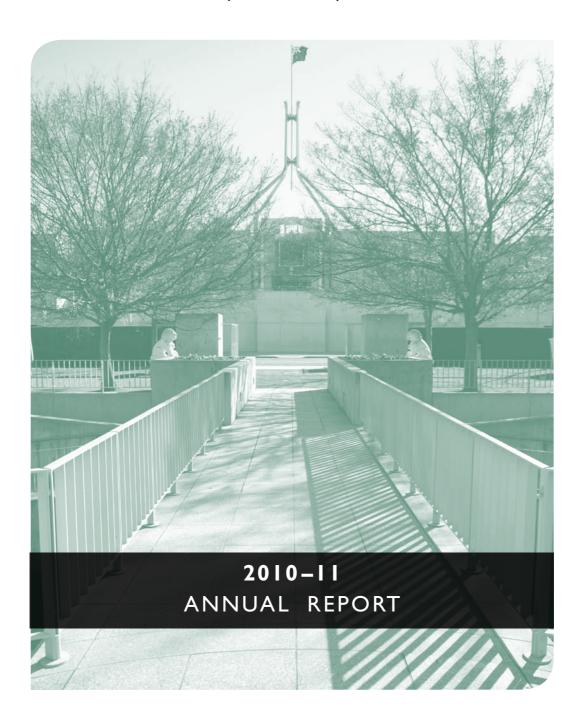


DEPARTMENT of the House of Representatives



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Use of the Coat of Arms

The terms under which the Coat of Arms can be used are detailed on the It's an Honour website at www.itsanhonour.gov.au/coat-arms/index.cfm.

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Unless otherwise acknowledged, all photographs in this report were taken by staff of the Department of the House of Representatives.

Front cover image

Department of the House of Representatives entrance viewed from the Chinese gardens. Photography by Lisa McDonald.

The department welcomes your comments on this report.

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24 October 2011

Mr Harry Jenkins MP Speaker of the House of Representatives Parliament House CANBERRA ACT 2600

Dear Mr Speaker

I have pleasure in submitting to you, for presentation to the House, the annual report of the Department of the House of Representatives for the year ended 30 June 2011, pursuant to section 65 of the *Parliamentary Service Act 1999*.

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

Yours sincerely

BC Wright

About this report

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

This annual report details our activities during the 2010–11 financial year.

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

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

The management and accountability

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

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

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

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

Contents

Let	ter of transmittal	iii
Ab	out this report	iv
O۱	verviews	1
Cle	erk's review	2
De	partmental overview	7
Pe	erformance	13
Ch	amber and Main Committee	14
Со	mmunity awareness	26
Со	mmittee services	31
Inte	38	
Me	mbers' services	42
Ma	anagement and accountability	49
Со	rporate governance	50
Ext	ernal scrutiny	54
Ma	nagement of people	55
Ma	nagement of financial resources	61
Ecologically sustainable development and environmental performance		63
Ou	ıtlook	64
Αp	ppendixes	65
Ī	Performance information	66
2	Agency resource and outcome resource statements	71
3	Business of the House and Main Committee	73
4	Committee activity	75
5	Committee reports and inquiries	77
6	Official incoming parliamentary delegations	89
7	Other incoming parliamentary visits	90
8	Outgoing parliamentary delegations	91
9	Parliamentary staff and other visits	93
10	Publications	94
П	Staffing statistics	96
12	Members' survey 2011	98
13	Contact directory	99
14	List of requirements	100
Fir	nancial statements	103
	breviations and acronyms	142

Fi	a	u	re	چ	S
, ,	9	u	,	_	u

	, s	
1	Organisational structure at 30 June 2011	8
2	Outcome and program structure at 30 June 2011	9
3	Organisational contribution to the outcome at 30 June 2011	10
4	Financial performance, 2006–07 to 2010–11	- 11
5	Government and private members' business and business of the House	
	(Chamber and Main Committee), 2007 to 2011	16
6	Readership satisfaction for About the House	27
7	People strategies framework	56
Tai	bles	
1	Performance summary, Chamber and Main Committee, 2009–10 and 2010–11	15
2	Questions in writing to ministers and answers to questions in writing, 2006–07 to 2010–11	16
3	Number of bills introduced in the House, and number of bills assented to,	
	2006–07 to 2010–11	18
4	Private members' bills introduced and amendments moved, 2006–07 to 2010–11	19
5	Petitions and signatories to petitions, 2006–07 to 2010–11	21
6	Committees supported by Chamber and Main Committee component, 2010–11	22
7	Students visiting Parliament House, by location and year, 2006–07 to 2010–11	29
8	Committees supported by the Committee Office, 2010–11	32
9	Committee Office performance indicators	35
10	Expenditure on training and development programs, 2009–10 and 2010–11	58
П	Average attendance of staff at training courses, 2009–10 and 2010–11	58
12	Salary scales of staff covered by the enterprise agreement, at 1 January 2011	60
13	Compensation claims incidence, by injury group, 2007–08 to 2010–11	60
14	Consultancy services, 2010–11	61