



Appendixes

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Photo: The House of Representatives Chamber in session. Picture courtesy of Auspic.

1 Performance information

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

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

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

Program component 1.1: Chamber and Main Committee	
Deliverable: Advice and services to enable the Chamber and Main Committee to meet and address business as scheduled	
Key performance indicator	Performance
Member satisfaction with the quality and timeliness of chamber support and advisory services (target: 99 per cent satisfaction rate)	100 (100) per cent of members surveyed were satisfied with advice and service provision by Clerks-at-the-Table; 96 (89) per cent were 'extremely' or 'highly' satisfied.
	100 (100) per cent of members surveyed were satisfied with advice and service provision more generally in relation to Chamber and Main Committee duties; 95 (83) per cent were 'extremely' or 'highly' satisfied.
Percentage of chamber support service standards met for all sittings of the House and meetings of the Main Committee, with no significant errors (target: 100 per cent)	Service standards for programming and procedural advice and support, preparation of chamber documents, processing of questions in writing and answers to questions, and provision and processing of documents of the House were generally met for all sittings of the House and meetings of the Main Committee (as in 2009–10).

Processing and drafting of bills

Key performance indicator	Performance
Percentage of bills (proposed legislation) processed within deadlines and with no significant errors (target: 100 per cent)	All deadlines were met and there were no significant errors (as in 2009–10).
	All members surveyed who had used legislative and drafting services were satisfied with advice and service provision (as in 2009–10).
	100 (100) per cent of bills/amendments were drafted within the timeframe required.

Creating and processing records and documents of the House

Key performance indicator	Performance
Percentage of chamber support service standards met for all sittings of the House and meetings of the Main Committee, with no significant errors (target: 100 per cent)	Service standards for preparation of the Votes and Proceedings and the Live Minutes were met on all occasions (all service standards were met in 2009–10).
	3,387 (5,681) disallowable instruments and documents were processed.
	129 (163) petitions with a total of 445,921 (270,964) signatories; 79 (115) ministerial responses to petitions.

Collection, analysis and publication of procedural and statistical information

Key performance indicator	Performance
Member satisfaction with the quality and availability of procedural and statistical publications and support in obtaining such information (target: 90 per cent satisfaction rate)	100 (100) per cent of members surveyed were satisfied and 87 (67) per cent were 'extremely' or 'highly' satisfied with the quality and availability of procedural and statistical publications and associated support.
	Internal and external users indicated a high level of satisfaction with procedural and statistical publications.

Program component 1.2: Community awareness

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

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

Program component 1.3: Committee services

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

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

Program component 1.4: Interparliamentary relations	
Deliverable: Advice and support to facilitate and maintain international and regional relationships with other parliaments, parliamentary bodies and organisations	
Key performance indicator	Performance
Rate of satisfaction of Presiding Officers, delegates and diplomatic representatives with arrangements for incoming and outgoing delegations. Levels of participation in parliamentary organisations and quality of policy advice	Correspondence and anecdotal feedback from delegates and diplomatic missions indicated a high level of satisfaction with visits.
	Eight evaluation forms were completed by participants in outgoing delegations: six rated the support provided as 'excellent' and two provided a rating of 'good'.
	All submissions on the international program were approved by the Presiding Officers.
	Of eligible senators and members, 57 per cent (60 per cent) were members of the Commonwealth Parliamentary Association. Of eligible senators and members, 71 per cent (82 per cent) were members of the Inter-Parliamentary Union.
	Delegations attended the assemblies and conferences of the Commonwealth Parliamentary Association, Inter-Parliamentary Union, Asia Pacific Parliamentary Forum and ASEAN Inter-Parliamentary Assembly. Three regional activities were conducted for the Commonwealth Parliamentary Association and one for the Inter-Parliamentary Union.
Rate of satisfaction of parliaments in the Pacific region with the training and equipment purchases provided through the education trust fund	Reports on training activities and anecdotal feedback on equipment indicated a high level of satisfaction with the education trust fund's operations.

Program component 1.5: Members' services

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

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

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

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

Key performance indicator	Performance
Rate of satisfaction of members and others with the provision of accommodation, computing and communication facilities and office services (target: 95 per cent satisfaction rate)	100 per cent of the accommodation changes, office services and communication facilities provided met agreed timeframes and standards, and met the satisfaction of party whips and individual members. 96 per cent of members surveyed were satisfied with the information on their internet home page.
Number of accommodation-related services provided to members	234 (224) 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 375 (318) emergency requests received. Furniture movement requests targets are set at four levels: Priority 1 (within 3 hours)—42 Priority 2 (within 12 hours)—71 Priority 3 (within 24 hours)—196 Priority 4 (within 2 to 5 days)—247 Total: 556 (492) All were processed within the agreed timeframes (as in 2009–10). 12,320 (10,372) transport requests were processed with 99.1 (98.9) 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 and outcome resource statements

Agency resource statement, 2010–11

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

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

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

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

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

⁵ Total resourcing equals A + B.

Third-party drawdowns from and on behalf of other agencies

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

Expenses and resources for Outcome 1, 2010–11

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

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

3 Business of the House and Main Committee

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

Meetings of the House of Representatives, 2010–11

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

a Excludes sittings on 4–7 July 2011.

b Hours of sitting are rounded to the nearest hour.

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

Meetings of the Main Committee, 2010–11

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

a Excludes sittings on 4–7 July 2011.

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

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

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

4 Committee activity

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

Committee activity, Forty-second Parliament, 2010–11

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

a Joint committees supported by the Department of the Senate.

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

Committee activity, Forty-third Parliament, 2010–11

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

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

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

5 Committee reports and inquiries

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

Scrutiny committees, Forty-second Parliament, 2010–11

Committee	Reports	Lapsed inquiries at prorogation 19 July 2010
Aboriginal and Torres Strait Islander Affairs, Standing Committee on	Nil	Inquiry into the high level of involvement of Indigenous juveniles and young adults in the criminal justice system (reference received 19 November 2009)
Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on the ^a	Nil	Inquiry into the operation of the <i>Law Enforcement Integrity Commissioner Act 2006</i> (reference adopted 14 May 2009)
Australian Crime Commission, Parliamentary Joint Statutory Committee on the ^a	Nil	Inquiry into the adequacy of aviation and maritime security measures to combat serious and organised crime (reference adopted 14 September 2009)
Climate Change, Water, Environment and the Arts, Standing Committee on	Nil	Nil
Communications, Standing Committee on	Nil	Nil
Corporations and Financial Services, Parliamentary Joint Statutory Committee on ^a	Nil	Nil
Cyber-Safety, Joint Select Committee on	Nil	Inquiry into cyber-safety (reference received 15 March 2010)
Economics, Standing Committee on	Nil	Review of the Reserve Bank Annual Report 2009 (reference adopted 30 October 2009)
Education and Training, Standing Committee on	Nil	Inquiry into school libraries and teacher librarians in Australian schools (reference received 10 March 2010)
Electoral Matters, Joint Standing Committee on	Nil	Inquiry into allegations of irregularities in the recent South Australian state election (reference received 13 May 2010)
Employment and Workplace Relations, Standing Committee on	Nil	Inquiry into regional skills relocation (reference received 17 February 2010)

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

Committee	Reports	Lapsed inquiries at prorogation 19 July 2010
Public Accounts and Audit, Joint Committee of		Annual public hearing on the Defence Major Projects Report (reference adopted 12 November 2008) Role of the Auditor-General in scrutinising government advertising campaigns (reference adopted 15 October 2008)
Public Works, Parliamentary Standing Committee on	<i>Report 3/2010: Extension of scope to the Australian SKA Pathfinder Telescope and the Pawsey High Performance Computing Centre for SKA Science</i> Presented: 12 July 2010 PP: 186/2010	Proposed integrated fit-out of new leased premises for the Australian Taxation Office at 12–26 Franklin Street, Adelaide, South Australia (reference received 13 May 2010) Proposed development and construction of housing for Defence at Largs North (Bayriver), Port Adelaide, South Australia (reference received 27 May 2010) HMAS Penguin and Pittwater Annexe Redevelopment, Mosman and Clareville, NSW (reference received 3 June 2010)
Treaties, Joint Standing Committee on	<i>Report 113: Treaty tabled on 12 May 2010</i> Presented: 19 July 2010 PP: 185/2010	Treaties tabled on 12 May 2010 (reference received 21 May 2010) Treaties tabled on 15 and 16 June 2010 (reference received 15 and 16 June 2010) Treaties tabled on 21, 22 and 24 June 2010 (reference received 21, 22 and 24 June 2010)

a Joint committees supported by the Department of the Senate.

Scrutiny committees, Forty-third Parliament, 2010–11

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

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

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

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

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

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

a Joint committees supported by the Department of the Senate.

Internal committees, Forty-second Parliament, 2010–11

Committee	Purpose	Reports/inquiries
Broadcasting of Parliamentary Proceedings, Joint Committee on the	The committee meets when required to consider the general principles applying to radio broadcasting of proceedings of parliament; the committee has more limited jurisdiction in relation to televising of proceedings.	None
House Committee	The committee usually meets with the equivalent Senate committee as the Joint House Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Parliamentary Library, Joint Standing Committee on the	The committee usually meets with the equivalent Senate committee as the Joint Library Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Petitions, Standing Committee on	The committee receives and processes petitions, and inquires into and reports to the House on any matter relating to petitions and the petitions system. Information on how to go about petitioning the House of Representatives is available at the petitions page on the Parliament of Australia website.	None
Privileges and Members' Interests, Standing Committee of	The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversight arrangements for the maintenance of the Register of Members' Interests and consider any specific complaints about the registering of interests.	Inquiry into whether there had been improper interference with the Member for Ryan (reference received 3 June 2010) Inquiry into the use of mobile devices during proceedings (reference received 18 March 2010)
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	Inquiry into the maintenance of the standing orders (reference adopted 13 March 2008) Inquiry into the conduct of the House (reference adopted 29 May 2008)
Publications, Parliamentary Joint Committee on	The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of papers presented to parliament.	None

Internal committees, Forty-third Parliament, 2010–11

Committee	Purpose	Reports/inquiries
Appropriations and Administration, Standing Committee on	The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations and Staffing.	<i>Report No. 1: Budget estimates 2011–12 for the Department of the House of Representatives</i> Presented: 12 May 2011 PP: 109/2011
Broadcasting of Parliamentary Proceedings, Joint Committee on the	The committee meets when required to consider the general principles applying to radio broadcasting of proceedings of parliament; the committee has more limited jurisdiction in relation to televising of proceedings.	None
House Committee	The committee usually meets with the equivalent Senate committee as the Joint House Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Parliamentary Library, Joint Standing Committee on the	The committee usually meets with the equivalent Senate committee as the Joint Library Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Petitions, Standing Committee on	The committee receives and processes petitions, and inquires into and reports to the House on any matter relating to petitions and the petitions system. Information on how to go about petitioning the House of Representatives is available at the petitions page on the Parliament of Australia website.	None
Privileges and Members' Interests, Standing Committee of	The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversight arrangements for the maintenance of the Register of Members' Interests and consider any specific complaints about the registering of interests.	Inquiry into a draft code of conduct for Members of Parliament (reference received 23 November 2010) <i>Report concerning the registration and declaration of members' interests during 2010</i> Presented: 24 February 2011 PP: 51/2011
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	Inquiry into monitoring and review of procedural changes implemented in the Forty-third Parliament (reference adopted 28 October 2010)

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

6 Official incoming parliamentary delegations

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

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

7 Other incoming parliamentary visits

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

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

8 Outgoing parliamentary delegations

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

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

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

9 Parliamentary staff and other visits

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

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

10 Publications

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

Type	Title
House of Representatives pages on Parliament of Australia website	www.aph.gov.au/house The site includes members' home pages and home pages for House of Representatives committees and for joint committees administered by the Department of the House of Representatives Most of the publications listed below are available from the site
Publications directly related to the work of the House and its committees	<i>The Speaker of the House of Representatives, second edition</i> An illustrated history of the office, role and duties of the Speaker, April 2008 <i>About the House</i> Magazine containing news of the House and its members; one issue was produced during the year <i>A House for the Nation</i> History project including CD-ROM, documentary and study guide on 100 years of Australia's House of Representatives (1901–2001) Committee Office pamphlets: ▶ <i>Appearing at a Public Hearing: Notes to help those appearing as a witness at a parliamentary committee hearing</i>, April 2011 ▶ <i>Making a Submission: Notes to help those intending to make a submission to a parliamentary committee inquiry</i>, April 2011 ▶ <i>Dealing with Parliamentary Committees</i>, April 2011 ▶ <i>Committee Support Standards</i>, April 2011 ▶ <i>Public hearings schedule</i>, revised weekly <i>House of Representatives Guide to Procedures, fourth edition</i> A concise introduction to the procedures of the House of Representatives, October 2010 <i>House of Representatives Facts and Figures: Forty-third Parliament</i> A document produced primarily for use by Parliament House visitors' guides, November 2010 House of Representatives infosheets 1 <i>Questions</i>, October 2010 2 <i>A typical sitting day</i>, October 2010 3 <i>The Speaker</i>, October 2010 4 <i>Committees</i>, October 2010 5 <i>Parliamentary privilege</i>, October 2010 6 <i>Opportunities for private Members</i>, October 2010 7 <i>Making laws</i>, October 2010 8 <i>Elections for the House of Representatives</i>, October 2010 9 <i>A new Parliament</i>, October 2010 10 <i>The Budget and financial legislation</i>, October 2010 11 <i>Petitions</i>, October 2010 12 <i>Finding out about the House</i>, October 2010 13 <i>The Constitution</i>, October 2010

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

11 Staffing statistics

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

Location and classification of staff

Included in the figures in the following table are those representing the sessional staff and parliamentary assistants employed by the department and working on 30 June 2011. These staff are employed in order to accommodate variations in working patterns during the sittings of the House and are generally not employed when the House is not sitting. Figures corresponding to other non-ongoing staff are also included in the table.

Staff by location, as at June 2008, 2009, 2010 and 2011

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

a Includes nine sessional staff.

b Includes two sessional staff.

c Includes five sessional staff.

d Includes one sessional staff.

e Includes 13 sessional staff.

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

g Includes 10 sessional staff.

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

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

Separations

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

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

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

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

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

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

12 Members' survey 2011

A members' survey was carried out by the Department of the House of Representatives in May–June 2011 to identify levels of satisfaction with services provided by the department. The survey was identical to last year's survey. The information gathered is required for internal and external reporting purposes and as a benchmark for service provision.

Thirty members were selected randomly for survey and interview. Members were assured of confidentiality in the survey. A total of 24 respondents completed the survey (80 per cent) and five were available for interview.

All participants in the survey were asked if they were satisfied overall with the services they received from the department. Members were unanimously satisfied with the department's support in helping them fulfil their parliamentary duties. The responses to the other questions asked in the survey and during interviews are contained in the table below (which also shows the responses from

the 2010 survey, in brackets). The result is an overwhelming endorsement of the quality of service provided by the department, with a 98 per cent satisfaction rate overall. The overall satisfaction rate last year was also 98 per cent.

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

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

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

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

Service area	Extremely satisfied	Highly satisfied	Satisfied	Not satisfied
Advice and services received from the Clerk at the Table in the Chamber and Main Committee	16 (7)	7 (9)	– (2)	– (–)
Advice and services received from other staff in relation to Chamber and Main Committee duties	15 (5)	7 (10)	1 (3)	– (–)
Quality and availability of procedural and statistical publications and support in obtaining such information	7 (4)	13 (8)	3 (6)	– (–)
Procedural advice, research, analytical drafting and administrative support services in relation to committee inquiries and publication of the final report	11 (5)	7 (5)	3 (7)	– (–)
Rating of the House of Representatives magazine <i>About the House</i>	7 (1)	9 (9)	8 (6)	– (–)
Advice and support received in relation to overseas parliamentary delegation visits	5 (3)	3 (3)	1 (8)	– (–)
Services in relation to pay entitlements supplied by the department	6 (3)	8 (5)	7 (10)	3 (–)
Services provided by the Serjeant-at-Arms' Office	12 (3)	7 (9)	2 (6)	2 (–)
Information on members' home pages on the Parliament of Australia website	7 (1)	5 (7)	11 (9)	– (–)

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

13 Contact directory

This appendix contains the contact details of House of Representatives office holders and Department of the House of Representatives senior executive officers, as at 30 June 2011.

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

Note: Details were correct as at 30 June 2011.

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

14 List of requirements

Part of report	Description	Requirement	Page numbers
	Letter of transmittal	Mandatory	iii
	Table of contents	Mandatory	v
	Index	Mandatory	143
	Glossary	Mandatory	142
	Contact officer(s)	Mandatory	ii
	Internet home page address and Internet address for report	Mandatory	ii
Review by Clerk	Review by Clerk	Mandatory	2–6
	Summary of significant issues and developments	Suggested	2–6
	Overview of department's performance and financial results	Suggested	2–6
	Outlook for following year	Suggested	6
	Significant issues and developments – portfolio	Portfolio departments – suggested	Not applicable
Departmental overview	Overview description of department	Mandatory	7–11
	Role and functions	Mandatory	7
	Organisational structure	Mandatory	7–8
	Outcome and program structure	Mandatory	7–10
	Where outcome and program structures differ from the Portfolio Budget Statements, Portfolio Additional Estimates Statements or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change	Mandatory	None to report
	Portfolio structure	Portfolio departments – mandatory	Not applicable
Report on performance	Review of performance during the year in relation to programs and contribution to outcomes	Mandatory	14–47
	Actual performance in relation to deliverables and key performance indicators set out in the Portfolio Budget Statements, Portfolio Additional Estimates Statements or other portfolio statements	Mandatory	66–70
	Where performance targets differ from the Portfolio Budget Statements or Portfolio Additional Estimates Statements, details of both former and new targets, and reasons for the change	Mandatory	None to report
	Narrative discussion and analysis of performance	Mandatory	14–47
	Trend information	Mandatory	11, 15, 16, 18, 19, 21, 29, 35, 56, 74
	Performance of purchaser–provider arrangements	If applicable, suggested	53

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

Part of report	Description	Requirement	Page numbers
	Impact and features of enterprise or collective agreements, individual flexibility arrangements (IFAs), determinations, common law contracts and AWAs	Suggested	59
	Training and development undertaken and its impact	Suggested	58–9
	Occupational health and safety performance	Suggested	60
	Productivity gains	Suggested	59
	Statistics on staffing	Mandatory	96–7
	Enterprise or collective agreements, IFAs, determinations, common law contracts and AWAs	Mandatory	59
	Performance pay	Mandatory	None to report
Assets management	Assessment of effectiveness of assets management	If applicable, mandatory	61
Purchasing	Assessment of purchasing against core policies and principles	Mandatory	61
Consultants	A summary statement detailing the number of new consultancy services contracts let during the year; the total actual expenditure on all new consultancy contracts let during the year (inclusive of GST); the number of ongoing consultancy contracts that were active in the reporting year; the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST); and a statement noting that information on contracts and consultancies is available through the AusTender website	Mandatory	61
Australian National Audit Office access clauses	Absence of provisions in contracts allowing access by the Auditor-General	Mandatory	None to report
Exempt contracts	Contracts exempt from AusTender	Mandatory	None to report
Financial statements	Financial statements	Mandatory	103–41
Other mandatory information	Occupational health and safety (section 74 of the <i>Occupational Health and Safety Act 1991</i>)	Mandatory	60
	Freedom of information for the period 1 July 2010 to 30 April 2011 inclusive (see terms of subsection 8(1) of the <i>Freedom of Information Act 1982</i> as it existed prior to 1 May 2011)	Mandatory	54
	Advertising and market research (section 311A of the <i>Commonwealth Electoral Act 1918</i>) and statement on advertising campaigns	Mandatory	62
	Ecologically sustainable development and environmental performance (section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	Mandatory	63
	Grant programs	Mandatory	62
	Disability reporting – explicit and transparent reference to agency-level information available through other reporting mechanisms	Mandatory	55
	Correction of material errors in previous annual report	If applicable, mandatory	None to report
	List of requirements	Mandatory	100