



APPENDIXES

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1. Performance information

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

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

(Figures in brackets are from 2010–11)

Program component 1.1: Chamber and Main Committee	
Deliverable: Advice and services to enable the Chamber and Main Committee to meet and address business as scheduled	
<i>Key performance indicator</i>	<i>Performance</i>
Member satisfaction with the quality and timeliness of chamber support and advisory services (target: 99 per cent satisfaction rate)	100 (100) per cent of members surveyed were satisfied with advice and service provision by Clerks-at-the-Table; 85 (96) per cent were 'extremely' or 'highly' satisfied.
	100 (100) per cent of members surveyed were satisfied with advice and service provision more generally in relation to Chamber and Main Committee duties; 80 (96) per cent were 'extremely' or 'highly' satisfied.
Percentage of chamber support service standards met for all sittings of the House and meetings of the Main Committee, with no significant errors (target: 100 per cent)	Service standards for programming and procedural advice and support, preparation of chamber documents, processing of questions in writing and answers to questions, and provision and processing of documents of the House were generally met for all sittings of the House and meetings of the Main Committee (as in 2010–11).

Processing and drafting of bills

<i>Key performance indicator</i>	<i>Performance</i>
Percentage of bills (proposed legislation) processed within deadlines and with no significant errors (target: 100 per cent)	All deadlines were met and there were no significant errors (as in 2010–11).
	All members surveyed who had used legislative and drafting services were satisfied with advice and service provision (as in 2010–11).
	100 (100) per cent of bills/amendments were drafted within the timeframe required (as in 2010–11).

Creating and processing records and documents of the House

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

Collection, analysis and publication of procedural and statistical information

<i>Key performance indicator</i>	<i>Performance</i>
Member satisfaction with the quality and availability of procedural and statistical publications and support in obtaining such information (target: 90 per cent satisfaction rate)	95 (100) per cent of members surveyed were satisfied and 89 (87) per cent were 'extremely' or 'highly' satisfied with the quality and availability of procedural and statistical publications and associated support.
	Internal and external users indicated a high level of satisfaction with procedural and statistical publications.

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

Program component 1.2: Community awareness	
Deliverable: Supporting the provision of services to increase community understanding of, and interaction with the work of the House of Representatives and the Commonwealth Parliament	
<i>Key performance indicator</i>	<i>Performance</i>
Number of participants in community awareness programs such as seminars, school visits, subscribers to email alert service and magazine continues to increase over time	3200 (3300) individuals and organisations subscribed to the email alert service. The <i>About the House</i> Twitter feed had more than 7500 (2500) followers.
	342 (329) people attended seminars.
	More than 14,000 (14,000) individuals and organisations subscribed to the <i>About the House</i> magazine.
	114,794 student visitors from 3487 schools (114,598 student visitors from 3439 schools)

Program component 1.3: Committee services	
Deliverable: Supporting House of Representatives and some joint committees in fulfilling their role in the parliamentary consideration of policy and legislation and the scrutiny of government	
<i>Key performance indicator</i>	<i>Performance</i>
90 per cent satisfaction rate of committee members with advice and services provided	95 (100) per cent of members surveyed were 'satisfied', 'highly satisfied' or 'extremely satisfied' with the procedural advice, research, analytical, drafting and administrative support services received in relation to the conduct of committee inquiries and the publication of final reports.

Program component 1.4: Inter-parliamentary relations	
Deliverable: Advice and support to facilitate the conduct of the parliament's international and regional affairs	
<i>Key performance indicator</i>	<i>Performance</i>
Rate of satisfaction of presiding officers, delegates and diplomatic representatives with arrangements for incoming and outgoing delegations. Levels of participation in parliamentary organisations and quality of policy advice.	Correspondence and anecdotal feedback from delegates and diplomatic missions indicated a high level of satisfaction with visits.
	Thirteen evaluation forms were completed by participants in outgoing delegations: eight rated the support provided as 'excellent' and five provided a rating of 'good'.
	All submissions on the international program were approved by the presiding officers.
	Of eligible senators and members, 57 per cent (57 per cent) were members of the Commonwealth Parliamentary Association. Of eligible senators and members, 73 per cent (71 per cent) were members of the Inter-Parliamentary Union.
	Delegations attended the assemblies and conferences of the Commonwealth Parliamentary Association, Inter-Parliamentary Union, Asia Pacific Parliamentary Forum and Association of Southeast Asian Nations (ASEAN) Inter-Parliamentary Assembly. Three regional activities were conducted for the Commonwealth Parliamentary Association and one for the Inter-Parliamentary Union.
Rate of satisfaction of parliaments in the Pacific region with the training and equipment purchases provided through the education trust fund	Reports on training activities and anecdotal feedback on equipment indicated a high level of satisfaction with the education trust fund's operations. The Pacific Parliamentary Partnerships program was expanded, with three additional parliaments funded by AusAID for capacity building projects.

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

Program component 1.5: Members' services	
Deliverable: Advice, services and support to members in Parliament House. Payment of members' salaries and allowances	
Key performance indicator	Performance
All variations to salary and allowances and salary increases processed with at least 99 per cent accuracy	All variations and salary increases were processed with an accuracy rate of at least 99 (99) per cent.
Deliverable: Services and advice to the Speaker, members and others in accordance with legislation and administrative decisions	
Deliverable: Advice and service to members in Parliament House relating to accommodation, computing and communication facilities and office services	
Key performance indicator	Performance
Rate of satisfaction of members and others with the provision of accommodation, computing and communication facilities and office support services (target: 95 per cent)	100 per cent of the accommodation changes, office services and communication facilities provided met agreed timeframes and standards, and met the satisfaction of party whips and individual members. 100 (100) per cent of members surveyed were satisfied with the information on their internet home page.
Number of accommodation-related services provided to members	174 (234) routine maintenance requests were actioned. The target for emergency requests was 'action within five minutes'; this target was reached for 100 (100) per cent of the 353 (375) emergency requests received. 491 (556) furniture movement requests were processed, all within agreed timeframes (as in 2010–11). 12,165 (12,320) transport requests were processed with 98.9 (99.1) per cent accuracy.

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

2 Agency resource statement and resources for outcome

Table 15 Agency resource statement, 2011–12

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

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

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

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

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

⁵ Total resourcing equals A + B + C.

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

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

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

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

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

3 Business of the House and Federation Chamber

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

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

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

^a Includes sittings on 4–7 July 2011.

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

^c Includes private senators' bills.

Table 19 Meetings of the Federation Chamber, 2011–12

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

^a Includes sittings on 4–7 July 2011.

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

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

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

^a Includes private senators' bills.

4 Committee activity

Table 21 summarises the activities of the parliamentary committees.

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

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

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

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

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

5 Committee reports and inquiries

The following tables provide details of the activities of House of Representatives and joint committees in 2011–12.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Committee	Purpose	Reports/inquiries
Appropriations and Administration, Standing Committee on	The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations and Staffing.	<i>Report No. 3 – Budget estimates 2012–2013 for the Department of the House of Representatives</i> Presented: 9 May 2012 PP: 116/2012 <i>Report No. 2 – Annual Report 2010–11</i> Presented: 23 November 2011 PP: 437/2011
Broadcasting of Parliamentary Proceedings, Joint Committee on the	The committee meets when required to consider the general principles applying to radio broadcasting of proceedings of parliament; the committee has more limited jurisdiction in relation to televising of proceedings.	None
House Committee ^a	The committee usually meets with the equivalent Senate committee as the Joint House Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Parliamentary Library, Joint Standing Committee on the ^a	The committee usually meets with the equivalent Senate committee as the Joint Library Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Petitions, Standing Committee on	The Committee receives and processes petitions, and inquiries into and reports to the House on any matter relating to petitions and the petitions system. Information on how to go about petitioning the House of Representatives is available at the petitions page on the Parliament of Australia website.	None
Privileges and Members' Interests, Standing Committee of	The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversight arrangements for the maintenance of the Register of Members' Interests and consider any specific complaints about the registering of interests.	Inquiry into whether in the course of his statement of 21 May 2012, the Honourable Member for Dobell deliberately misled the House (reference received 22 May 2012) <i>Report concerning the registration and declaration of members' interests during 2011</i> Presented: 13 February 2012 PP: 48/2012

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

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

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

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

6 Official incoming parliamentary delegations

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

Table 24 Official incoming parliamentary delegations, 2011–12

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

7 Other incoming parliamentary visits

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

Table 25 Other incoming parliamentary visits, 2011–12

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

8 Outgoing parliamentary delegations

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

Table 26 Outgoing parliamentary delegations, 2011–12

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

Table 26 Outgoing parliamentary delegations, 2011–12

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

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

9 Parliamentary staff and other visits

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

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

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

10 Publications

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

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

Type	Title
House of Representatives pages on Parliament of Australia website	<p>www.aph.gov.au/house</p> <p>The site includes members' home pages and home pages for House of Representatives committees and for joint committees administered by the Department of the House of Representatives</p> <p>Most of the publications listed below are available from the site</p>
Publications directly related to the work of the House and its committees	<p><i>The Speaker of the House of Representatives, second edition</i></p> <p>An illustrated history of the office, role and duties of the Speaker, April 2008</p>
	<p><i>About the House</i></p> <p>Magazine containing news of the House and its members; three issues were produced during the year</p>
	<p><i>A House for the Nation</i></p> <p>History project including CD-ROM, documentary and study guide on 100 years of Australia's House of Representatives (1901–2001)</p>
	<p><i>Committee Office brochures:</i></p> <ul style="list-style-type: none"> • <i>Appearing at a Public Hearing: Notes to help those appearing as a witness at a parliamentary committee hearing</i>, April 2011 • <i>Making a Submission: Notes to help those intending to make a submission to a parliamentary committee inquiry</i>, April 2011 • <i>Dealing with Parliamentary Committees</i>, February 2012 • <i>Committee Support Standards</i>, April 2011 • Public hearings schedule, revised weekly
	<p><i>House of Representatives Guide to Procedures, fourth edition</i></p> <p>A concise introduction to the procedures of the House of Representatives, October 2010</p>
	<p><i>House of Representatives Facts and Figures: Forty-third Parliament</i></p> <p>A document produced primarily for use by Parliament House visitors' guides, November 2010</p>

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

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

Type	Title
Publications directly related to the work of the House and its committees	Standing and Sessional Orders of the House of Representatives The permanent rules of procedure, as at 20 October 2010 Amendments to the Standing and Sessional Orders issued in February 2012
	Work of the Session A summary of the business of the House and its committees, published after each period of sittings, being this year: Forty-third Parliament, Autumn and Winter sittings 2011; Spring sittings 2011
	Working with Parliamentary Committees, October 2010 <ul style="list-style-type: none"> • <i>A guide for Committee Chairs</i> • <i>A guide for Members</i> • <i>A guide for Members' Staff</i>
Publications of an administrative nature	<i>Department of the House of Representatives Annual Report 2010–11</i> The annual report on the operations of the department, presented to the House pursuant to the <i>Parliamentary Service Act 1999</i>
	<i>Department of the House of Representatives Enterprise Agreement 2011–12</i>
	<i>Department of the House of Representatives Corporate Plan 2010–13</i>
	<i>Department of the House of Representatives Portfolio Budget Statements 2012–13</i>
	<i>Department of the House of Representatives Service Charter: Community Service Standards, May 2002</i>

11 Staffing statistics

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

Location and classification of staff

Included in the figures in the following table are those representing the sessional staff and parliamentary assistants employed by the department and working on 30 June 2012. These staff are employed in order to accommodate variations in working patterns during the sittings of the House and are generally not employed when the House is not sitting. Figures corresponding to other non-ongoing staff are also included in the table.

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

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

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

^b Includes one sessional staff.

^c Includes nine sessional staff.

^d Includes two sessional staff.

^e Includes thirteen sessional staff.

^f Includes ten sessional staff.

^g Includes twenty-one sessional staff.

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

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

Separations

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

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

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

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

	Executive ^a	Parliamentary Service Levels 4–6	Parliamentary service Levels 1–3	Totals
Female	35	47	17	99
Male	35	21	19	75
Sub-totals	70	68	37	174
Aboriginal and Torres Strait Islander	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Non-English-speaking background	3 (4.2%)	4 (5.9%)	2 (5.4%)	9 (5.2%)
People with disability	1 (1.4%)	3 (4.4%)	0 (0%)	4 (2.3%)

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

12 Members' survey 2012

A members' survey was carried out by the Department of the House of Representatives in June 2012 to identify levels of satisfaction with services provided by the department. The survey was identical to last year's survey. The information gathered is required for internal and external reporting purposes and as a benchmark for service provision.

Thirty members were selected randomly for survey and interview. Members were assured of confidentiality in the survey. A total of 20 respondents completed the surveys (67 per cent) and two were available for interview.

All participants in the survey were asked if they were satisfied overall with the services they received from the department. Members were unanimously satisfied with the department's support in helping them fulfil their parliamentary duties. The responses to the other

questions asked in the survey and during interviews are contained in Table 33 (which also shows the responses from the 2011 survey, in brackets). The result is an overwhelming endorsement of the quality of service provided by the department, with 96 per cent satisfaction rate overall. The satisfaction rate last year was 98 per cent.

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

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

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

(Figures in brackets are from the 2011 survey.)

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

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

13 Contact directory

This appendix contains the contact details of House of Representatives office holders and Department of the House of Representatives senior executive officers, as at 30 June 2012.

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

Departmental addresses

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

14 List of requirements

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

Part of Report	Description	Requirement	Page
Report on performance	Narrative discussion and analysis of performance	Mandatory	12–46
	Trend information	Mandatory	10, 13, 14, 17, 18, 26, 33, 53, 59
	Significant changes in nature of principal functions/ services	Suggested	None to report
	Performance of purchaser/provider arrangements	If applicable, suggested	51
	Factors, events or trends influencing departmental performance	Suggested	15
	Contribution of risk management in achieving objectives	Suggested	51
	Social inclusion outcomes	If applicable, mandatory	Not applicable
	Performance against service charter customer service standards, complaints data, and the department's response to complaints	If applicable, mandatory	50, 104
	Discussion and analysis of the department's financial performance	Mandatory	10
	Discussion of any significant changes from the prior year or from budget or anticipated to have a significant impact on future operations.	Mandatory	None to report
	Agency resource statement and summary resource tables by outcomes	Mandatory	71–72
Management and accountability			
Corporate governance			
	Agency heads are required to certify that their agency complies with the Commonwealth Fraud Control Guidelines	Mandatory	iii
	Statement of the main corporate governance practices in place	Mandatory	48–51
	Names of the senior executive and their responsibilities	Suggested	9, 48
	Senior management committees and their roles	Suggested	48–49
	Corporate and operational planning and associated performance reporting and review	Suggested	50

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

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

