



Appendixes

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1 Business of the House and Federation Chamber

This appendix contains summary information on the business of the House and Federation Chamber in 2017–18.

Meetings of the House of Representatives, 2017–18

Events	Spring 2017	Autumn–Winter 2018	Total
Sitting weeks	8	9	17
Sitting days	27	33	60
Hours of sitting ^a			
including suspensions	251	300	551
excluding suspensions	251	297	548
Sittings after midnight	1	0	1
Government bills introduced ^b	71	116	187
Private members' bills introduced ^c	15	20	35
Private members' motions moved	8	15	23
Committee reports presented	74	73	147
Days on which			
the adjournment motion was debated	25	30	55
matters of public importance were discussed	20	26	46
private members' business occurred	5	7	12
Divisions	89	52	141
Closure of question agreed to	8	7	15
Closure of member agreed to	15	6	21
Bills guillotined	0	0	0

a. Hours are rounded to the nearest hour. Discrepancies in totals are due to rounding.

b. Includes 15 Senate bills.

c. Includes five private senators' bills.

Meetings of the Federation Chamber, 2017–18

Events	Spring 2017	Autumn–Winter 2018	Total
Number of meetings	27	32	59
Hours of meeting (excluding suspensions) ^a	99	132	231
Bills referred	24	26	50
Private members' bills debated	1	2	3
Private members' motions moved	40	46	86
Committee reports presented	0	0	0
Committee and delegation reports referred	16	12	28
Other documents debated	3	1	4
Days on which			
the adjournment motion was debated	7	8	15
grievance debate occurred	7	7	14
private members' business occurred	5	8	13

a. Hours are rounded to the nearest hour. Discrepancies in totals are due to rounding.

Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2013–14 to 2017–18

Events	2013–14	2014–15	2015–16	2016–17	2017–18
Government bills introduced (including bills brought from the Senate)	175	191	141	213	187
Initiated in					
the House	173	181	136	206	172
the Senate	2	10	5	7	15
Private members' bills introduced ^a	7	12	21	35	35
Second-reading amendments moved	36	22	16	40	45
Consideration-in-detail amendments moved					
government	14	215	60	58	453
opposition	50	62	38	44	44
non-aligned	2	26	21	71	9
amendments to private members' bills	0	0	0	0	93
Consideration-in-detail amendments passed					
government	14	215	60	58	453
opposition	0	4	2	0	3
non-aligned	0	0	0	1	0
amendments to private members' bills	0	0	0	0	0

a. Includes private senators' bills.

2 Committee activity

This appendix tallies the activities of the House of Representatives and joint committees of the Forty-fifth Parliament in 2017–18. In previous years, joint committees supported by the Department of the Senate were included in this list. This year, only House and joint committees supported by the Department of the House of Representatives are listed.

Committee	Meetings	Inquiries active at 30 June 2018	Reports presented ^a
Scrutiny committees			
Agriculture and Water Resources	16	1	2
Communications and the Arts	12	0	1
Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples ^b	13	1	0
Economics	24	4	7
Electoral Matters	34	3	3
Employment, Education and Training	10	1	2
Environment and Energy	25	1	1
Foreign Affairs, Defence and Trade	83	9	4
Health, Aged Care and Sport	54	2	2
Indigenous Affairs	32	1	1
Industry, Innovation, Science and Resources	32	1	2
Infrastructure, Transport and Cities	32	1	0
Intelligence and Security	78	4	18
Intergenerational Welfare Dependence ^b	0	1	0
Migration	18	2	1
National Capital and External Territories	23	3	2
Northern Australia	33	0	1
Public Accounts and Audit	19	9	9
Public Works	36	3	6
Regional Development and Decentralisation ^c	30	0	1
Social Policy and Legal Affairs	21	1	1
Tax and Revenue	20	2	0
Trade and Investment Growth	11	1	0
Treaties	21	8	8

Committee	Meetings	Inquiries active at 30 June 2018	Reports presented ^a
Internal committees			
Appropriations and Administration	3	0	2
Broadcasting of Parliamentary Proceedings	0	0	0
Petitions	16	0	1
Privileges and Members' Interests	12	0	2
Procedure	10	1	2
Publications (House)	2	0	0
Publications (Joint)	5	0	1
Selection	15	0	14

a. The Parliamentary Standing Committee on Public Works and the Joint Standing Committee on Treaties often present reports that incorporate multiple completed inquiries. Statistics detailed here tally the number of reports presented only and not the number of completed inquiries.

b. The Joint Select Committee on Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples and the Select Committee on Intergenerational Welfare Dependence are select committees that were established during the reporting period. These committees will expire upon presentation of their final reports, or when the House of Representatives is dissolved or expires by effluxion of time.

c. The Select Committee on Regional Development and Decentralisation is a select committee that presented its final report on 28 June 2018 and has therefore expired.

3 Committee reports and inquiries

This appendix provides details of inquiries and reports of scrutiny committees and internal committees of the Forty-fifth Parliament in 2017–18.

Scrutiny committees, Forty-fifth Parliament, 2017–18

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
Agriculture and Water Resources, Standing Committee on	Superannuation fund investment in agriculture	<i>APVMA regulatory reforms</i> Presented 21 May 2018 PP: 151/2018 <i>Making every drop count: Inquiry into water use efficiency programs in agriculture</i> Presented 20 December 2017 PP: 3/2018
Communications and the Arts, Standing Committee on		<i>Report on the inquiry into the Australian film and television industry</i> Presented 7 December 2017 PP: 545/2017
Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples 2018, Joint Select Committee on ^a	Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples 2018	
Economics, Standing Committee on	Review of the four major banks Review of the Australian Securities and Investments Commission annual report 2017 Review of the Australian Competition and Consumer Commission annual report 2017 Inquiry into impediments to business investment	<i>Review of the Reserve Bank of Australia Annual Report 2016 (Second Report)</i> Presented 11 September 2017 PP: 298/2017 <i>Review of the Australian Competition and Consumer Commission Annual Report 2016</i> Presented 16 October 2017 PP: 326/2017 <i>Review of the Australian Prudential Regulation Authority Annual Report 2016</i> Presented 4 December 2017 PP: 526/2017 <i>Review of the Australian Securities and Investments Commission Annual Report 2016</i> Presented 7 December 2017 PP: 543/2017 <i>Review of the four major banks (Third Report)</i> Presented 7 December 2017 PP: 542/2017

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
Economics, Standing Committee on (continued)		<p><i>Review of the Reserve Bank of Australia Annual Report 2017 (First Report)</i> Presented 8 May 2018 PP: 115/2018</p> <p><i>Review of the Australian Prudential Regulation Authority Annual Report 2017</i> Presented 26 June 2018 PP: 208/2018</p>
Electoral Matters, Joint Standing Committee on	<p>Review of the Australian Electoral Commission's annual report 2016–17</p> <p>Inquiry into and report on all aspects of the conduct of the 2016 federal election and matters related thereto</p> <p>Commonwealth Electoral Amendment (Lowering Voting Age and Increasing Voter Participation) Bill 2018</p>	<p><i>Report on the inquiry into decisions made by the Court of Disputed Returns</i> Presented 6 February 2018 PP: 9/2018</p> <p><i>Advisory report on the Electoral Legislation Amendment (Electoral Funding and Disclosure Reform) Bill 2017</i> Presented 9 April 2018 PP: 121/2018</p> <p><i>Excluded: The impact of section 44 on Australian democracy</i> Presented 17 May 2018 PP: 153/2018</p>
Employment, Education and Training, Standing Committee on	Inquiry into funding Australia's research	<p><i>Fair Work Amendment (Protecting Take Home Pay of All Workers) Bill 2017</i> Presented 12 February 2018 by oral statement</p> <p><i>Unique individuals, broad skills: Inquiry into school to work transition</i> Presented 30 May 2018 PP: 162/2018</p>
Environment and Energy, Standing Committee on the	Inquiry into the management and use of Commonwealth environmental water	<i>Powering our future: Inquiry into modernising Australia's electricity grid</i> Presented 5 February 2018 PP: 1/2018
Foreign Affairs, Defence and Trade, Joint Standing Committee on	<p>Review of the Defence annual report 2016–17</p> <p>Inquiry into transition from the Australian Defence Force (ADF)</p> <p>Inquiry into the strategic effectiveness and outcomes of Australia's aid program in the Indo-Pacific and its role in supporting Australia's regional interests</p> <p>Inquiry into the status of the human right to freedom of religion or belief</p> <p>Inquiry into the management of per- and polyfluoroalkyl substances (PFAS) contamination in and around Defence bases</p>	<p><i>Legal foundations of religious freedom in Australia—Interim report, November 2017</i> Presented 4 December 2017 PP: 527/2017</p> <p><i>Inquiry into Australia's trade and investment relationship with the United Kingdom—Interim report, October 2017</i> Presented 23 October 2017 PP: 381/2017</p> <p><i>Inquiry into establishing a Modern Slavery Act in Australia</i> Presented 7 December 2017 PP: 266/2017</p>

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
Foreign Affairs, Defence and Trade, Joint Standing Committee on (continued)	<p>Inquiry into the benefits and risks of a Bipartisan Australian Defence Agreement, as a basis of planning for, and funding of, Australian Defence capability</p> <p>Inquiry into human organ trafficking and organ transplant tourism</p> <p>Inquiry into Australia's trade and investment relationship with the United Kingdom</p> <p>Inquiry into access to free trade agreements by small and medium sized enterprises</p>	<p><i>Review of the Defence Annual Report 2015–16</i> Presented 7 December 2017 PP: 549/2017</p>
Health, Aged Care and Sport, Standing Committee on	<p>Inquiry into the quality of aged care in residential aged care facilities in Australia</p> <p>Inquiry into biotoxin-related illnesses in Australia</p>	<p><i>Still waiting to be heard: Inquiry into the hearing health and wellbeing of Australia</i> Presented 13 September 2017 PP: 300/2017</p> <p><i>Report on the inquiry into the use and marketing of electronic cigarettes and personal vaporisers in Australia</i> Presented 28 March 2017 PP: 109/2018</p>
Indigenous Affairs, Standing Committee on	<p>Inquiry into the growing presence of inauthentic Aboriginal and Torres Strait Islander style art and craft products and merchandise for sale across Australia</p>	<p><i>The power of education—From surviving to thriving: Inquiry into educational opportunities for Aboriginal and Torres Strait Islander students</i> Presented 15 December 2017 PP: 2/2018</p>
Industry, Innovation, Science and Resources, Standing Committee on	<p>Inquiry into how the mining sector can support businesses in regional economies</p>	<p><i>Inquiry into social issues relating to land-based automated vehicles in Australia</i> Presented 11 September 2017 PP: 297/2017</p> <p><i>Internet competition inquiry: Inquiry into impacts on local businesses in Australia from global internet-based competition</i> Presented 11 April 2018 PP: 116/2018</p>
Infrastructure, Transport and Cities, Standing Committee on	<p>Inquiry into the Australian Government's role in the development of cities</p>	

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
<p>Intelligence and Security, Parliamentary Joint Committee on</p> <p>The committee's scrutiny includes the review of terrorist listings and the administration and expenditure of the Australian Intelligence Community.</p>	<p>Review of the Office of National Intelligence Bill 2018 and the Office of National Intelligence (Consequential and Transitional Provisions) Bill 2018</p>	<p><i>Review of administration and expenditure no.15 (2015–2016) – Australian intelligence agencies</i> Presented 15 August 2017 PP: 265/2017</p>
	<p>Review of the listing of Jemaah Anshorut Daulah and Jama'at Mujahideen Bangladesh as terrorist organisations under the Criminal Code</p>	<p><i>Review of the declaration of Jabhat al-Nusra as a terrorist organisation under the Australian Citizenship Act 2007</i> Presented 16 October 2017 PP: 329/2017</p>
	<p>Review of the Identity-matching Services Bill 2018 and the Australian Passports Amendment (Identity-matching Services) Bill 2018</p>	<p><i>Review of the re-listing of Boko Haram and Islamic State as terrorist organisations under the Criminal Code</i> Presented 16 October 2017 PP: 317/2017</p>
	<p>Review of administration and expenditure no. 16 (2016–2017)</p>	<p><i>Annual Report of committee activities 2016–17</i> Presented 5 December 2017 PP: 531/2017</p>
		<p><i>Review of the listing of Islamic State East Asia as a terrorist organisation under the Criminal Code</i> Presented 5 December 2017 PP: 530/2017</p>
		<p><i>Review of the listing of Islamic State Khorasan Province and the re-listing of al-Murabitun as terrorist organisations under the Criminal Code</i> Presented 8 February 2018 PP: 14/2018</p>
		<p><i>Advisory report on the Home Affairs and Integrity Agencies Legislation Amendment Bill 2017</i> Presented 26 February 2018 PP: 43/2018</p>
		<p><i>Review of the police stop, search and seizure powers, the control order regime and the preventative detention order regime</i> Presented 1 March 2018 PP: 46/2018</p>
		<p><i>Review of the 'declared area' provisions</i> Presented 1 March 2018 PP: 45/2018</p>
		<p><i>Advisory report on the Security of Critical Infrastructure Bill 2017</i> Presented 15 March 2018 PP: 55/2018</p>

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
Intelligence and Security, Parliamentary Joint Committee on (continued)		<p><i>Review of proposed amendments to the Home Affairs and Integrity Agencies Legislation Amendment Bill 2017</i> Presented 28 March 2018 PP: 112/2018</p> <p><i>ASIO's questioning and detention powers</i> Presented 10 May 2018 PP: 148/2018</p> <p><i>Advisory report on the Counter-Terrorism Legislation Amendment Bill (No. 1) 2018</i> Presented 7 June 2018 PP: 171/2018</p> <p><i>Advisory report on the National Security Legislation Amendment (Espionage and Foreign Interference) Bill 2017</i> Presented 7 June 2018 PP: 172/2018</p> <p><i>Review of the re-declaration of Mosul District, Ninewa Province, Iraq</i> Presented 20 June 2018 PP: 192/2018</p> <p><i>Review of the re-listing of Hizballah's External Security Organisation as a terrorist organisation under the Criminal Code</i> Presented 20 June 2018 PP: 194/2018</p> <p><i>Review of the re-listing of Islamic Movement of Uzbekistan, Jaish-e-Mohammad and Lashkar-e Jhangvi as terrorist organisations under the Criminal Code</i> Presented 20 June 2018 PP: 193/2018</p> <p><i>Advisory report on the Foreign Influence Transparency Scheme Bill 2017</i> Presented 25 June 2018 PP: 203/2018</p>
Intergenerational Welfare Dependence, Select Committee on ^a	Inquiry into intergenerational welfare dependence	
Migration, Joint Standing Committee on	Review of processes associated with visa cancellations made on criminal grounds Efficacy of current regulation of Australian migration agents	<p><i>No one teaches you to become an Australian: Report of the inquiry into migrant settlement outcomes</i> Presented 8 December 2017 PP: 586/2017</p>

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
<p>National Capital and External Territories, Joint Standing Committee on the</p>	<p>Review of the National Capital Authority: Biannual public briefings</p> <p>Inquiry into Commonwealth and parliamentary approvals for the proposed Stage 2 of the Australian Capital Territory light rail project</p> <p>Inquiry into Canberra's national institutions</p>	<p><i>The strategic importance of Australia's Indian Ocean Territories</i> Presented 11 September 2017 PP: 296/2017</p> <p><i>Maintaining Australia's national interests in Antarctica: Inquiry into Australia's Antarctic Territory</i> Presented 18 June 2018 PP: 165/2018</p>
<p>Northern Australia, Joint Standing Committee on</p>		<p><i>Northern horizons—Unleashing our tourism potential: Inquiry into opportunities and methods for stimulating the tourism industry in Northern Australia</i> Presented 28 June 2018 PP: 226/2018</p>
<p>Public Accounts and Audit, Joint Committee on</p> <p>The purpose of this committee is to hold Commonwealth agencies to account by assessing the lawfulness, efficiency and effectiveness with which they use public monies.</p>	<p>Australian Government contract reporting—Inquiry based on Auditor-General's report no. 19 (2017–18)</p> <p>Australian Government funding: Schools and Indigenous health—Inquiry based on Auditor-General's reports 18 and 50 (2017–18)</p> <p>Australian Government security arrangements: Personnel security and domestic passenger screening—Inquiry based on Auditor-General's reports 38 and 43 (2017–18)</p> <p>Commonwealth financial statements—Inquiry based on Auditor-General's report no. 24 (2017–18)</p> <p>Commonwealth procurement—Inquiry based on Auditor-General's reports 61 (2016–17), and 9 and 12 (2017–18)</p> <p>Defence first principles review and naval construction—Inquiry based on Auditor-General's reports 34 and 39 (2017–18)</p> <p>Foreign investment obligations in residential real estate—Inquiry based on Auditor-General's report no. 48 (2017–18)</p> <p>Inquiry into the 2016–17 Defence major projects report</p> <p>Mental health in the Australian Federal Police—Inquiry based on Auditor-General's report no. 31 (2017–18)</p>	<p><i>Report 463: Commonwealth financial statements</i> Presented 5 September 2017 PP: 293/2017</p> <p><i>Report 464: Commonwealth grants administration</i> Presented 5 September 2017 PP: 294/2017</p> <p><i>Report 466: Annual Report 2016–17</i> Presented 12 September 2017 PP: 299/2017</p> <p><i>Report 465: Commonwealth procurement</i> Presented 14 September 2017 PP: 316/2017</p> <p><i>Report 467: Cybersecurity compliance</i> Presented 25 October 2017 PP: 382/2017</p> <p><i>Report 468: Defence major projects report (2015–16)</i> Presented 26 October 2017 PP: 383/2017</p> <p><i>Report 469: Commonwealth Performance Framework</i> Presented 6 December 2017 PP: 546/2017</p> <p><i>Report 470: Defence sustainment expenditure</i> Presented 20 March 2018 PP: 66/2018</p> <p><i>Report 471: Security of overseas missions</i> Presented 8 May 2018 PP: 143/2018</p>

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
<p>Public Works, Parliamentary Standing Committee on^b</p> <p>The <i>Public Works Committee Act 1969</i> empowers the committee to inquire into and report on all public works that are referred to it; Commonwealth works estimated to cost more than \$15 million must be referred to it.</p>	<p>Point Wilson waterside infrastructure remediation, Point Wilson, Victoria</p> <p>Jindalee operational radar network phase 6 facilities project</p> <p>Chemical, biological, radiological and nuclear defence capability facilities project</p>	<p><i>Report 6/2017: Referrals made March 2017</i> Presented 14 August 2017 PP: 261/2017</p> <p><i>Report 7/2017: Referrals made June 2017</i> Presented 16 October 2017 PP: 318/2017</p> <p><i>Report 8/2017: Referrals made September 2017</i> Presented 4 December 2017 PP: 528/2017</p> <p><i>Report 1/2018: Referrals made December 2017</i> Presented 26 March 2018 PP: 102/2018</p> <p><i>Eighty-First Annual Report</i> Presented 26 March 2018 PP: 103/2018</p> <p><i>Report 2/2018: Referrals made March 2018</i> Presented 18 June 2018 PP: 166/2018</p>
<p>Regional Development and Decentralisation, Select Committee on</p>	<p>Committee expired on 28 June 2018 upon presentation of its final report</p>	<p><i>Regions at the ready: Investing in Australia's future</i> Presented 28 June 2018 PP: 225/2018</p>
<p>Social Policy and Legal Affairs, Standing Committee on</p>	<p>Inquiry into local adoption</p>	<p><i>A better family law system to support and protect those affected by family violence</i> Presented 7 December 2017 PP: 544/2017</p>
<p>Tax and Revenue, Standing Committee on</p>	<p>2016–17 annual report of the Australian Taxation Office</p> <p>Inquiry into taxpayer engagement with the tax system</p>	
<p>Trade and Investment Growth, Joint Select Committee on</p>	<p>Inquiry into the trade system and the digital economy</p>	

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
Treaties, Joint Standing Committee on ^b	European Union Framework Agreement	<i>Report 172: Singapore Free Trade Agreement—Amendment; Defence Supplies and Services—Japan</i> Presented 8 August 2017 PP: 250/2017
	Oil stocks—Netherlands	
	Peru free trade agreement	
	Scientific technical cooperation—Brazil	<i>Report 173: Consular Functions in Macau—China; Montreal Ozone Layer—Amendment</i> Presented 6 September 2017 PP: 292/2017
	Scientific technical cooperation—Italy	
	Timor treaty—maritime boundaries	
	Comprehensive and Progressive Agreement for Trans-Pacific Partnership (TPP-11)	<i>Report 174: IMF New Arrangements to Borrow; Scientific Cooperation USA; Science Research Innovation NZ; Technological Innovation Israel</i> Presented 16 October 2017 PP: 327/2017
	World Intellectual Property Organization (WIPO) and the Australian Patent Office	<i>Report 175: OECD Tax Measures BEPS; International Solar Alliance-Agreement; Air Services—Three Agreements</i> Presented 27 November 2017 PP: 524/2017
		<i>Report 176: Air Force Training—Singapore; Deployment of Personnel—Solomon Islands; Space Tracking—USA</i> Presented 15 February 2018 PP: 31/2018
		<i>Report 177: Extradition—Jordan; Mutual Legal Assistance—Jordan</i> Presented 15 February 2018 PP: 32/2018 Additional information regarding extraterritorial jurisdiction Presented 28 June 2018
	<i>Report 178: Bonn Convention—Amendments; Universal Postal Union—Amendments</i> Presented 28 March 2018 PP: 111/2018	
	<i>Report 179: Reprocessing Nuclear Fuel—France; PACER Plus</i> Presented 9 May 2018 PP: 140/2018	

a. The Joint Select Committee on Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples and the Select Committee on Intergenerational Welfare Dependence Committee are select committees that were established during the reporting period. These committees will expire upon presentation of their final reports, or when the House of Representatives is dissolved or expires by effluxion of time.

b. The Parliamentary Standing Committee on Public Works and the Joint Standing Committee on Treaties often present reports that include multiple inquiries.

Internal committees, Forty-fifth Parliament, 2017–18

Committee	Purpose	Reports and 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. 14 Annual Report 2016–17</i> Presented 7 September 2017 PP: 295/2017 <i>Report No. 15 Budget Estimates 2018–19 (Department of the House of Representatives)</i> Presented 10 May 2018 PP: 149/2018
Broadcasting of Parliamentary Proceedings, Joint Committee on the	The committee meets when required to consider the general principles applying to the radio broadcasting and, in certain circumstances, the televising of proceedings of parliament by the Australian Broadcasting Corporation.	
Petitions, Standing Committee on	The committee receives and processes petitions, and inquires into and reports to the House on any matter relating to petitions and the petitions system. Information on how to go about petitioning the House of Representatives is available at the petitions page on the Parliament of Australia website.	<i>Making voices heard: Inquiry into the e-petitioning system of the House of Representatives Petitions Committee</i> Presented 29 May 2018 PP: 2018/159
Privileges and Members' Interests, Standing Committee of	The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversee arrangements for the maintenance of the Register of Members' Interests and the Citizenship Register and consider any specific complaints about the registering of interests.	<i>Report concerning the registration and declaration of Members' interests during 2017</i> Presented 8 February 2018 PP: 15/2018 <i>Inquiry concerning the former Member for Dunkley in the 44th Parliament: possible contempts of the House and appropriate conduct of a Member</i> Presented 26 March 2018 PP: 106/2018
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	Inquiry into the maintenance of the standing orders <i>Inquiry into the provisions relating to disorder in the House of Representatives</i> Presented 5 December 2017 PP: 532/2017 <i>Inquiry into the maintenance of the standing orders—interim report</i> Presented 21 May 2018 PP: 152/2018

Committee	Purpose	Reports and inquiries
Publications, Standing Committee on	The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of documents presented to parliament.	
Publications, Parliamentary Joint Committee on	The committee inquires into matters relating to parliamentary and government publications.	<i>Inquiry into the printing standards for documents presented to parliament</i> Presented 5 December 2017 PP:529/2017
Selection Committee	The committee was established to determine the program of committee and delegation business and private members' business for each sitting Monday and to select bills for referral to committees.	The committee presented 14 reports, on: <ul style="list-style-type: none"> » 9 August 2017 » 16 August 2017 » 6 September 2017 » 13 September 2017 » 18 October 2017 » 25 October 2017 » 6 December 2017 » 7 February 2018 » 14 February 2018 » 28 February 2018 » 9 May 2018 » 30 May 2018 » 20 June 2018 » 27 June 2018

4 Publications

This appendix contains summary information on current Department of the House of Representatives publications.

Type	Title
House of Representatives pages on the Parliament of Australia website	<p>www.aph.gov.au/house</p> <p>The site includes members' home pages and home pages for House of Representatives committees and for joint committees administered by the Department of the House of Representatives.</p> <p>Most of the publications listed below are available on the site.</p>
Publications directly related to the work of the House and its committees	<p>About the House newsletter</p> <p>Email newsletter containing articles on House procedure and committees</p>
	<p>Committee Office brochures</p> <ul style="list-style-type: none"> » <i>Appearing at a public hearing: Notes to help those appearing as a witness at a parliamentary committee hearing</i>, September 2016 » <i>Committee support standards</i>, September 2016 » <i>Dealing with parliamentary committees</i>, October 2016 » <i>Making a submission: Notes to help those intending to make a submission to a parliamentary committee inquiry</i>, September 2016
	<p>House of Representatives facts and figures: Forty-fifth Parliament, first edition, August 2018</p> <p>A document produced primarily for use by Parliament House visitor guides</p>
	<p>House of Representatives Guide to Procedures, sixth edition</p> <p>A concise introduction to the procedures of the House of Representatives, 2017</p>
	<p>House of Representatives Infosheet series</p> <ol style="list-style-type: none"> 1 <i>Questions</i>, November 2016 2 <i>A typical sitting day</i>, November 2016 3 <i>The Speaker</i>, November 2016 4 <i>Committees</i>, November 2016 5 <i>Parliamentary privilege</i>, November 2016 6 <i>Opportunities for private Members</i>, November 2016 7 <i>Making laws</i>, November 2016 8 <i>Elections for the House of Representatives</i>, November 2016 9 <i>A new Parliament</i>, November 2016 10 <i>The budget and financial legislation</i>, May 2017 11 <i>Petitions</i>, November 2016 12 <i>Finding out about the House</i>, November 2016 13 <i>The Constitution</i>, November 2016 14 <i>Making decisions—debate and division</i>, November 2016

Type	Title	
Publications directly related to the work of the House and its committees (continued)	15 <i>The work of a Member of Parliament</i> , November 2016	
	16 <i>The Federation Chamber</i> , November 2016	
	17 <i>Citizen's right of reply</i> , November 2016	
	18 <i>Double dissolution</i> , June 2018	
	19 <i>The House, government and opposition</i> , November 2016	
	20 <i>The Australian system of government</i> , November 2016	
	21 <i>The Clerk and other officials</i> , November 2016	
	22 <i>Political parties in the House of Representatives</i> , November 2016	
	23 <i>Basic legal expressions</i> , August 2018	
	24 <i>Glossary of procedural terms</i> , August 2018	
	House of Representatives Practice , seventh edition	
	The official authority for issues of practice and procedure, 2018	
	House Review	
Discussion and analysis of selected features of House of Representatives business, published each sitting week or fortnight		
Last Week in the House		
An overview of the work of the House each sitting week, including links to the official transcript (Hansard)		
Members' notes		
1	<i>First speech</i> , August 2016	
2	<i>The registration of Members' interests</i> , August 2016	
3	<i>Introduction to the Chamber environment</i> , August 2016	
4	<i>Etiquette in the Chamber</i> , August 2016	
5	<i>House business documents and guidance</i> , August 2016	
6	<i>Motions, debate and voting</i> , August 2016	
7	<i>Bills</i> , August 2016	
8	<i>Raising a matter in the House</i> , November 2016	
9	<i>Private Members' motions</i> , August 2016	
10	<i>Private Members' bills and amendments</i> , August 2016	
11	<i>Procedural motions</i> , August 2016	
12	<i>Parliamentary privilege</i> , August 2016	
13	<i>Presenting a petition</i> , November 2016	
Members' Handbook		
A guide to services and facilities for members of the House of Representatives, 2016		
Procedural Digest		
A record of procedural events in the House of Representatives, published each sitting week or fortnight		

Type	Title
Publications directly related to the work of the House and its committees (continued)	<p><i>The Speaker of the House of Representatives</i> An illustrated history of the office, role and duties of the Speaker, 2016</p>
	<p><i>Standing Orders of the House of Representatives</i> The permanent rules of procedure, as of 4 December 2017</p>
	<p><i>Statistical Digest</i> A statistical record of the work of the House of Representatives, published each sitting week or fortnight</p>
	<p><i>Work of the Session</i> A periodic summary of the business of the House and its committees, Spring 2017 and Autumn/Winter 2018</p>
	<p><i>Working with parliamentary committees</i> <i>A guide for committee chairs</i>, September 2016 <i>A guide for Members</i>, September 2016 <i>A guide for Members' staff</i>, September 2016</p>
Publications of an administrative nature	<p><i>Department of the House of Representatives Annual Report 2016–17</i> The annual report on the operations of the department, presented to the House pursuant to the <i>Parliamentary Service Act 1999</i></p>
	<p><i>Department of the House of Representatives Corporate Plan 2018–19</i></p>
	<p><i>Department of the House of Representatives Enterprise Agreement 2017–2020</i></p>
	<p><i>Department of the House of Representatives Portfolio Budget Statements 2018–19</i> <i>Department of the House of Representatives service charter: community service standards</i>, January 2014</p>

5 Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2017–18.

Date	Delegation	Country represented
13–18 August 2017	Visit to Australia by Mr José Carlos Mahía, President of the House of Representatives of the Oriental Republic of Uruguay and delegation	Oriental Republic of Uruguay
1 September 2017	Visit to Australia by Mr Urban Ahlin, Speaker of the parliament of Sweden and delegation	Sweden
22–29 November 2017	Parliamentary delegation from Association of Southeast Asian Nations (ASEAN) countries	Brunei, Cambodia, Indonesia, Lao People's Democratic Republic, Myanmar, Singapore, Thailand, Vietnam
7 February 2018	Visit to the Parliament by the Rt Hon Trevor Mallard, Speaker of the parliament of New Zealand	New Zealand

6 Other incoming parliamentary delegations

This appendix contains summary information on other incoming parliamentary delegations in 2017–18.

Date	Delegation	Country represented
7 August 2017	Visit to the parliament by the Bangladesh delegation	Bangladesh
9 August 2017	Visit to the parliament by the Australian Political Exchange Council, 16th delegation from Japan	Japan
12 September 2017	Visit to the parliament by the Australian Political Exchange Council, 34th delegation from the United States	United States
12 September 2017	Visit to the parliament by Senator Olivier Cadic, Senator representing French nationals living abroad	France
13 September 2017	Visit to the parliament by the Pakistan National Assembly Standing Committee on Human Rights led by Mr Babar Nawaz Khan MP, Chairman	Pakistan
14 September 2017	Visit to the parliament by Mr Li Fei, Chairman of the Committee for the Basic Law of the Hong Kong Special Administrative Region of the People's Republic of China	People's Republic of China
16 October 2017	Visit to the parliament by members of the Australia Indonesia parliamentary friendship group	Republic of Indonesia
16 October 2017	Visit to the parliament by a delegation from Vietnam	Vietnam
18 October 2017	Visit to the parliament by the Australian Political Exchange Council, 25th delegation from the People's Republic of China	People's Republic of China
23 October 2017	Visit to the parliament by members of the Select Committee on Land and Mineral Resources of South Africa	South Africa
8 November 2017	Visit to the parliament by the Rt Hon Lindsay Hoyle MP, Chair of the Ways and Means Committee and Deputy Speaker of the House of Commons, United Kingdom	United Kingdom
27 November 2017	Visit to the parliament by Mr Fahri Hamzah, Deputy Speaker of the House of Representatives of the Republic of Indonesia	Republic of Indonesia

Date	Delegation	Country represented
28 November 2017	Visit to the parliament by Professor Norbert Lammert, former president of the German federal parliament	Germany
4 December 2017	Visit to the parliament by Mr Krzysztof Szczerski, Secretary of State and Chief of the Cabinet in the Chancellery of the President, Republic of Poland	Republic of Poland
6 December 2017	Visit to the parliament by HE Hekmat Khalil Karzai, Deputy Foreign Minister, Islamic Republic of Afghanistan	Islamic Republic of Afghanistan
6 December 2017	Visit to the parliament by a parliamentary delegation from Vietnam	Vietnam
18 December 2017	Visit to the parliament by the Legislature-Parliament Secretariat to the government of Nepal	Nepal
14 February 2018	Visit to the parliament by HE Mr Zdravko Počivalšek, Minister for Economic Development and Technology of the Republic of Slovenia	Republic of Slovenia
15–16 February 2018	Visit to the parliament by the Public Accounts Committee, People's Republic of Bangladesh	People's Republic of Bangladesh
26 February 2018	Visit to the parliament by Mr Bounpone Sisoulath, President of the Economic, Technology and Environment Committee, National Assembly of the Lao People's Democratic Republic and delegation	Lao People's Democratic Republic
27 February 2018	Visit to the parliament by the Australian Political Exchange Council, 12th delegation from the Philippines	Philippines
26–27 March 2018	Visit to the parliament by Hon Mrs Chandrani Bandara MP, Minister of Women Affairs and Child Development, Sri Lanka and delegation	Sri Lanka
27 March 2018	Visit to the parliament by members of Knesset, parliament of Israel	Israel
27 March 2018	Visit to the parliament by the members of the German–Australian Chamber of Industry and Commerce	Germany
9 May 2018	Visit to the parliament by the Hon Lautafi Fio Selafo Joseph Purcell, Minister for Commerce, Industry and Labour, Samoa	Samoa
23 May 2018	Visit to the parliament by a parliamentary delegation from India	India
24 May 2018	Visit to the parliament by Dr the Hon Keith Rowley, Prime Minister of the Republic of Trinidad and Tobago	Republic of Trinidad and Tobago

Date	Delegation	Country represented
30 May 2018	Visit to the parliament by a delegation of US congressional staff	United States
30 May 2018	Visit to the parliament by the Australian Political Exchange Council, 12th delegation from New Zealand	New Zealand
18 June 2018	Visit to the parliament by a European Union trade delegation	European Union

7 Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2017–18.

Date	Visit	Delegation members
2–13 July 2017	Official parliamentary delegation to Association of Southeast Asian Nations (ASEAN) countries (Indonesia, Myanmar and Singapore)	Hon Kevin Andrews MP <i>Delegation leader</i> Senator Kimberley Kitching Mr Kenneth O'Dowd MP Ms Cathy O'Toole MP
2–16 July 2017	Parliamentary delegation to Germany, Sweden, the United Kingdom and the United States by members of the Joint Standing Committee on Migration	Mr Jason Wood MP <i>Delegation leader</i> Mr Julian Hill MP Hon Shayne Neumann MP Mr Llew O'Brien MP Ms Maria Vamvakinou MP
2–16 July 2017	Parliamentary delegation to Portugal by members of the Parliamentary Joint Committee on Law Enforcement	Mr Craig Kelly MP <i>Delegation leader</i> Senator David Bushby Senator Skye Kakoschke-Moore Senator the Hon Lisa Singh
23–29 July 2017	Parliamentary delegation to New Zealand by members of the House Standing Committee on Agriculture and Water Resources	Mr Rick Wilson MP <i>Delegation leader</i> Ms Justine Keay MP Dr John McVeigh MP Mr Rowan Ramsey MP
13 September–13 December 2017	Parliamentary delegation to attend the United Nations General Assembly, New York	Hon Warren Entsch MP Senator Gavin Marshall
17–22 September 2017	Parliamentary delegation to attend the 38th General Assembly of the ASEAN Inter-Parliamentary Assembly (AIPA), Manila, Philippines	Mr George Christensen MP <i>Delegation leader</i> Senator Alex Gallacher
23 September–7 October 2017	Parliamentary delegation field visit (mental health) to Canada, Netherlands, Sweden and the United Kingdom	Senator Rachel Siewert <i>Delegation leader</i> Senator Deborah O'Neill Mr Andrew Wallace MP Senator John Williams

Date	Visit	Delegation members
25 September– 5 October 2017	Parliamentary delegation to Greece and Turkey	Mr Robert Mitchell MP <i>Delegation leader</i> Mr Steve Georganas MP Senator Barry O'Sullivan
26 September– 6 October 2017	Visit to Istanbul for the 2017 Mexico, Indonesia, Republic of Korea, Turkey and Australia (MIKTA) Speakers' Consultation	Senator the Hon Stephen Parry <i>President of the Senate</i>
2–12 October 2017	Parliamentary delegation to Belgium, Estonia and France	Hon Tony Smith MP <i>Speaker of the House of Representatives and delegation leader</i> Senator David Fawcett Mr Andrew Giles MP Senator Helen Polley Ms Melissa Price MP Mr Rowan Ramsey MP
6–10 October 2017	Parliamentary delegation to attend the 63rd North Atlantic Treaty Organization (NATO) parliamentary assembly, Bucharest, Romania	Mr Andrew Laming MP <i>Delegation leader</i> Mr Ross Hart MP
13–21 October 2017	Parliamentary delegation to attend the 137th Inter-Parliamentary Union assembly in Saint Petersburg, Russia	Senator the Hon Ian Macdonald <i>Delegation leader</i> Senator Chris Ketter Mr Josh Wilson MP
28 October– 4 November 2017	Parliamentary delegation to India	Hon Anthony Albanese MP <i>Delegation leader</i> Mr Milton Dick MP Mr Ian Goodenough MP Senator Pauline Hanson Mr David Littleproud MP
4–7 November 2017	Parliamentary delegation to attend the Commonwealth Parliamentary Association conference in Dhaka, Bangladesh	Senator Susan Lines <i>Delegation leader</i>
5–10 November 2017	Parliamentary delegation to Papua New Guinea	Senator the Hon Ian Macdonald <i>Delegation leader</i> Senator Kimberley Kitching Mr Kenneth O'Dowd MP Ms Cathy O'Toole MP

Date	Visit	Delegation members
17–20 December 2017	Parliamentary delegation to New Zealand by members of the House of Representatives Standing Committee on Health, Aged Care and Sport	Mr Trent Zimmerman MP Mr Steve Georganas MP
7–15 January 2018	Parliamentary delegation to Mauritius and Seychelles	Hon Tony Smith MP <i>Speaker of the House of Representatives and delegation leader</i>
18–21 January 2018	Parliamentary delegation to the Twenty-sixth annual meeting of the Asia Pacific Parliamentary Forum, Hanoi, Vietnam	Senator John Williams <i>Delegation leader</i> Mr Scott Buchholz MP Mr Tim Hammond MP Mr Stephen Jones MP
21–31 March 2018	Parliamentary delegation to attend the 138th Inter-Parliamentary Union assembly in Geneva, Switzerland	Senator the Hon Ian Macdonald <i>Delegation leader</i> Senator Catryna Bilyk Mr Josh Wilson MP
11–21 April 2018	Parliamentary delegation to Japan and Korea	Hon Tony Smith MP <i>Speaker of the House of Representatives and delegation leader</i> Senator Sue Lines <i>Deputy delegation leader</i> Hon Sharon Bird MP Ms Michelle Landry MP Ms Rebekha Sharkie MP
14–22 April 2018	Parliamentary delegation to the United States by members of the Parliamentary Joint Committee on Intelligence and Security	Mr Andrew Hastie MP <i>Delegation leader</i> Senator David Fawcett Senator the Hon Penny Wong Senator Jennifer McAllister
3–9 June 2018	Parliamentary delegation to Ethiopia and Kenya	Mr Andrew Broad MP <i>Delegation leader</i> Hon Luke Hartsuyker MP Mr Timothy Watts MP Mr Graham Perrett MP
2–16 June 2018	Parliamentary delegation to France, Ireland and the United Kingdom	Senator the Hon Scott Ryan <i>President of the Senate and delegation leader</i> Hon Michael Danby MP Mr Steven Georganas MP Senator Pauline Hanson Mr Timothy Wilson MP Mr Jason Wood MP

8 Parliamentary capacity-building activities

This appendix contains summary information on parliamentary capacity-building activities supported by the Department of the House of Representatives in 2017–18.

Date	Program and activity	Country or legislature represented
13 September 2017 and 21 June 2018	<p>Pacific Parliamentary Partnerships Fund</p> <p>Two executive sub-committee meetings were supported at the Australian Parliament.</p>	
28 June–10 July 2017	<p>Fiji Parliamentary Support Program</p> <p>A senior researcher from the Australian Parliamentary Library and a research officer from the Victorian Parliamentary Library assisted staff from the Fiji parliament's research and library service to produce budget briefings for members of parliament.</p>	Fiji
5 July 2017	<p>Pacific Parliamentary Partnerships Fund</p> <p>Officers from the Australian Parliament attended the annual executive meeting in Sydney.</p>	
24–28 July 2017	<p>Fiji Parliamentary Support Program</p> <p>A Hansard officer from the Victorian parliament provided advice regarding the broadcasting of committee proceedings in the Fijian parliament.</p>	Fiji
8 August 2017	<p>Study visit program</p> <p>Myanmar parliamentarians visited the Australian Parliament as part of the Myanmar political mentoring program for parliamentarians run by the International Women's Development Agency and funded by the Australian Government.</p>	Myanmar
28–30 August 2017	<p>Commonwealth Women Parliamentarians conference</p> <p>Women parliamentarians and staff from five Pacific island states were supported to attend the 2017 Commonwealth Women Parliamentarians conference at the Victorian parliament in Melbourne.</p>	Cook Islands, Nauru, Niue, Samoa and Tonga

Date	Program and activity	Country or legislature represented
17–27 September 2017	<p>Parliamentary strengthening</p> <p>The Clerk and Clerk Assistant (Table) assisted with executive and mid-level management training at the Myanmar parliament in a program organised by the United Nations Development Program (UNDP).</p>	Myanmar
25–28 September 2017	<p>Pacific Women’s Parliamentary Partnerships project</p> <p>Sixty women from 17 Pacific parliaments participated in the fifth annual forum held in Honiara, Solomon Islands.</p>	Australia (Federal Parliament, Australian Capital Territory, New South Wales and Queensland), Autonomous Region of Bougainville (Papua New Guinea), Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau and Tonga
3–4 October 2017	<p>Australia–Samoa Parliamentary Partnerships Seminar Series</p> <p>Seminar 3 for members and staff of the Samoan Legislative Assembly on parliamentary privilege, procedure and ethics was delivered by a former Speaker and senior executive staff from the Australian Parliament.</p>	Samoa
9–13 October 2017	<p>Study visit program</p> <p>Staff from the lower houses of the Indian and Kenyan parliaments visited the Australian Parliament for a week-long study program on parliamentary procedure and administration.</p>	India and Kenya
3–17 November 2017	<p>Samoa Parliamentary Partnerships project</p> <p>Two staff of the Australian Parliament undertook committee and procedural support placements in the Office of the Clerk of the Legislative Assembly.</p>	Samoa
6–28 November 2017	<p>Pacific Women’s Parliamentary Partnerships project</p> <p>Research scholars from the Autonomous Region of Bougainville (Papua New Guinea), Fiji and Samoan parliaments were attached to the Australian Parliamentary Library for three weeks and then spent one week with their twinned parliaments.</p>	Autonomous Region of Bougainville (Papua New Guinea), Fiji and Samoa

Date	Program and activity	Country or legislature represented
13–15 November 2017	<p>Study visit program</p> <p>Staff from the Senate of the Philippines visited the Australian Parliament for a three-day program on parliamentary procedure and administration, with a focus on the legislative process.</p>	Philippines
22–24 November 2017	<p>Australasian Parliamentary Educators conference</p> <p>Officers from Pacific parliaments that had run 'outrigger' gender equality training for staff or members in their country were supported to attend the 2017 conference in Melbourne.</p>	Autonomous Region of Bougainville (Papua New Guinea), Samoa and Solomon Islands
23–28 November 2017	<p>Inter-Parliamentary Study Program for Deputy Speakers of Pacific parliaments</p> <p>An inaugural program offering professional development and networking opportunities was delivered to 12 Deputy Speakers in the region at the Australian Parliament, with input from the Deputy Speaker and Deputy President, senior executive officers from the Australian Parliament and a former Speaker of the House of Representatives.</p>	Autonomous Region of Bougainville (Papua New Guinea), Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, New Zealand, Niue, Palau, Samoa, Tuvalu and Vanuatu
12 February 2018	<p>Study visit program</p> <p>Government officials from Kenya visited the Australian Parliament to learn about integrity systems.</p>	Kenya
4 May–1 June 2018	<p>Parliamentary strengthening</p> <p>An officer from the Australian Parliament contributed to a UNDP-funded parliamentary strengthening project at the Myanmar parliament (Union Hluttaw), focusing on the development of committees.</p>	Myanmar
12–19 June 2018	<p>Inter-Parliamentary Study Program</p> <p>A study program for 17 senior parliamentary officers from 15 overseas parliaments and two Australian states and territories was held at the Australian Parliament, looking at parliamentary practice and procedure, and administration.</p>	Bangladesh, Brazil, China, Fiji, Hong Kong, Hungary, India, Morocco, Nepal, Niue, Northern Territory, Republic of Korea, Ukraine, United Kingdom, Victoria, Vietnam and Zambia
21 June 2018	<p>Pacific Parliamentary Partnerships Fund</p> <p>Virus protection software licences for the parliament's computing network for three years, recording equipment to support Hansard and English language training was funded and supplied.</p>	Solomon Islands

Date	Program and activity	Country or legislature represented
21 June 2018	<p>Pacific Parliamentary Partnerships Fund</p> <p>Two photocopiers were purchased to support parliamentary operations.</p>	Niue
26–30 June 2018	<p>Fiji Parliamentary Support Program</p> <p>Two corporate services staff from the parliament of Fiji attended training with the Victorian parliament.</p>	Victorian parliament
27 June–7 July 2018	<p>Fiji Parliamentary Support Program</p> <p>A committee secretary from the Victorian parliament assisted the parliament of Fiji with budget analysis work.</p>	Fiji
30 June 2018	<p>Pacific Parliamentary Partnerships Fund</p> <p>Audio recording and mixing equipment was supplied.</p>	Cook Islands

9 Contact directory

This appendix contains the contact details of House of Representatives office holders and the department's senior executive officers as at 30 June 2018.

Speaker of the House of Representatives, the Hon Tony Smith MP	Parliament House	Phone (02) 6277 4000
	Electorate office	Phone (03) 9727 0799
	Email tony.smith.mp@aph.gov.au	
Deputy Speaker, Mr Kevin Hogan MP	Parliament House	Phone (02) 6277 4746
	Electorate office	Phone (02) 6621 4044
	Email kevin.hogan.mp@aph.gov.au	
Second Deputy Speaker, Mr Rob Mitchell MP	Parliament House	Phone (02) 6277 4117
	Electorate office	Phone (03) 9333 0440
	Email rob.mitchell.mp@aph.gov.au	
Clerk of the House, Mr David Elder	Phone (02) 6277 4111	
	Email clerk.reps@aph.gov.au	
Deputy Clerk, Ms Claressa Surtees	Phone (02) 6277 4222	
	Email depclerk.reps@aph.gov.au	
Clerk Assistant (Table), Mr Peter Banson	Phone (02) 6277 4777	
	Email peter.banson.reps@aph.gov.au	
Clerk Assistant (Procedure), Ms Catherine Cornish	Phone (02) 6277 4396	
	Email catherine.cornish.reps@aph.gov.au	
Clerk Assistant (Committees), Ms Bronwyn Notzon-Glenn	Phone (02) 6277 4399	
	Email bronwyn.notzon-glenn.reps@aph.gov.au	
Serjeant-at-Arms, Mr James Catchpole	Phone (02) 6277 4444	
	Email james.catchpole.reps@aph.gov.au	
Departmental addresses	Post Department of the House of Representatives PO Box 6021, Parliament House, Canberra ACT 2600	
	Internet www.aph.gov.au/house	

10 List of requirements

This schedule is made for section 46(3) of the *Public Governance, Performance and Accountability Act 2013*.

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Aids to access		
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Electronic address of report	Mandatory	ii
Review by accountable authority		
A review by the accountable authority of the entity	Mandatory	2–5
Overview of the entity		
A description of the role and functions of the entity	Mandatory	6
A description of the organisational structure of the entity	Mandatory	6–7
A description of the outcomes and programs administered by the entity	Mandatory	8–9
A description of the purposes of the entity as included in corporate plan	Mandatory	6
An outline of the structure of the portfolio of the entity	Portfolio departments—mandatory	Not applicable
Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change	If applicable, mandatory	Not applicable
Report on the performance of the entity		
Annual performance statements		
Annual performance statement in accordance with section 39(1)(b) of the PGPA Act and section 16F of the PGPA Rule	Mandatory	14–27

Description	Requirement	Page
Report on financial performance		
A discussion and analysis of the entity's financial performance	Mandatory	10–2
A table summarising the total resources and total payments of the entity	Mandatory	12
If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results	If applicable, mandatory	Not applicable
Management and accountability		
Corporate governance		
Information on compliance with section 10 of the PGPA Rule (fraud systems)	Mandatory	76
A certification by the accountable authority that fraud risk assessments and fraud control plans have been prepared	Mandatory	iii
A certification by the accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place	Mandatory	iii
A certification by the accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity	Mandatory	iii
An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance	Mandatory	70–7
A statement of significant issues reported to minister under section 19(1)(e) of the PGPA Act that relate to non-compliance with the finance law and action taken to remedy non-compliance	If applicable, mandatory	Not applicable
External scrutiny		
Information on the most significant developments in external scrutiny and the entity's response to the scrutiny	Mandatory	78–9
Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity	If applicable, mandatory	79

Description	Requirement	Page
Information on any reports on operations of the entity by the Auditor-General (other than a report under section 43 of the PGPA Act), a parliamentary committee, or the Commonwealth Ombudsman	If applicable, mandatory	78
Information on any capability reviews on the entity that were released during the period	If applicable, mandatory	Not applicable
Management of human resources		
An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives	Mandatory	80–8
Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: <ul style="list-style-type: none"> » statistics on staffing classification level » statistics on full-time employees » statistics on part-time employees » statistics on gender » statistics on staff location » statistics on employees who identify as Indigenous 	Mandatory	80–2
Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under section 24(1) of the Parliamentary Service Act	Mandatory	87
Information on the number of SES and non-SES employees covered by agreements identified in section 17AG(4)(c) of the PGPA Rule	Mandatory	87
The salary ranges available for employees by classification level	Mandatory	87
A description of non-salary benefits provided to employees	Mandatory	87
Information on the number of employees at each classification level who received performance pay	If applicable, mandatory	Not applicable—see page 87
Information on aggregate amounts of performance pay at each classification level	If applicable, mandatory	Not applicable—see page 87
Information on the average amount of performance payment, and range of such payments, at each classification level	If applicable, mandatory	Not applicable—see page 87
Information on aggregate amount of performance payments	If applicable, mandatory	Not applicable—see page 87
Asset management		
An assessment of effectiveness of asset management where asset management is a significant part of the entity's activities	If applicable, mandatory	89

Description	Requirement	Page
Purchasing		
An assessment of entity performance against the Commonwealth Procurement Rules	Mandatory	90
Consultants		
A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST)	Mandatory	90
A statement that <i>'During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million].'</i>	Mandatory	90
A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged	Mandatory	90
A statement that <i>'Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.'</i>	Mandatory	90
Australian National Audit Office access clauses		
If an entity entered into a contract with a value of more than \$100,000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, the purpose and value of the contract, and the reason why a clause allowing access was not included in the contract	If applicable, mandatory	Not applicable—see page 90
Exempt contracts		
If an entity entered into a contract or there is a standing offer with a value greater than \$10,000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the Freedom of Information Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters	If applicable, mandatory	Not applicable—see page 90

Description	Requirement	Page
Small business		
A statement that <i>'[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and medium enterprise and small enterprise participation statistics are available on the Department of Finance's website.'</i>	Mandatory	90
An outline of the ways in which the procurement practices of the entity support small and medium enterprises	Mandatory	90
If the entity is considered by the department administered by the finance minister as material in nature, a statement that <i>'[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website.'</i>	If applicable, mandatory	Not applicable
Financial statements		
Inclusion of the annual financial statements in accordance with section 43(4) of the PGPA Act	Mandatory	91–124
Other mandatory information		
If the entity conducted advertising campaigns, a statement that <i>'During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website.'</i>	If applicable, mandatory	Not applicable
If the entity did not conduct advertising campaigns, a statement to that effect	If applicable, mandatory	90
A statement that <i>'Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website].'</i>	If applicable, mandatory	Not applicable
Outline of mechanisms of disability reporting, including reference to website for further information	Mandatory	79
Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of the Freedom of Information Act can be found	Mandatory	Not applicable—see page 79
Correction of material errors in previous annual report	If applicable, mandatory	Not applicable
Information required by other legislation	Mandatory	77, 88, 90

Abbreviations and acronyms

AASB	Australian Accounting Standards Board
AO	Officer of the Order of Australia
APVMA	Australian Pesticides and Veterinary Medicines Authority
ASEAN	Association of Southeast Asian Nations
ASIO	Australian Security Intelligence Organisation
BEPS	base erosion and profit shifting
CPA	Commonwealth Parliamentary Association
DCB	Department Capital Budget
DFAT	Department of Foreign Affairs and Trade
DPS	Department of Parliamentary Services
EB	Executive Band
EDRMS	electronic document and records management system
GST	goods and services tax
ICT	information and communications technology
IMF	International Monetary Fund
IPRO	International and Parliamentary Relations Office
MP	Member of Parliament
NZ	New Zealand
OAM	Medal of the Order of Australia
OECD	Organisation for Economic Co-operation and Development
OPA	official public account
PACER	Pacific Agreement on Closer Economic Relations
PBIS	Parliamentary and Business Information Services
PEO	Parliamentary Education Office
PGPA	Public Governance, Performance and Accountability
PSC	Parliamentary Skills Centre
PSL	Parliamentary Service Level
PWPP	Pacific Women's Parliamentary Partnerships Project
SCID	Shared Committee Information Database
SES	Senior Executive Service
SME	small and medium enterprise
TOPS	Table Offices Production System
UNDP	United Nations Development Program
USA	United States of America
WHS	Work Health and Safety

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