are shown in Table 8.

The department also supports the Liaison Committee of Chairs and Deputy Chairs. While this committee has formal processes, and is chaired by the Deputy Speaker, it is not a formal committee of the parliament but a means by which chairs and deputy chairs of committees administered by the House can discuss aspects of committee administration and support. In previous parliaments the committee generally met every six months, but it has met more frequently in the

Forty-third Parliament. The committee met four times in 2011–12: in September and November 2011 and March and June in 2012.

Committee activity

The 2011–12 financial year was marked by high levels of committee activity as House and joint committees continued to play an increasing role in the scrutiny of legislation, in addition to conducting longer-term reference inquiries. Bills inquiries are generally conducted within short timeframes and prior to the Forty-third Parliament were not a significant feature of House and joint committee work.

On 1 July 2011, the investigatory committees supported by the department had 36 ongoing inquiries. During 2011–12, these committees commenced 115 inquiries, tabled 91 reports relating to 95 inquiries and made oral statements in discharge of their requirement to provide an advisory report on a bill or package of bills for a further 11 inquiries. As at 30 June 2012, the committees had 49 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 impact significantly on committee workloads. Prior to the Forty-third Parliament, committees that the department administers only occasionally conducted inquiries into bills and pre-legislation proposals. In 2011–12, 79 bills were referred to committees supported by the department by the Selection Committee. In addition, a package of 19 bills was referred to the Joint Select Committee on Australia's Clean Energy Future Legislation by a resolution agreed by both Houses, and a package of 11 bills relating to the Minerals Resource Rent Tax was referred to the House Economics Committee by the Treasurer. Taking into account those bills inquired into as a package, 54 bills inquiries were undertaken by committees supported by the department in 2011–12.

Table 8 Committees supported by the Committee Office, 2011–12

Forty-third Parliament 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 of Public Accounts and Audit
Joint Committee on the National Broadband Network
Joint Select Committee on Australia's Clean Energy Future Legislation
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 concerned with the domestic operations of the House (in addition to the Joint Committee on the Broadcasting of Parliamentary Proceedings) are supported by other program components of the department and are discussed on pages 20–22.

During the year, the Committee Office supported some inquiries which attracted significant public interest and support staff were required to be creative in the way in which they managed stakeholder engagement in often very short timeframes. For example, the Standing Committee on Social Policy and Legal Affairs conducted an inquiry into two bills, the Marriage Equality Amendment Bill 2012 and the Marriage Amendment Bill 2012, each of which sought to allow same-sex marriages in Australia and to recognise same-sex marriages conducted overseas. To assist in meeting the demands from interested parties, a dedicated email system and phone lines were established for the inquiry. The committee received submissions from religious bodies, lawyers, celebrants, human rights organisations and advocacy groups and held a public hearing in Sydney. It also ran an online survey which received almost 280,000 responses. The committee's report was presented in June 2012.

The office also supported the Joint Select Committee on Australia's Clean Energy Future Legislation which was set up in September 2011 to examine 19 bills that sought to implement the government's decision to place a price on greenhouse gas emissions and move to an emissions trading scheme by 2015. The inquiry was conducted within a very short timeframe, with the committee meeting for the first time on 15 September 2011 and presenting its final report on 7 October 2011. The committee processed a large amount of written evidence and correspondence, and took evidence at public hearings held in Canberra, Melbourne and Sydney. As part of the hearings, the committee conducted teleconferences with organisations in regional locations in Queensland and Western Australia.

During 2011–12, the Joint Committee of Public Accounts and Audit (JCPAA) acquired an important new role as the parliamentary oversight committee for the newly created Parliamentary Budget Office. Funding for a Parliamentary Budget Office was announced in the 2011–12 Budget. Shortly thereafter, the government responded positively to the *Report of the Joint Select Committee on the Proposed Parliamentary Budget Office*, introducing legislation to amend the *Parliamentary Services Act 1999*. The amendments

enabled the establishment of the Parliamentary Budget Office, and named the JCPAA as the oversight body.

The JCPAA is now responsible for

- approving the appointment of the Parliamentary Budget Officer
- considering the operations and resources of the office
- drawing the attention of Parliament to any significant matters relating to the office.

In May 2012, following the unanimous approval of the JCPAA, the inaugural Parliamentary Budget Officer was appointed by the presiding officers.

Delegations and visits

In 2011–12, departmental staff provided support to a number of outgoing committee delegations.

In August 2011, the Secretary of the House Standing Committee on Climate Change, Environment and the Arts (CCEA Committee) supported committee members during their participation in the inaugural annual parliamentary committee visit to the People's Republic of China (PRC). The addition of a third committee visit within the annual delegations program—in similar terms to the existing New Zealand Committee Exchange and the annual Asia–Pacific committee visit—provides an opportunity for a parliamentary committee to visit China each year, ideally with a program focus based on a current inquiry by the committee. For this historic first visit by a committee of the Australian Parliament to the PRC, the comprehensive program of visits and meetings related to the CCEA Committee's inquiry into the impacts of climate change on biodiversity.

During the 10-day visit, the committee met with members of the National People's Congress, including members of the Environmental and Resources Protection Committee, as well as officials in several provincial administrations. The committee also held productive meetings with representatives of various industries and organisations with an environmental focus.

Highlights of the visit to the PRC included:

- meetings with representatives of state institutions such as the State Grid Energy Research Institute; the Institute of Environment and Sustainable Development in Agriculture, Chinese Academy of Social Sciences; and the Chinese Renewable Energy Industries Association
- meetings with production industries such as Yingli Green Energy, the world's largest producers of solar panels; the Zhonghang Huiten Windpower Equipment Company, in Baoding; and the China Huaneng Beijing Co-generation Power Plant, in Gaobeidian
- opportunities to visit and receive briefings at the Sino-Singapore Eco-City, in Tianjin; the Wuzhong Chengqu Wastewater Treatment Plant, and about the Lake Tai Wastewater Treatment project (supported by AusAID), in Suzhou; the Michell Wool Plant, an Australian-owned wool processing factory, in Jiangsu; various carbon sequestration forestry projects in the Qinghai region; and the recently completed Three Gorges Dam, the world's largest hydro-electric dam project, in Yichang, Hubei Province.

In September 2011, the secretariat of the Joint Standing Committee on Electoral Matters supported the committee's visit to Indonesia and Tonga as part of the Asia-Pacific Parliamentary Committee Exchange program. In addition to strengthening parliamentary relationships and cooperation with Indonesia and Tonga, the visit enabled committee members to gain an understanding of the democratic developments in these countries and the electoral support that Australia provides. The program included a combination of high-level meetings and opportunities for delegates to hear at first-hand the experiences of individuals of their country's democratic progress. The report of the trip was presented in June 2012. Committee members expressed their appreciation for the support for the trip provided by secretariat staff.

In April and May 2012 the secretariat of the Joint Standing Committee on Foreign Affairs Defence and Trade (JSCFADT) supported a delegation to the UK, Spain, Germany and the United States. The delegation comprised members of the Defence Sub-Committee of the JSCFADT as part of its *Review of the Defence Annual Report 2010–2011* and Senators

from the Senate Standing Committee on Foreign Affairs, Defence and Trade as part of its inquiry into *Procurement procedures for Defence capital projects*. The key aim of the delegation was to visit countries that design, build and maintain/sustain submarine fleets, deal with large scale defence procurement issues, and to visit the project office of the Joint Strike Fighter (JSF) and Lockheed Martin. The delegation found that first-hand inspections and briefings by suppliers and US government officials greatly assisted to better understand the dynamics of supply chains and their implications for Australia's ongoing defence capability.

Government responses to committee reports

In 2011–12, the government responded to some important reports from the previous year. In November 2011, the government responded to the June 2011 report by the Standing Committee on Regional Australia, *Of drought and flooding rains: Inquiry into the impact of the Guide to the Murray–Darling Basin Plan in Regional Australia*. The committee's report investigated the impact that the guide had on regional communities and found that there was widespread community recognition that a better balance needed to be achieved between the consumptive use of water and water for the environment. The committee made 21 recommendations. In its response, the government

welcomed the committee's report as part of a process of strengthening community and parliamentary engagement in the reforms. The government agreed, or agreed-in-principle, to a number of measures recommended by the committee to help ensure that the reforms deliver a healthy river system and strong communities. The committee has maintained an ongoing dialogue with the Minister for Water about the government's response to the report and in May 2012 the minister referred a follow-up inquiry for the committee's response on three key outstanding issues. Also in November 2011, the government presented its response to the June 2011 report of the Standing Committee on Aboriginal and Torres Strait Islander Affairs, *Doing Time — Time For Doing: Indigenous youth in the criminal justice system*. The committee's report, which received international attention, identified the level of overrepresentation of Indigenous young people in the criminal justice system as a national crisis which all levels of government together need to address. The government accepted (in whole, in part, or in principle) all of the report's 40 recommendations, and its response set out where action had already been taken against specific recommendations and indicated how the government would take action to pursue others.



Photo: The House of Representatives Standing Committee on Agriculture, Fisheries and Forestry holds a public hearing in Grafton, 1 September 2011.

Analysis of performance

Table 9 Committee Office performance indicators 2007–08 to 2011–12

Indicator	2007–08 ^a	2008–09	2009–10	2010–11 ^a	2011–12
Members' satisfaction rates (%) ^b	95	100	100	100	95
Reports, total ^c	51	58	55	42	91 (11)
Staff numbers, Committee Office ^d	61	63	64	63	65

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

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

^c Oral reports (shown in brackets) may be given in discharge of a reference from the Selection Committee.

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

Committee support

In addition to providing day-to-day support for committees, the department also continues to assist the work of committees through the development of support systems and projects to ensure that support staff are equipped to perform their roles effectively. For example, in 2011–12 the document *Minutes of parliamentary committee meetings — a style manual* was revised and redrafted to reflect current practice. The manual promotes consistency in the style of minutes of proceedings of committees serviced by the department. A consultation session was held with committee support staff in May 2012 and input from the session is expected to feed into the final draft, due for completion later in 2012. Other projects are discussed below.

Records management and archiving

Archiving of committee records continued in conjunction with the department's Records Management Unit. More than three shelf metres of committee records were transferred into the custody of the National Archives during the year. A further two shelf metres of committee records to be retained permanently at Parliament House were sorted, boxed and placed in appropriate on-site storage.

The Records Management Unit continued the project to extend the use of electronic records management to the entire committee office. To date, four committee secretariats and the office of the Clerk Assistant (Committees) have made the transition to electronic records management, with the remaining secretariats to follow in 2012–13.

Digitisation of committee reports

The department completed digitising all House committee reports tabled since 1901. A further 1528 joint committee reports (tabled between the Third and Thirty-ninth Parliaments) have been identified that require digital copies to be uploaded to the Register of Committee Reports. No joint committee reports were tabled prior to this period and digital copies of subsequent reports are uploaded as a matter of course. This project will commence at a later time.

Improving performance

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

HTML generator

The Committee Office continued to improve the provision of information online by publishing committee reports (including graphics, tables and footnotes) as a web page, in addition to making reports available in portable document format (PDF). In doing so, the department is seeking to comply with the current *Web Content Accessibility Guidelines* (WCAG 2.0) requirements as set down by the World Wide Web Consortium (W3C). Providing reports in this way enables screen readers to easily translate information for sight-impaired people.

Revisions to the software program obtained from the Department of the Senate and project tools have further increased the efficiency of this project, with significant inroads being made to the backlog of reports provided in both formats.

Reports tabled in the Forty-third Parliament are being accorded priority, followed by the two previous parliaments.

Extension of the Senate Committee Information Database and CommDocs

The department and the Department of the Senate continued to collaborate on a project to roll out the Senate Committee Information Database (SCID) system to committees supported by the department, and the CommDocs system to committees supported by the Department of the Senate. SCID (to be known as the Shared Committee Information Database for departmental staff) assists with the electronic lodgement, management and publishing of committee submissions and associated committee

web pages. CommDocs provides a secure and access-controlled web-based interface for committee secretariat staff to distribute committee documents to committee members.

During 2011–12, one secretariat supporting a House committee continued to trial SCID for one of its inquiries and suggested some enhancements to the system prior to its roll out to additional secretariats, which are expected to occur in late 2012. Once the roll out of the two systems is complete, the next phase of the project is to develop and implement further enhancements to both systems.

Outlook

2012–13 is likely to be another busy year for the Committee Office, with the tempo of activities, particularly for bills inquiries, showing no signs of tapering. The pressures of bills inquiries is leading committees and the secretariats that support them, to try innovative ways of conducting inquiries. New approaches are being tried to gain community input in the often short timeframes for the inquiries. Committees are also likely to increasingly choose to make verbal reports of their findings on legislation to the Chamber, as well as to table written reports for longer inquiries in the more traditional manner.

In the face of expenditure pressures, the Committee Office will continue to maximise the productivity benefits of emerging information technology. This will include ongoing cooperation with the departments of the Senate and Parliamentary Services to develop shared applications and increase the utility of the Parliament House website.

Inter-parliamentary relations

The Australian Parliament's international program is focused on:

- broadening links with other national parliaments
- contributing to the work of international parliamentary organisations
- strengthening parliamentary democracy, particularly in our immediate region.

The program is administered primarily through the International and Community Relations Office, with input from all three parliamentary departments. The office is funded jointly by this department and the Department of the Senate.

Performance summary

A significant number of parliamentary visits were coordinated during the year. Parliamentary strengthening programs were expanded, particularly for Pacific Island parliaments. Projects relating to women in parliament were initiated. More information about the parliament's international program was made available to the community.

Delegations and visits

During 2011–12, the department coordinated 25 official overseas visits, which included bilateral visits to 12 countries, attendance at 9 conferences, workshops and seminars, and 12 other visits (see Appendix 8). There were 12 official visits to Australia by parliamentary delegations from other countries as guests of the Australian Parliament (see Appendix 6), along with 15 other visits (see Appendix 7).

The regional focus of the visits program was maintained. Three parliamentary committee visits to countries in the Asia–Pacific region are now a regular part of the annual visits program, along with an annual parliamentary delegation visit to countries that belong to the Association of Southeast Asian Nations (ASEAN). Feedback received from parliamentary committees is that they value the opportunity to visit other countries in the region to find out how those countries are dealing with topics being investigated by Australian committees. For example, the House of

Representatives Climate Change Committee was able to gain an insight into the way in which China is dealing with environmental and climate change issues when it visited there in August 2011.

Parliamentary delegations from China, Japan, Thailand and Samoa visited Australia as guests of the Australian Parliament. This year, for the first time, a delegation of parliamentarians from ASEAN countries also visited Australia as guests of the parliament. While previously there have been bilateral visits from countries belonging to ASEAN, this was the first visit by a delegation comprising parliamentarians from the various ASEAN nations. The delegate from Indonesia reflected the overall feedback received on this visit when he wrote:

"I thought the program was spectacular and it was such a great learning experience. In my view the program was successful for ASEAN parliamentarians to gain insight and understanding of Australia and its political system."

The visit to Australia by a delegation from the People's Republic of China in October 2011 included a parliamentary dialogue between Australian and Chinese parliamentarians. This dialogue, which now takes place annually, was introduced through a parliamentary memorandum of understanding between the Australian Parliament and China's National People's Congress.

Support for other parliaments

The Pacific Parliamentary Partnerships program, established with AusAID funding last year, was expanded to include the Cook Islands, Samoa and Vanuatu. As part of the program, a range of capacity-building projects were supported for these parliaments and the parliaments of Kiribati, Tonga and Tuvalu.

Departmental staff were involved in delivering a number of these projects, including:

- community outreach and media training in Tonga
- a parliamentary needs assessment for the Cook Islands
- preparation of a parliamentary procedure and practice manual for Samoa.

A community outreach workshop for parliamentary staff from Pacific Island parliaments was coordinated at Parliament House in Canberra in April 2012.

Pacific Island parliaments were also supported with training and equipment provided through an Education Trust Fund administered by the department on behalf of the Australian Region of the Commonwealth Parliamentary Association. Provision of information technology equipment was again a focus of support this year.

The annual Inter-Parliamentary Study program was conducted in March 2012, attended by senior parliamentary staff from 12 parliaments (four from Asia, one from Africa, one from Australia, two from the Pacific region, two from Europe, one from North America and one from South America). The two-week program allows for detailed study of Australian parliamentary processes and practices. Participants indicated a high level of satisfaction with the program content and arrangements, providing an average rating of 4.5 out of 5 in their evaluations.

The Australian Parliament was invited by the Inter-Parliamentary Union to participate in a needs assessment mission to the new Parliament of Burma (Myanmar). The two week mission took place between late April and early May 2012 and the Director of the International and Community Relations Office participated in the mission. The outcome was a report to the Burmese Parliament, with 60 recommendations relevant to its future development.



Photo: A delegation from the Association of Southeast Asian Nations visits the Australian Parliament, 23 May 2012.

Participation in international parliamentary organisations

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

An annual planning workshop was coordinated for Commonwealth Women Parliamentarians Australia, part of the Commonwealth Parliamentary Association. The workshop developed the group's 2012–13 action agenda, which includes a range of projects to connect women in the community with parliament. As part of this work, a young women's forum was coordinated at Parliament House in Canberra in August 2011. (For more details see pages 24–25.)

A regional climate change workshop for Pacific parliaments was held in Queensland in August 2011. The two day workshop was coordinated in association with the Inter-Parliamentary Union and was supported by funding from AusAID. It was attended by parliamentarians from 13 Asia–Pacific countries and included presentations, panel discussions and briefings on climate change mitigation and natural disaster management. Feedback from delegates indicated that the workshop was worthwhile and provided them with valuable information they could use in their countries.

A website was established for the Australian Region of the Commonwealth Parliamentary Association to improve communication and information sharing between members of the association at the regional level, and to help inform other regions and the general community about the association's work.

During the year, discussions continued on the future directions of the Commonwealth Parliamentary Association. Support was provided for Australian parliamentarians who attended meetings to discuss the proposed reforms.

Improving performance

Further funding sourced from AusAID, the Commonwealth Parliamentary Association and the Inter-Parliamentary Union enabled an expansion of parliamentary strengthening programs.

The redevelopment of the Parliament of Australia website enabled the web page for the international program to be refreshed. More information, including news stories and video material, is now being included on the web page to better inform the community about the parliament's international work.

Projects such as the 'w.comm' young women's forum helped to connect the community to the work of parliamentary organisations such as the Commonwealth Parliamentary Association.

Outlook

Parliamentary strengthening programs have become an important focus for the International and Community Relations Office and delivery of capacity building projects will remain a priority in the year ahead.

We will continue to provide the community with information on the parliament's international program and seek to better connect the community with that work.

Budget constraints will impact on the number of delegation visits to Australia that can be hosted by the Australian Parliament.

Members' services

The members' services program component comprises the provision of advice, services and support to members in Parliament House and payment of members' salaries and allowances. The department's responsibilities include:

- support for accommodation at Parliament House
- the delivery of office and communication services such as stationery, printing and information technology
- the payment of salaries and allowances.

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

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

The expenditure for members' services in 2011–12 was \$2.72 million. The budget allocation was \$3.38 million. Staff levels, by location, are shown in Appendix 11.

Performance summary

The results of the 2012 members' survey indicated the levels of satisfaction with the work of the areas. The work of the Serjeant-at-Arms' Office in supporting members received a high level of satisfaction with 100 per cent satisfied (87 per cent in 2011) and 89 per cent extremely or highly satisfied (78 per cent in 2011). Once again this year, all members were satisfied with their home pages on the Parliament of Australia website (60 per cent were either extremely or highly satisfied compared with 50 per cent in 2011). In respect of services for salary, electorate allowances and deductions, 100 per cent of members were satisfied (87 per cent in 2011) and 89 per cent were extremely or highly satisfied (58 per cent in 2011).

Address by the President of the United States of America

A significant event managed by the program component was the address by the Honourable Barack Obama, President of the United States of America, on 17 November 2011 to members and senators in the House of Representatives' Chamber. The address was a very high profile parliamentary event and involved many people working behind the scenes to make it a success. The department was responsible for the planning and delivery of key arrangements for the address, including advice to the Speaker and members, overall logistics, media and security. The President's visit to Parliament House created intense media and public interest and required careful planning, which was achieved through coordination with parliamentary colleagues in the Senate, Department of Parliamentary Services and the Australian Federal Police, officers of the Department of the Prime Minister and Cabinet, as well as our contacts in the US Embassy, White House and the US Secret Service.

Other highlights

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

The department assumed responsibility for the payment of additional salary to ministers and Parliamentary Secretaries from December 2011. The transfer of responsibility was recommended by the Williams Report on the review of the administration of parliamentary entitlements, and accepted by the Special Minister of State. The result is that ministers and Parliamentary Secretaries are paid their base and additional salary components by a single agency.

The review of media arrangements conducted by members of the Joint Committee on the Broadcasting of Parliamentary Proceedings continued during the year. Roundtable discussions were held with parliamentary officials, senators and members and representatives of the media. New rules for media-related activity in Parliament House and its precincts are expected to be finalised in 2012–13.

Information and communication technology projects to achieve innovation and efficiencies through the development and replacement of many of the support systems for the Chamber, committees and members' services continued. All projects proceeded after development of detailed business cases.

On behalf of the presiding officers, the Serjeant-at-Arms' Office organised a reception to commemorate the 111th anniversary of the Australian Parliament, and mark the annual meeting of the Association of Former Members of the Parliament of Australia, on 9 May 2012.

During the year, the presiding officers agreed that the focus for activities to mark the 25th anniversary of the opening of Parliament House on 9 May 2013, would be the launch of a book on the commissioned art and craft work in Parliament House and an Open Day. The parliamentary departments engaged Pamilie Berg Consulting Pty Ltd to write, design and document the book for publication.

Services and advice

Media services

The presiding officers' *Guidelines for Filming and Photography and General Media Rules in Parliament House and its Precincts* are administered by the Serjeant-at-Arms and the Usher of the Black Rod. This includes:

- responding to requests for filming and photography which fall outside the guidelines
- liaison with the media associated with events
- considering instances of non-compliance with the guidelines.

In relation to breaches of the guidelines, the Serjeant-at-Arms wrote during the year to editors of major daily newspapers, to the head of a party secretariat, to the President of the Parliamentary Press Gallery and to individual photographers. The instances of non-compliance were reported to the Joint Committee on the Broadcasting of Parliamentary Proceedings for consideration as part of the media review.

The three main events during the year which required negotiation of agreed arrangements with the media were:

- the visit by the US President

- the introduction of an extended Speaker's procession to the Chamber on sitting Tuesdays
- the ballot for the leadership of the Labor Party.

The Deputy Serjeant-at-Arms was primarily responsible for this work, which was high profile and successful.

As mentioned, there was a review of media arrangements in Parliament House by members of the Joint Committee on the Broadcasting of Parliamentary Proceedings. The department made a submission to the review, participated in a roundtable discussion with committee members and provided comments on draft revised rules for media related activity in Parliament House and its precincts. The Deputy Serjeant-at-Arms was Secretary to the review.

Information services

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

The department continued to operate its drop-in centre every sitting Tuesday to enable members and their staff to get information or provide feedback on any of the services provided by the department. During the year, the centre operated during all 18 sitting Tuesdays, and 17 members or their staff used the service. As in previous years, the sessions were staffed by senior departmental staff members with a representative of the department responsible for electorate office IT—which was initially the Department of Finance and Deregulation and later in the year, the Department of Parliamentary Services—invited to attend to increase the value of the service to members. Any comments relating to services provided by the Department of Parliamentary Services were referred to the appropriate office of that department.

Accommodation services

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

During the year, the office arranged 10 office relocations as a result of changes in the ministry and to office holders. There were 491 requests to supply and move furniture, 58 less than the previous year in which there was a high requirement for furniture changes as an election year. All tasks were performed to agreed timeframes and standards, and to the satisfaction of party whips and individual members.

We contributed to several major security projects within the department including the upgrade to the House of Representatives security entry configuration, security gates on the entrance and exits to the car-parks, security film on windows, and the emergency isolation of the House of Representatives Chamber. Door actuators were fitted to the main entry and link-way doors to improve access and comply with *Disability Discrimination Act 1992* standards.



Photo: Election of the Speaker, the Hon. Peter Slipper MP, 24 November 2011.

Photo supplied by Auspic.

We also contributed to several accommodation projects with the department, including the ongoing lighting upgrade.

Replacement of office furniture

During the year, the department and the Department of the Senate commissioned the GHD Group Pty Ltd to review the business case for replacement of office furniture for departmental staff and staff of members. The furniture was some 25 years old, and catered for an office environment of the late 1980s. GHD supported furniture replacement as there was insufficient furniture stock; most of the existing furniture was not designed for current computer configurations and the furniture was restricting the flexibility of office layouts and reconfiguration. The departments accepted the report.

The House Standing Committee on Appropriations and Administration was briefed on the project. A project to replace the furniture of departmental and office holders staff in high use members' suites subsequently commenced, with the Serjeant-at-Arms' Office set up as the trial office. *The Parliament House Office Furniture Style Guide* provides the basis to ensure design consistency.

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, 353 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 174. The pre-emptive maintenance program actioned by the office avoids a large number of emergency requests, particularly by members returning after a break. One major refurbishment was undertaken which involved redecoration, replacing carpet and refurbishing furniture. Sixteen ensuite refurbishments were undertaken in members' suites.

There were 202 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 914 requests for access to suites and general circulation areas for general maintenance and services provided by the Department of Parliamentary Services. This reflects the continued high level of maintenance and project activity in Parliament House.

During the year, the Serjeant-at-Arms' Office responded to 275 filming or photography requests and dealt with 541 proposals to use the facilities at Parliament House. Requests for filming and photography during functions and events are included with proposals to use facilities.

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 2011–12 there were 12,165 bookings with a 98.9 per cent success rate. This figure is consistent with last year's booking number and reflects the continued higher usage over previous years.

Parliament House Security

The Serjeant-at-Arms represents the department on the Security Management Board. The Board is established pursuant to section 65A of the *Parliamentary Service Act 1999* to provide advice to the presiding officers on security policy and the management of security measures for Parliament House. Matters considered by the Board during the year included:

- testing and revising the Continuity of Parliament Plan. The Parliamentary Precincts Regulations 2011 were made on 29 September 2011. The Regulations provide for the legal framework for the control and management of the parliamentary precincts to be applied to an alternative location in the event that Parliament House is unavailable, for example, due to an earthquake, terrorist attack or other major event
- major physical security enhancement projects
- the development of a whole-of-parliament protective security policy
- enhancements to the security of the parliamentary computing network.

Police access to the parliamentary precincts

Prior to members of the Australian Federal Police (AFP) attending the precincts, the AFP Officer-in-charge at Parliament House seeks the permission of the Presiding officers, through the Serjeant-at-Arms and the Usher of the Black Rod. There were many requests during the year—frequently daily. Most requests were for attendance by the Police Protective Liaison unit, in response to requests to the AFP by members and senators, mainly ministers, for offensive communications to be followed up.

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 37 groups or individuals (20 in 2010–11).

Protests and assemblies

The presiding officers have the discretion to approve or not approve the conduct of protests, and assemblies within the precincts. During the year, as in other years, there were many such assemblies and activities particularly during sitting weeks. Major assemblies, which involved extensive preparatory and other work by the Australian Federal Police and the parliamentary departments, were the Convoy of No Confidence in August 2011, a number of large rallies during the year by the Consumer and Taxpayer Association, and a march by Aboriginal protesters from the Aboriginal tent embassy on 27 January 2012.

Heritage Advisory Board

The presiding officers approved a new Heritage Management Framework for Parliament House during the year. The framework was developed by the Department of Parliamentary Services. The department was consulted and provided comments on draft documents.

As a key element of the new framework, the Heritage Advisory Board was established during the year. The primary function of the board is to oversee and

provide advice to the presiding officers on heritage management of Parliament House. Additionally, the board is required to oversee detailed heritage issues for Parliament House. The members of the board are the Secretary, Department of Parliamentary Services (Chair), the Serjeant-at-Arms and the Usher of the Black Rod. The board met twice during the year, in May and June 2012. At the second meeting, the building's architect, Mr Romaldo Giurgola, AO, and former director of Mitchell/ Giurgola and Thorp Architects, Mr Harold Guida, were invited to brief the board.

Information and communication technology review

During the year the presiding officers requested the Parliamentary Service Commissioner to undertake a review of the information and communication technology (ICT) for the parliament. Mr Mick Roche was commissioned to conduct the review. The review examined the management and delivery of ICT services and equipment to the parliament, each House, committees of the parliament, members, senators, their staff and the parliamentary departments. It considered ways in which provision of ICT services to the parliament could be enhanced and made more efficient and effective. The department supported the review through provision of advice and participation in the tri-partite steering committee and liaison group. The report of the review is due early in the next financial year, and it is anticipated that there will be implications for each of the parliamentary departments.

Software and hardware services

As mentioned, projects to develop and replace many of the ICT support systems for the Chamber, committees and members' services continued. These systems included the Table Office's document production system (see pages 22–23), the Procedural Records System (see page 22), the Senate Centralised Information Database (see pages 34–35) and the Serjeant-at-Arms' Office bookings systems for school visits, galleries and committee rooms (see also pages 26–27).

The bookings systems project encompasses existing 'venue management' systems used by three parliamentary departments. During the year, a request for tender was issued, and tender evaluation progressed. It is anticipated that the new bookings systems will achieve many efficiencies. For this department, this will be particularly for schools' bookings as schools will be able to make their bookings online. The booking systems project is expected to be completed next financial year.

Further enhancements to the petitions database were made during the reporting period. A project to develop an online petition facility was commenced and is expected to be available in the next financial year. Implementation will be subject to agreement by the House to electronic petitioning.

A new standard software environment, which includes Microsoft Windows 7 and Office 2010 was developed by the Department of Parliamentary Services for use by all parliamentary network users. In preparation for the rollout of this environment, staff in the department carried out considerable testing and made modifications to some applications to ensure that all departmental applications would work correctly. The new software environment has been rolled out to many departmental users and has begun to be rolled out to PCs in the Parliament House offices of members and their staff.

Implementation of the electronic records management system, e-Trim, continued during the year. Additional committee secretariats and the office of the Clerk Assistant (Committees) now use the system (see page 34).

During the year, there was further investigation into multifunction devices to replace existing printers and fax machines. A suitable device was chosen from the Major Office Machines whole-of-government panel. This device was tested against the network faxing software solution. In the next financial year, there will be a rollout of multi-function devices to all members' offices in Parliament House, which will give greater functionality to members' offices such as photocopying, scanning and the ability to receive faxes via email.

Internet and intranet services

The project to redesign the Parliament of Australia website continued, with the new website launched in February 2012. The project was managed by the Department of Parliamentary Services in conjunction with this department and the Department of the Senate. Substantial work by staff from the two Chamber departments was necessary to update the content and automate publishing of some of the content, particularly the committee information. Training was provided for staff involved in publishing material to the website. Some enhancements, such as the photo array, were developed and deployed on the site.

A project by the Department of Parliamentary Services to develop and deploy additional website enhancements is underway; the department and the Department of the Senate will be involved in this project. As part of the website enhancement project, collaborative work commenced with the Department of the Senate to share some of the information technology support systems for committees. (See pages 34–35.) System modifications to enable the use of relevant systems across the two committee areas have started and will be finalised in the next financial year. In addition to the efficiencies already gained through the secure portal for committee documents (CommDocs) the intention is that this work will streamline web publishing and enable the online lodgement of committee inquiry submissions.

New intranet sites—RepsNet and the Members Services Portal—were deployed in October 2011. These sites have been developed on a Sharepoint 2010 platform. Since deployment, publishing training and support has been provided to staff with publishing responsibilities on the sites. Further enhancements will be undertaken in the next financial year, specifically the development and release of a Travel Wiki for staff use.

Printing

The department's in-house printing service produced of the order of 4 million impressions in 2011–12 (compared with 2.8 million in 2010–11). The increased volume was as a result of the heightened activity in a mid-year of the parliamentary cycle and the increased size of Chamber documents. In addition, more committee reports were printed in-house.

The printing service continued providing the Valet Service to the department's multi-function device (MFD) fleet. This service, which includes regular maintenance, has resulted in a reliable fleet with few service outages.

Messenger services

The Serjeant-at-Arms' Office provided courier and mail services, as well as Chamber support for the House of Representatives and the Federation Chamber, in accordance with its service charter, despite an increase in the sitting hours of both Chambers. Some flexibility was achieved by utilising staff who undertake both messenger and office-based duties. The attendant supervisor, Ms Cheryl Lane, retired in March. On her last sitting day, statements in recognition of Cheryl's service were made to a full House by the Speaker, the Prime Minister and the Leader of the Opposition, the Chief Government Whip and the Chief Opposition Whip and three other members.

Parliamentary assistants program

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

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

Members' salaries

All processing of members' salaries and entitlements by the People Strategies Office was in accordance with legislation and administrative decisions. As mentioned, in the 2012 members' survey, 89 per cent of members were extremely or highly satisfied (58 per cent in the 2011 survey), and in total 100 per cent were satisfied with services in relation to their base salary, electorate allowances and deductions (87 per cent in the 2011

survey). Annual expenditure on members' salaries and other entitlements was \$35.022 million during 2011–12, an increase of \$7.003 million over the \$28.019 million spent in 2010–11. All performance targets were met during the year, with all salary variations completed when required and with 99 per cent accuracy. The cost per transaction rose slightly, from \$6.95 to \$7.15.

From December 2011, the People Strategies Office commenced paying the salaries of ministers and parliamentary secretaries. The transfer of the payment of the salaries of ministers and parliamentary secretaries from the Ministerial and Parliamentary Services Branch, Department of Finance and Deregulation was the result of a recommendation of the Review of the Administration of Parliamentary Entitlements conducted by Ms Helen Williams, AO.

In December 2011, the Remuneration Tribunal published the *Initial Report of the Review of the Remuneration of Members of Parliament*. The review was undertaken after the Remuneration Tribunal's jurisdiction was expanded by the *Remuneration and Other Legislation Amendment Act 2011*. The review considered that the base salary of a member of parliament should be \$185,000. The Tribunal's decision was informed by an assessment of the work of backbenchers. This form of assessment was recommended by the Committee for the Review of Parliamentary Entitlements. The report also advised that the Manager of Opposition Business and shadow ministers would receive an Office Holders Allowance.

Following the passage of legislation to amend the *Members of Parliament (Life Gold Pass) Act 2002* and to disconnect the link of an additional pension to the additional salaries of parliamentary office holders and ministers, the Remuneration Tribunal determined the increase to members' base salary with effect 15 March 2012.

The increase was processed by the People Strategies Office in March 2012. The additional salary of office holders was also adjusted in accordance with the formula outlined in the Remuneration Tribunal's Determination 2012–03.

Improving performance

The focus during 2011–2012 was on achieving results. It was a busy year for the program component with a number of external factors impacting, as well as ongoing advisory, operational and project responsibilities. Strategies to enhance and sustain performance levels included planning, people management, relationship building, innovation and review. Performance was sustained at a high standard and was again highly dependent on 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 inter-departmental boards and groups. (See pages 48–49.) This collaboration is important to ensure that strategic priorities are addressed effectively.

Outlook

In 2012–13 the department will continue providing advice and services of a high standard to support members in Parliament House and to pay their salaries and entitlements. It is anticipated that activity levels during the year will be at levels consistent with a final year of the parliamentary cycle, and that the extended sitting hours of the Forty-third Parliament will continue to affect workloads.

It is anticipated that important priorities for the member services' program component during the year will include:

- supporting the implementation of parliamentary and departmental IT projects—including the website enhancement project; the electronic records management system; and redevelopment of Chamber, committee and members' services systems
- responding to the recommendations of the ICT review
- the completion of the review of media arrangements applying in Parliament House, and implementation of the revised rules
- processing any further determinations made by the Remuneration Tribunal in relation to members' salaries and allowances

- a request for tender for new office furniture for the furniture replacement project and roll out of the new furniture
- rolling out new multi-function devices in members' suites
- finalisation, with parliamentary departmental colleagues, of a whole-of-parliament protective security policy
- participation in the Heritage Advisory Board, including further development of policies and frameworks for heritage management at Parliament House
- further development of capability within the program, including through the documentation of systems and processes and the use of supplementary and back up resources
- activities to mark the 25th anniversary of Parliament House and the centenary of Canberra, in 2013.

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



Photo: Members and senators in the House of Representatives Chamber to hear an address by the Honourable Barack Obama, President of the United States of America, 17 November 2011.

Photo supplied by Auspic.



MANAGEMENT AND ACCOUNTABILITY

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

Photo: The House of Representatives Standing Committee on Aboriginal and Torres Strait Island Affairs, holds a public hearing in Alice Springs, 4 April 2012.

Corporate governance

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

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

Legislation

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

Ethical standards

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

Senior management

Senior management of the department consists of the Executive and managers at the Executive Band 2 level. The Executive comprises the Clerk of the House, the Deputy Clerk and three Senior Executive Service Band 1 staff—the Clerk Assistant (Committees), the Clerk Assistant (Table) and the Serjeant-at-Arms—each of whom has management responsibility for one or two of the department's program components. (See Figure 3 on page 9.)

During the year, the Executive met eight times to discuss and make decisions on a wide range of departmental management issues. Staff were informed of the outcomes of each of the meetings through the staff bulletin, *In House*.

The Executive Band 2 staff also met formally to consider the effect of the efficiency dividend on the department's budget.

Senior Management Coordination Group

The Senior Management Coordination Group coordinates corporate and related matters across three of the parliamentary departments. The department is represented by the Serjeant-at-Arms; the Department of Parliamentary Services by its Deputy Secretary; and the Department of the Senate by the Usher of the Black Rod. The position of Chair rotates annually among the three members; the Serjeant-at-Arms is chairing the meeting in 2012. It is anticipated that the Parliamentary Budget Office will be represented on the Group later in 2012.

The Senior Management Coordination Group met six times in 2011–12. Among the issues considered were:

- developments in the Australian Public Service (APS) and their implications for the Parliamentary Service (including APS enterprise bargaining, the Commonwealth Financial Accountability Review, APS reform)
- proposed amendments to the *Parliamentary Service Act 1999*, to reflect the Public Service Amendment Bill 2012
- the 2012–13 Budget outlook for the parliamentary departments
- application of the *Freedom of Information Act 1982* to the parliamentary departments
- the information and communication technology review commissioned by the presiding officers
- information technology and communications projects and issues
- Parliament House environmental performance and the 10 per cent energy challenge
- implementation of the *Work Health and Safety Act 2011*
- provision of potential shared services for the parliamentary departments
- the Department of Parliamentary Services' services catalogue

- accommodation planning for the parliamentary departments
- car parking in the parliamentary precincts.

Management committees

Audit Committee

The department's Audit Committee comprises the Clerk Assistant (Committees), the Clerk Assistant (Table), the Serjeant-at-Arms and an independent member (Ms Barbara Davis). The committee, chaired by the Clerk Assistant (Table), met four times during the year. Representatives of the Australian National Audit Office and internal audit, and the Chief Finance Officer, attended all meetings.

The department conducted a tender process for an internal auditor during the year. The outcome saw the department enter into a 3-year service contract with Oakton and conclude its 17 years of service contracts with KPMG as the department's previous internal auditor. Internal audits during the year covered the following areas:

- payroll processes
- IT general controls
- protective security policy framework
- fundamental accounting controls.

The internal auditor also provided significant advice in relation to a risk assessment associated with requirements under section 83 of the Constitution, and asset management in anticipation of the planned procurement of replacement assets over the next 2 years.

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

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

During the year, the committee approved an internal audit plan for the period 1 July 2011–30 June 2015. It reviewed the report of the Chief Finance Officer on the certificate of compliance process, and recommended that the Clerk sign the certificate on the basis that the department's compliance processes were satisfactory and that the department was financially sustainable—in the context of the following financial year.

In accordance with requirements, the committee conducted an annual review of the committee charter, the internal audit charter and risk management policy and framework. Following their endorsement they were forwarded to the Clerk for approval. The annual report of the committee for 2011 was also forwarded to the Clerk.

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

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

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 representative
- two union-nominated representatives.

Routine matters discussed at the meetings included monitoring of the enterprise agreement, recruitment policy, general employment matters and reports from other committees. The committee met six times during 2011–12. Discussions covered issues relating to disability access, finalisation of the Committee staffing review, access to parking, the extension of items for reimbursement through the Department of the House of Representative Enterprise Agreement 2011–12 and the introduction of the Serious Illness (Personal) Leave Bank.

Planning and evaluation

A large number of staff attended the department's annual planning meeting on 13 June 2012. The Clerk addressed the meeting on challenges and opportunities anticipated in the coming year. Staff were appraised of the outcome of the Investors in People (IIP) re-accreditation process conducted on the same day. (See page 54). As in previous years, staff participated in workshops covering the following topics:

- Investors in People accreditation survey results
- Minority government—18 months' experience.

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 2011–12 was issued in 2011. Progress on implementing the plan was monitored regularly during the year including through six-monthly reporting meetings. Good progress was made on the targets in the business plan.

Members' survey

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

In May and June 2012, the 2012 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, 20 of whom responded (24 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 1999*. The annual report for 2010–11 assessed performance against the targets set in the Portfolio Budget Statements 2010–11 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.

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 impacts

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

Risk management and fraud control

The department's risk management policy and framework was reviewed during the year. The biennial review of the risk management plan will be undertaken in 2012–13.

During the year, the department progressed a number of recommendations made in an internal audit review of the department's business continuity arrangements. A business impact assessment was finalised following a roundtable discussion with senior staff, and business resumption plans were commissioned from each office area. This work will enhance the department's resilience in the event of any disruption to systems or services.

The department's fraud control plan and fraud risk assessment were endorsed in 2011–12 and will be reviewed in 2012–13.

As in previous years, new staff were informed of their financial management responsibilities and the department's fraud risk assessment and control plan in the regular induction programs. There were no losses of public money and no instances of fraud identified during the year.

Purchaser–provider arrangements

The department continued to provide payroll services to the Department of Parliamentary Services during the year on a fee for service basis (see page 54). The department will similarly provide payroll services to the Parliamentary Budget Office once it commences operations in 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, information technology and communication services from the Department of Parliamentary Services and audit services from the Australian National Audit Office. These services are accounted for in the department's financial statements as resources received free of charge.

The department also has agreements in place with the Department of the Senate in relation to the provision of 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 are therefore not usually subjected to formal external scrutiny.

Judicial and administrative decisions

No judicial decisions or decisions in administrative tribunals during 2011–12 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 2010–11 Financial Statements and provided an unqualified audit report.

The House Standing Committee on Procedure presented two interim reports during the year for its inquiry into procedural changes implemented in the Forty-third Parliament. The reports were on the referral of bills to committees by the House Selection Committee, and the effectiveness of reforms to the House committee system. The Clerk made a submission to the inquiry in 2010–11.

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 two reports, *Annual Report 2010–11*, on 23 November 2011 and *Budget Estimates 2012–13: Department of the House of Representatives*, on 9 May 2012. The latter report fulfilled the committee's obligation to provide to the Speaker for presentation to the House the amounts for inclusion in the appropriation bills

for the department. The committee endorsed the department's proposals to seek additional operational funding in the form of new policy proposals for certain funding. The outcomes are outlined on page 4.

No investigations by the Commonwealth Ombudsman in 2011–12 involved the department.

Freedom of information

In previous annual reports, the department has reported that although the *Freedom of Information Act 1982* (FOI Act) did not apply to the department, it seeks to comply with the intent of the Act in relation to the release of administrative information. There had been very few FOI requests of the department over the past 29 years.

During the year, there was a revised legal interpretation to the effect that, although it was unintended, with the passage of legislation to establish a separate parliamentary service, the explicit exclusion of the parliamentary departments from the application of the FOI Act, no longer applied. The Parliamentary Budget Office, which was established as a parliamentary department in 2011–12, was exempted expressly from the application of the FOI Act.

On 9 May 2012, the Australian Information Commissioner amended the guidelines issued under section 93A of the FOI Act to state that the Department of the House of Representatives, the Department of the Senate and the Department of Parliamentary Services were subject to the FOI Act. Prior to this, the guidelines stated that the FOI Act did not apply to the departments of the parliament.

With the revision of the guidelines, the department received 15 FOI requests in May and June 2012. The department dealt with the requests in accordance with the provisions of the FOI Act.

The FOI Act requires an agency to publish on its website details of documents provided to information requesters, and information about the agency's operations, and the department has commenced addressing these matters. In conjunction with the Department of the Senate and the Department of Parliamentary Services, the department has developed a register to allow publication of responses to FOI requests. It is planned to publish this information early in 2012–13.

The department has complied with the requirement to provide statistical information to the Information Commissioner.

As an agency now subject to the FOI Act, the department is required to publish information to the public as part of the Information Publication Scheme. This requirement is in Part II of the FOI Act. A formal Agency Publication Plan had been started but not completed by the end of 2011–12. However, information about the department's structure and its functions was already provided on the Parliament of Australia website. The website also fully details ways in which members of the public can interact with the work of the House and its committees.

Privacy

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

Changes to disability reporting in annual reports

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

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

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, which 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 re-assessed against the Investors in People Standard in June 2012. The assessment was conducted by independent external assessors and involved interviews of staff who were randomly selected.

As mentioned, the results of the assessment were announced at the departmental planning meeting on 13 June 2012. The department was assessed as meeting the Standard to the newly created 'Bronze' level. The department was informed that there were only two other agencies in Australia assessed to be at this classification level; and one other agency was assessed as at the higher 'Silver' level.

Shared services: the Department of Parliamentary Services payroll

The department continued to provide the payroll function for the Department of Parliamentary Services. During the year, the People Strategies Office began work to amalgamate its separate pay teams for this department and for DPS. This will achieve efficiencies and provide a wider range of experience for staff.

Staff survey

In June 2012, the department conducted its eighth annual staff survey, the 2012 Survey Feedback Action. The survey, derived from a benchmarking exercise conducted in July 2004, incorporated the features of previous separate surveys, particularly the previous staff survey and leadership questionnaire, completed in 2003.

As in previous years, most staff participated in the survey. The survey measures the quality of the department's leadership, the satisfaction of staff with

pay and conditions of service, and the strengths of the department. The results are taken into account in the department's ongoing development of its strategy for attracting and retaining staff.

The department has established a number of internal benchmarks based on the results of the survey. These benchmarks, or index scores, correspond to the total percentages of staff selecting 'strongly agreed' and 'agreed' in response to specific sets of questions.

- The 'core elements' satisfaction index measures the extent to which the department provides the core elements needed to attract, focus and keep the most talented staff (82 per cent in 2012, 82 per cent in 2011, 85 per cent in 2010 and an average of 82 per cent over the last five annual surveys).
- The 'leadership' satisfaction index measures the level of satisfaction of staff with their managers, as measured against the department's leadership statement (85 per cent in 2012, 85 per cent in 2011, 82 per cent in 2010 and an average of 85 per cent over the last five annual surveys). (The department has 12 years of trend data for the leadership satisfaction index.)
- The 'benefits' satisfaction index measures the level of staff satisfaction with pay and working conditions (85 per cent in 2012, 85 per cent in 2011, 88 per cent in 2010 and an average of 84 per cent over the last five annual surveys).

People strategies planning

The department's people strategies framework (Figure 6) helps to achieve corporate outcomes through departmental staff.

People strategy 1: people forecasting

Workforce planning

During 2011–12, 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 is matched with the number of staff required to undertake the work in all areas, and that the classification levels or work-value requirements of individual jobs are appropriate to the work being carried out.

People strategy 2: finding and retaining the right people

Recruitment of staff

The department advertised to fill four ongoing vacancies during 2011–12 (six in 2010–11), of which three were filled by internal applicants. The one external was a woman.

Retention of staff

A total of 15 ongoing and 19 non-ongoing staff left the department in 2011–12—a turnover rate of 10.7 per cent of ongoing staff. This compares with 7.5 per cent in 2010–11. Appendix 11 includes details of separations.

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

Figure 6 People strategies framework



Graduate placement program

The parliamentary graduate placement program for 2012 was conducted by the department and the Department of the Senate. 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 placed six graduates on three-month placements in 2011–12.

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 2012 there were 197 members. The Association issued two newsletters during the year.

On 28 September 2011, the annual general meeting of the association was held; 21 members of the association attended. At the meeting, two co-chairs were re-elected and the membership of the alumni board was increased by self-nomination of attendees.

The board met once in 2011–12. A reception is planned for November 2012.

People strategy 3: enhancing skills and potential

Training and development

Table 10 compares the department's training and development expenditure as a percentage of expenditure on salaries in 2010–11 and 2011–12. It also shows the average number of person-days spent on training and average staffing level in both years. The average number of training days for staff increased marginally from 4.7 to 5.6 days of off-the-job training per person per year.



Photo: A staff member of the International and Community Relations Office providing training to parliamentary staff from various Pacific Islander nations, 1 May 2012.

Table 10 Expenditure on training and development programs, 2010–11 and 2011–12

	2010–11	2011–12
Expenditure as percentage of annual payroll	1.5%	1.0%
Average training days per person	4.7	5.6
Average staffing level	152.5	156

Table 11 Average attendance of staff at training courses, 2010–11 and 2011–12

Classification	Average staffing level	Total number of training days attended	Average number of training days attended	
	2011–12	2011–12	2010–11	2011–12
Senior Executive Service	5.4	29.5	5.3	5.4
Executive Band 2	19.3	73.9	2.8	3.7
Executive Band 1	41.0	216.5	3.9	5.3
Parliamentary Service Level 6	23.0	127.1	3.6	5.5
Parliamentary Service Level 5	9.4	51.9	4.9	5.5
Parliamentary Service Level 4	30.3	195.1	5.5	6.4
Parliamentary Service Level 3	7.3	17.8	2.9	2.4
Parliamentary Service Level 2	19.4	51.8	3.0	2.6
Not specified		110.3		
Totals	156.0	873.9	4.7	5.6

Table 11 compares the average attendance of staff at training courses in 2010–11 and 2011–12. It also shows the average staffing level and total number of training days attended in 2011–12 for each classification.

Leadership development

The department has invested in leadership development with a range of external providers for more than a decade and has trend data from staff surveys on leadership for this period. During the year, the longer-term effectiveness of the leadership development program for middle managers was reviewed. The results will be considered early in 2012–13.

Knowledge management

The Knowledge Management Steering Committee continued to meet during 2011–12 and met six times. The committee comprised staff from all areas of the department and was chaired by the Clerk Assistant (Table).

The committee continued its work in the area of records management and the implementation of e-Trim. In addition, the committee monitored progress with the Intranet upgrade, implementation of the new parliamentary website, the Table Office's production system, as reported on above, and the CommDocs enhancement project. It also kept a watching brief on emerging technologies, including trials of 'unmanaged devices' such as iPads and smart phones. The committee also considered draft guidelines for the use of social media in the workplace.

Studybank

A total of 19 staff participated in the department's Studybank program during the year (compared with 20 staff in 2010–11). Collectively, they received financial assistance of \$30,792 (compared with \$19,604 in 2010–11), along with 154.6 days study leave on full pay.

Security-awareness training

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

People strategy 4: recognising and rewarding performance*Performance assessment processes*

All eligible staff participated in the annual work performance assessment cycle, completed on 31 October 2011. The cycle consists of setting individual work objectives, conducting performance assessments, preparing individual development plans and providing feedback to supervisors.

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

People strategy 5: providing a quality working environment*Enterprise agreement*

The Department of the House of Representatives Enterprise Agreement 2011–12 covers all staff except SES staff who are covered by a determination made under section 24(1) of the *Parliamentary Service Act 1999*. The enterprise agreement was negotiated between the Clerk and the department in 2010. The second pay rise was paid on 1 October 2011.

Staff were advised in May 2012 that bargaining for a new agreement had commenced. At that time all staff received the Notice of Employee Representational Rights. The first bargaining meeting was held on 6 June 2012.

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

Salaries expenditure

In 2011–12, salaries and allowances totalled \$18.0 million (\$16.2 million in 2010–11).

Workplace diversity

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

Training in the prevention of discrimination, bullying and harassment was provided to all new staff and more extensive training was provided to supervisors. In March 2012 staff were invited to nominate as harassment contact officers. Training was provided for four continuing and two new harassment contact officers.

Workplace 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 2012, influenza vaccinations were offered to staff; 51 staff were vaccinated.

The department's Comcare premium rate for 2011–12 was 0.71 per cent of payroll, a small increase from the rate in 2010–11 of 0.59 per cent.

The *Work Health Safety Act 2011* (WHS Act) commenced on 1 January 2012. The main object of the Act is to provide for 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 WHS Act. No investigations were carried out and no directions or notices were received by the department under section 191 of the WHS Act.

Table 13 summarises compensation claims received from staff for the past four financial years.

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

Classification	Salary scale (\$)
Executive Band 2	121,355–128,586
Executive Band 1	93,763–104,585
Parliamentary Service Level 6	75,563–85,757
Parliamentary Service Level 5	69,844–73,905
Parliamentary Service Level 4	61,748–66,806
Parliamentary Service Level 3	55,864–60,011
Parliamentary Service Level 2	49,646–54,208
Parliamentary Service Level 1	43,886–48,020

Table 13 Compensation claims incidence, by injury group, 2008–09 to 2011–12

	2008–09	2009–10	2010–11	2011–12
Fracture excluding back	–	–	–	–
Strain excluding back	1	2	1	–
External effects	–	–	–	–
Multiple injuries	–	–	–	–
Occupational overuse syndrome	1	–	–	1
Psychological injuries	1	1	–	–
Total	3	3	1	1

Management of financial resources

Assets management

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

A stocktake of computing equipment, plant and portable and attractive assets was completed during 2011–12. The department completed a desktop review of the office machines and furniture and fittings asset classes. Impairment testing was undertaken during stocktake. There were no material impairment adjustments required.

As part of the furniture replacement project, a number of furniture items were purchased to establish a trial office within the Serjeant-at-Arms' Office. The existing furniture items within this office have been placed in storage or utilised in other offices within the department.

Purchasing

The department undertook procurement of IT hardware (desktop computers and monitors) in accordance with life-cycle management planning. These purchases were completed using the Whole of Australian Government panel arrangements. A small number of large multi-function devices were purchased under the Whole of Australian Government Major Office Machines contract. A contract was also signed to purchase smaller multi-function devices for use in members' and departmental staff offices. These items were delivered in July 2012. In conjunction with the Department of the Senate, a contract was signed with an external supplier to develop a new Table Office document production system. This project will be completed in 2014–15. A joint project with the South Australian Parliament and the department was continued to develop a Procedural Records System.

Consultants

The department engages consultants where it lacks 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.

Prior to 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 FMA Act and related regulations including the *Commonwealth Procurement Guidelines* (CPGs) and relevant internal policies.

The total value of consultancy services procured in 2011–12 was \$183,179.

Competitive tendering and contracting

The department's contracting activities have been disclosed as required through the government's AusTender system. There were no instances during 2011–12 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 2011–12 was \$131,507 an increase from the previous year's total (\$96,526). This reflects the increased activity levels within the Committees area in line with the stage of the Parliamentary Cycle.

The expenditure was as follows:

- \$111,134 for publicising the work of the House and committees (\$79,010 in 2010–11)
- \$11,689 for advertising in relation to inquiries being undertaken by parliamentary committees (\$7,729 in 2010–11)
- \$2,374 for publicising recruitment advertising (\$5,604 in 2010–11)
- \$5,780 paid to the Attorney-General's Department for Chamber-related gazettals (\$4,185 in 2010–11).
- \$528 for publicising a request for tender (\$Nil in 2010–11)

Discretionary grants

The department did not administer any grant programs in 2011–12.

Ecologically sustainable development and environmental reporting

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

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

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

An important development for the Parliament during the year was that both Houses resolved that the Parliament should participate in the '10 per cent energy challenge' to reduce energy use at Parliament House by 10 per cent. Achieving this target will be challenging as energy use at Parliament House has decreased significantly through a range of measures implemented over many years.

The Department of Parliamentary Services prepares an annual report on behalf of all parliamentary departments in accordance with section 516A of the *Environment Protection and Biodiversity Conservation Act 1999*. The report is structured using core performance indicators of the Global Reporting Initiative and is included in the Department of Parliamentary Services' annual report, which is available from the Parliament of Australia website. In 2012, the Department of Parliamentary Services is participating in a sustainability reporting pilot involving a number of government agencies and co-ordinated by Department of Finance and Deregulation. The Department of Parliamentary Services was selected as an agency already well-established in best-practice environmental reporting. Outcomes of the pilot will inform a new sustainability reporting framework proposed for all agencies that is intended to provide clear and common environmental indicators across all government operations.

Outlook

In 2012–13, the department will continue to support a minority House. The department must continue to be capable of delivering advice and support of a high standard, and of being able to anticipate and respond quickly to developments and changing requirements.

The department will implement a range of savings measures from 1 July 2012. Notwithstanding, it is anticipated that the department's financial position will remain very tight during the year and will continue to be closely monitored, with reporting to the House Standing Committee on Appropriations and Administration as appropriate. The department will continue to seek efficiencies, and to innovate, with emphasis on ICT improvements. To ensure resilience, the department will test business continuity and resumption plans, and will work in collaboration with the other parliamentary departments to ensure capability at whole of parliament level. It is anticipated that there will be many implications for the department of the ICT Review.

An important early priority for the department will be the negotiation of a new enterprise agreement, the current agreement due to end on 30 September 2012. Another early priority will be the introduction to the Parliament of draft legislation to amend the *Parliamentary Service Act 1999*, primarily to reflect proposed amendments to the *Public Service Act 1999*.

The implications of APS reform for the department and the parliamentary administration will continue to be monitored and responded to. For example, the department will ensure its procurement practices benefit from developments in the APS involving more centralised procurement arrangements. It will take into account the new APS framework for protective security in collaborating with the other parliamentary departments to finalise a whole of parliament protective security policy.

The department will also continue to accord priority to supporting and enhancing whole-of-parliamentary-governance arrangements, including the Security Management Board, the Senior Management Coordination Group, the Projects Assessment Committee and the Heritage Advisory Committee. The Serjeant-at-Arms represents the department on these bodies. These processes are important in ensuring that strategic priorities are addressed and operate effectively.

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



APPENDIXES

1	Performance information
2	Agency resource and outcome resource statements
3	Business of the House and Main Committee
4	Committee activity
5	Committee reports and inquiries
6	Official incoming parliamentary delegations
7	Other incoming parliamentary visits
8	Outgoing parliamentary delegations
9	Parliamentary staff and other visits
10	Publications
11	Staffing statistics
12	Members' survey 2012
13	Contact directory
14	List of requirements

1. Performance information

Table 14 summarises the performance of the Department of the House of Representatives in 2011–12. Comparable performance information for 2010–11, where available, is given in brackets.

Table 14 Summary of performance, 2011–12 (2010–11)

(Figures in brackets are from 2010–11)

Program component 1.1: Chamber and Main Committee	
Deliverable: Advice and services to enable the Chamber and Main Committee to meet and address business as scheduled	
<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; 85 (96) per cent were 'extremely' or 'highly' satisfied.
	100 (100) per cent of members surveyed were satisfied with advice and service provision more generally in relation to Chamber and Main Committee duties; 80 (96) per cent were 'extremely' or 'highly' satisfied.
Percentage of chamber support service standards met for all sittings of the House and meetings of the Main Committee, with no significant errors (target: 100 per cent)	Service standards for programming and procedural advice and support, preparation of chamber documents, processing of questions in writing and answers to questions, and provision and processing of documents of the House were generally met for all sittings of the House and meetings of the Main Committee (as in 2010–11).

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 2010–11).
	All members surveyed who had used legislative and drafting services were satisfied with advice and service provision (as in 2010–11).
	100 (100) per cent of bills/amendments were drafted within the timeframe required (as in 2010–11).

Creating and processing records and documents of the House	
<i>Key performance indicator</i>	<i>Performance</i>
Percentage of Chamber support service standards met for all sittings of the House and meetings of the Main Committee, with no significant errors (target: 100 per cent)	Service standards for preparation of the <i>Votes and Proceedings</i> and the <i>Live Minutes</i> were met on all occasions (all service standards were met in 2010–11).
	6533 (4686) disallowable instruments and documents were processed.
	183 (129) petitions with a total of 446,619 (445,921) signatories; 134 (79) ministerial responses to petitions.

Collection, analysis and publication of procedural and statistical information	
<i>Key performance indicator</i>	<i>Performance</i>
Member satisfaction with the quality and availability of procedural and statistical publications and support in obtaining such information (target: 90 per cent satisfaction rate)	95 (100) per cent of members surveyed were satisfied and 89 (87) 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.

Table 14 Summary of performance, 2011–12 (2010–11) (cont.)

Program component 1.2: Community awareness	
Deliverable: Supporting the provision of services to increase community understanding of, and interaction with the work of the House of Representatives and the Commonwealth 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	3200 (3300) individuals and organisations subscribed to the email alert service. The <i>About the House</i> Twitter feed had more than 7500 (2500) followers.
	342 (329) people attended seminars.
	More than 14,000 (14,000) individuals and organisations subscribed to the <i>About the House</i> magazine.
	114,794 student visitors from 3487 schools (114,598 student visitors from 3439 schools)

Program component 1.3: Committee services	
Deliverable: Supporting House of Representatives and some joint committees in fulfilling their role in the parliamentary consideration of policy and legislation and the scrutiny of government	
<i>Key performance indicator</i>	<i>Performance</i>
90 per cent satisfaction rate of committee members with advice and services provided	95 (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 the conduct of the parliament's international and regional affairs	
<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.
	Thirteen evaluation forms were completed by participants in outgoing delegations: eight rated the support provided as 'excellent' and five provided a rating of 'good'.
	All submissions on the international program were approved by the presiding officers.
	Of eligible senators and members, 57 per cent (57 per cent) were members of the Commonwealth Parliamentary Association. Of eligible senators and members, 73 per cent (71 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. Three regional activities were conducted for the Commonwealth Parliamentary Association and one for the Inter-Parliamentary Union.
Rate of satisfaction of parliaments in the Pacific region with the training and equipment purchases provided through the education trust fund	Reports on training activities and anecdotal feedback on equipment indicated a high level of satisfaction with the education trust fund's operations. The Pacific Parliamentary Partnerships program was expanded, with three additional parliaments funded by AusAID for capacity building projects.

Table 14 Summary of performance, 2011–12 (2010–11) (cont.)

Program component 1.5: Members' services	
Deliverable: Advice, services and support to members in Parliament House. Payment of members' salaries and allowances	
Key performance indicator	Performance
All variations to salary and allowances and salary increases processed with at least 99 per cent accuracy	All variations and salary increases were processed with an accuracy rate of at least 99 (99) per cent.
Deliverable: Services and advice to the Speaker, members and others in accordance with legislation and administrative decisions	
Deliverable: Advice and service to members in Parliament House relating to accommodation, computing and communication facilities and office services	
Key performance indicator	Performance
Rate of satisfaction of members and others with the provision of accommodation, computing and communication facilities and office support services (target: 95 per cent)	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	174 (234) 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 353 (375) emergency requests received. 491 (556) furniture movement requests were processed, all within agreed timeframes (as in 2010–11). 12,165 (12,320) transport requests were processed with 98.9 (99.1) per cent accuracy.

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

Table 15 Agency resource statement, 2011–12

	Actual available appropriation for 2011–12	Payments made 2011–12	Balance remaining 2011–12
	\$'000 (a)	\$'000 (b)	\$'000 (a) - (b)
Ordinary annual services			
Departmental appropriation ¹	21,848	21,089	759
s31 agency receipts	1,375	1,375	–
s30 agency receipts	3	3	–
Total	A 23,226	22,467	759
Outcome 1: Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.			
Total	23,226	22,467	
Departmental non-operating			
Contribution by owners ²	1,405	552	853
Total ordinary annual services	B 1,405	552	853
Special Accounts³			
Opening balance	2,327		
Appropriation receipts ⁴	141		
Payments made		123	
Total Special Account	C 2,468	123	2,345
Total resourcing and payments for the Department of the House of Representatives⁵	27,099	23,142	

¹ Appropriation (Parliamentary Departments) Act (No.1) 2011–12.

² Appropriation (Parliamentary Departments) Act (No.1) 2011–12. Includes an amount of \$1.405m in 2011–12 for the departmental capital budget. For accounting purposes this amount has been designated as 'contributions by owners'.

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

⁴ Appropriation receipts from departmental appropriation for 2011–12 included above.

⁵ Total resourcing equals A + B + C.

Table 16 Third-party drawdowns from and on behalf of other agencies, 2011–12

	\$'000
Payments made on behalf of the Department of Finance and Deregulation (disclosed in the respective agency resource statement)	4,358
Payments made on behalf of the Australian Public Service Commission (disclosed in the respective agency resource statement)	30,665

Table 17 Expenses and resources for Outcome 1, 2011–12

Outcome 1: Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.	Budget ¹ 2011–12 \$'000	Actual expenses 2011–12 \$'000	Variation 2011–12 \$'000
	(a)	(b)	(a) - (b)
Program 1: Department of the House of Representatives			
Departmental expenses			
Ordinary annual services (Appropriation (Parliamentary Departments) Act (No. 1) 2011–12)	21,848	22,413	(565)
Revenues from independent sources (Section 31)	857	853	4
Other revenues	147	132	15
Special accounts			
Expenses not requiring appropriation in the Budget year	3,000	3,194	(194)
Total for Program 1	25,940	26,871	(931)
Total expenses for Outcome 1	25,940	26,871	(931)
	2010–11	2011–12	
Average staffing level (number)	152.5	156	

¹ Full year budget, including any subsequent adjustment made to the 2011–12 Budget.

3 Business of the House and Federation Chamber

This appendix contains summary information on the business of the House and Federation Chamber in 2011–12.

Table 18 Meetings of the House of Representatives, 2011–12

Events	Spring 2011 ^a	Autumn/Winter 2012	Total
Sitting weeks	9	10	19
Sitting days	31	37	68
Hours of sitting ^b			
including suspensions	320	386	706
excluding suspensions	319	372	691
Sittings after midnight	2	1	3
Bills introduced	131	125	256
Private members' bills introduced	15	12	27
Private members' motions moved	48	72	120
Private members' motions agreed to	19	22	41
Committee reports presented	76	91	167
Days on which			
the adjournment motion was debated	26	31	57
matters of public importance were discussed	23	29	52
private members' business occurred	14	17	31
Divisions	111	107	218
Closure of question agreed to	0	0	0
Closure of member agreed to	0	0	0
Bills guillotined ^c	0	0	0

^a Includes sittings on 4–7 July 2011.

^b Hours of sitting are rounded to the nearest hour.

^c Includes private senators' bills.

Table 19 Meetings of the Federation Chamber, 2011–12

Events	Spring 2011 ^a	Autumn/Winter 2012	Total
Number of meetings	23	36	59
Hours of meeting (excluding suspensions) ^b	122	185	307
Bills referred	32	50	82
Private members' bills debated	3	4	7
Private members' motions debated	36	45	81
Committee and delegation reports referred	21	25	46
Other papers debated	1	1	2
Days on which			
the adjournment motion was debated	9	9	18
grievance debate occurred	6	7	13
private members' business occurred	6	8	14

^a Includes sittings on 4–7 July 2011.

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

Table 20 Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2008–09 to 2011–12

Event	2008–09	2009–10	2010–11	2011–12
Total government bills (including bills brought from the Senate)	204	221	169	229
Introduced in				
the House	195	216	154	219
the Senate	9	5	15	10
Total private members' bills introduced ^a	6	15	17	27
Second reading amendments moved	10	12	14	17
Consideration in detail amendments moved				
government	422	329	125	427
opposition	53	38	161	149
independent/minor party	32	96	6	135
amendments to private members' bills	0	0	0	21
Consideration in detail amendments passed				
government	422	329	125	427
opposition	0	1	4	8
independent/minor party	0	0	2	9
amendments to private members' bills	0	0	0	13

^a Includes private senators' bills.

4 Committee activity

Table 21 summarises the activities of the parliamentary committees.

Table 21 Activities of the House of Representatives and joint committees of the Forty-third Parliament, 2011–12

Committee	Meetings	Inquiries active at 30 June 2012	Reports presented (oral reports ^a)
Aboriginal and Torres Strait Islander Affairs	24	1	1
Agriculture, Resources, Fisheries and Forestry	34	1	7
Australian Commission for Law Enforcement Integrity ^b	24	1	3
Australia's Clean Energy Future Legislation	6	0	1
Australia's Immigration Detention Network ^b	27	1	2
Appropriations and Administration	7	0	2
Broadcasting of Parliamentary Proceedings	3	0	0
Climate Change, Environment and the Arts	28	2	2(2)
Corporations and Financial Services ^b	47	1	11(1)
Cyber-Safety	19	1	1
Economics	39	3	12(2)
Education and Employment	36	2	4
Electoral Matters	16	2	5
Foreign Affairs, Defence and Trade	123	5	5(1)
Gambling Reform ^b	20	2	3
Human Rights	8	0	0
Health and Ageing	38	2	4
Infrastructure and Communications	26	2	7(1)
Intelligence and Security	19	2	5
Law Enforcement ^b	33	1	4
Migration	28	1	1
National Broadband Network	21	1	4
National Capital and External Territories	21	0	1
Petitions	20	0	0
Privileges and Members' Interests	12	1	2
Procedure	18	2	2
Public Accounts and Audit	20	2	8
Publications	13	0	0
Public Works	31	9	6
Regional Australia	35	2	0
Selection	44	0	33
Social Policy and Legal Affairs	54	6	10(4)
Treaties	22	5	9

^a In discharge of a reference from the Selection Committee.

^b 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 2011–12.

Table 22 Scrutiny committees, Forty-third Parliament, 2011–12

Committee	Reports	Inquiries active at 30 June 2012
Aboriginal and Torres Strait Islander Affairs, Standing Committee on	Nil	Inquiry into Language Learning in Indigenous Communities (reference received 5 July 2011)
Agriculture, Resources, Fisheries and Forestry, Standing Committee on	<i>Advisory Report on the Wheat Export Marketing Amendment Bill 2012</i> Presented: 18 June 2012 PP: 157/2012	
	<i>Advisory Report on the Consumer Amendment (Horticultural Code of Conduct) Bill 2011 and Constitutional Corporations (Farm Gate to Plate) Bill 2011</i> Presented: 19 March 2012 PP: 85/2012	
	<i>Advisory Report on the Wild Rivers (Environmental Management) Bill 2011</i> Presented: 27 February 2012 PP: 56/2012	
	<i>Advisory Report on the Environment Protection and Biodiversity Conservation Amendment (Mining, Petroleum and Water Resources) Bill 2011</i> Presented: 27 February 2012 PP: 57/2012	
	<i>Seeing the forest through the trees – Inquiry into the Australian forestry industry</i> Presented: 23 November 2011 PP: 446/2011	
	<i>Advisory Report on the Excise Tariff Amendment (Condensate) Bill 2011 and the Excise Legislation Amendment (Condensate) Bill 2011</i> Presented: 15 August 2011 PP: 200/2011	
	<i>Advisory Report on the Offshore Petroleum and Greenhouse Gas Storage Amendment (National Regulator) Bill 2011 and related Bills</i> Presented: 27 June 2011 PP: 174/2011	

Committee	Reports	Inquiries active at 30 June 2012
Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on the ^a	<i>Inquiry into Integrity Testing</i> Presented: 21 November 2011 PP: 440/2011	Inquiry into the integrity of overseas Commonwealth law enforcement operations (reference adopted 6 December 2011)
	<i>Inquiry into the Operation of the Law Enforcement Integrity Commissioner Act 2006 (Final Report)</i> Presented: 7 July 2011 PP: 179/2011	
	<i>Examination of the annual report of the Integrity Commissioner 2010-11</i> Presented 27 February 2012 PP: 62/2012	
Australia's Clean Energy Future Legislation, Joint Select Committee on	<i>Advisory Report on the Clean Energy Bills and the Steel Transformation Bill 2011</i> Presented: 7 October 2011 PP: 255/2011	Nil
Australia's Immigration Detention Network, Joint Select Committee on ^a	<i>Final report: Joint Select Committee on Australia's Immigration Detention Network</i> Presented: 30 March 2012 PP: 122/2012	Nil
	<i>Interim report: Joint Select Committee on Australia's Immigration Detention Network</i> Presented: 7 October 2011 PP: 265/2011	
Australia's Immigration Detention Network, Joint Select Committee on	<i>Inquiry into the Water Efficiency Labelling and Standards Amendment (Scheme Enhancements) Bill 2012</i> Oral statement: 18 June 2012	Inquiry into the Greenhouse and Energy Minimum Standards Bills 2012 (referred 31 May 2012)
	<i>Case Studies on Biodiversity Conservation: Volume 1 – First interim report of the inquiry into Australia's biodiversity in a changing climate</i> Presented: 28 May 2012 PP: 132/2012	Inquiry into biodiversity in a changing climate (referred 2 June 2011)
	<i>Inquiry into the Antarctic Treaty (Environment Protection) Amendment Bill 2011</i> Oral statement: 16 February 2012.	
	<i>Advisory Report on the Offshore Petroleum and Greenhouse Gas Storage Amendment (Significant Incident Directions) Bill 2011</i> Presented: 21 November 2011 PP: 432/2011	

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

Table 22 Scrutiny committees, Forty-third Parliament, 2011–12 (cont.)

Committee	Reports	Inquiries active at 30 June 2012
Corporations and Financial Services, Parliamentary Joint Statutory Committee on ^a	<i>Statutory oversight of the Australian Securities and Investments Commission, May 2012</i> Presented: 21 May 2012 PP: 141/2012	<i>Statutory oversight of the Australian Securities and Investments Commission</i>
	<i>Superannuation Legislation Amendment (Stronger Super) Bill 2012; and Superannuation Supervisory Levy Imposition Amendment Bill 2012</i> Presented: 13 June 2012 PP: 139/2012	Ongoing. Statutory reference. Dates for reporting in 2012 adopted by the committee on 9 February 2012.
	<i>Inquiry into the collapse of Trio Capital and any other related matters</i> Presented: 16 May 2012 PP: 138/2011	
	<i>Superannuation Legislation Amendment (MySuper Core Provisions) Bill 2011 and Superannuation Legislation Amendment (Trustee Obligations and Prudential Standards) Bill 2012</i> Presented: 19 March 2012 PP: 70/2012	
	<i>Statutory oversight of the Australian Securities and Investments Commission, March 2012</i> Presented: 13 March 2012 PP: 68/2012	
	<i>Report on the 2010–11 annual reports of bodies established under the ASIC Act</i> Presented: 13 March 2012 PP: 67/2012	
	<i>Corporations Amendment (Future of Financial Advice) Bill 2011 and Corporations Amendment (Further Future of Financial Advice Measures) Bill 2011</i> Presented: 29 February 2012 PP: 63/2012	
	<i>Consumer Credit and Corporations Legislation Amendment (Enhancements) Bill 2011</i> Presented: 2 December 2011 PP: 3/2012	

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

Committee	Reports	Inquiries active at 30 June 2012
Corporations and Financial Services, Parliamentary Joint Statutory Committee on ^a	<i>Inquiry into the collapse of Trio Capital (Interim report)</i> Presented: 24 November 2011 PP: 454/2011	
	<i>Statutory oversight of the Australian Securities and Investments Commission, November 2011</i> Presented: 24 November 2011 PP: 438/2011	
Cyber-Safety, Joint Select Committee on	<i>Statutory oversight of the Australian Securities and Investments Commission, August 2011</i> Presented: 25 August 2011 PP: 209/2011	Inquiry into cybersafety for senior Australians (reference received 23 November 2011)
Economics, Standing Committee on	<i>Superannuation Legislation Amendment (Early Release of Superannuation) Bill 2011</i> Oral statement: 22 August 2011	Review of the Tax Laws Amendment (2012 Measures No. 4) Bill 2012 (reference received 28 June 2012)
	<i>Review of the Cybercrime Legislation Amendment Bill 2011</i> Presented: 18 August 2011 PP: 206/2011	Review of the Reserve Bank Annual Report 2011 (Second Report) (reference adopted 3 November 2011)
	<i>Advisory Report on the Tax Laws Amendment (Managed Investment Trust withholding Tax) Bill 2012</i> Presented: 25 June 2012 PP: 182/2012	
	<i>Advisory Report on the Tax Laws Amendment (2012 Measures No. 2) Bill 2012; Pay As You Go Withholding Non-compliance Tax Bill 2012; Income Tax (Managed Investment Trust Withholding Tax) Amendment Bill 2012 and Passenger Movement Charge Amendment Bill 2012</i> Presented: 18 June 2012 PP: 191/2012	

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

Table 22 Scrutiny committees, Forty-third Parliament, 2011–12 (cont.)

Committee	Reports	Inquiries active at 30 June 2012
Economics, Standing Committee on	<i>Advisory Report on the: Clean Energy Finance Corporation Bill 2012</i> <i>Clean Energy Legislation Amendment Bill 2012</i> <i>Clean Energy (Customs Tariff Amendment) Bill 2012</i> <i>Clean Energy (Excise Tariff Legislation Amendment) Bill 2012</i> Presented 30 May 2012 PP: 135/2012	
	<i>Advisory Report on the Tax Superannuation Laws Amendment (2012 Measures No.1) Bill 2012</i> Presented 30 March 2012 PP: 115/2012	
	<i>Review of the Reserve Bank Annual Report 2011 (First Report)</i> Presented 22 March 2012 PP: 94/2012	
	<i>Inquiry into the Corporations Amendment (Phoenixing and Other Measures) Bill 2012</i> Oral statement: 27 February 2012	
	<i>Advisory Report on the Insurance Contracts Amendment Bill 2011</i> Presented: 16 February 2012 PP: 50/2012	
	<i>Inquiry into Appropriation Bill (No. 3) 2011–12 and Appropriation Bill (No. 4) 2011–12</i> Oral statement: 13 February 2012	
	<i>Advisory Report on the Tax Laws Amendment (2011 Measures No. 9) Bill 2011</i> Presented: 8 February 2012 PP: 41/2012	

Committee	Reports	Inquiries active at 30 June 2012
Economics, Standing Committee on	<i>Advisory Report on the Mineral Resource Rent Tax Bill 2011 and related bills</i> Presented: 21 November 2011 PP: 424/2011	
	<i>Review of the Reserve Bank Annual Report 2010 (Third Report)</i> Presented: 21 November 2011 PP: 423/2011	
	<i>Advisory report on the Tax Laws Amendment (2011 Measures No. 8) Bill and the Pay As You Go Withholding Non-compliance Tax Bill 2011</i> Presented: 3 November 2011 PP: 314/2011	
	<i>Advisory Report on the Corporations (Fees) Amendment Bill 2011</i> Presented: 12 October 2011 PP: 317/2011	
	<i>Advisory Report on the Food Standards Amendment (Truth in Labelling—Palm Oil) Bill 2011</i> Presented: 19 September 2011 PP: 225/2011	
Education and Employment, Standing Committee on	<i>Work Wanted: Mental health and workforce participation</i> Presented: 28 June 2012 PP: 192/2012	Inquiry into workplace bullying (reference received 31 May 2012)
	<i>Advisory report on the Fair Work Amendment (Better Work/Life Balance) Bill 2012</i> Presented: 25 June 2012 PP: 171/2012	Roundtable on international education (reference adopted 15 March 2012) ^v
	<i>Advisory Report on Bills referred 22 September 2011:</i> <ul style="list-style-type: none"> • <i>Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Bill 2011</i> • <i>Education Services for Overseas Students (TPS Levies) Bill 2011</i> • <i>Education Services for Overseas Students (Registration Charges) Amendment (Tuition Protection Service) Bill 2011</i> • <i>Higher Education Support Amendment Bill (No. 2) 2011</i> Presented: 1 November 2011 PP: 313/2011	
	<i>Inquiry into the Schools Assistance Amendment Bill 2011</i> Oral statement: 16 August 2011	

Table 22 Scrutiny committees, Forty-third Parliament, 2011–12 (cont.)

Committee	Reports	Inquiries active at 30 June 2012
Economics, Standing Committee on	<i>Advisory report on the Electoral and Referendum Amendment (Protecting Elector Participation) Bill 2012</i> Presented: 19 March 2012 PP: 89/2012	Review of the Electoral and Referendum Amendment (Improving Electoral Procedure) Bill 2012 (reference received 28 June 2012)
	<i>Advisory report on the Electoral and Referendum Amendment (Maintaining Address) Bill 2011</i> Presented: 13 March 2012 PP: 83/2012	Inquiry into the AEC analysis of the FWA report on the HSU (reference received 16 May 2012)
	<i>Report on the funding of political parties and election campaigns</i> Presented: 9 December 2011 PP: 47/2012	
	<i>The 2010 Federal Election: Report on the conduct of the election and related matters</i> Presented: 7 July 2011 PP: 178/2012	
	<i>Report of the Australian Parliamentary Delegation to Indonesia and Tonga</i> Presented: 18 June 2012 PP: 190/2012	
Foreign Affairs, Defence and Trade, Joint Standing Committee on	<i>Defence Sub-Committee visit to the Middle East area of operations: Report of the delegation to the MEAO, 14 to 18 May 2011</i> Presented: 19 March 2012 PP: 90/2012	Inquiry into the Care of ADF Personnel Wounded and Injured on Operations (reference received 15 June 2012)
	<i>Review of the Defence Annual Report 2009–2010 (reference received 24 November 2010)</i> Presented: 27 February 2012 PP: 58/2012	Review of the Defence Annual Report 2010–2011 (reference adopted 24 November 2011)
	<i>Inquiry into Defence Trade Controls Bill 2011 and Customs Amendment (Military End-Use) Bill 2011</i> Oral statement: 21 November 2011	Inquiry into Australia's Overseas Representation (reference received 13 September 2011)
	<i>Inquiry into Australia's trade and investment relations with Asia, the Pacific and Latin America</i> Presented: 22 August 2011 PP: 208/2011	Inquiry into Australia's Human Rights Dialogues with China and Vietnam (reference received 25 June 2011)

Committee	Reports	Inquiries active at 30 June 2012
Foreign Affairs, Defence and Trade, Joint Standing Committee on	<i>Review of the Department of Foreign Affairs and Trade Annual Report 2009–10</i> Presented: 16 August 2011 PP: 202/2011	Inquiry into Australia's trade and investment relationship with Japan and the Republic of Korea (reference received 21 April 2011)
	<i>Inquiry into Australia's relationship with the countries of Africa</i> Presented: 4 July 2011 PP: 181/2011	
Gambling Reform, Joint Select Committee on	<i>First Report: The design and implementation of a mandatory pre-commitment system for electronic gaming machines</i> Presented: 6 May 2011 PP: 85/2011	Inquiry into the prevention and treatment of problem gambling (reference received 9 February 2012)
	<i>Poker Machine Harm Reduction Tax (Administration) Bill 2008</i> Presented: 30 August 2011 PP: 214/2011	Inquiry into the Poker Machine Harm Reduction (\$1 Bets and Other Measures) Bill 2012 (reference received 22 March 2012)
	<i>Poker Machine (Reduced Losses – Interim Measures) Bill 2010</i> Presented: 30 August 2011 PP: 215/2011	
	<i>Second Report: Interactive and online gambling and gambling advertising Interactive Gambling and Broadcasting Amendment (Online transactions and Other Measures) Bill 2011</i> Presented: 8 December 2011 PP: 04/2012	
Health and Ageing, Standing Committee on	<i>Discussion paper on the late effects of polio/post-polio syndrome</i> Presented: 29 June 2012	Inquiry into the late effects of polio/post-polio syndrome (reference adopted 30 March 2012)
	<i>Lost in the Labyrinth: Report on the inquiry into registration processes and support for overseas trained doctors</i> Presented: 19 March 2012 PP: 86/2012	Inquiry into health issues across international borders (reference adopted 30 March 2012)
	<i>Advisory Report on the Tobacco Plain Packaging Bill 2011 and the Trade Marks Amendment (Tobacco Plain Packaging) Bill 2011</i> Presented: 22 August 2011 PP: 204/2011	Inquiry into dementia: early diagnosis and intervention (reference received 22 March 2012)
	<i>Before it's too late: Report on early intervention programs aimed at preventing youth suicide</i> Presented: 4 July 2011 PP: 172/2011	

Table 22 Scrutiny committees, Forty-third Parliament, 2011–12 (cont.)

Committee	Reports	Inquiries active at 30 June 2012
Human Rights, Parliamentary Joint Committee on	Nil	Nil
Infrastructure and Communications, Standing Committee on	<i>Advisory report on Bills referred 22 March 2012 (Shipping Reforms)</i> Presented: 24 May 2012 PP: 130/2012	Inquiry into IT pricing (reference received 24 May 2012)
	<i>Advisory report on the Aviation Transport Security Amendment (Screening) Bill 2012</i> Presented: 9 May 2012 PP: 114/2012	Inquiry into Smart Infrastructure (re-referred from Forty-second Parliament)
	<i>Advisory report on the Telecommunications Amendment (Enhancing Community Consultation) Bill 2011</i> Presented: 21 March 2012 PP: 92/2012	
	<i>Advisory report on Bills referred 24 November 2011</i> Presented: 1 March 2012 PP: 64/2012	
	<i>Inquiry into Bills referred on 3 November 2011</i> Oral statement: 22 November 2011	
	<i>Finding the right balance: Cabin crew ratios on Australian aircraft</i> Presented: 21 November 2011 PP: 422/2011	
	<i>Advisory report on the Navigation Amendment Bill 2011</i> Presented: 25 August 2011 PP: 210/2011	
	<i>Broadening the debate: Inquiry into the role and potential of the National Broadband Network</i> Presented: 25 August 2011 PP: 211/2011	

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

Committee	Reports	Inquiries active at 30 June 2012
Intelligence and Security, Parliamentary Joint Committee on	<i>Review of the re-listing of Hizballah's External Security Organisation as a terrorist organisation</i> Presented: 28 June 2012 PP: 187/2012	Review of Administration and Expenditure No. 10 (2010–2011) - Australian Intelligence Agencies (requirement under section 29 (1)(a) of the <i>Intelligence Services Act 2001</i>)
	<i>Review of Administration and Expenditure No. 9 (2009–2010) - Australian Intelligence Agencies (Under Section 102.1A of the Criminal Code Act 1995)</i> Presented: 18 June 2012 PP: 156/2012	
	<i>Review of the re-listing of Ansar al-Islam, Islamic Movement of Uzbekistan, Jaish-e-Mohammad and Lashkar-e-Jhangvi as terrorist organisations</i> Presented: 28 May 2012 PP: 155/2012	
	<i>Annual Report of Committee Activities 2010–2011</i> Presented: 21 November 2011 PP: 421/2011	
	<i>Review of the Listing of Al-Qa'ida in the Arabian Peninsula (AQAP) and the re-listing of 6 Terrorist Organisations (Under Section 102.1A of the Criminal Code Act 1995)</i> Presented: 22 August 2011 PP: 201/2011	
Law Enforcement, Parliamentary Joint Committee on ^a	<i>Examination of the 2010–11 Annual Reports of the Australian Crime Commission and the Australian Federal Police</i> Presented: 10 May 2012 PP: 120/2012	Inquiry into the gathering and use of criminal intelligence (reference adopted 30 May 2012)
	<i>Inquiry into Commonwealth unexplained wealth legislation and arrangements</i> Presented: 19 March 2012 PP: 119/2012	
	<i>Examination of the annual report of the Australian Federal Police 2009–10</i> Presented: 22 August 2011 PP: 193/2011	
	<i>Examination of the annual report of the Australian Crime Commission 2009–10</i> Presented 22 August 2011 PP: 192/2011	

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

Table 22 Scrutiny committees, Forty-third Parliament, 2011–12 (cont.)

Committee	Reports	Inquiries active at 30 June 2012
Migration, Joint Standing Committee on	<i>Advisory Report: Migration (Visa Evidence) Charge Bill 2012 and Migration (Visa Evidence) Charge (Consequential Amendments) Bill 2012</i> Presented: 18 June 2012 PP: 159/2012	Inquiry into multiculturalism in Australia (reference received 9 February 2011)
National Broadband Network, Joint Committee on the	<i>Review of the Rollout of the National Broadband Network – Third Report</i> Presented: 25 June 2012 PP: 189/2012	Six Monthly Review of the National Broadband Network – Fourth Review (reference received 21 April 2011)
	<i>Review of the Rollout of the National Broadband Network – Second Report</i> Presented: 24 November 2011 PP: 453/2011	
	<i>Review of the Rollout of the National Broadband Network – First Report</i> Presented: 31 August 2011 PP: 216/2011	
	<i>Advisory report on the Telecommunications Legislation Amendment (Fibre Deployment) Bill 2011</i> Presented: 4 July 2011 PP: 173/2011:	
National Capital and External Territories, Joint Standing Committee on the	<i>Inquiry into the administration of the National Memorials Ordinance 1928</i> Presented: 23 November 2011 PP: 449/2011	Nil
Public Accounts and Audit, Joint Committee of	<i>Report 430 – Review of Auditor-General's Reports Nos 47 (2010 11) to 9 (2011–12) and Reports 10 to 23 (2011–12)</i> Presented: 21 May 2012 PP: 127/2012	APS Annual Update Review of Auditor-General's Reports Nos 24 to 32 (2011–12) (reference adopted 22 May 2012)
	<i>Report 429 – Review of the 2010–11 Defence Materiel Organisation Major Projects Report</i> Presented: 21 May 2012 PP: 126/2012	
	<i>Report 428 – Review of Auditor-General's Reports Nos 16 to 46 2010–11</i> Presented: 24 November 2011 PP: 452/2011	

Committee	Reports	Inquiries active at 30 June 2012
Public Accounts and Audit, Joint Committee of	<i>Report 427 – Inquiry into National Funding Agreements</i> Presented: 24 November 2011 PP: 451/2011	
	<i>Report 426 – Ninth biannual hearing with the Commissioner of Taxation</i> Presented: 23 November 2011 PP: 447/2011	
	<i>Report 425 – Annual Report 2010–2011</i> Presented: 12 October 2011 PP: 271/2011	
	<i>Report 424 – Eighth biannual hearing with the Commissioner of Taxation</i> Presented: 4 July 2011 PP: 170/2011	
	<i>Report 423 – Review of the Auditor-General's Reports Nos 39 2009 – 10 to 15 2010–11</i> Presented: 4 July 2011 PP: 169/2011	
Public Works, Parliamentary Standing Committee on	<i>Report 3/2012 – Referrals made November 2011 to March 2012</i> Presented: 25 June 2012 PP: 177/2012	Moorebank Units Relocation (School of Military Engineering) to Holsworthy (reference received 20 June 2012)
	<i>Seventy-fifth Annual Report</i> Presented: 19 March 2012 PP: 88/2012	Defence Logistics Transformation Program (reference received 20 June 2012)
	<i>Report 2/2012 – Referrals made in November 2011</i> Presented: 19 March 2012 PP: 87/2012	High voltage electrical distribution upgrade, Liverpool Military Area, NSW (reference received 20 June 2012)
	<i>Report 1/2012 – Referrals made September to October 2011</i> Presented: 14 February 2012 PP: 49/2012	Development and construction of housing for Defence members and their families at Kellyville, Sydney, NSW (reference received 20 June 2012)
	<i>Public Works on Christmas Island</i> Presented: 13 October 2011 PP: 278/2011	New National Archives Preservation Facility and refurbishment of the existing Mitchell facility for the National Archives of Australia at Mitchell, ACT (reference received 24 May 2012)
	<i>Report 4/2011 – Referrals made May to June 2011</i> Presented: 22 August 2011 PP: 203/2011	Base Infrastructure Works Project under the Base Security Improvement Program (reference received 24 May 2012)

Table 22 Scrutiny committees, Forty-third Parliament, 2011–12 (cont.)

Committee	Reports	Inquiries active at 30 June 2012
Public Works, Parliamentary Standing Committee on		Proposed integrated fit-out of new leased premises for the Australian Taxation Office at the site known as 913 Whitehorse Road, Box Hill, Victoria (reference received 10 May 2012)
		Proposed development and construction of housing for Defence members and their families at Weston Creek, ACT (reference received 10 May 2012)
		Proposed development and construction of housing for Defence members and their families at Lindfield, NSW (reference received 10 May 2012)
Regional Australia, Standing Committee on	Nil	Inquiry into the use of 'fly-in, fly-out' (FIFO) workforce practices in regional Australia (reference received 23 August 2011)
		Inquiry into certain matters relating to the proposed Murray-Darling Basin Plan (reference received 29 May 2012)
Social Policy and Legal Affairs, Standing Committee on	<i>In the Wake of Disasters – Volume Two: The affordability of residential strata title insurance</i> Presented: 21 March 2012 PP: 93/2012	Inquiry into the Customs Amendment (Smuggled Tobacco) Bill 2012 (reference received 28 June 2012)
	<i>In the Wake of Disasters – Volume One: The operation of the insurance industry during disaster events</i> Presented: 27 February 2012 PP: 59/2012	Inquiry into the National Integrity Commissioner Bill 2012 (reference received 31 May 2012)
	<i>Reclaiming public space: Inquiry into the regulation of billboard and outdoor advertising</i> Presented: 04 July 2011 PP: 171/2011	Inquiry into the Do Not Knock Register Bill 2012 (reference received 24 May 2012)
	<i>Inquiry into the Maritime Powers Bill 2012; and Maritime Powers (Consequential Amendments) Bill 2012</i> Oral statement: 28 June 2012	Inquiry into the Privacy Amendment (Enhancing Privacy Protection) Bill 2012 (reference received 24 May 2012)

Committee	Reports	Inquiries active at 30 June 2012
Social Policy and Legal Affairs, Standing Committee on	<i>Inquiry into the Crimes Legislation Amendment (Slavery, Slavery-like Conditions and People Trafficking) Bill 2012</i> Oral statement: 28 June 2012	Inquiry into the Wild Rivers (Environmental Management) Bill 2012 (reference received 24 November 2011)
	<i>Advisory report: Judicial Misbehaviour and Incapacity (Parliamentary Commissions) Bill 2012 and Courts Legislation Amendment (Judicial Complaints) Bill 2012</i> Presented: 25 June 2012 PP: 178/2012	Inquiry into the Incidence and Prevention of Foetal Alcohol Spectrum Disorder (reference received 8 November 2011)
	<i>Advisory report: Australian Human Rights Commission Amendment (National Children's Commissioner) Bill 2012</i> Presented: 21 June 2012 PP: 170/2012	
	<i>Advisory report: Marriage Equality Amendment Bill 2012 and the Marriage Amendment Bill 2012</i> Presented: 18 June 2012 PP: 158/2012	
	<i>Advisory report: Inquiry into the Classification (Publications, Films and Computer Games) Amendment (R 18+ Computer Games) Bill 2012</i> Presented: 29 February 2012 PP: 29/2012	
	<i>Advisory report: Crimes Legislation Amendment (Powers and Offences) Bill 2011</i> Presented: 29 February 2012 PP: 66/2012	
	<i>Inquiry into the Access to Justice (Federal Jurisdiction) Amendment Bill 2011</i> Oral statement: 13 February 2011	
	<i>Advisory report: Territories Self-Government Legislation Amendment (Disallowance and Amendment of Laws) Bill 2011</i> Presented: 23 September 2011 PP: 257/2011	
	<i>Advisory report: Extradition and Mutual Assistance in Criminal Matters Legislation Amendment Bill 2011</i> Presented: 12 September 2011 PP: 213/2011	
	<i>Inquiry into the Legislative Instruments Amendment (Sunsetting) Bill 2011</i> Oral statement: 18 August 2011	

Table 22 Scrutiny committees, Forty-third Parliament, 2011–12 (cont.)

Committee	Reports	Inquiries active at 30 June 2012
Treaties, Joint Standing Committee on	<i>Report 126: Treaty tabled on 21 November 2011</i> Presented: 27 June 2012 PP: 193/2012	Treaty tabled on 26 June 2012 (reference received 26 June 2012)
	<i>Report 125: Treaties tabled on 7 and 28 February 2012</i> Presented: 21 June 2012 PP: 188/2012	Treaties tabled on 19 June 2012 (reference received 19 June 2012)
	<i>Report 124: Treaties tabled on 22 November 2011 and 7 February 2012</i> Presented: 10 May 2012 PP: 117/2012	Treaties tabled on 8 May 2012 (reference received 8 May 2012)
	<i>Report 123: Treaties tabled on 13 October, 2, 22 and 24 November 2011</i> Presented: 14 March 2012 PP: 84/2012	Treaty tabled on 20 March 2012 (reference received 20 March 2012)
	<i>Report 122: Treaties tabled on 23 August, 13 and 20 September and 13 October 2011</i> Presented: 22 November 2011 PP: 450/2011	Inquiry into the Treaties Ratification Bill 2012 (reference received 16 February 2012)
	<i>Report 121: Treaty tabled on 16 August 2011</i> Presented: 1 November 2011 PP: 402/2011	
	<i>Report 120: Treaties Tabled on 5 July and 16 August 2011</i> Presented: 12 October 2011 PP: 272/2011	
	<i>Report 119: Treaty tabled on 5 July 2011</i> Presented: 15 September 2011 PP: 226/2011	
	<i>Report 118: Treaties tabled on 23 March and 11 May 2011</i> Presented: 17 August 2011 PP: 207/2011	

Table 23 Internal committees, Forty-third Parliament, 2011–12

Committee	Purpose	Reports/inquiries
Appropriations and Administration, Standing Committee on	The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations and Staffing.	<i>Report No. 3 – Budget estimates 2012–2013 for the Department of the House of Representatives</i> Presented: 9 May 2012 PP: 116/2012 <i>Report No. 2 – Annual Report 2010–11</i> Presented: 23 November 2011 PP: 437/2011
Broadcasting of Parliamentary Proceedings, Joint Committee on the	The committee meets when required to consider the general principles applying to radio broadcasting of proceedings of parliament; the committee has more limited jurisdiction in relation to televising of proceedings.	None
House Committee ^a	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 ^a	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 inquiries into and reports to the House on any matter relating to petitions and the petitions system. Information on how to go about petitioning the House of Representatives is available at the petitions page on the Parliament of Australia website.	None
Privileges and Members' Interests, Standing Committee of	The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversight arrangements for the maintenance of the Register of Members' Interests and consider any specific complaints about the registering of interests.	Inquiry into whether in the course of his statement of 21 May 2012, the Honourable Member for Dobell deliberately misled the House (reference received 22 May 2012) <i>Report concerning the registration and declaration of members' interests during 2011</i> Presented: 13 February 2012 PP: 48/2012

^a The House and Library committees are advisory in nature, and do not undertake inquiries or present reports.

Table 23 Internal committees, Forty-third Parliament, 2011–12 (cont.)

Committee	Purpose	Reports/inquiries
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	Inquiry into monitoring and review of procedural changes implemented in the Forty-third Parliament (reference adopted 28 October 2010) Inquiry into the maintenance of the standing orders (reference adopted 28 October 2010) <i>Interim report No. 3: Monitoring and review of procedural changes implemented in the 43rd Parliament – The effectiveness of reforms to the House committee system</i> Presented: 1 March 2012 PP: 60/2012 <i>Interim report No. 2: Monitoring and review of procedural changes implemented in the 43rd Parliament – The referral of bills to committees by the House Selection Committee</i> Presented: 4 July 2011 PP: 175/2011
Publications, Parliamentary Joint Committee on	The committee presents reports making recommendations relating to the inclusion in the Parliamentary Paper Series of papers presented to parliament.	None
Selection Committee	The committee determines 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 33 reports

^a The House and Library committees are advisory in nature, and do not undertake inquiries or present reports.

6 Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2011–12.

Table 24 Official incoming parliamentary delegations, 2011–12

Date	Delegation	Country represented
2–4 September 2011	Parliamentary delegation from Georgia	Georgia
8–15 October 2011	Parliamentary delegation from Japan	Japan
10–15 October 2011	Parliamentary delegation from Malta	Malta
30 October–3 November 2011	Parliamentary delegation from China	China
4–10 February 2012	Parliamentary delegation from Samoa	Samoa
6–12 February 2012	Parliamentary delegation from Cyprus	Cyprus
26 February–4 March 2012	Parliamentary delegation from the Former Yugoslav Republic of Macedonia	Former Yugoslav Republic of Macedonia
26 February–4 March 2012	Parliamentary delegation from Solomon Islands	Solomon Islands
20–26 May 2012	Visit by an ASEAN parliamentary delegation	Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore and Thailand
26 May–2 June 2012	Parliamentary delegation from Iraq	Iraq
16–23 June 2012	Parliamentary delegation from Italy	Italy
18–22 June 2012	Parliamentary delegation from Thailand	Thailand

7 Other incoming parliamentary visits

This appendix contains summary information on other incoming parliamentary visits in 2011–12.

Table 25 Other incoming parliamentary visits, 2011–12

Date	Delegation	Country represented
30 October – 3 November 2011	Visit by the Rt Hon. Alan Haselhurst, MP, Chairperson of the Commonwealth Parliamentary Association	United Kingdom
1 November 2011	Bilateral Cooperation Group of Indonesia	Indonesia
2 November 2011	Mr Li Zhaoxing, Chairman of the Foreign Affairs Committee of the Chinese National People's Congress	China
2–3 November 2011	HE Dr Xaysomphone Phomvihane, Vice President of the Lao National Assembly	Laos
15–16 February 2012	Germany/Australia Parliamentary Friendship Group	Germany
29 February 2012	House of Representatives Commission 10 of Indonesia	Indonesia
9 March 2012	Committee on the Constitution of the Parliament of Sweden	Sweden
19–21 March 2012	Congress of New Caledonia	New Caledonia
20 March 2012	The Hon. Alan Shatter, TD, Minister for Justice, Equality and Defence of Ireland	Ireland
10–11 April 2012	HE Mr Nguyen Xuan Phuc, Deputy Prime Minister of Vietnam	Vietnam
4 May 2012	Members of the Japan-Australia Parliamentary League (Democratic Party of Japan)	Japan
9–10 May 2012	Members of the United Kingdom Foreign Affairs Committee	United Kingdom
29 May 2012	Members of the Kenyan Committee on Procedure and House Rules and the Committee on Equal Opportunity	Kenya
20–21 June 2012	Members of the French Senate Foreign Affairs, Defence and Armed Forces Committee	France
20 June 2012	Parliamentarians from the United Kingdom	United Kingdom

8 Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2011–12.

Table 26 Outgoing parliamentary delegations, 2011–12

Date	Event	Delegation members
11–16 July 2011	Speaker of the House of Representatives, Mr Harry Jenkins, MP, visit to Singapore and Indonesia	Mr Harry Jenkins, MP, <i>Speaker of the House of Representatives</i>
16–20 July 2011	President of the Senate, Senator the Hon. John Hogg visit to Morocco	Senator the Hon. John Hogg <i>President of the Senate</i>
20–29 July 2011	Parliamentary delegation to attend the 57th Commonwealth Parliamentary Conference, London	Senator the Hon. John Hogg <i>President of the Senate and Delegation Leader</i> The Hon. Teresa Gambaro, MP
31 July– 12 August 2011	Parliamentary delegation to Solomon Islands and Samoa	Mr Kelvin Thomson, MP, <i>Delegation Leader</i> The Hon. Peter Slipper, MP, <i>Deputy Delegation Leader</i> Senator the Hon. Ian Macdonald Senator Claire Moore Ms Deb O'Neill, MP
28 August– 9 September 2011	Parliamentary delegation to China by members of the House of Representatives Committee on Climate Change, Environment and the Arts	Mr Tony Zappia, MP, <i>Delegation Leader</i> Dr Mal Washer, MP, <i>Deputy Delegation Leader</i> Ms Jill Hall, MP Ms Nola Marino, MP
10 September–15 December 2011	Parliamentary delegation to attend the United Nations General Assembly, New York	Mr Kelvin Thomson, MP Mr Steven Ciobo, MP
18–25 September 2011	Parliamentary delegation to attend the 32nd General Assembly of the ASEAN Inter-Parliamentary Association, Phnom Penh, Cambodia	Mr Mike Symon, MP, <i>Delegation Leader</i> Senator Alan Eggleston
23 September– 1 October 2011	Parliamentary delegation to Indonesia and Tonga by members by the Joint Standing Committee on Electoral Matters	The Hon. Alan Griffin, MP, <i>Delegation Leader</i> The Hon. Bronwyn Bishop, MP, <i>Deputy Delegation Leader</i> (Indonesia) Senator Gary Humphries <i>Deputy Delegation Leader</i> (Tonga) Senator Helen Polley Senator Scott Ryan
24–27 September 2011	President of the Senate, Senator the Hon. John Hogg visit to Peru	Senator the Hon. John Hogg, <i>President of the Senate</i>

Table 26 Outgoing parliamentary delegations, 2011–12

Date	Event	Delegation members
27 September–9 October 2011	Parliamentary delegation to the United States of America	Senator the Hon. John Hogg, <i>President of the Senate and Delegation Leader</i> The Hon. Bob Baldwin, MP, <i>Deputy Delegation Leader</i> Senator Cory Bernardi Mrs Yvette D'Ath, MP Ms Kirsten Livermore, MP Mr Rob Mitchell, MP
2–14 October 2011	Parliamentary delegation to attend the 57th Annual Session of the NATO Parliamentary Assembly, Bucharest, Romania and the Council of Europe enlarged debate of the Parliamentary Assembly on the activities of the OECD, Strasbourg, France	Mr Nick Champion, MP Mr Luke Simpkins, MP
14–19 October 2011	Speaker of the House of Representatives, Mr Harry Jenkins MP, visit to attend the 125th Assembly of the Inter-Parliamentary Union, Bern, Switzerland	Mr Harry Jenkins, MP, <i>Speaker of the House of Representatives</i>
14–27 October 2011	Parliamentary delegation to attend the 125th Assembly of the Inter-Parliamentary Union, Bern, Switzerland and visits to Austria and Germany	The Hon. Dick Adams, MP, <i>Delegation Leader</i> Mr Patrick Secker, MP, <i>Deputy Delegation Leader</i> Senator Sue Boyce Senator the Hon. Ursula Stephens
5–16 November 2011	Parliamentary delegation to ASEAN countries, Vietnam, Thailand and Singapore	Mr Sid Sidebottom, MP, <i>Delegation Leader</i> Mr Darren Chester, MP Mr Luke Hartsuyker, MP Mr Steve Irons, MP The Hon. John Murphy, MP
6–11 November 2011	Parliamentary delegation to Timor Leste and Indonesia by members of the Joint Standing Committee on Foreign Affairs, Defence and Trade	Mr Michael Danby, MP, <i>Delegation Leader</i> Mrs Joanna Gash, MP, <i>Deputy Delegation Leader</i> Mr Nick Champion, MP Mr Laurie Ferguson, MP The Hon. Philip Ruddock, MP The Hon. Dr Sharman Stone, MP
5–12 December 2011	Parliamentary delegation to Malaysia and Sri Lanka	Ms Maria Vamvakinou, MP, <i>Delegation Leader</i> Mr Harry Jenkins, MP Senator Helen Kroger Mr Rowan Ramsey, MP Dr Andrew Southcott, MP

Date	Event	Delegation members
6–15 December 2011	President of the Senate, Senator the Hon. John Hogg visit to attend the Commonwealth Parliamentary Association executive meeting, London and visit to Scotland	Senator the Hon. John Hogg, <i>President of the Senate</i>
7–13 January 2012	Parliamentary delegation to attend the 20th Asia Pacific Parliamentary Forum, Tokyo, Japan	Ms Janelle Saffin, MP, <i>Delegation Leader</i> Mr John Forrest, MP Senator Chris Back Senator Catryna Bilyk
15–18 March 2012	Parliamentary delegation to Timor-Leste as election observers for the Presidential elections	Senator Stephen Parry Ms Janelle Saffin MP
24 March–20 April 2012	Speaker of the House of Representatives, the Hon. Peter Slipper MP, visit to South Africa, Swaziland, Uganda, Russia, Kazakhstan and Hungary	The Hon. Peter Slipper, MP, <i>Speaker of the House of Representatives</i>
28 March–20 April 2012	Parliamentary delegation to attend the 126th Assembly of the Inter-Parliamentary Union, Kampala, Uganda and visits to Kazakhstan and Hungary	The Hon. Peter Slipper, MP, <i>Speaker of the House of Representatives</i> The Hon. Dick Adams, MP Senator Sue Boyce Mr Chris Hayes, MP Mr Patrick Secker, MP
14–18 April 2012	Parliamentary delegation to Timor-Leste as election observers for the Presidential elections, second round	Senator Claire Moore Mrs Jane Prentice, MP
14 April–3 May 2012	Parliamentary delegation to the United Kingdom, Germany, Spain and the United States of America by members of the Joint Standing Committee on Foreign Affairs, Defence and Trade and the Senate References Committee on Foreign Affairs, Defence and Trade	Senator Mark Bishop, <i>Delegation Leader</i> Senator David Fawcett Senator Mark Furner Dr Dennis Jensen, MP Senator the Hon. David Johnston Senator the Hon. Ursula Stephens
27–30 May 2012	Parliamentary delegation to attend the 8th International Intelligence Review Agencies Conference, Ottawa, Canada by members of the Parliamentary Joint Committee on Security and Intelligence	Mr Michael Danby, MP, <i>Delegation Leader</i> Senator Mark Bishop Mr John Forrest, MP Senator the Hon. Ursula Stephens
29 June–17 July 2012	Speaker of the House of Representatives, the Hon. Peter Slipper MP, visit to Lebanon, Israel, Jordan and Cyprus	The Hon. Peter Slipper, MP, <i>Speaker of the House of Representatives</i>

9 Parliamentary staff and other visits

This appendix contains summary information on parliamentary staff and other visits in 2011–12.

Table 27 Parliamentary staff visits and other visits, 2011–12

Date	Visit	Country represented
12 July 2011	Visit by parliamentary staff from the Kingdom of Thailand	Thailand
8–13 February 2012	Centre for Democratic Institutions, Pacific Parliamentary Leadership Dialogue	Kiribati, Papua New Guinea, Samoa and Vanuatu
4–16 March 2012	Inter-Parliamentary Study Program	Australia (South Australia), Canada, Chile, China, Gambia, India, Laos, Malaysia, New Zealand, Tonga, Turkey and the United Kingdom
14 March 2012	Visit by the interns of the Jean-Charles-Bonenfant Foundation, National Assembly of Quebec	Canada
30 April–4 May 2012	Community outreach workshop for Pacific parliaments	Samoa, Solomon Islands and Tonga
27–31 May 2012	Visit by the Clerk of the Legislative Council of Brunei Darussalam	Brunei

10 Publications

This appendix contains summary information on Department of the House of Representatives' publications in 2011–12.

Table 28 Department of the House of Representatives' publications, 2011–12

Type	Title
House of Representatives pages on Parliament of Australia website	<p>www.aph.gov.au/house</p> <p>The site includes members' home pages and home pages for House of Representatives committees and for joint committees administered by the Department of the House of Representatives</p> <p>Most of the publications listed below are available from the site</p>
Publications directly related to the work of the House and its committees	<p><i>The Speaker of the House of Representatives, second edition</i></p> <p>An illustrated history of the office, role and duties of the Speaker, April 2008</p>
	<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><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>Committee Office brochures:</i></p> <ul style="list-style-type: none"> • <i>Appearing at a Public Hearing: Notes to help those appearing as a witness at a parliamentary committee hearing</i>, April 2011 • <i>Making a Submission: Notes to help those intending to make a submission to a parliamentary committee inquiry</i>, April 2011 • <i>Dealing with Parliamentary Committees</i>, February 2012 • <i>Committee Support Standards</i>, April 2011 • Public hearings schedule, revised weekly
	<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><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>

Table 28 Department of the House of Representatives' publications, 2011–12 (cont.)

Type	Title	
Publications directly related to the work of the House and its committees	House of Representatives Infosheets	
	<ol style="list-style-type: none"> 1. <i>Questions</i>, May 2012 2. <i>A typical sitting day</i>, May 2012 3. <i>The Speaker</i>, May 2012 4. <i>Committees</i>, May 2012 5. <i>Parliamentary privilege</i>, May 2012 6. <i>Opportunities for private Members</i>, May 2012 7. <i>Making laws</i>, May 2012 8. <i>Elections for the House of Representatives</i>, May 2012 9. <i>A new Parliament</i>, May 2012 10. <i>The Budget and financial legislation</i>, May 2012 11. <i>Petitions</i>, May 2012 12. <i>Finding out about the House</i>, May 2012 13. <i>The Constitution</i>, May 2012 14. <i>Making decisions: debate and division</i>, May 2012 15. <i>The work of a Member of Parliament</i>, May 2012 16. <i>The Federation Chamber</i>, May 2012 17. <i>Citizens' right of reply</i>, May 2012 18. <i>Double dissolution</i>, May 2012 19. <i>The House, Government and Opposition</i>, May 2012 20. <i>The Australian system of government</i>, May 2012 21. <i>The Clerk and other officials</i>, May 2012 	
		House of Representatives Practice, fifth edition
		The official authority for issues of practice and procedure, 2005
		Images of the House
		A pictorial record of the people and events that shaped the House from 1901 to 2001, June 2002
		Members' guides
		<ul style="list-style-type: none"> • <i>Members' Guide to Private Members' Bills and Amendments</i>, October 2010 • <i>Members' Guide to Presenting a Petition</i>, October 2010 • <i>Members' Guide to Raising a Matter in the House</i>, October 2010 • <i>Members' Notes on Parliamentary Privilege</i>, October 2010
		Members' Handbook
		A guide to services and facilities for members of the House of Representatives, 2010

Type	Title
Publications directly related to the work of the House and its committees	Standing and Sessional Orders of the House of Representatives The permanent rules of procedure, as at 20 October 2010 Amendments to the Standing and Sessional Orders issued in February 2012
	Work of the Session A summary of the business of the House and its committees, published after each period of sittings, being this year: Forty-third Parliament, Autumn and Winter sittings 2011; Spring sittings 2011
	Working with Parliamentary Committees, October 2010 <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>
Publications of an administrative nature	<i>Department of the House of Representatives Annual Report 2010–11</i> The annual report on the operations of the department, presented to the House pursuant to the <i>Parliamentary Service Act 1999</i>
	<i>Department of the House of Representatives Enterprise Agreement 2011–12</i>
	<i>Department of the House of Representatives Corporate Plan 2010–13</i>
	<i>Department of the House of Representatives Portfolio Budget Statements 2012–13</i>
	<i>Department of the House of Representatives Service Charter: Community Service Standards, May 2002</i>

11 Staffing statistics

This appendix contains summary information on the Department of the House of Representatives staffing in 2011–12.

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 2012. These staff are employed in order to accommodate variations in working patterns during the sittings of the House and are generally not employed when the House is not sitting. Figures corresponding to other non-ongoing staff are also included in the table.

Table 29 Staff by location, as at June 2009 to 2012

Location	2009	2010	2011	2012
Executive	5	5	5	5
Executive support/project staff	6	5	6	6
Table Office	15 ^c	12	13	14 ^b
Chamber Research Office	8	8	9	9
International and Community Relations Office			11 ^a	12
Parliamentary Relations Office	7	7	–	–
Liaison and Projects Office	6	5	–	–
Committee Office	63	64	63	65
Serjeant-at-Arms' Office	14 ^d	22 ^e	18 ^f	32 ^g
Finance Office	6	6	6	5
Information Systems and Publishing Office	15 ^b	14 ^d	15 ^d	14 ^b
People Strategies Office	5	10	12	12
Total	150	158	158	174

^a Parliamentary Relations Office and Liaison and Projects Office were amalgamated.

^b Includes one sessional staff.

^c Includes nine sessional staff.

^d Includes two sessional staff.

^e Includes thirteen sessional staff.

^f Includes ten sessional staff.

^g Includes twenty-one sessional staff.

Table 30 Non-ongoing staff (excluding sessional staff), by location, as at 30 June 2012

Location	Staff
Executive	–
Executive support/project staff	–
Table Office	–
Chamber Research Office	1
International and Community Relations Office	–
Committee Office	3
Serjeant-at-Arms' Office	2
Finance Office	–
Information Systems and Publishing Office	2
People Strategies Office	3
Total	11

Separations

The reasons for staff separating from the department, with comparative figures for 2009–10 and 2010–11, are detailed below.

Table 31 Separations, 2009–10, 2010–11 and 2011–12

Location	2009–10	2010–11	2011–12
Transfer/promotion to another Commonwealth agency	4	5	7
Resignation	5	3	5
Medical incapacity	–	1	–
Retirement	4	1	3
Cessation of non-ongoing employment	15	13	18
Voluntary retrenchment	2	3	–
Death	–	1	1
Totals	30	27	34

Table 32 Staff by classification and equal employment opportunity group, as at 30 June 2012

	Executive ^a	Parliamentary Service Levels 4–6	Parliamentary service Levels 1–3	Totals
Female	35	47	17	99
Male	35	21	19	75
Sub-totals	70	68	37	174
Aboriginal and Torres Strait Islander	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Non-English-speaking background	3 (4.2%)	4 (5.9%)	2 (5.4%)	9 (5.2%)
People with disability	1 (1.4%)	3 (4.4%)	0 (0%)	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 2012

A members' survey was carried out by the Department of the House of Representatives in June 2012 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 20 respondents completed the surveys (67 per cent) and two were available for interview.

All participants in the survey were asked if they were satisfied overall with the services they received from the department. Members were 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 Table 33 (which also shows the responses from the 2011 survey, in brackets). The result is an overwhelming endorsement of the quality of service provided by the department, with 96 per cent satisfaction rate overall. The satisfaction rate last year was 98 per cent.

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

In relation to suggestions for change, there was encouragement to maintain excellent service provision and to provide further information to members elected in 2010.

Table 33 Members' satisfaction levels with departmental services, 2012 (2011)

(Figures in brackets are from the 2011 survey.)

Service area	Extremely satisfied	Highly satisfied	Satisfied	Not satisfied
Advice and services received from the Clerk at the Table in the Chamber and Main Committee	13 (16)	4 (7)	3 (0)	– (–)
Advice and services received from other staff in relation to Chamber and Main Committee duties	12 (15)	4 (7)	4 (1)	– (–)
Quality and availability of procedural and statistical publications and support in obtaining such information	8 (7)	6 (13)	4 (3)	– (–)
Procedural advice, research, analytical drafting and administrative support services in relation to committee inquiries and publication of the final report	8 (11)	9 (7)	1 (3)	– (–)
Rating of the House of Representatives magazine <i>About the House</i>	9 (7)	2 (9)	8 (8)	1 (–)
Advice and support received in relation to overseas parliamentary delegation visits	5 (5)	5 (3)	4 (1)	– (–)
Services in relation to pay entitlements supplied by the department	5 (6)	7 (8)	7 (7)	– (3)
Services provided by the Serjeant-at-Arms' Office	5 (12)	12 (7)	2 (2)	– (2)
Information on members' home pages on the Parliament of Australia website	4 (7)	8 (5)	8 (11)	– (–)

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 2012.

Office holders and Senior Executive officers		
Speaker of the House of Representatives, the Hon. Peter Slipper MP		
Parliament House	Phone (02) 6277 4000	Fax (02) 6277 2050
Electorate office	Phone (07) 5444 4888	Fax (07) 5452 6655
		Email Peter.Slipper.MP@aph.gov.au
Deputy Speaker, Ms Anna Burke, MP		
Parliament House	Phone (02) 6277 4127	Fax (02) 6277 8528
Electorate office	Phone (03) 9802 0566	Fax (03) 9802 0588
		Email Anna.Burke.MP@aph.gov.au
Second Deputy Speaker, the Hon. Bruce Scott, MP		
Parliament House	Phone (02) 6277 4949	Fax (02) 6277 8421
Electorate office	Phone (07) 4662 2715	Fax (07) 4662 5149
		Email Bruce.Scott.MP@aph.gov.au
Clerk of the House, Mr Bernard Wright		
Phone (02) 6277 4111	Fax (02) 6277 2006	Email Clerk.Reps@aph.gov.au
Deputy Clerk, Mr David Elder		
Phone (02) 6277 4222	Fax (02) 6277 2006	Email David.Elder.Reps@aph.gov.au
Clerk Assistant (Table), Ms Claressa Surtees		
Phone (02) 6277 4777	Fax (02) 6277 4517	Email Claressa.Surtees.Reps@aph.gov.au
Clerk Assistant (Committees), Ms Joanne Towner		
Phone (02) 6277 4399	Fax (02) 6277 4034	Email Joanne.Towner.Reps@aph.gov.au
Serjeant-at-Arms, Ms Robyn McClelland		
Phone (02) 6277 4444	Fax (02) 6277 2006	Email Robyn.McClelland.Reps@aph.gov.au

Departmental addresses

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

14 List of requirements

Part of Report	Description	Requirement	Page
	Letter of transmittal	Mandatory	iii
	Table of contents	Mandatory	v
	Index	Mandatory	157–162
	Glossary	Mandatory	156
	Contact officer(s)	Mandatory	ii
	Internet home page address and Internet address for report	Mandatory	ii
Review by Clerk			
	Review by Clerk	Mandatory	2–5
	Summary of significant issues and developments	Suggested	2–10
	Overview of department's performance and financial results	Suggested	6–10
	Outlook for following year	Suggested	5
	Significant issues and developments – portfolio	Portfolio departments – suggested	Not applicable
Departmental overview			
	Role and functions	Mandatory	6–10
	Organisational structure	Mandatory	6
	Outcome and program structure	Mandatory	8
	Where outcome and program structures differ from the Portfolio Budget Statements, Portfolio Additional Estimates Statements or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change	Mandatory	None to report
	Portfolio structure	Portfolio departments – mandatory	Not applicable
Report on performance			
	Review of performance during the year in relation to programs and contribution to outcomes	Mandatory	11–46
	Actual performance in relation to deliverables and key performance indicators set out in the Portfolio Budget Statements, Portfolio Additional Estimates Statements or other portfolio statements	Mandatory	66–70
	Where performance targets differ from the Portfolio Budget Statements or Portfolio Additional Estimates Statements, details of both former and new targets, and reasons for the change	Mandatory	None to report


Part of Report	Description	Requirement	Page
Report on performance	Narrative discussion and analysis of performance	Mandatory	12–46
	Trend information	Mandatory	10, 13, 14, 17, 18, 26, 33, 53, 59
	Significant changes in nature of principal functions/ services	Suggested	None to report
	Performance of purchaser/provider arrangements	If applicable, suggested	51
	Factors, events or trends influencing departmental performance	Suggested	15
	Contribution of risk management in achieving objectives	Suggested	51
	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	50, 104
	Discussion and analysis of the department's financial performance	Mandatory	10
	Discussion of any significant changes from the prior year or from budget or anticipated to have a significant impact on future operations.	Mandatory	None to report
	Agency resource statement and summary resource tables by outcomes	Mandatory	71–72
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	48–51
	Names of the senior executive and their responsibilities	Suggested	9, 48
	Senior management committees and their roles	Suggested	48–49
	Corporate and operational planning and associated performance reporting and review	Suggested	50

Part of Report	Description	Requirement	Page
Management and Accountability Corporate governance	Approach adopted to identifying areas of significant financial or operational risk	Suggested	51
	Policy and practices on the establishment and maintenance of appropriate ethical standards	Suggested	48
	How nature and amount of remuneration for SES officers is determined	Suggested	58
External scrutiny			
	Significant developments in external scrutiny	Mandatory	52–53
	Judicial decisions and decisions of administrative tribunals	Mandatory	52
	Reports by the Auditor-General, a parliamentary committee or the Commonwealth Ombudsman	Mandatory	52
Management of human resources			
	Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	Mandatory	54–59
	Workforce planning, staff turnover and retention	Suggested	55
	Impact and features of enterprise or collective agreements, individual flexibility arrangements (IFAs), determinations, common law contracts and Australian Workplace Agreements (AWAs)	Suggested	58
	Training and development undertaken and its impact	Suggested	56–58
	Work health and safety performance	Suggested	59
	Productivity gains	Suggested	None to report
	Statistics on staffing	Mandatory	102–103
	Enterprise or collective agreements, IFAs, determinations, common law contracts and AWAs	Mandatory	58
	Performance pay	Mandatory	None to report
Assets management	Assessment of effectiveness of assets management	If applicable, mandatory	60
Purchasing	Assessment of purchasing against core policies and principles	Mandatory	60

Part of Report	Description	Requirement	Page
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; 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	60
Australian National Audit Office access clauses	Absence of provisions in contracts allowing access by the Auditor-General	Mandatory	None to report
Exempt contracts	Contracts exempt from the AusTender	Mandatory	None to report
Financial statements	Financial statements	Mandatory	112–155
Other Mandatory Information			
	Work health and safety (Schedule 2, Part 4 of the <i>Work Health and Safety Act 2011</i>)	Mandatory	59
	Advertising and Market Research (Section 311A of the <i>Commonwealth Electoral Act 1918</i>) and statement on advertising campaigns	Mandatory	61
	Ecologically sustainable development and environmental performance (Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	Mandatory	62
	Compliance with the agency's obligations under the <i>Carer Recognition Act 2010</i>	Not applicable	
	Grant programs	Mandatory	61
	Disability reporting – explicit and transparent reference to agency-level information available through other reporting mechanisms	Mandatory	53
	Information Publication Scheme statement	Mandatory	52–53
	Correction of material errors in previous annual report	If applicable, mandatory	None to report
	List of Requirements	Mandatory	106–109



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 2012, 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 Representative's preparation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department of the House of Representative's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Clerk of the House, as well as evaluating the overall presentation of the financial statements.

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) 6263 7300 Fax (02) 6263 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:

- 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
- give a true and fair view of the matters required by the Finance Minister's Orders including the Department of the House of Representative's financial position as at 30 June 2012 and of its financial performance and cash flows for the year then ended.

Australian National Audit Office



Ren Wah
Audit Principal

Delegate of the Auditor-General

Canberra
28 September 2012

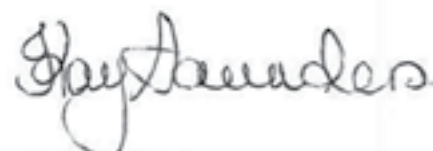
DEPARTMENT OF THE HOUSE OF REPRESENTATIVES
STATEMENT BY THE CLERK OF THE HOUSE AND CHIEF FINANCIAL OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2012 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, as amended.



B WRIGHT
Clerk of the House

28 September 2012



K SAUNDERS
Chief Financial Officer

28 September 2012

Statement of Comprehensive Income for not-for-profit Reporting Entities
for the period ended 30 June 2012

	Notes	2012 \$'000	2011 \$'000
EXPENSES			
Employee benefits	3A	18,062	16,242
Supplier	3B	7,674	7,179
Depreciation and amortisation	3C	1,130	1,165
Write-down and impairment of assets	3D	6	3
Losses from asset sales	3E	-	28
Total expenses		26,871	24,617
LESS:			
OWN-SOURCE INCOME			
Own-source revenue			
Sale of goods and rendering of services	4A	853	797
Other revenue	4B	279	205
Total own-source revenue		1,132	1,002
Gains			
Sale of assets	4C	4	-
Other gains	4D	3,190	3,179
Total gains		3,194	3,179
Total own-source income		4,326	4,181
Net cost of services		22,545	20,436
Revenue from Government	4E	21,848	21,087
Surplus (Deficit) attributable to the Australian Government		(697)	651

Balance Sheet for not-for-profit Reporting Entities

as at 30 June 2012

	Notes	2012 \$'000	2011 \$'000
ASSETS			
Financial Assets			
Cash and cash equivalents	5A	538	158
Trade and other receivables	5B	17,883	16,281
Total financial assets		18,421	16,439
Non-Financial Assets			
Property, plant and equipment	6A	3,847	4,600
Intangibles	6C	647	505
Other non-financial assets	6E	137	86
Total non-financial assets		4,631	5,191
Total assets		23,051	21,630
LIABILITIES			
Payables			
Suppliers	7A	533	537
Other payables	7B	545	569
Total payables		1,078	1,106
Provisions			
Employee provisions	8A	5,301	4,536
Total provisions		5,301	4,536
Total liabilities		6,378	5,642
Net assets		16,673	15,989
		2012	2011
		\$'000	\$'000
EQUITY			
Parent Entity Interest			
Contributed equity		(13,428)	(14,833)
Reserves		12,987	12,987
Retained surplus (accumulated deficit)		17,114	17,835
Total Equity		16,673	15,989

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 2012

	Retained earnings		Asset revaluation surplus		Contributed equity/capital		Total equity	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
Opening balance	17,835	17,184	12,987	12,987	(14,833)	(16,133)	15,989	14,038
Balance carried forward from previous period	-	-	-	-	-	-	-	-
Adjustment for errors	-	-	-	-	-	-	-	-
Adjustment for changes in accounting policies	-	-	-	-	-	-	-	-
Adjusted opening balance	17,835	17,184	12,987	12,987	(14,833)	(16,133)	15,989	14,038
Comprehensive income								
Surplus (Deficit) for the period	(697)	651	-	-	-	-	(697)	651
Total comprehensive income	(697)	651	-	-	-	-	(697)	651
of which:								
Attributable to the Australian Government	(697)	651	-	-	-	-	(697)	651
Transactions with owners								
Distributions to owners								
Returns of capital: Other	(24)	-	-	-	-	-	(24)	-
Contributions by owners								
Departmental capital budget	-	-	-	-	1,405	1,300	1,405	1,300
Sub-total transactions with owners	-	-	-	-	1,405	1,300	1,381	1,300
Transfers between equity components	-	-	-	-	-	-	-	-
Closing balance as at 30 June	17,114	17,835	12,987	12,987	(13,428)	(14,833)	16,673	15,989

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 2012

	Notes	2012 \$'000	2011 \$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations		20,221	18,719
Sales of goods and rendering of services		1,021	897
Net GST received		346	376
Revenue from external sources		233	-
Other		46	139
Total cash received		21,867	20,131
Cash used			
Employees		17,324	15,965
Suppliers		5,023	4,650
Total cash used		22,347	20,615
Net cash from operating activities	9	(481)	(484)
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment		31	89
Total cash received		31	89
Cash used			
Purchase of property, plant and equipment		(37)	(896)
Purchase of intangibles		(515)	(101)
Total cash used		(552)	(997)
Net cash used by investing activities		(521)	(908)
FINANCING ACTIVITIES			
Cash received			
Contributed equity (DCB)		1,405	1,300
Total cash received		1,405	1,300
Cash used			
Funds returned to the OPA		24	-
Total cash used		24	
Net cash used by financing activities		1,381	1,300
Net increase in cash held		380	(92)
Cash and cash equivalents at the beginning of the reporting period		158	250
Cash and cash equivalents at the end of the reporting period	5A	538	158

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 2012

	2012 \$'000	2011 \$'000
BY TYPE		
Commitments receivable		
Net GST recoverable on commitments ¹	(187)	(47)
Total commitments receivable	(187)	(47)
Commitments payable		
Capital commitments		
Property, plant and equipment ²	392	11
Intangibles ³	1,458	-
Total capital commitments	1,850	11
Other commitments		
Operating leases ⁴	99	120
Other ⁵	250	387
Total other commitments	349	507
Net commitments by type	2,012	471
BY MATURITY		
Commitments receivable		
Operating lease income		
One year or less	(6)	(8)
From one to five years	(3)	(3)
Total operating lease income	(9)	(11)
Other commitments receivable		
One year or less	(128)	(25)
From one to five years	(50)	(11)
Total other commitments receivable	(178)	(36)
Commitments payable		
Capital commitments		
One year or less	1,247	11
From one to five years	603	-
Total capital commitments	1,850	11
Operating lease commitments		
One year or less	70	92
From one to five years	29	27
Total operating lease commitments	99	119
Other Commitments		
One year or less	250	266
From one to five years	-	122
Total other commitments	250	388
Net commitments by maturity	2,012	471

Note:

- Commitments were GST inclusive where relevant.
- Property, plant and equipment includes contract under the Whole of Australian Government Major Office Machines to purchase Multi-Function Devices for Members' and departmental offices.
- Purchase of software licences and development of Table Office Production System.
- Operating leases included were effectively non-cancellable and comprise agreements for the provision of motor vehicles to senior executives and for departmental use.
- 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 Main Committee;
- Community Awareness;
- Committee Services;
- Interparliamentary Relations; and
- Members' Services.

1.2 Basis of Preparation of the Financial Report

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

The financial statements have been prepared in accordance with:

- Finance Minister's Orders (or FMO) for reporting periods ending on or after 1 July 2011; 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.

Note 1: Summary of Significant Accounting Policies

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

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

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

1.3 Significant Accounting Judgements and Estimates

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

1.4 New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

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

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.

Disclosure of changes in accounting policies

The department is not responsible for preparing the administered schedules and notes relating to the special appropriations from which it draws down various monies to pay for members' remuneration and entitlements. Following changes to the Administrative Arrangement Orders (AAO's) in September 2010, the legislation previously administered by the Department of Education, Employment and Workplace Relations was transferred to the Australian Public Service Commission who is now responsible for reporting the administered special item. The other legislation establishing the appropriations pertaining to the payment of members' superannuation, ministerial allowances and some entitlements is administered by the Department of Finance and Deregulation, who is responsible for reporting these administered special appropriation items. The department is an agent agency as defined in the FMO and as such must follow certain requirements set down by those Orders.

Note 1: Summary of Significant Accounting Policies

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 \$38,445.98 (2011: \$Nil)

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.

Note 1: Summary of Significant Accounting Policies

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.

Note 1: Summary of Significant Accounting Policies

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

Separation and Redundancy

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

Superannuation

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

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

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported by the Department of Finance and Deregulation's administered schedules and notes.

The department makes employer contributions to the employees' 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.

Note 1: Summary of Significant Accounting Policies

1.11 Cash

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

- a) cash on hand;
- b) demand deposits in bank accounts with an original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value;
- c) cash held with outsiders; and
- d) cash in special accounts.

1.12 Financial Assets

The department classifies its financial assets in the following categories:

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

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

Effective interest method

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

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

Loans and receivables

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

Impairment of financial assets

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

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

Note 1: Summary of Significant Accounting Policies

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.

Note 1: Summary of Significant Accounting Policies

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 238 items with a fair value measured at depreciated replacement cost. These items are located within the House of Representatives chamber and in offices in the House of Representatives wing.

Following initial recognition at cost, 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 2012, 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.

Note 1: Summary of Significant Accounting Policies

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:

	2012	2011
Plant and equipment ¹	15 years	15 years
Computer equipment	2 to 5 years	2 to 5 years
Furniture and fittings	5 to 50 years	5 to 50 years
Office machines and equipment	5 to 15 years	5 to 15 years

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

Heritage and cultural assets are not depreciated.

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

Impairment

All assets were assessed for impairment at 30 June 2012. 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.

Note 1: Summary of Significant Accounting PoliciesHeritage and Cultural Assets

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

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

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

1.19 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 (2010-11: 3 to 5 years).

All software assets were assessed for indications of impairment as at 30 June 2012.

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

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

Note 3: Expenses

	2012	2011
	\$'000	\$'000
Note 3A: Employee Benefits		
Wages and salaries	13,301	12,309
Superannuation:		
Defined contribution plans	546	406
Defined benefit plans	1,946	1,866
Leave and other entitlements	2,269	1,581
Separation and redundancies	-	80
Total employee benefits	18,062	16,242

Note 3B: Supplier**Goods and services**

Staff Related Services	413	319
Travel	1,161	868
Office Services	4,359	4,341
Communication	1,479	1,455
Corporate Expenses	60	40
Total goods and services	7,471	7,023

Goods and services are made up of:

Provision of goods – related entities	44	28
Provision of goods – external parties	1,182	912
Rendering of services – related entities	3,384	3,280
Rendering of services – external parties	2,861	2,803
Total goods and services	7,471	7,023

Other supplier expenses

Operating lease rentals – related entities:

Minimum lease payments	93	89
Workers compensation expenses	110	67
Total other supplier expenses	203	156
Total supplier expenses	7,674	7,179

Note 3: Expenses**Note 3C: Depreciation and Amortisation****Depreciation:**

Property, plant and equipment	760	843
Total depreciation	760	843

Amortisation:

Intangibles	370	322
Total amortisation	370	322
Total depreciation and amortisation	1,130	1,165

Note 3D: Write-Down and Impairment of Assets**Asset write-downs and impairments from:**

Impairment of property, plant and equipment	6	3
Total write-down and impairment of assets	6	3

Note 3E: Losses from Asset Sales**Property, plant and equipment:**

Proceeds from sale	-	93
Carrying value of assets sold	-	(117)
Selling expense	-	(4)
Total losses from asset sales	-	(28)

Note 4: Income

	2012 \$'000	2011 \$'000
OWN-SOURCE REVENUE		
Note 4A: Sale of Goods and Rendering of Services		
Provision of goods - related entities	17	7
Provision of goods - external parties	22	18
Rendering of services - related entities	764	739
Rendering of services - external parties	51	33
Total sale of goods and rendering of services	853	797
Note 4B: Other Revenue		
Funding from external sources	233	137
Comcare refunds	-	68
Royalties	46	-
Total other revenue	279	205
GAINS		
Note 4C: Sale of Assets		
Property, plant and equipment:		
Proceeds from sale	34	-
Carrying value of assets sold	(27)	-
Selling expense	(3)	-
Total gain from asset sales	4	-
Note 4D: Other Gains		
Resources received free of charge	3,190	3,170
Other financial income	-	9
Total other gains	3,190	3,179
REVENUE FROM GOVERNMENT	2012	2011
	\$'000	\$'000
Note 4E: Revenue from Government		
Appropriations:		
Departmental appropriations	21,848	21,087
Total revenue from Government	21,848	21,087

Note 5: Financial Assets

	2012 \$'000	2011 \$'000
Note 5A: Cash and Cash Equivalents		
Cash held by the salary sacrifice service provider	27	25
Cash on hand or on deposit	511	133
Total cash and cash equivalents	538	158
Note 5B: Trade and Other Receivables		
Goods and services	41	71
Total receivables for goods and services	41	71
Appropriations receivable:		
For existing programs	15,436	13,827
For Special Account	2,345	2,327
Total appropriations receivable	17,781	16,154
Other receivables:		
GST receivable from the Australian Taxation Office	61	58
Total other receivables	61	58
Total trade and other receivables (gross)	17,883	16,283
Less impairment allowance account:		
Goods and services	-	(2)
Total impairment allowance account	-	(2)
Total trade and other receivables (net)	17,883	16,281
Receivables are expected to be recovered in:		
No more than 12 months	17,883	16,283
Total trade and other receivables (net)	17,883	16,283
Receivables are aged as follows:		
Not overdue	17,883	16,281
Overdue by:		
0 to 30 days	-	-
31 to 60 days	-	-
61 to 90 days	-	-
More than 90 days	-	2
Total receivables (gross)	17,883	16,283

Note 5: Financial Assets

	2012 \$'000	2011 \$'000
The impairment allowance account is aged as follows:		
Not overdue	-	-
Overdue by:		
0 to 30 days	-	-
31 to 60 days	-	-
61 to 90 days	-	-
More than 90 days	-	2
Total impairment allowance account	<u>-</u>	<u>2</u>

Reconciliation of the Impairment Allowance Account:**Movements in relation to 2012**

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

Movements in relation to 2011

	Goods and services \$'000	Total \$'000
Opening balance	-	-
Provision for Doubtful Debt	2	2
Closing balance	<u>2</u>	<u>2</u>

Note 6: Non-Financial Assets

	2012 \$'000	2011 \$'000
Note 6A: Property, Plant and Equipment		
Heritage and cultural:		
Fair value	323	323
Total heritage and cultural	<u>323</u>	<u>323</u>
Other property, plant and equipment:		
Fair value	5,091	5,141
Accumulated depreciation	(1,567)	(864)
Total other property, plant and equipment	<u>3,524</u>	<u>4,277</u>
Total property, plant and equipment	<u>3,847</u>	<u>4,600</u>

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

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

	Heritage and cultural ¹ \$'000	Other property, plant & equipment \$'000	Total \$'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	<u>323</u>	<u>4,277</u>	<u>4,600</u>
Additions:			
By purchase	-	37	37
Depreciation expense	-	(760)	(760)
Disposals:			
Other disposals	-	(31)	(31)
Net book value 30 June 2012	<u>323</u>	<u>3,524</u>	<u>3,847</u>
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	<u>323</u>	<u>3,524</u>	<u>3,847</u>

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

Note 6: Non-Financial Assets

	2012	2011
	\$'000	\$'000

Note 6B: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment 2011

	Heritage and cultural ¹	Other property, plant & equipment	Total
	\$'000	\$'000	\$'000
As at 1 July 2010			
Gross book value	323	4,401	4,724
Accumulated depreciation and impairment	-	(55)	(55)
Net book value 1 July 2010	323	4,346	4,669
Additions:			
By purchase or internally developed	-	896	896
Depreciation expense	-	(843)	(843)
Disposals:			
Other disposals	-	(121)	(121)
Net book value 30 June 2011	323	4,277	4,600
Net book value as of 30 June 2011 represented by:			
Gross book value	323	5,141	5,464
Accumulated depreciation and impairment	-	(864)	(864)
Net book value 30 June 2011	323	4,277	4,600

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

	2012	2011
	\$'000	\$'000

Note 6C: Intangibles**Computer software:**

Internally developed – in progress	313	50
Internally developed – in use	352	335
Purchased - in use	1,864	1,687
Accumulated amortisation	(1,882)	(1,567)

Total intangibles

	647	505
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No indicators of impairment were found for intangible assets.

Note 6: Non-Financial Assets

	2012	2011
	\$'000	\$'000

Note 6D: 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)
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

Note 6: Non-Financial Assets

	2012	2011
	\$'000	\$'000

Note 6D (Cont'd): Reconciliation of the Opening and Closing Balances of Intangibles 2011

	Computer software internally developed \$'000	Computer software purchased \$'000	Total \$'000
As at 1 July 2010			
Gross book value	531	2,279	2,810
Accumulated amortisation and impairment	(418)	(1,666)	(2,084)
Net book value 1 July 2010	113	613	726
Additions:			
By purchase or internally developed	40	61	101
Amortisation	(40)	(282)	(322)
Other movements	11	(11)	-
Disposals:			
Other disposals	-	-	-
Net book value 30 June 2011	124	381	505

Net book value as of 30 June 2011 represented by:

Gross book value	385	1,687	2,072
Accumulated amortisation and impairment	(261)	(1,306)	(1,567)
Net book value 30 June 2011	124	381	505

Note 6E: Other Non-Financial Assets

Prepayments	137	86
Total other non-financial assets	137	86

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

No more than 12 months	137	86
Total other non-financial assets	137	86

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

Note 7: Payables

	2012	2011
	\$'000	\$'000

Note 7A: Suppliers

Trade creditors and accruals	533	537
Total suppliers payables	533	537

Suppliers payables expected to be settled within 12 months:

Related entities	246	146
External parties	287	391
Total	533	537

Settlement was usually made within 30 days.

Note 7B: Other Payables

Wages and salaries	422	300
Superannuation	79	55
Salary sacrifice payables	27	25
GST payable	16	12
Paid parental leave	1	-
Other	-	176
Total other payables	545	569

All other payables are payable within 12 months.

Note 8: Provisions

	2012 \$'000	2011 \$'000
Note 8A: Employee Provisions		
Leave	<u>5,301</u>	<u>4,536</u>
Total employee provisions	<u>5,301</u>	<u>4,536</u>
Employee provisions are expected to be settled in:		
No more than 12 months	766	624
More than 12 months	<u>4,535</u>	<u>3,912</u>
Total employee provisions	<u>5,301</u>	<u>4,536</u>

Note 9: Cash Flow Reconciliation

	2012 \$'000	2011 \$'000
Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement		
Cash and cash equivalents as per:		
Cash Flow Statement	538	158
Balance Sheet	<u>538</u>	<u>158</u>
Difference	<u>-</u>	<u>-</u>
Reconciliation of net cost of services to net cash from operating activities:		
Net cost of services	(22,545)	(20,436)
Add revenue from Government	<u>21,848</u>	<u>21,087</u>
Surplus attributable to the Australian Government	<u>(697)</u>	<u>651</u>
Adjustments for non-cash items		
Depreciation / amortisation	1,130	1,165
Net write down of non-financial assets	6	3
Loss/(Gain) on disposal of assets	<u>(4)</u>	<u>28</u>
	<u>1,132</u>	<u>1,196</u>
Changes in assets / liabilities		
(Increase) / decrease in net receivables	(1,602)	(3,165)
(Increase) / decrease in prepayments	(51)	50
Increase / (decrease) in employee provisions	765	199
Increase / (decrease) in supplier payables	(4)	339
Increase / (decrease) in GST payables	4	(9)
Increase / (decrease) in other payable	<u>(27)</u>	<u>255</u>
Net cash from operating activities	<u>(481)</u>	<u>(484)</u>

Note 10: Contingent Assets and Liabilities

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

The department did not have contingent liabilities and assets as at 30 June 2011

Quantifiable Contingencies

The department had no quantifiable contingencies as at 30 June 2012.

Unquantifiable Contingencies

The department had no unquantifiable contingencies as at 30 June 2012.

Significant Remote Contingencies

The department had no remote contingencies as at 30 June 2012.

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

	2012	2011
	\$	\$
Short-term employee benefits:		
Salary	934,932	897,604
Annual leave accrued	68,027	71,595
Motor vehicle and other allowances	49,221	46,912
Total short-term employee benefits	1,052,180	1,016,111
Post-employment benefits:		
Superannuation	320,640	284,002
Total post-employment benefits	320,640	284,002
Other long-term benefits:		
Long-service leave	24,476	23,763
Total other long-term benefits	24,476	23,763
Total employment benefits	1,397,296	1,323,876

Notes:

- Note 11A is prepared on an accrual basis.
- Note 11A excludes acting arrangements and part-year service where total remuneration expensed for a senior executive was less than \$150,000.

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

Average annual reportable remuneration ¹	2012			
	Senior Executives No.	Reportable salary ² \$	Contributed superannuation ³ \$	Total \$
Total remuneration (including part-time arrangements):				
\$180,000 to \$209,999	-	-	-	-
\$210,000 to \$239,999	2	163,639	56,004	219,643
\$240,000 to \$269,999	1	195,305	57,829	253,134
\$270,000 to \$299,999	1	234,406	46,126	280,532
\$370,000 to \$399,999	1	295,193	104,677	399,870
Total	5			

Average annual reportable remuneration ¹	2011			
	Senior Executives No.	Reportable salary ² \$	Contributed superannuation ³ \$	Total \$
Total remuneration (including part-time arrangements):				
\$180,000 to \$209,999	1	172,875	31,453	204,328
\$210,000 to \$239,999	1	142,126	69,895	212,021
\$240,000 to \$269,999	2	207,374	43,726	251,100
\$270,000 to \$299,999	-	-	-	-
\$370,000 to \$399,999	1	286,363	95,202	381,565
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' to account for tax benefits); and
 - exempt foreign employment income.
- The 'contributed superannuation' amount is the average actual superannuation contributions paid to senior executives in that reportable remuneration band during the reporting period, including any salary sacrificed amounts, as per the individuals' payslips.
- 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, excluding salary sacrificed superannuation, which is reported in the 'contributed superannuation' column.

Note 11C: Other Highly Paid Staff

Average annual reportable remuneration ¹	2012			
	Staff No.	Reportable salary ² \$	Contributed superannuation ³ \$	Total \$
Total remuneration (including part-time arrangements):				
\$150,000 to \$179,999	7	126,666	31,997	158,663
\$190,000 to \$219,999	1	182,234	28,759	210,993
Total	8			

Note 11: Senior Executive Remuneration

Average annual reportable remuneration ¹	2011			
	Staff No.	Reportable salary ² \$	Contributed superannuation ³ \$	Total \$
Total remuneration (including part-time arrangements):				
\$150,000 to \$179,999	2	138,025	24,357	162,382
Total	2			

Notes:

- This table reports staff:
 - who were employed by the entity during the reporting period;
 - whose reportable remuneration was \$150,000 or more for the financial period; and
 - 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.
- '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' to account for tax benefits); and
 - exempt foreign employment income.
- The 'contributed superannuation' amount is the average actual superannuation contributions paid to senior executives in that reportable remuneration band during the reporting period, including any salary sacrificed amounts, as per the individuals' payslips.
- 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, excluding salary sacrificed superannuation, which is reported in the 'contributed superannuation' column.

Note 12: Remuneration of Auditors

	2012	2011
	\$'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>80</u>	<u>80</u>
Total	<u>80</u>	<u>80</u>

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

Note 13: Financial Instruments

	2012 \$'000	2011 \$'000
Note 13A: Categories of Financial Instruments		
Financial Assets		
Cash and cash equivalents	538	158
Trade and other receivables	41	71
Total	579	229
Carrying amount of financial assets	579	229
Financial Liabilities		
At amortised cost:		
Suppliers	1	-
Accrued expenses	531	537
Other Payables	545	570
Total	1,078	1,106
Carrying amount of financial liabilities	1,078	1,106

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 (2012: \$41,000 and 2011: \$71,000). The department has assessed the risk of the default on payment and has allocated \$Nil in 2012 (2011: 2000) 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.

Note 13: Financial Instruments

	Not Past Due Nor Impaired 2012 \$'000	Not past due Nor Impaired 2011 \$'000	Past due or impaired 2012 \$'000	Past due or impaired 2011 \$'000
Financial assets				
Cash and cash equivalents	538	158	-	-
Trade and other receivables	41	69	-	2
Total	579	227	-	2
Financial liabilities				
Suppliers	1	-	-	-
Accrued expenses	531	537	-	-
Other payables	545	570	-	-
Total	1,078	1,106	-	-

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

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

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

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

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

Trade Receivables of Nil (2011: \$Nil)

Note 13F: Liquidity Risk

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

Note 13: Financial Instruments

The following tables illustrates the maturities for financial liabilities

	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

	On demand 2011 \$'000	1 to 5 years 2011 \$'000	> 5 years 2011 \$'000	Total 2011 \$'000
Other liabilities				
Accrued expenses	-	537	-	537
Other payables	-	569	-	569
Total	-	1,106	-	1,106

Note 13G: Market Risk

The department is not exposed to market risk.

Note 14: Financial Assets Reconciliation

	Notes	2012 \$'000	2011 \$'000
Financial assets			
Total financial assets as per balance sheet		18,421	16,439
Less: non-financial instrument components:			
Appropriations receivable	5B	17,781	16,154
Other receivables	5B	61	56
Total non-financial instrument components		17,842	16,210
Total financial assets as per financial instruments note	13A	579	229

Note 15: Appropriations

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

	2012 Appropriations					Appropriation applied in 2012 (current and prior years) \$'000	Variance \$'000
	Appropriation Act reduced ¹		FMA Act		Total appropriation \$'000		
	Appropriation \$'000	AFM ² \$'000	Section 30 \$'000	Section 31 \$'000			
DEPARTMENTAL							
Ordinary annual services	21,848	-	3	1,375	23,226	(22,467)	759
Other services	-	-	-	-	-	-	-
Total departmental	21,848	-	3	1,375	23,226	(22,467)	759

Notes:

¹ Departmental appropriations do not lapse at financial year-end. There were no reductions in appropriations for 2011–12

	2011 Appropriations					Appropriation applied in 2011 (current and prior years) \$'000	Variance \$'000
	Appropriation Act reduced ¹		FMA Act		Total appropriation \$'000		
	Annual Appropriation \$'000	AFM ² \$'000	Section 30 \$'000	Section 31 \$'000			
DEPARTMENTAL							
Ordinary annual services	21,087	-	5	978	22,070	(18,996)	3,074
Other services	31	-	-	-	31	(31)	-
Total departmental	21,118	-	5	978	22,101	(19,027)	3,074

Notes:

¹ Departmental appropriations do not lapse at financial year-end. There were no reductions in appropriations for 2010–11

Note 15: Appropriations

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

	2012 Capital Budget Appropriations				Capital Budget Appropriations applied in 2012 (current and prior years)			
	Appropriation Act		FMA Act		Total Capital Budget Appropriations \$'000	Payments for non-financial assets ² \$'000	Payments for other purposes \$'000	Total payments \$'000
	Annual Capital Budget \$'000	Appropriations reduced \$'000	Section 32 \$'000	Section 31 \$'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. 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.

	2011 Capital Budget Appropriations				Capital Budget Appropriations applied in 2011 (current and prior years)			
	Appropriation Act		FMA Act		Total Capital Budget Appropriations \$'000	Payments for non-financial assets ² \$'000	Payments for other purposes \$'000	Total payments \$'000
	Annual Capital Budget \$'000	Appropriations reduced \$'000	Section 32 \$'000	Section 31 \$'000				
DEPARTMENTAL								
Ordinary annual services - Departmental Capital Budget ¹	1,300	-	-	-	1,300	997	-	997
								303

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. 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.

Note 15: Appropriations

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

Authority	2012 \$'000	2011 \$'000
DEPARTMENTAL		
Parliamentary Appropriation Act (No.1) 2004-05	-	2,905
Parliamentary Appropriation Act (No.1) 2005-06	2,932	2,932
Parliamentary Appropriation Act (No.1) 2006-07	-	113
Parliamentary Appropriation Act (No.1) 2007-08	1,510	1,510
Parliamentary Appropriation Act (No.1) 2008-09	1,472	1,472
Parliamentary Appropriation Act (No.1) 2009-10	1,518	1,518
Parliamentary Appropriation Act (No.1) 2010-11	3,260	3,377
Parliamentary Appropriation Act (No.1) 2011-12	4,745	-
Total	15,436	13,827

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)	Department of Education, Employment and Workplace Relations (third party drawing rights)
2012	\$'000	\$'000	\$'000
Total payments	4,358	30,665	11,273
2011	\$'000	\$'000	\$'000
Total payments	2,080	16,077	11,273

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. The possibility of this being an issue for the department was reported in the notes to the 2010-11 financial statements.

During 2011-12, the Department of the House of Representatives developed a plan to review exposure to risks of not complying with statutory conditions on payments from special appropriations and special accounts. The plan involved the engagement of the department's internal audit contractor to provide a report on the following items:

1. identifying each special appropriation for which the department accessed 3rd Party drawing rights;
2. determining the risk of non-compliance by assessing the difficulty of administering the statutory conditions and assessing the extent to which existing payment systems and processes satisfy those conditions; and
3. determining the risk of non-compliance with regards to payments made from special accounts.

As at 30th June 2012, the Department of the House of Representatives has reviewed all transactions drawn from special appropriations with statutory provisions for 2011-12. The total amount of these payments is \$35.023m. The work has not identified any issue of non-compliance with Section 83.

The nature of payments made from the special accounts have been assessed as unlikely to give rise to a 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)	2012 \$'000	2011 \$'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	2,327	2,372
Appropriation for reporting period	141	141
Total credits	141	141
Available for payments	2,468	2,513
Payments made to suppliers	(123)	(186)
Total decrease	(123)	(186)
Total Balance carried to next period	2,345	2,327

Services for Other Entities and Trust Moneys- Department of the House of Representatives Special Account	2012 \$'000	2011 \$'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	135	138
Other receipts	-	75
Available for payments	135	213
Payments made to suppliers	(4)	(15)
Transfer to departmental account	(5)	(63)
Transfer to OPA	(24)	-
Total decrease	(33)	(78)
Total balance carried to the next period	102	135

Note 17: Compensation and Debt Relief

	2012	2011
	\$	\$
Departmental		
No 'Act of Grace' payments were made during the reporting period. (2011: No payments made)	-	-
No payments were made under s66 of the <i>Parliamentary Service Act 1999</i> during the reporting period. (2011: No payments made)	-	-

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

	Outcome 1	
	2012	2011
	\$'000	\$'000
Expenses		
Departmental	26,871	24,617
Total expenses	26,871	24,617
Income from non-government sector		
Departmental	73	51
Total departmental	73	51
Other own source income		
Departmental		
Goods and services income	781	746
Other revenue	279	205
Other gains	3,194	3,179
Total Departmental	4,254	4,130
Net cost/(contribution) of outcome delivery	22,545	20,436

Outcome 1 is described in Note 1.1.

Note 19: Net Cash Appropriation Arrangements

	2012	2011
	\$'000	\$'000
Total comprehensive income less depreciation/amortisation expenses previously funded through revenue appropriations¹	433	1,816
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	(1,130)	(1,165)
Total comprehensive income - as per the Statement of Comprehensive Income	(697)	651

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
ASEAN	Association of Southeast Asian Nations
ASIC	Australian Securities and Investments Commission
AWA	Australian Workplace Agreement
CCEA	Climate Change, Environment and the Arts
CPGs	Commonwealth Procurement Guidelines
FIFO	Fly-in, fly-out
FMA Act	<i>Financial Management and Accountability Act 1997</i>
FOI	Freedom of Information
FOI Act	<i>Freedom of Information Act 1982</i>
HCO	Harassment Contact Officer
ICRO	International and Community Relations Office
ICT	Information and Communication Technology
IFA	Individual Flexibility Agreements
IiP	Investors in People
IT	Information Technology
JCPAA	Joint Committee of Public Accounts and Audit
MFD	Multi-function device
NATO	North Atlantic Treaty Organization
PEO	Parliamentary Education Office
PRC	People's Republic of China
SAIC	Science Applications International Corporation
SCID	Senate Committee Information Database
WHS Act	<i>Work Health and Safety Act 2011</i>

Index

10 per cent energy challenge 62

A

abbreviations 156
Aboriginal tent embassy protestors 43
About the House 24, 28
access requests 42
accommodation services 41–2
accountability mechanisms 50
acquisition of assets 126
acronyms 156
Administration Committee 20–2
administrative decisions 52
advertising 61
advice on practice and procedure 12
agency publication plan 53
agency resource statement 71
alumni association of former staff 56
amendments proposed 16–7, 74
annual planning day 3
appropriations 150–2
Appropriations and Administration Committee 4
ASEAN, delegation from 36, 37
ASEAN Inter-Parliamentary Assembly 38
Asia–Pacific Parliamentary Committee Exchange program 32, 36
assemblies, approvals for 43
assets
 acquisition of 126
 contingent assets and liabilities 126, 142
 financial assets 125, 133–4, 149
 heritage and cultural assets 129
 management of 60
 non-financial assets 135–8
Association of Former Members of the Parliament of Australia 40
Audit Committee 49
Auditor-General's reports 52
auditors' remuneration 145
Australia and New Zealand Association of Clerks-at-the-Table 22
Australia Day Achievement Medallion presentation 27
Australian Accounting Standards 121
Australian Defence Force exchange program 25
Australian Federal Police attendance 43
Australian Information Commissioner 5, 52–3
Australian Labor Party leadership ballot 41
Australian National Audit Office 49, 145
Australian National Internship Program 25
Australian Public Service, disclosure obligations 5

B

basis of preparation of the financial report 120–1
bills, number introduced and passed 12, 16–7, 74
Bills System Advisory Group 16
bookings system project 44
borrowing costs 124
Broadbent, Russell 19
Burma, needs-assessment mission to 37
business plan 50

C

capability 4
captioning service 12
cash 125
cash flow reconciliation 141
cash flow statement 118
Chamber and Federation Chamber component 7–9, 12–23
Chamber Research Office 19, 22
Chief Financial Officer 49, 114
China, delegations to and from 31–2, 36
Clean Energy Bills 25
Clerk of the House 1, 2–10, 3, 114
Clerks-at-the-Table 22
Code of Practice on Preventing and Managing Fatigue in the Workplace 15
CommDocs 34–5, 44
committee reports, see Parliamentary Committees
Committee services component 7–9, 29–35, 68
Commonwealth Disability Strategy 53
Commonwealth Electoral Act 1918 61
Commonwealth Ombudsman reports 52
Commonwealth Parliamentary Association 4, 38
Commonwealth Women Parliamentarians Australia 38
Community awareness component 7–9, 24–8, 68
compensation and debt relief 154
competitive neutrality 129
competitive tendering 60
consultants 60
Consultative Committee 49
Consumer and Taxpayer Association 43
contact directory 105
contingent assets and liabilities 126, 142
Continuity of Parliament Plan 42
contracting 60
Convoy of No Confidence 43
Cook Islands, assistance to 37
cooperation with other bodies 4
corporate governance 47–51
corporate plan 50

D

Daily Bills List 16
Daily Program 12
 Davis, Barbara 49
 debt relief 154
 Defence Sub-Committee, US visit 32–3
 delegations 31–3, 36
 Department of Finance and Deregulation 4
 Department of Parliamentary Services
 enabling legislation 6
 environmental responsibilities 62
 liaison with 4, 39
 payroll services provided to 51, 54
 standard software environment 44
 Department of the Senate 6, 44, 51
 Despatch Box Education Kit 27
 development, see training and development
 digitisation of reports 34
 disability reporting 53
 Disallowable Instruments List 18
 disclosure of changes in accounting policies 121
 discretionary grants 61
Doing Time – Time For Doing report 33

E

ecologically sustainable development and environmental performance 62
 efficiency dividend 5, 10
 Elizabeth II, visit by 2
 emergency maintenance 42
 employee benefits 123–4
 enabling legislation 48
 Enterprise Agreement 58, 63
 Environment Management Committee 62
 equal employment opportunity groups 103
 equality initiatives 50
 ethical standards 48
 e-Trim records system 44
 events after the balance sheet date 130
 Executive 48
 expenses 72, 130–1
 external scrutiny 51–3

F

Fair Work Act 2009 48
 Federation Chamber
 Main Committee renamed to 2, 12
 meetings of 74
 performance information 66–7
 sitting days and hours 12

Finance Department 4
 financial assets 125, 133–4, 149
 financial guarantee contracts 126
 financial instruments 146–8
 financial liabilities 126
Financial Management and Accountability Act 1997 48, 153
 financial performance 10
 financial resources management 60–1
 financial statements 111–55
 fraud control 51
 freedom of information issues 5, 52

G

gains 122–3
 GHD Group Pty Ltd 42
 Giurgola, Romaldo 43
 graduate placement program 56
 Guida, Harold 43
Guidelines for Filming and Photography 40

H

Heritage Advisory Board 43
 heritage and cultural assets 129
 House Calls program 24
 House documents 18
 House Economics Committee 29
 House of Assembly South Australia 22
 House of Representatives 73–4, see also Members of Parliament; Parliamentary Committees
House of Representatives Practice 19
 House pictorial collection 19
 House records 19
 House Update bulletin 41
 HTML Generator 34
 human resources, see staff

I

income 132
 incoming parliamentary delegations 93
 independent auditor's report 112–3
Index to Papers Presented to Parliament 18
 Indonesia, delegations to and from 32, 36
 information and communication technology 22–3, 43–4
 Information Publication Scheme 53
 information services 41
Infosheets 19
 intangibles 129
 internal auditor 49
 International and Community Relations Office 36, 56
 international parliamentary organisations 38
 internet services 44

Interparliamentary relations component 7–9, 36–8, 69
 Inter-Parliamentary Study program 37
 Inter-Parliamentary Union 4, 38
 investigatory committees, support for 29
Investors in People survey 3, 50, 54

J

Japan, delegates from 36
 Joint Committee... see Parliamentary Committees
 judicial decisions 52

K

knowledge management 57
 KPMG 49

L

Lane, Cheryl 45
Last Week in the House 12
 leadership development 57
 leases 124
 legislation, enabling 48
 legislative process, support for 16
 letter of transmittal iii
 Liaison Committee of Chairs and Deputy Chairs 29
 list of requirements 106–9
 location, staff by 102

M

Main Committee 2, 12, see also Federation Chamber
 maintenance requests 42
 management and accountability 47–64, see also staff
 management committees 49
 Management Coordination Group 62
 Manager of Opposition Business 45
 market research 61
 Marriage Amendment Bill 2012 31
 Marriage Equality Amendment Bill 2012 31
 media advisors 24
 Members of Parliament 46
 private members 2, 5, 14, 17
 salaries of 45
 satisfaction survey 12, 39–40, 45, 50, 104
Members of Parliament (Life Gold Pass) Act 2002 45
 Members' services and corporate support component 7–9, 39–45, 70
 Members Services Portal 44
 messenger services 45

Mineral Resource Rent Tax 29
 ministers
 additional salary payments 40
 questions in writing to 13
 response to petitions 21
 minority government, impact of 15, 19
Minutes of parliamentary committee meetings style manual 34
 MPI broadcast 24
 multifunction printers 44–5

N

National Disability Strategy 53
 net cash appropriation arrangements 155
 new Australian Accounting Standards 121
 New Parliament House, see Parliament House
 non-financial assets 135–8
 non-ongoing staff 103
Notice Paper, preparation of 12

O

Oakton, appointed auditors 49
 Obama, Barack, visit by 2, 25–6, 39, 46
 objectives of the Department of the House 120
 occupational health and safety, see workplace health and safety
Of drought and flooding rains inquiry 33
 office furniture replacement 42
 Office Holders Allowances 45
 Office of Parliamentary Counsel 4, 16–7
 organisational reviews 55
 organisational structure 6
 outcomes 7–9, 72, 154
 outgoing parliamentary delegations 95–7
 outlook
 Chamber and Federation Chamber component 23
 Committee services component 35
 Community awareness component 28
 Departmental 5
 Interparliamentary relations component 38
 Members' services and corporate support component 46
 overviews 1–10

P

Pacific Parliamentary Partnerships program 4, 37
 Pamille Berg Consulting Pty Ltd 40
 Parliament Alive program 27
 Parliament House
 accommodation services 41–2
 anniversary of opening 5
 heritage management framework 43
 security services 42–3
 Parliament House Office Furniture Style Guide 42
 Parliamentary Assistants program 25, 45
 Parliamentary Budget Office
 agreements with 4
 enabling legislation 6
 establishment of 31
 exempted from FOI 52
 payroll services provided to 51
 Parliamentary Committees
 activity of 75
 internal committees 91–2
 Joint Committee on Public Accounts and Audit 10, 31
 Joint Committee on Publications 18
 Joint Committee on the Broadcasting of Parliamentary Proceedings 20, 22, 40–1
 Joint Committee on the National Broadband Network 4
 Joint Select Committee on Australia's Clean Energy Future Legislation 29–30
 Joint Select Committee on Cyber-Safety 29
 Joint Standing Committee on Electoral Matters 32
 Joint Standing Committee on Foreign Affairs Defence and Trade 32–3
 reforms to 21
 reports by 33–4, 52
 scrutiny committees 76–90
 Selection Committee 2, 20–1, 29
 Senate Publications Committee 38
 Standing Committee of Privileges and Members' Interests 20–1
 Standing Committee on Aboriginal and Torres Strait Islander Affairs 33, 47
 Standing Committee on Agriculture, Fisheries and Forestry 32
 Standing Committee on Appropriations and Administration 5, 20, 42, 52
 Standing Committee on Climate Change, Environment and the Arts 31–2
 Standing Committee on Economics 11
 Standing Committee on Petitions 19, 20–1
 Standing Committee on Procedure 19, 20–1, 52

Standing Committee on Publications 20, 22
 Standing Committee on Regional Australia 33
 Standing Committee on Social Policy and Legal Affairs 31
 support for 20
 visits by 38
 parliamentary delegations 93–7
 Parliamentary Education Office 26–7
 Parliamentary Papers Series 18, 22–3
 Parliamentary Precincts Regulations 42
 parliamentary privilege workshops 22
 Parliamentary Secretaries 40
 Parliamentary Service Values and Code of Conduct 48
Parliamentary Services Act 1999
 amendments to 31, 63
 Departmental services governed by 48
 framework provided by 6
 security issues covered by 42
 Parliamentary Studies Centre 19, 22
 Parliamentary website
 changes prompted by 18
 redevelopment of 23, 28, 44
 support for 16
 ParlInfo Search 16, 23
 payables 139
 people, see staff
 People Strategies Office 45
 people strategies planning 55
 performance 11–46
 assessment processes 58
 Chamber and Federation Chamber component 12
 Committee services component 29, 33
 Community awareness component 24
 Department of Parliamentary Services 39
 improving 34
 information on 66–70
 Interparliamentary relations component 38
 Members' services and corporate support component 46
 of Committee Office 34
 petitions and signatories 18–9, 21, 44
 planning and evaluation 50
 Police Protective Liaison Unit 43
 presentations 24
 printing service 44–5
 privacy issues 53
 private members
 amendments proposed by 17
 bills introduced by 2, 5, 17
 time devoted to 14
Procedural Digest 19
Procedural Extracts 19

program structure 7–9
 programming and coordination of business 12
 Property, Plant and Equipment 127–9
 protests, approvals for 43
 provisions 140
 public feedback 24
Public Service Act 1999 5, 63
 public visits to the House 25
 publications 19, 99–101
 purchaser-provider arrangements 51
 purchasing 60
 purpose of Department 6

Q

Queen Elizabeth II, visit by 2
 questions in writing to ministers 13

R

record of proceedings 18
 records management and archiving 34
 recruitment of staff 55
 referral of bills to committees, inquiry into 21
 regional climate change workshop 38
Remuneration and Other Legislation Amendment Act 2011 45
 remuneration of auditors 145
 Remuneration Tribunal 45
 reporting of outcomes 154
 RepsNet 44
 research, see Chamber Research Office
 resources by outcome 72
 retention of staff 55
 revenue 122
Review of the Remuneration of Members of Parliament 45
 risk management 51
 Roche, Mick 43
 role and functions of Department 6
Role Playing the Parliament – A Teacher's Guide 27
 role-play program 26

S

salaries expenditure 58
 Samoa, contacts with 36–7
 schedule of commitments 119
 school visits to Parliament House 26–8
 Science Applications International Corporation 22–3
 scrutiny committees 76–90
 security services 42–3, 58
 Selection Committee, bills referred by 2, 20–1, 29
 seminars 24
 Senate
 bills received from 16
 Department of 6, 44, 51
 messages to 16
 Senate Committee Information Database 34–5
 Senate Publications Committee 22
 senior executive remuneration 143–5
 senior management 48–9
 separations 103
 Serjeant-at-Arms' Office 25–6, 28, 39–40
 Serjeants and other attendants 12
 service charters 50
 shadow ministers 45
 'shadowing' provisions for staff 22
 significant accounting judgements and estimates 121
 sitting days and hours, increase in 12
 Slipper, Peter 2, 41
 social justice 50
 software and hardware services 43–4
 Speaker of the House of Representatives 2, 40–1, 41
 special accounts 153
 staff
 employee benefits 123–4
 management of 54–9
 overview 3
 statistics 102–3
 surveys of 3
 visits by 98
Standing and Sessional Orders 19, 21
 Standing Committee... see Parliamentary Committees
 statement of changes in equity 117
 statement of comprehensive income 115
Statistical Digest 19
 Studybank 57
 summary of significant accounting policies 120
 Survey Feedback Action 54

T

Table Offices 4, 15, 22
Tabled Papers Register 18
taxation issues 129
Thailand, delegates from 36
third-party drawdowns 72
This Week in the House 12
Thomson, Craig, inquiry into actions of 21
Tonga, contacts with 32, 37
training and development
 expenditure on 56–7
 improving performance 28
 overseas 37
 priority placed on 3
 procedural 22–3
transactions with the government as owner 123
transport services 42
Twitter, use of 24
Twomey, Anne 19

U

Uhr, John 20
university courses for staff 22
USA, delegations to 32–3

V

visits by committees and delegations 31–3, 36, 93–4
Votes and Proceedings 18–9
Votes Officer's Minutes 18

W

Web Content Accessibility Guidelines 34
Williams, Helen 45
Williams report 40
Work Health and Safety Act 2011 15
Work of the Session 19
workforce planning 55
workplace diversity 58, *see also* staff
workplace health and safety 59
Wright, Bernard, *see* Clerk of the House

Y

young women's forum 24–5, 38