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1 Performance information

This appendix summarises the performance of the Department of the House of Representatives in 2012–13. Comparable performance information for 2011–12, where available, is given in brackets.

Outcome 1: Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role

Program component 1.1: Chamber and Federation Chamber	
Deliverable: Advice and services to enable the House of Representatives Chamber and Federation Chamber 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; 95 (85) 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 Federation Chamber duties; 90 (80) per cent were 'extremely' or 'highly' satisfied.
Percentage of Chamber support service standards met for all sittings of the House and meetings of the Federation Chamber; 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 Federation Chamber (as in 2011–12).
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 2011–12).
	All members surveyed who had used legislative and drafting services were satisfied with advice and service provision (as in 2011–12).
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 Federation Chamber; with no significant errors (target: 100 per cent)	Service standards for preparation of the <i>Votes and Proceedings</i> and the Live Minutes were met on all occasions (all service standards were met in 2011–12).
	6,116 (6,533) disallowable instruments and documents were processed.
	124 (183) petitions with a total of 325,350 (446,619) signatories; 74 (134) ministerial responses to petitions.

Program component 1.1 (continued)

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)	100 (95) per cent of members surveyed were satisfied and 90 (89) 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 relations and awareness

Deliverable: Services to increase public knowledge and awareness of, and interaction with, the work of the House of Representatives and the Australian 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	More than 3,300 (3,200) individuals and organisations subscribed to the email alert service. The About the House Twitter feed had more than 12,400 (7,500) followers.
	320 (342) people attended seminars.
	More than 14,700 (14,000) individuals and organisations subscribed to the <i>About the House</i> magazine.
	115,651 student visitors from 3,537 schools (114,794 student visitors from 3,487 schools).

Program component 1.3: Committee services

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

<i>Key performance indicator</i>	<i>Performance</i>
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: Inter-parliamentary relations	
Deliverable: Advice and support to facilitate and maintain international and regional relationships with other parliaments, parliamentary bodies and organisations	
<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.
	All submissions on the international program were approved by the Presiding Officers.
	Of eligible senators and members, 52 per cent (57 per cent) were members of the Commonwealth Parliamentary Association. Of eligible senators and members, 75 per cent (73 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. One regional activity was conducted in association with 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 provided support to six Pacific parliaments, all of which indicated strong support for the program at meetings and through correspondence.

Program component 1.5: Members' services and corporate support

Deliverable: Advice and services relating to members' salaries and allowances and certain other entitlements

<i>Key performance indicator</i>	<i>Performance</i>
All variations to salary and allowances and salary increases are processed with an accuracy of at least 99 per cent	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

<i>Key performance indicator</i>	<i>Performance</i>
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 (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	333 (174) 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 304 (353) emergency requests received. 493 (491) furniture movement requests were processed, all within agreed timeframes (as in 2011–12). 12,480 (12,165) transport requests were processed with 97.6 (98.9) per cent accuracy.

Deliverable: Monitoring developments in parliamentary and public administration and applying as appropriate

<i>Key performance indicator</i>	<i>Performance</i>
Developments in parliamentary and public administration are responded to where appropriate	The department provided a submission to the inquiry by the Joint Committee of Public Accounts and Audit into the Public Governance, Performance and Accountability Bill 2013. The department provided a submission, jointly with the Department of Parliamentary Services and the Parliamentary Budget Office, into the inquiry by the Senate Finance and Public Administration Legislation Committee into the Parliamentary Service Amendment Bill 2013. The department's disclosure log on the Parliament of Australia website was closed following amendment of the Parliamentary Service Act to confirm the intention of the parliament that all parliamentary departments are excluded from the application of the Freedom of Information Act. The website was updated to provide a statement about access to information on the administration of parliament which reflected the legislative changes.

Program component 1.5 (continued)	
Deliverable: Nurturing a flexible, integrated and cohesive department while recognising individual talents and responsibilities	
<i>Key performance indicator</i>	<i>Performance</i>
Departmental policies and procedures are reviewed and revised, as appropriate	The department's discrimination, bullying and harassment prevention policy and guidelines were reviewed and revised. Revised attendance guidelines were finalised. The department's business continuity plan was reviewed and revised and office-level business resumption plans were reviewed and finalised.
Deliverable: Seek to obtain the resources needed to meet the requirements of the House, committees and the wider department into the future	
<i>Key performance indicator</i>	<i>Performance</i>
Support is provided to assist the House Standing Committee on Appropriations and Administration in discharging its responsibilities	The Clerk and other departmental staff provided the committee with information on the department's budget position and attended the committee's meetings to enable the committee to discharge its responsibilities and to bring the funding requirements of the department to the attention of government. The department also provided secretariat support to the committee.
Performance indicators in the Department of Parliamentary Services payroll service level agreement are met and service is delivered within budget	All indicators in the service level agreement were met and service was delivered within budget.

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

Agency resource statement 2012-13

	Actual available appropriations for 2012-13 \$'000	Payments made 2012-13 \$'000	Balance remaining 2012-13 \$'000
	(a)	(b)	(a)-(b)
Ordinary annual services			
Departmental appropriation ^a	22,691	22,204	487
s 31 agency receipts	1,986	1,986	–
s 30 agency receipts	1	1	–
Total ordinary annual services	24,678	24,191	487
Special accounts^b			
Opening balance	2,345		
Appropriation receipts ^c	141		
Other receipts ^d	103		
Payments made		116	
Total special accounts	2,589	116	2,473
Total resourcing and payments for the Department of the House of Representatives	27,267	24,307	

a *Appropriation (Parliamentary Departments) Act (No. 1) 2012-13*. Includes an amount of \$1.050 million in 2012-13 for the departmental capital budget. For accounting purposes this amount has been designated as 'contributions by owners'.

b Does not include money held in accounts such as Services for Other Entities and Trust Moneys special accounts.

c Appropriation receipts from departmental appropriation for 2012-13 included above.

d Transfer from Services for Other Entities and Trust Moneys—Department of the House of Representatives Special Account.

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)	6,764
Payments made on behalf of the Australian Public Service Commission (disclosed in the respective agency resource statement)	37,017

Expenses and resources for Outcome 1

Outcome 1: Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role	Budget^a 2012-13 \$'000	Actual expenses 2012-13 \$'000	Variation 2012-13 \$'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 2012-13</i>)	21,913	20,659	1,254
Revenues from independent sources (section 31)	860	828	32
Other revenues	215	673	(458)
Special accounts	141	117	24
Expenses not requiring appropriation in the budget year	4,264	2,942	1,322
Total for Program 1	27,393	25,219	2,174
Total expenses for Outcome 1	27,393	25,219	2,174
	2011-12	2012-13	
Average staffing level (number)	156	161	

a Full-year budget, including any subsequent adjustment made to the 2012-13 Budget.

3 Business of the House and Federation Chamber

This appendix contains summary information on the business of the House and Federation Chamber in 2012–13.

Events	Spring 2012	Autumn–Winter 2013	Total
Sitting weeks	7	9	16
Sitting days	26	33	59
Hours of sitting ^a			
including suspensions	275	330	605
excluding suspensions	274	328	602
Sittings after midnight	0	0	0
Bills introduced ^b	85	156	241
Private members' bills introduced ^c	11	21	32
Private members' motions moved	40	42	82
Private members' motions agreed to	30	14	44
Committee reports presented ^d	76	121	197
Days on which			
the adjournment motion was debated	19	29	48
matters of public importance were discussed	20	25	45
private members' business occurred	10	9	19
Divisions	79	80	159
Closure of question agreed to	1	3	4
Closure of member agreed to	0	0	0
Bills guillotined	0	0	0

a Hours of sitting are rounded to the nearest hour.

b Includes five Senate bills.

c Includes two private senators' bills.

d Includes advisory reports.

Meetings of the Federation Chamber, 2012-13

Events	Spring 2012	Autumn–Winter 2013	Total
Number of meetings	25	30	55
Hours of meeting (excluding suspensions) ^a	98	158	256
Bills referred	21	77	98
Private members' bills debated	2	6	8
Private members' motions debated	31	31	62
Committee and delegation reports referred	16	23	39
Other papers debated	1	1	2
Days on which			
the adjournment motion was debated	8	5	13
grievance debate occurred	5	6	11
private members' business occurred	5	6	11

a Hours of meeting are rounded to the nearest hour.

Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2009-10 to 2012-13

Event	2009-10	2010-11	2011-12	2012-13
Total government bills (including bills brought from the Senate)	221	169	229	209
Introduced in				
the House	216	154	219	206
the Senate	5	15	10	3
Total private members' bills introduced ^a	15	17	27	32
Second reading amendments moved	12	14	17	9
Consideration in detail amendments moved				
government	329	125	427	701
opposition	38	161	149	140
independent/minor party	96	6	135	82
amendments to private members' bills	0	0	21	0
Consideration in detail amendments passed				
government	329	125	427	701
opposition	1	4	8	5
independent/minor party	0	2	9	22
amendments to private members' bills	0	0	13	0

a Includes two private senators' bills.

4 Committee activity

The following table summarises the activities of the House of Representatives and joint committees of the Forty-third Parliament in 2012–13.

Committee	Meetings	Inquiries active at 30 June 2013	Reports presented (oral reports)
Aboriginal and Torres Strait Islander Affairs	20	0	3
Agriculture, Resources, Fisheries and Forestry	48	0	7
Appropriations and Administration	5	0	3
Australian Commission for Law Enforcement Integrity ^a	9	0	2
Broadcasting Legislation	6	0	1(1)
Broadcasting of Parliamentary Proceedings	4	0	1
Climate Change, Environment and the Arts	19	0	2(3)
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples ^a	13	0	2
Constitutional Recognition of Local Government	7	0	2
Corporations and Financial Services ^a	45	2	18
Cyber-Safety	12	0	2
DisabilityCare Australia ^a	1	1	0
Economics	37	2	10
Education and Employment	43	1	9
Electoral Matters	14	0	3
Foreign Affairs, Defence and Trade	115	2	9
Gambling Reform ^a	17	0	4
Health and Ageing	40	1	4
Human Rights ^a	27	0	18
Infrastructure and Communications	26	2	1(2)
Intelligence and Security	24	1	4
Law Enforcement ^a	14	1	4
Migration	15	0	1
National Broadband Network	18	0	2
National Capital and External Territories	28	0	5
Petitions	21	0	1
Privileges and Members' Interests	9	1	7
Procedure	18	0	3
Public Accounts and Audit	52	0	9(2)
Publications	12	0	0
Public Works	41	1	7
Regional Australia	21	0	5
Selection	36	0	26
Social Policy and Legal Affairs	39	1	10(4)
Treaties	12	5	8

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 in 2012–13.

Scrutiny committees, Forty-third Parliament, 2012–13

Committee	Reports	Inquiries active at 30 June 2013
Aboriginal and Torres Strait Islander Affairs, Standing Committee on	<p><i>Sport—more than just a game: contribution of sport to Indigenous wellbeing and mentoring</i> Presented: 24 June 2013 PP: Not yet assigned</p> <p><i>Advisory report: Native Title Amendment Bill 2012</i> Presented: 20 March 2013 PP: 63/2013</p> <p><i>Our land our languages—language learning in Indigenous communities</i> Presented: 17 September 2012 PP: 221/2012</p>	Nil
Agriculture, Resources, Fisheries and Forestry, Standing Committee on	<p><i>Inquiry into the Wine Australia annual report 2011–12</i> Presented: 24 June 2013 PP: 174/2013</p> <p><i>Inquiry into the Australian Centre for International Agricultural Research annual report 2011–12</i> Presented: 24 June 2013 PP: 173/2013</p> <p><i>Report into the National Rural Advisory Council annual report 2011–12</i> Presented: 3 June 2013 PP: 147/2013</p> <p><i>Report on the Rural Industries Research and Development Corporation annual report 2011–2012</i> Presented: 28 May 2013 PP: 139/2013</p> <p><i>Report on the Department of Agriculture, Fisheries and Forestry and Department of Sustainability, Environment, Water, Population and Communities annual reports 2011–12: Caring for Our Country and Landcare</i> Presented: 15 May 2013 PP: 101/2013</p> <p><i>Advisory report on the Agricultural and Veterinary Chemicals Legislation Amendment Bill 2012</i> Presented: 28 February 2013 PP: 53/2013</p>	Nil

Committee	Reports	Inquiries active at 30 June 2013
Agriculture, Resources, Fisheries and Forestry, Standing Committee on (continued)	<i>Netting the benefits—inquiry into the role of science for the future of fisheries and aquaculture</i> Presented: 27 November 2012 PP: 440/2012	Nil
Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on the ^a	<i>Integrity of overseas Commonwealth law enforcement operations—June 2013</i> Presented: 24 June 2013 PP: Not yet assigned <i>Examination of the annual report of the Integrity Commissioner 2011–2012</i> Presented: 18 March 2013 PP: 70/2013	Nil
Broadcasting Legislation, Joint Select Committee on	<i>Three broadcasting reform proposals</i> Presented: 24 June 2013 PP: 193/2013 Inquiry into the Telecommunications Legislation Amendment (Consumer Protection) Bill 2013 Oral statement: 17 June 2013	Nil
Climate Change, Environment and the Arts, Standing Committee on	<i>Managing Australia's biodiversity in a changing climate: the way forward—final report of the inquiry into Australia's biodiversity in a changing climate</i> Presented: 17 June 2013 PP: 158/2013 Inquiry into the Australia Council Bill 2013 and the Australia Council (Consequential and Transitional Provisions) Bill 2013 Oral statement: 16 May 2013 Inquiry into the Environment Protection and Biodiversity Conservation Amendment Bill 2013 Oral statement: 18 March 2013 <i>Case studies on biodiversity conservation: volume 2—second interim report of the inquiry into Australia's biodiversity in a changing climate</i> Presented: 26 November 2012 PP: 427/2012 Inquiry into the Greenhouse and Energy Minimum Standards Bills 2012 Oral statement: 21 August 2012	Nil

Committee	Reports	Inquiries active at 30 June 2013
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples, Joint Select Committee on ^a	<p><i>Progress report</i> Presented: 27 June 2013 PP: 218/2013</p> <p><i>Aboriginal and Torres Strait Islander Peoples Recognition Bill 2012</i> Presented: 30 January 2013 PP: 26/2013</p>	Nil
Constitutional Recognition of Local Government, Joint Select Committee on	<p><i>Final report on the majority finding of the Expert Panel on Constitutional Recognition of Local Government: the case for financial recognition, the likelihood of success and lessons from the history of constitutional referenda</i> Presented: 7 March 2013 PP: 65/2013</p> <p><i>Preliminary report on the majority finding of the Expert Panel on Constitutional Recognition of Local Government: the proposal, timing and likely success of a referendum to amend section 96 of the Australian Constitution to effect financial recognition of local government</i> Presented: 24 January 2013 PP: 18/2013</p>	Nil
Corporations and Financial Services, Parliamentary Joint Statutory Committee on ^a	<p><i>Financial sector reform in China: the role of, and opportunities for, the Australian financial services sector; Report of the Parliamentary Joint Committee on Corporations and Financial Services: delegation to China</i> Presented: 28 June 2013 PP: 222/2013</p> <p><i>Regulatory framework for tax (financial) advice services (previously Tax Laws Amendment (2013 Measures No. 2) Bill 2013, Schedules 3 and 4</i> Presented: 17 June 2013 PP: 200/2013</p> <p><i>Statutory oversight of the Australian Securities and Investments Commission (number 2, 2013)</i> Presented: 16 May 2013 PP: 117/2013</p> <p><i>Corporations and Financial Sector Legislation Amendment Bill 2013</i> Presented: 15 May 2013 PP: 115/2013</p> <p><i>Corporations Amendment (Simple Corporate Bonds and Other Measures) Bill 2013</i> Presented: 15 May 2013 PP: 114/2013</p>	Nil

Committee	Reports	Inquiries active at 30 June 2013
Corporations and Financial Services, Parliamentary Joint Statutory Committee on (continued) ^a	<p><i>Family businesses in Australia—different and significant: why they shouldn't be overlooked</i> Presented: 20 March 2013 PP: 73/2013</p> <p><i>Tax and Superannuation Laws Amendment (2013 Measures No. 1) Bill 2013</i> Presented: 19 March 2013 PP: 69/2013</p> <p><i>Superannuation Legislation Amendment (Reform of Self Managed Superannuation Funds Supervisory Levy Arrangements) Bills 2013</i> Presented: 19 March 2013 PP: 68/2013</p> <p><i>Report on the 2011–12 annual reports of bodies established under the ASIC Act</i> Presented: 14 February 2013 PP: 41/2013</p> <p><i>Statutory oversight of the Australian Securities and Investments Commission (number 1, 2013)</i> Presented: 7 February 2013 PP: 29/2013</p> <p><i>Superannuation Legislation Amendment (Service Providers and Other Governance Measures) Bill 2012</i> Presented: 5 February 2013 PP: 28/2013</p> <p><i>Statutory oversight of the Australian Securities and Investments Commission (number 4, 2012)</i> Presented: 31 October 2012 PP: 406/2012</p> <p><i>Inquiry into the Tax Laws Amendment (Clean Building Managed Investment Trust) Bill 2012</i> Presented: 31 October 2012 PP: 263/2012</p> <p><i>Inquiry into the Personal Liability for Corporate Fault Reform Bill 2012</i> Presented: 29 October 2012 PP: 262/2012</p> <p><i>Inquiry into the Corporations Legislation Amendment (Derivative Transactions) Bill 2012</i> Presented: 11 October 2012 PP: 260/2012</p> <p><i>Inquiry into the Superannuation Legislation Amendment (Further MySuper and Transparency Measures) Bill 2012</i> Presented: 9 October 2012 PP: 258/2012</p>	Nil

Committee	Reports	Inquiries active at 30 June 2013
Corporations and Financial Services, Parliamentary Joint Statutory Committee on ^a	<p><i>Inquiry into the Australian Charities and Not-for-profits Commission Bill 2012; the Australian Charities and Not-for-profits Commission (Consequential and Transitional) Bill 2012; and the Tax Laws Amendment (Special Conditions for Not-for-profit Concessions) Bill 2012</i> Presented: 10 September 2012 PP: 254/2012</p> <p><i>Statutory oversight of the Australian Securities and Investments Commission (number 3, 2012)</i> Presented: 21 August 2012 PP: 209/2012</p>	Nil
Cyber-Safety, Joint Select Committee on	<p><i>Issues surrounding cyber-safety for Indigenous Australians</i> Presented: 24 June 2013 PP: Not yet assigned</p> <p><i>Cybersafety for seniors: a worthwhile journey—second interim report</i> Presented: 16 April 2013 PP: 127/2013</p>	Nil
DisabilityCare Australia, Joint Select Committee on	Nil	Inquiry into and report on the implementation progress with the rollout of DisabilityCare Australia, and related matters
Economics, Standing Committee on	<p><i>Advisory report on the Tax Laws Amendment (2013 Measures No. 2) Bill 2013</i> Presented: 3 June 2013 PP: 146/2013</p> <p><i>Advisory report on the Tax and Superannuation Laws Amendment (2013 Measures No. 2) Bill 2013</i> Presented: 14 May 2013 PP: 106/2013</p> <p><i>Review of the Reserve Bank annual report 2012 (first report)</i> Presented: 18 March 2013 PP: 58/2013</p> <p><i>Advisory report on the Tax Laws Amendment (Countering Tax Avoidance and Multinational Profit Shifting) Bill 2013</i> Presented: 12 March 2013 PP: 55/2013</p> <p><i>Advisory report on the Tax Laws Amendment (2012 Measures No. 6) Bill 2012</i> Presented: 11 February 2013 PP: 21/2013</p>	<p>Inquiry into the Minerals Resource Rent Tax Amendment (Protecting Revenue) Bill 2013</p> <p>Inquiry into the Competition and Consumer Amendment (Australian Food Labelling) Bill 2012</p>

Committee	Reports	Inquiries active at 30 June 2013
<p>Economics, Standing Committee on (continued)</p>	<p><i>Report on Australia's oil refinery industry</i> Presented: 5 February 2013 PP: 16/2013</p> <p><i>Review of the Reserve Bank annual report 2011 (second report)</i> Presented: 1 November 2012 PP: 310/2012</p> <p><i>Advisory report on the Clean Energy Amendment Bill 2012: Clean Energy Amendment (International Emissions Trading and Other Measures) Bill 2012; Clean Energy (Charges—Excise) Amendment Bill 2012; Clean Energy (Charges—Customs) Amendment Bill 2012; Excise Tariff Amendment (Per-Tonne Carbon Price Equivalent) Bill 2012; Ozone Protection and Synthetic Greenhouse Gas (Import Levy) Amendment (Per-Tonne Carbon Price Equivalent) Bill 2012; Ozone Protection and Synthetic Greenhouse Gas (Manufacture Levy) Amendment (Per-Tonne Carbon Price Equivalent) Bill 2012; Clean Energy (Unit Issue Charge—Auctions) Amendment Bill 2012</i> Presented: 10 October 2012 PP: 264/2012</p> <p><i>Report on the exposure draft of the Australian Charities and Not-for-profits Commission Bills 2012</i> Presented: 15 August 2012 PP: 213/2012</p> <p><i>Advisory report on the Tax Laws Amendment (2012 Measures No. 4) Bill 2012</i> Presented: 15 August 2012 PP: 212/2012</p>	<p>Nil</p>
<p>Education and Employment, Standing Committee on</p>	<p><i>Advisory report on the Australian Education (Consequential and Transitional Provisions) Bill 2013</i> Presented: 19 June 2013 PP: 209/2013</p> <p><i>Advisory report on the Early Years Quality Fund Special Account Bill 2013</i> Presented: 19 June 2013 PP: 208/2013</p> <p><i>Advisory report on the Fair Work Amendment Bill 2013</i> Presented: 5 June 2013 PP: 150/2013</p> <p><i>Advisory report on the Fair Work Amendment (Tackling Job Insecurity) Bill 2012</i> Presented: 5 June 2013 PP: 151/2013</p>	<p>Inquiry into the role of the Technical and Further Education system and its operation</p>

Committee	Reports	Inquiries active at 30 June 2013
Education and Employment, Standing Committee on (continued)	<p><i>Advisory report on the Australian Education Bill 2012</i> Presented: 29 May 2013 PP: 143/2013</p> <p><i>International education support and collaboration—review of the 2010–2011 annual report of the Department of Education, Employment and Workplace Relations</i> Presented: 27 May 2013 PP: 135/2013</p> <p><i>Advisory report on the Higher Education Support Amendment (Asian Century) Bill 2013</i> Presented: 27 May 2013 PP: 134/2013</p> <p><i>Workplace bullying: we just want it to stop</i> Presented: 26 November 2012 PP: 426/2012</p> <p><i>Advisory report on the Higher Education Support Amendment (Maximum Payment Amounts and Other Measures) Bill 2012</i> Presented: 10 October 2012 PP: 249/2012</p>	
Electoral Matters, Joint Standing Committee on	<p><i>Advisory report on the Electoral and Referendum Amendment (Improving Electoral Administration) Bill 2012</i> Presented: 27 February 2013 PP: 54/2013</p> <p><i>Review of the AEC analysis of the FWA report on the HSU</i> Presented: 20 September 2012 PP: 248/2012</p> <p><i>Advisory report on the Electoral and Referendum Amendment (Improving Electoral Procedure) Bill 2012</i> Presented: 16 August 2012 PP: 206/2012</p>	Nil
Foreign Affairs, Defence and Trade, Joint Standing Committee on	<p><i>Review of the Defence annual report 2011–2012</i> Presented: 27 June 2013 PP: Not yet assigned</p> <p><i>Care of ADF personnel wounded and injured on operations—inquiry of the Defence Sub-Committee</i> Presented: 24 June 2013 PP: 179/2013</p> <p><i>Visit to Timor-Leste and Indonesia, 7 to 11 November 2011—report of the delegation</i> Presented: 24 June 2013 PP: 176/2013</p>	<p>Inquiry into Australia's relationship with Timor-Leste</p> <p>Inquiry into the African Development Bank Bill 2013</p>

Committee	Reports	Inquiries active at 30 June 2013
Foreign Affairs, Defence and Trade, Joint Standing Committee on (continued)	<p><i>Trading lives: modern day human trafficking—inquiry of the Human Rights Sub-Committee</i> Presented: 24 June 2013 PP: 175/2013</p> <p><i>Australia's trade and investment relationship with Japan and the Republic of Korea—inquiry of the Trade Sub-Committee</i> Presented: 3 June 2013 PP: 145/2013</p> <p><i>Advisory report on the International Fund for Agricultural Development Amendment Bill 2012—inquiry of the Foreign Affairs Sub-Committee</i> Presented: 26 November 2012 PP: 437/2012</p> <p><i>Australia's overseas representation—punching below our weight?—inquiry of the Foreign Affairs Sub-Committee</i> Presented: 29 October 2012 PP: 267/2012</p> <p><i>Review of the Defence annual report 2010–2011</i> Presented: 17 September 2012 PP: 225/2012</p> <p><i>More than just talk—Australia's human rights dialogues with China and Vietnam</i> Presented: 20 August 2012 PP: 197/2012</p>	
Gambling Reform, Joint Select Committee on ^a	<p><i>Final report: The Poker Machine Harm Reduction (\$1 Bets and Other Measures) Bill 2012, Anti-Money Laundering Amendment (Gaming Machine Venues) Bill 2012, Interactive Gambling Amendment (Virtual Credits) Bill 2013</i> Presented: 24 June 2013 PP: 206/2013</p> <p><i>Fifth report: The advertising and promotion of gambling services in sport; Broadcasting Services Amendment (Advertising for Sports Betting) Bill 2013</i> Presented: 7 June 2013 PP: 198/2013</p> <p><i>Fourth report: National Gambling Reform Bill 2012 and related bills</i> Presented 23 November 2012 PP: 445/2012</p> <p><i>Third report: The prevention and treatment of problem gambling</i> Presented: 12 October 2012 PP: 261/2012</p>	Nil

Committee	Reports	Inquiries active at 30 June 2013
<p>Health and Ageing, Standing Committee on</p>	<p><i>Thinking ahead: report on the inquiry into dementia—early diagnosis and intervention</i> Presented: 24 June 2013 PP: 191/2013</p> <p><i>Bridging the dental gap: report on the inquiry into adult dental services</i> Presented: 17 June 2013 PP: 159/2013</p> <p><i>Diseases have no borders—report on the inquiry into health issues across international borders</i> Presented: 20 March 2013 PP: 64/2013</p> <p><i>Living with the pain of adhesive arachnoiditis—report on the roundtable into adhesive arachnoiditis</i> Presented: 11 February 2013 PP: 19/2013</p>	<p>Roundtable on skin cancer in Australia: awareness, early diagnosis and management</p>
<p>Human Rights, Parliamentary Joint Committee on^a</p>	<p><i>Eleventh report of 2013: Stronger Futures in the Northern Territory Act 2012 and related legislation</i> Presented: 26 June 2013 PP: 234/2013</p> <p><i>Tenth report of 2013: Bills introduced 17–20 June 2013; Legislative instruments registered with the Federal Register of Legislative Instruments 18 May –7 June 2013</i> Presented: 26 June 2013 PP: 233/2013</p> <p><i>Ninth report of 2013: Migration Legislation Amendment (Regional Processing and Other Measures) Act 2012 and related legislation</i> Presented: 19 June 2013 PP: 232/2013</p> <p><i>Eighth report of 2013: Bills introduced 27 May – 6 June 2013; Human rights and civil penalties</i> Presented: 19 June 2013 PP: 231/2013</p> <p><i>Seventh report of 2013: Bills introduced 14–16 May 2013; Legislative instruments registered with the Federal Register of Legislative Instruments 20 April – 17 May 2013</i> Presented: 5 June 2013 PP: 230/2013</p> <p><i>Sixth report of 2013: Bills introduced 18–21 March 2013; Legislative instruments registered with the Federal Register of Legislative Instruments 16 February – 19 April 2013</i> Presented: 15 May 2013 PP: 229/2013</p>	<p>Nil</p>

Committee	Reports	Inquiries active at 30 June 2013
Human Rights, Parliamentary Joint Committee on (continued) ^a	<p><i>Fifth report of 2013: Social Security Legislation Amendment (Fair Incentives to Work) Act 2012</i> Presented: 20 March 2013 PP: 228/2013</p> <p><i>Fourth report of 2013: Bills introduced 12–14 March 2013; Select legislative instruments registered with the Federal Register of Legislative Instruments 17–20 December 2012</i> Presented: 20 March 2013 PP: 227/2013</p> <p><i>Third report of 2013: Bills introduced 5–28 February 2013; Legislative instruments registered with the Federal Register of Legislative Instruments 5 January – 15 February 2013</i> Presented: 3 March 2013 PP: 226/2013</p> <p><i>Second report of 2013: Australian Sports Anti-Doping Authority Amendment Bill 2013</i> Presented: 13 February 2013 PP: 225/2013</p> <p><i>First report of 2013: Bills introduced 19–29 November 2012; Legislative instruments registered with the Federal Register of Legislative Instruments 17 November 2012 – 4 January 2013</i> Presented: 6 February 2013 PP: 224/2012</p> <p><i>Seventh report of 2012: Bills introduced 29 October – 1 November 2012; Legislative instruments registered with the Federal Register of Legislative Instruments 17 October – 16 November 2012</i> Presented: 28 November 2012 PP: 478/2012</p> <p><i>Sixth report of 2012: Bills introduced 9–11 October 2012; Legislative instruments registered with the Federal Register of Legislative Instruments 20 September – 16 October 2012</i> Presented: 31 October 2012 PP: 477/2012</p> <p><i>Fifth report of 2012: Bills and legislative instruments introduced 17–20 September 2012</i> Presented: 10 October 2012 PP: 476/2012</p>	

Committee	Reports	Inquiries active at 30 June 2013
Human Rights, Parliamentary Joint Committee on (continued) ^a	<p><i>Fourth report of 2012: Interim Report—Social Security Legislation Amendment (Fair Incentives to Work) Bill 2012</i> Presented: 20 September 2012 PP: 475/2012</p> <p><i>Third report of 2012: Bills and legislative instruments introduced 10–14 September 2012</i> Presented: 19 September 2012 PP: 474/2012</p> <p><i>Second report of 2012: Bills introduced 14–23 August 2012; Legislative instruments registered with the Federal Register of Legislative Instruments 22 July – 23 August 2012</i> Presented: 12 September 2012 PP: 473/2012</p> <p><i>First report of 2012: Bills introduced 18–29 June 2012</i> Presented: 22 August 2012 PP: 472/2012</p>	
Infrastructure and Communications, Standing Committee on	<p><i>Advisory report on the Broadcasting Legislation Amendment (Digital Dividend) Bill 2013</i> Presented: 18 March 2013 PP: 75/2013</p> <p>Inquiry into Broadcasting Legislation Oral statement: 18 March 2013</p> <p>Inquiry into National Electricity Bill 2012 Oral statement: 11 February 2013</p>	<p>Inquiry into IT pricing</p> <p>Inquiry into smart infrastructure</p>
Intelligence and Security, Parliamentary Joint Committee on	<p><i>Report of the inquiry into potential reforms of Australia's national security legislation</i> Presented: 24 June 2013 PP: 170/2013</p> <p><i>Review of administration and expenditure no. 10 (2010–2011)—Australian intelligence agencies</i> Presented: 27 May 2013 PP: 126/2013</p> <p><i>Annual report of committee activities 2011–2012</i> Presented: 11 February 2013 PP: 17/2013</p> <p><i>Review of the re-listing of five terrorist organisations</i> Presented: 10 October 2012 PP: 251/2012</p>	<p>Review of administration and expenditure no. 11 (2011–2012)—Australian intelligence agencies</p>
Law Enforcement, Parliamentary Joint Committee on ^a	<p><i>Examination of the Australian Federal Police annual report 2011–12</i> Presented: 15 May 2013 PP: 121/2013</p>	<p>Inquiry into the spectrum for public safety mobile broadband</p>

Committee	Reports	Inquiries active at 30 June 2013
Law Enforcement, Parliamentary Joint Committee on (continued) ^a	<p><i>Inquiry into the gathering and use of criminal intelligence</i> Presented: 15 May 2013 PP: 119/2013</p> <p><i>Examination of the Australian Crime Commission annual report 2011–12</i> Presented: 15 May 2013 PP: 120/2013</p> <p><i>Regulatory Powers (Standard Provisions) Bill 2012</i> Presented: 28 November 2012 PP: 450/2012</p>	
Migration, Joint Standing Committee on	<p><i>Inquiry into migration and multiculturalism in Australia</i> Presented: 18 March 2013 PP: 59/2013</p>	Nil
National Broadband Network, Joint Committee on the	<p><i>Review of the rollout of the National Broadband Network—fifth report</i> Presented: 17 June 2013 PP: 160/2013</p> <p><i>Review of the rollout of the National Broadband Network—fourth report</i> Presented: 28 February 2013 PP: 56/2013</p>	Nil
National Capital and External Territories, Joint Standing Committee on the	<p><i>Report of the inquiry into the provision of amenity within the Parliamentary Triangle</i> Presented: 28 June 2013 PP: Not yet assigned</p> <p><i>Report on the visit to the Indian Ocean Territories—21–25 October 2012</i> Presented: 28 June 2013 PP: Not yet assigned</p> <p><i>Report on the visit to Norfolk Island—29–30 April 2013</i> Presented: 5 June 2013 PP: 152/2013</p> <p><i>An Estate for the future—the allocation of land to diplomatic missions in the ACT</i> Presented: 28 March 2013 PP: 128/2013</p> <p><i>Report on the visit to Antarctica—12–13 December 2012</i> Presented: 18 March 2013 PP: 62/2013</p>	Nil
Public Accounts and Audit, Joint Committee of	<p>Public sector scrutiny review 2013 Oral statement: 27 June 2013</p> <p>Annual public hearing with the Commissioner of Taxation—2013 Oral statement: 27 June 2013</p> <p><i>Report 439: Review of Auditor-General's reports nos. 11 to 31 (2012–13)</i> Presented: 27 June 2013 PP: 192/2013</p>	Nil

Committee	Reports	Inquiries active at 30 June 2013
Public Accounts and Audit, Joint Committee of (continued)	<p><i>Report 438: Advisory report on the Public Governance, Performance and Accountability Bill 2013</i> Presented: 4 June 2013 PP: 149/2013</p> <p><i>Report 437: Review of Auditor-General's reports nos. 2 to 10 (2012-13)</i> Presented 29 May 2013 PP: 141/2013</p> <p><i>Report 436: Review of the 2011-12 Defence Materiel Organisation major projects report</i> Presented: 29 May 2013 PP: 140/2013</p> <p><i>Report 435: Review of Auditor-General's reports nos. 33 (2011-12) to 1 (2012-13)</i> Presented: 29 November 2012 PP: 458/2012</p> <p><i>Report 434: Annual public hearing with the Commissioner of Taxation—2012</i> Presented: 26 November 2012 PP: 429/2012</p> <p><i>Report 433: Annual report 2011-12</i> Presented: 26 November 2012 PP: 428/2012</p> <p><i>Report 432: APS—Fit for service—Australian Public Service annual update</i> Presented: 23 August 2012 PP: 205/2012</p> <p><i>Report 431: Review of Auditor-General's reports nos. 24 to 32 (2011-12)</i> Presented: 23 August 2012 PP: 204/2012</p>	
Public Works, Parliamentary Standing Committee on	<p><i>Report 3/2013: Referrals made May 2013</i> Presented: 24 June 2013 PP: 177/2013</p> <p><i>Report 2/2013: Referrals made February to April 2013</i> Presented: 15 May 2013 PP: 105/2013</p> <p><i>Report 1/2013: Referrals made May to November 2012</i> Presented: 18 March 2013 PP: 61/2013</p> <p><i>Seventy-sixth annual report</i> Presented: 18 March 2013 PP: 60/2013</p> <p><i>Report 6/2012: Referrals made May to September 2012</i> Presented: 26 November 2012 PP: 456/2012</p>	

Committee	Reports	Inquiries active at 30 June 2013
Public Works, Parliamentary Standing Committee on (continued)	<p><i>Report 5/2012: Referrals made May 2012</i> Presented: 17 September 2012 PP: 224/2012</p> <p><i>Report 4/2012: Referrals made May 2012</i> Presented: 20 August 2012 PP: 200/2012</p>	
Regional Australia, Standing Committee on	<p><i>Unauthorised disclosure of confidential committee document</i> Presented: 16 May 2013 PP: 103/2013</p> <p><i>Cancer of the bush or salvation for our cities? Fly-in, fly-out and drive-in, drive-out workforce practices in regional Australia</i> Presented: 13 February 2013 PP: 24/2013</p> <p><i>Advisory report: Water Amendment (Water for the Environment Special Account) Bill 2012</i> Presented: 28 November 2012 PP: 457/2012</p> <p><i>Advisory report: Water Amendment (Long-term Average Sustainable Diversion Limit Adjustment) Bill 2012</i> Presented: 10 October 2012 PP: 252/2012</p> <p><i>Report into certain matters relating to the proposed Murray–Darling Basin plan</i> Presented: 6 July 2012 PP: 198/2012</p>	Nil
Social Policy and Legal Affairs, Standing Committee on	<p><i>Troubled waters: inquiry into the arrangements surrounding crimes committed at sea</i> Presented: 24 June 2013 PP: 190/2013</p> <p><i>Intellectual Property Laws Amendment Bill 2013</i> Presented: 19 June 2013 PP: 223/2013</p> <p><i>Advisory report: Public Interest Disclosure (Whistleblower Protection) Bill 2012; Public Interest Disclosure (Whistleblower Protection) (Consequential Amendments) Bill 2012; Public Interest Disclosure Bill 2013</i> Presented: 28 May 2013 PP: 138/2013</p> <p><i>Sex Discrimination Amendment (Sexual Orientation, Gender Identity and Intersex Status) Bill 2013</i> Presented: 27 May 2013 PP: 136/2013</p>	Inquiry into the Wild Rivers (Environmental Management) Bill 2011

Committee	Reports	Inquiries active at 30 June 2013
<p>Social Policy and Legal Affairs, Standing Committee on (continued)</p>	<p><i>Advisory report: Courts and Tribunals Legislation Amendment (Administration) Bill 2012</i> Presented: 11 February 2013 PP: 20/2013</p> <p><i>FASD: The hidden harm—inquiry into the prevention, diagnosis and management of Fetal Alcohol Spectrum Disorders</i> Presented: 29 November 2012 PP: 443/2012</p> <p><i>Inquiry into the Freedom of Information Amendment (Parliamentary Budget Office) Bill 2012</i> Oral statement: 29 October 2012</p> <p><i>Inquiry into the Crimes Legislation Amendment (Serious Drugs, Identity Crime and Other Measures) Bill 2012</i> Oral statement: 29 October 2012</p> <p><i>Inquiry into the Law Enforcement Integrity Legislation Amendment Bill 2012</i> Oral statement: 10 October 2012</p> <p><i>Advisory report: Social Security and Other Legislation Amendment (Further 2012 Budget and Other Measures) Bill 2012</i> Presented: 10 October 2012 PP: 250/2012</p> <p><i>Advisory report: Do Not Knock Register Bill 2012</i> Presented: 17 September 2012 PP: 222/2012</p> <p><i>Advisory report: Privacy Amendment (Enhancing Privacy Protection) Bill 2012</i> Presented: 17 September 2012 PP: 223/2012</p> <p><i>Advisory report: National Integrity Commissioner Bill 2012</i> Presented: 10 September 2012 PP: 217/2012</p> <p><i>Inquiry into the Customs Amendment (Smuggled Tobacco) Bill 2012</i> Oral statement: 20 August 2012</p>	

Committee	Reports	Inquiries active at 30 June 2013
Treaties, Joint Standing Committee on	<i>Report 134: Treaties tabled on 12 March and 14 May 2013</i> Presented: 25 June 2013 PP: 195/2013	Treaties tabled on 18 June 2013 Treaty tabled on 14 May 2013
	<i>Report 133: Review into treaties tabled on 1 November 2012</i> Presented: 27 May 2013 PP: 133/2013	Treaties tabled on 12 March and 14 May 2013 Treaties tabled on 12 March 2013 Treaties tabled on 1 November 2012
	<i>Report 132: Treaties tabled on 18 September and 30 October 2012</i> Presented: 13 March 2013 PP: 57/2013	
	<i>Report 131: Treaties tabled on 21 August, 11 and 18 September 2012</i> Presented: 28 November 2012 PP: 442/2012	
	<i>Report 130: Treaty tabled on 14 August 2012</i> Presented: 31 October 2012 PP: 297/2012	
	<i>Report 129: Treaties tabled on 19 and 26 June 2012</i> Presented: 10 September 2012 PP: 218/2012	
	<i>Report 128: Review of the Treaties Ratification Bill 2012</i> Presented: 15 August 2012 PP: 196/2012	
	<i>Report 127: Treaties tabled on 20 March and 8 May 2012</i> Presented: 15 August 2012 PP: 195/2012	

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

Internal committees, Forty-third Parliament, 2012-13

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.	<p><i>Report 6: Annual report 2012-13</i> Presented: 27 June 2013 PP: 188/2013</p> <p><i>Report 5: Budget estimates 2013-14 for the Department of the House of Representatives</i> Presented: 16 May 2013 PP: 102/2013</p> <p><i>Report 4: Annual report 2011-12</i> Presented: 20 September 2012 PP: 229/2012</p>
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.	<i>Broadcasting of parliamentary proceedings: general principles and standing determinations</i> Presented: 25 June 2013 PP: 183/2013
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.	<i>The work of the Petitions Committee: 2010-2013—An established part of the democratic process</i> Presented: 24 June 2013 PP: 194/2013
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.	<p><i>Report concerning an application from Mr Brian McCarty for the publication of a response to a reference made in the House of Representatives</i> Presented: 27 June 2013</p> <p><i>Report concerning an application from Mr Matthew Joyce for the publication of a response to a reference made in the House of Representatives</i> Presented: 16 May 2013</p> <p><i>Report concerning an application from Mr Michael Smith for the publication of a response to a reference made in the House of Representatives</i> Presented: 14 March 2013</p>

Committee	Purpose	Reports/inquiries
Privileges and Members' Interests, Standing Committee of (continued)		<p><i>Report concerning an application from Mr Ian Munro for the publication of a response to a reference made in the House of Representatives</i> Presented: 14 February 2013</p> <p><i>Report concerning an application from Mr Brian McCarty for the publication of a response to a reference made in the House of Representatives</i> Presented: 14 February 2013</p> <p><i>Report concerning the registration and declaration of members' interests during 2012</i> Presented: 14 February 2013 PP: 25/2013</p> <p><i>Report concerning the possible unauthorised disclosure of the internal proceedings of the committee</i> Presented: 20 August 2012 PP: 201/2012</p> <p>Current inquiry: Inquiry into whether in the course of his statement of 21 May 2012, the Honourable Member for Dobell deliberately misled the House</p>
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	<p><i>Electronic voting in the House of Representatives</i> Presented: 24 June 2013 PP: 172/2013</p> <p><i>Maintenance of the standing and sessional orders</i> Presented: 24 June 2013 PP: 171/2013</p> <p><i>Monitoring and review of procedural changes implemented in the 43rd Parliament: 4th Report</i> Presented: 26 November 2012 PP: 438/2012</p>
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.	Nil
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 2012–13.

Date	Delegation	Country represented
11–18 August 2012	Parliamentary delegation from Ireland	Ireland
13–17 August 2012	Parliamentary delegation from Laos	Laos
19–22 August 2012	Parliamentary delegation from the United Kingdom	United Kingdom
19–26 August 2012	Visit by the Hon Dr Patrick Herminie, Speaker of the National Assembly of Seychelles	Seychelles
17–23 September 2012	Parliamentary delegation from Myanmar	Myanmar
6–13 October 2012	Parliamentary delegation from Myanmar	Myanmar
28 October 2012 – 2 November 2012	Parliamentary delegation from New Zealand	New Zealand
29 October 2012 – 3 November 2012	Parliamentary delegation from China	China
29 October 2012 – 3 November 2012	Parliamentary delegation from Morocco	Morocco
23 November 2012 – 3 December 2012	Visit by Lord Fakafunua, Speaker of the Legislative Assembly of Tonga	Tonga
11–16 February 2013	Parliamentary delegation from the European Parliament	European Parliament
13–20 March 2013	Visit by an ASEAN parliamentary delegation	Cambodia, Indonesia, Malaysia, Myanmar, Thailand and Vietnam
4–8 June 2013	Parliamentary delegation from China	China

7 Other incoming parliamentary visits

This appendix contains summary information on other incoming parliamentary visits in 2012–13.

Date	Delegation	Country represented
12 September 2012	Committee on Taxation of the Parliament of Sweden	Sweden
28–29 November 2012	Delegation from the National Assembly of Vietnam	Vietnam
7 February 2013	Mr Peter Jeppsson MP, member of the Parliamentary Committee on Defence of the Parliament of Sweden	Sweden
11–15 February 2013	Delegation from the National Assembly of Afghanistan	Afghanistan
14 February 2013	Parliamentary delegation from India	India
18–19 April 2013	Members of the Parliamentary Service Commission of Tanzania	Tanzania
14–15 May 2013	Delegation from the National Assembly of Vietnam	Vietnam
22 May 2013	Delegation from the Committee of Budget, Taxation and Finance, Indonesian Regional Council	Indonesia
3–4 June 2013	The Hon Theo Zurenuoc MP, Speaker of the Parliament of Papua New Guinea	Papua New Guinea
4 June 2013	Parliamentary delegation from India	India

8 Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2012–13.

Date	Event	Delegation members
12–27 July 2012	President of the Senate, Senator the Hon John Hogg visit to Canada and the United States of America	Senator the Hon John Hogg <i>President of the Senate</i>
14–23 July 2012	Parliamentary delegation to China by members of the Senate Standing Committees on Education, Employment and Workplace Relations	Senator Gavin Marshall <i>Delegation Leader</i> Senator Chris Back <i>Deputy Leader</i> Senator Catryna Bilyk Senator Bridget McKenzie
15–27 July 2012	Parliamentary delegation to Japan and the Republic of Korea by members of the Trade Sub-Committee of the Joint Standing Committee on Foreign Affairs, Defence and Trade	Ms Janelle Saffin MP <i>Delegation Leader</i> The Hon Bruce Scott MP <i>Deputy Leader</i> The Hon Dick Adams MP Senator the Hon Ian Macdonald Senator the Hon Ursula Stephens The Hon Dr Sharman Stone
25 August 2012 – 7 September 2012	Parliamentary delegation to Canada and Mongolia by members of the House of Representatives Standing Committee on Regional Australia	Mr Tony Windsor MP <i>Delegation Leader</i> Mr Barry Haase MP Ms Kirsten Livermore MP Mr Michael McCormack MP
25 August 2012 – 7 September 2012	Parliamentary delegation to ASEAN countries (the Philippines, Laos and Myanmar)	Senator Claire Moore <i>Delegation Leader</i> Senator Alan Eggleston Mr John Forrest MP The Hon Dr Sharman Stone MP
25 August 2012 – 7 September 2012	Parliamentary delegation to China and Indonesia	The Hon Alan Griffin MP <i>Delegation Leader</i> Senator the Hon Richard Colbeck <i>Deputy Leader</i> Mr Rowan Ramsey MP Senator the Hon Ursula Stephens
28 August 2012 – 4 September 2012	Parliamentary delegation to Pakistan	Senator the Hon John Hogg <i>President of the Senate and Delegation Leader</i> Senator the Hon David Johnston <i>Deputy Leader</i> Mr Nick Champion MP Senator Sean Edward Ms Jill Hall MP Mr Graham Perrett MP
6–15 September 2012	Parliamentary delegation to attend the 58th Commonwealth Parliamentary Association Conference, Colombo, Sri Lanka	Senator Helen Polley <i>Delegation Leader</i> Senator Stephen Parry <i>Deputy Leader</i>

Date	Event	Delegation members
16–23 September 2012	Parliamentary delegation to attend the 33rd General Assembly of the ASEAN Inter-Parliamentary Assembly, Lombok, Indonesia	Senator the Hon Lisa Singh <i>Delegation Leader</i> Mr Luke Simpkins MP
16 September 2012 – 16 December 2012	Parliamentary delegation to attend the United Nations General Assembly, New York	Mr Laurie Ferguson MP Mr Barry Haase MP
24–28 September 2012	Parliamentary delegation to New Zealand by members of the Joint Committee on the National Broadband Network	Mr Rob Oakeshott MP <i>Delegation Leader</i> Mr Rob Mitchell MP <i>Deputy Leader</i> Senator the Hon Doug Cameron Mr Paul Fletcher MP Senator Alex Gallacher Mr Luke Hartsuyker MP The Hon Sussan Ley MP Mr Mike Symon MP
13–28 October 2012	Parliamentary delegation to attend the 127th Assembly of the Inter-Parliamentary Union, Quebec City, Canada and visit to Argentina	The Hon Dick Adams MP <i>Delegation Leader</i> Mr Patrick Secker MP <i>Deputy Leader</i> Senator Sue Boyce The Hon Joel Fitzgibbon MP Mr Harry Jenkins MP The Hon John Murphy MP
3–17 November 2012	Parliamentary delegation to the United Kingdom and Poland	Senator the Hon John Hogg <i>President of the Senate and Delegation Leader</i> Mr Alby Schultz MP <i>Deputy Leader</i> Senator David Bushby Mr Michael Danby MP Ms Sharon Grierson The Hon John Murphy MP
4–11 November 2012	Commonwealth parliamentary visit to the United Kingdom	Ms Michelle Rowland MP
6–16 November 2012	Parliamentary delegation to Algeria and Morocco	Senator Gavin Marshall <i>Delegation Leader</i> The Hon Sharman Stone MP <i>Deputy Leader</i> Mr Darren Cheeseman MP Mr Mark Coulton MP Ms Amanda Rishworth MP
20–25 November 2012	Parliamentary delegation to attend the Parliamentary Event of Interfaith Dialogue, Nusa Dua, Indonesia	Senator David Fawcett The Hon Alan Griffin MP
27–30 January 2013	Parliamentary delegation to attend the 21st Asia Pacific Parliamentary Forum, Vladivostok, Russia	The Hon John Murphy MP <i>Delegation Leader</i> The Hon Bruce Scott MP <i>Deputy Leader</i> The Hon Warren Entsch MP Ms Laura Smyth MP

Date	Event	Delegation members
29 January 2013 – 2 February 2013	Parliamentary delegation to the Philippines by members of the Joint Committee on the Australian Commission for Law Enforcement Integrity	The Hon Melissa Parke MP <i>Delegation Leader</i> Senator Michaelia Cash <i>Deputy Leader</i> Mr Chris Hayes MP Mr Russell Matheson MP Senator Stephen Parry
21 March 2013 – 7 April 2013	Parliamentary delegation to attend the 128th Assembly of the Inter-Parliamentary Union, Quito, Ecuador and visit to Paraguay	Ms Anna Burke MP <i>Speaker of the House of Representatives and Delegation Leader</i> The Hon Dick Adams MP Senator Anne Ruston Mr Patrick Secker MP Senator the Hon Ursula Stephens
7–18 April 2013	Parliamentary delegation to ASEAN countries (Indonesia, Singapore and Vietnam)	Senator Alex Gallacher <i>Delegation Leader</i> Mr Harry Jenkins MP Mr Paul Neville MP Dr Mal Washer MP
8–13 April 2013	Parliamentary delegation to Papua New Guinea	Ms Sharon Grierson MP <i>Delegation Leader</i> Senator the Hon Ian Macdonald <i>Deputy Leader</i> Mrs Jane Prentice MP Mr Mike Symon MP
13–21 April 2013	Parliamentary delegation to South Africa and Zambia	Senator Claire Moore <i>Delegation Leader</i> Senator Helen Polley Mr Patrick Secker MP
22 April 2013 – 2 May 2013	President of the Senate, Senator the Hon John Hogg visit to Thailand and Myanmar	Senator the Hon John Hogg <i>President of the Senate</i>
28 April 2013 – 2 May 2013	Parliamentary delegation to Afghanistan	Mr Harry Jenkins MP <i>Delegation Leader</i> Ms Nola Marino MP <i>Deputy Leader</i> The Hon Ed Husic MP Mr Rob Oakeshott MP
5–11 May 2013	Parliamentary delegation to China by members of the Parliamentary Joint Committee on Corporations and Financial Services	The Hon Alan Griffin MP <i>Delegation Leader</i> Senator Sue Boyce <i>Deputy Leader</i> Ms Laura Smyth MP Senator Anne Urquhart
20–24 May 2013	Speaker of the House Representatives, Ms Anna Burke MP visit to Singapore and Vietnam	Ms Anna Burke MP <i>Speaker of the House of Representatives</i>
28 May 2013 – 9 June 2013	President of the Senate, Senator the Hon John Hogg visit to Argentina and Brazil	Senator the Hon John Hogg <i>President of the Senate</i>

9 Parliamentary staff and other visits

This appendix contains summary information on parliamentary staff and other visits in 2012–13.

Date	Visit	Country represented
14 August 2012	Australian Political Exchange Council's 3rd delegation from the Republic of Korea	Korea
9–10 October 2012	Australian Political Exchange Council's 9th delegation from New Zealand	New Zealand
22 October 2012 – 2 November 2012	Training attachment by community outreach and committee staff from the Samoan Legislative Assembly	Samoa
12–15 March 2013	Centre for Democratic Institutions, Pacific Parliamentary Leadership Dialogue	Papua New Guinea, Solomon Islands and Vanuatu
12–24 May 2013	Training attachment by an information technology officer from the Tongan Legislative Assembly	Tonga
19–31 May 2013	Training attachment by community outreach and human resource directors from the Samoan Legislative Assembly	Samoa
26 May 2013 – 1 June 2013	Pacific Parliaments climate change study visit	Kiribati, Marshall Islands, Samoa and Tonga
30 May 2013	Centre for Democratic Institutions, Pacific Parliamentary Leadership Program	Fiji, Papua New Guinea, Solomon Islands and Vanuatu
26 June 2013	Australian Political Exchange Council's 17th delegation from Vietnam	Vietnam

10 Publications

This appendix contains summary information on Department of the House of Representatives publications in 2012–13.

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 on the site</p>
Publications directly related to the work of the House and its committees	<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>Committee Office brochures</p> <ul style="list-style-type: none"> ■ <i>Appearing at a public hearing: notes to help those appearing as a witness at a parliamentary committee hearing</i>, April 2011 ■ <i>Committee support standards</i>, April 2011 ■ <i>Dealing with parliamentary committees</i>, February 2012 ■ <i>Making a submission: notes to help those intending to make a submission to a parliamentary committee inquiry</i>, April 2011 ■ <i>Public hearings schedule</i>, revised weekly
	<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>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>
	<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>House of Representatives infosheets</p> <ol style="list-style-type: none"> 1 <i>Questions</i>, January 2013 2 <i>A typical sitting day</i>, January 2013 3 <i>The Speaker</i>, January 2013 4 <i>Committees</i>, January 2013 5 <i>Parliamentary privilege</i>, January 2013 6 <i>Opportunities for private members</i>, January 2013 7 <i>Making laws</i>, January 2013 8 <i>Elections for the House of Representatives</i>, January 2013 9 <i>A new parliament</i>, January 2013 10 <i>The Budget and financial legislation</i>, January 2013 11 <i>Petitions</i>, January 2013 12 <i>Finding out about the House</i>, January 2013 13 <i>The Constitution</i>, January 2013 14 <i>Making decisions—debate and division</i>, January 2013 15 <i>The work of a member of parliament</i>, January 2013 16 <i>The Federation Chamber</i>, January 2013

Type	Title
	<p>House of Representatives infosheets (continued)</p> <p>17 <i>Citizens' right of reply</i>, January 2013</p> <p>18 <i>Double dissolution</i>, January 2013</p> <p>19 <i>The House, government and opposition</i>, January 2013</p> <p>20 <i>The Australian system of government</i>, January 2013</p> <p>21 <i>The Clerk and other officials</i>, January 2013</p>
	<p>House of Representatives practice, sixth edition</p> <p>The official authority for issues of practice and procedure, 2012</p>
	<p>Images of the House</p> <p>A pictorial record of the people and events that shaped the House from 1901 to 2001, June 2002</p>
	<p>Members' guides</p> <ul style="list-style-type: none"> ■ <i>Members' guide to presenting a petition</i>, January 2013 ■ <i>Members' guide to private members' bills and amendments</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
	<p>Members' handbook</p> <p>A guide to services and facilities for members of the House of Representatives, 2010</p>
	<p>Procedural digest</p> <p>A record of procedural events in the House of Representatives, published each sitting week or fortnight</p>
	<p>Procedural publications and research papers</p> <p>Available online at www.aph.gov.au/About_Parliament/House_of_Representatives/Research_and_Education/Procedural_publications</p> <ul style="list-style-type: none"> ■ <i>Committee work in a hung parliament—a House of Representatives perspective</i>, B Wright, July 2013 ■ <i>Hung parliaments—are they good for parliament?</i> B Wright, June 2013 ■ <i>The law making powers of the Houses—three aspects of the financial initiative</i>, Clerk's Office, May 2013 ■ <i>Privilege cases concerning members of parliament</i>, D Elder, January 2013
	<p>The Speaker of the House of Representatives, second edition</p> <p>An illustrated history of the office, role and duties of the Speaker; April 2008</p>
	<p>Standing and Sessional Orders of the House of Representatives</p> <p>The permanent rules of procedure, as at 20 October 2010</p> <p>Amendments to the Standing and Sessional Orders issued in February 2012 and October 2012</p>
	<p>Statistical Digest</p> <p>A statistical record of the work of the House of Representatives, published each sitting week or fortnight</p>
	<p>Work of the Session</p> <p>A periodic summary of the business of the House and its committees, published twice a year: Autumn and Winter 2012 and Spring 2012</p>
	<p>Working with parliamentary committees, October 2010</p> <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>

Type	Title
Publications of an administrative nature	<p><i>Department of the House of Representatives annual report 2011-12</i> The annual report on the operations of the department, presented to the House pursuant to the <i>Parliamentary Service Act 1999</i></p>
	<p><i>Department of the House of Representatives Corporate Plan 2010-13</i></p>
	<p><i>Department of the House of Representatives Enterprise Agreement 2012-15</i></p>
	<p><i>Department of the House of Representatives Portfolio Budget Statements 2013-14</i></p>
	<p><i>Department of the House of Representatives Service Charter: Community Service Standards, April 2013</i></p>

11 Staffing statistics

This appendix contains summary information on the Department of the House of Representatives staffing in 2012–13.

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 2013. 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-going staff are also included in the table.

Staff by location, as at June 2010, 2011, 2012 and 2013

Location	2010	2011	2012	2013
Executive	5	5	5	5
Executive support/project staff	5	6	6	5
Table Office	12	13	14 ^a	14 ^a
Chamber Research Office	8	9	9	9
International and Community Relations Office	–	11 ^b	12	13
Parliamentary Relations Office	7	–	–	–
Liaison and Projects Office	5	–	–	–
Committee Office	64	63	65	64
Serjeant-at-Arms' Office	22 ^c	18 ^d	32 ^e	30 ^f
Finance Office	6	6	5	6
Information Systems and Publishing Office	14 ^g	15 ^g	14 ^a	15 ^a
People Strategies Office	10	12	12	11
Totals	158	158	174	172

a Includes one sessional staff member.

b Parliamentary Relations Office and Liaison and Projects Office were amalgamated.

c Includes 13 sessional staff.

d Includes 10 sessional staff.

e Includes 21 sessional staff.

f Includes 20 sessional staff.

g Includes two sessional staff.

Non-ongoing staff (excluding sessional staff), by location, as at 30 June 2013

Location	Staff
Executive	–
Executive support/project staff	–
Table Office	–
Chamber Research Office	1
International and Community Relations Office	1
Committee Office	3
Serjeant-at-Arms' Office	2
Finance Office	2
Information Systems and Publishing Office	4
People Strategies Office	1
Total	14

SEPARATIONS

The reasons for staff separating from the department, with comparative figures for 2010–11 and 2011–12, are detailed below.

Separations, 2010–11, 2011–12 and 2012–13

Reason for separation	2010–11	2011–12	2012–13
Transfer/promotion to another Commonwealth agency	5	7	5
Resignation	3	5	6
Medical incapacity	1	–	–
Retirement	1	3	2
Cessation of non-ongoing employment	13	18	16
Voluntary retrenchment	3	–	–
Death	1	1	–
Totals	27	34	29

Staff by classification and equal employment opportunity group, as at 30 June 2013

	Executive ^a	Parliamentary Service Levels 4–6	Parliamentary Service Levels 1–3	Totals
Female	31	46	20	97
Male	32	26	17	75
Subtotals	63	72	37	172
Aboriginal and Torres Strait Islander	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Non-English-speaking background	1 (1.6%)	4 (5.6%)	3 (8.1%)	8 (4.7%)
People with disability	1 (1.6%)	2 (2.8%)	1 (2.7%)	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 2013

The department conducted its annual members' survey in June 2013 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 19 respondents completed the survey (63 per cent).

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 2012 survey, in brackets). The result is an overwhelming endorsement of the quality of service provided by the department, with a 99 per cent satisfaction rate overall. The satisfaction rate last year was 96 per cent.

The participants in the survey were also asked about their satisfaction level with the legislative drafting support they receive. Fourteen respondents stated they were satisfied with the service, compared with 12 last year. The remainder stated they had not used the service.

In relation to suggestions for change, some technological advancements were recommended by some members.

Members' satisfaction levels with departmental services, 2013 survey (2012 in brackets)

Service area	Extremely satisfied	Highly satisfied	Satisfied	Not satisfied
Advice and services received from the Clerks-at-the-Table in the Chamber and Federation Chamber	12 (13)	6 (4)	1 (3)	0 (0)
Advice and services received from other staff in relation to Chamber and Federation Chamber duties	11 (12)	6 (4)	2 (4)	0 (0)
Quality and availability of procedural and statistical publications and support in obtaining such information	10 (8)	7 (6)	2 (4)	0 (0)
Procedural advice, research, analytical drafting and administrative support services in relation to committee inquiries and publication of the final report	10 (8)	7 (9)	2 (1)	0 (1)
Rating of the House of Representatives magazine <i>About the House</i>	3 (9)	6 (2)	5 (8)	1 (1)
Advice and support received in relation to overseas parliamentary delegation visits	4 (5)	4 (5)	3 (4)	0 (0)
Services in relation to pay entitlements supplied by the department	7 (5)	6 (7)	5 (7)	0 (0)
Services provided by the Serjeant-at-Arms' Office	12 (5)	7 (12)	0 (2)	0 (0)
Information on members' home page on the Parliament of Australia website	9 (4)	3 (8)	6 (8)	0 (0)

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 2013.

Office holders and Senior Executive officers		
Speaker of the House of Representatives, Ms Anna Burke MP		
Parliament House	Phone (02) 6277 4000	Fax (02) 6277 2050
Electorate office	Phone (03) 9802 0566	Fax (03) 9802 0588
Email Anna.Burke.MP@aph.gov.au		
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		
Second Deputy Speaker, Mr Steve Georganas MP		
Parliament House	Phone (02) 6277 4415	Fax (02) 6277 8438
Electorate office	Phone (08) 8376 9000	Fax (08) 8376 7888
Email Steve.Georganas.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 DepClerk.Reps@aph.gov.au
Clerk Assistant (Table), Ms Joanne Towner		
Phone (02) 6277 4777	Fax (02) 6277 4517	Email Joanne.Towner.Reps@aph.gov.au
Clerk Assistant (Committees), Ms Claressa Surtees		
Phone (02) 6277 4399	Fax (02) 6277 4034	Email Claressa.Surtees.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	
Postal Department of the House of Representatives PO Box 6021 Parliament House Canberra ACT 2600	Internet www.aph.gov.au/house

14 List of requirements

Part of report	Description	Requirement	Page
	Letter of transmittal	Mandatory	iii
	Table of contents	Mandatory	v–vi
	Index	Mandatory	156–62
	Glossary	Mandatory	155
	Contact officer(s)	Mandatory	106
	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	4–5
	Significant issues and developments—portfolio	Portfolio departments—suggested	Not applicable
Departmental overview	Role and functions	Mandatory	6–9
	Organisational structure	Mandatory	6
	Outcome and program structure	Mandatory	7–8
	Where outcome and program structure differs 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	11–48
	Actual performance in relation to deliverables and key performance indicators set out in 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	11–48
	Trend information	Mandatory	10, 12–16, 18, 27, 33, 58
	Significant changes in nature of principal functions/services	Suggested	None to report
	Performance of purchaser–provider arrangements	If applicable, suggested	53

Part of report	Description	Requirement	Page
	Factors, events or trends influencing departmental performance	Suggested	14–16, 30–1
	Contribution of risk management in achieving objectives	Suggested	52
	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	52, 105
	Discussion and analysis of the department's financial performance	Mandatory	10
	Discussion of any significant changes from the prior year, from budget or anticipated to have a significant impact on future operations	Mandatory	10
	Agency resource statement and summary resource tables by outcomes	Mandatory	71–2
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	50–3
	Names of the senior executive and their responsibilities	Suggested	9, 50
	Senior management committees and their roles	Suggested	50–1, 53
	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
	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
External scrutiny	Significant developments in external scrutiny	Mandatory	54–5
	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	56–60
	Workforce planning, staff turnover and retention	Suggested	57
	Impact and features of enterprise or collective agreements, individual flexibility arrangements, determinations, common law contracts and Australian workplace agreements	Suggested	59
	Training and development undertaken and its impact	Suggested	58
	Work health and safety performance	Suggested	60

Part of report	Description	Requirement	Page numbers
	Productivity gains	Suggested	None to report
	Statistics on staffing	Mandatory	103–4
	Enterprise or collective agreements, individual flexibility arrangements, determinations, common law contracts and Australian workplace agreements	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	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; and 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	61
Australian National Audit Office access clauses	Absence of provisions in contracts allowing access by the Auditor-General	Mandatory	62
Exempt contracts	Contracts exempt from the AusTender	Mandatory	62
Financial statements	Financial statements	Mandatory	111–154
Other mandatory information	Work health and safety (Schedule 2, Part 4 of the <i>Work Health and Safety Act 2011</i>)	Mandatory	60
	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
	Compliance with the agency's obligations under the <i>Carer Recognition Act 2010</i>	If applicable, mandatory	Not applicable
	Grant programs	Mandatory	62
	Disability reporting—explicit and transparent reference to agency-level information available through other reporting mechanisms	Mandatory	55
	Information Publication Scheme statement	Mandatory	54–5
	Spatial reporting—expenditure by program between regional and non-regional Australia	If applicable, mandatory	Not applicable
	Correction of material errors in previous annual report	If applicable, mandatory	None to report
	Agency resource statements and resources for outcomes	Mandatory	71–2
	List of requirements	Mandatory	107–9