



Appendixes

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David Elder, Clerk of the House, receives the department's 'Silver' Investors in People accreditation from Peter Maguire, 28 October 2015.

Photo: David Foote, Auspic/DPS

1 Annual performance statements

INTRODUCTORY STATEMENT

I, as the accountable authority of the Department of the House of Representatives, present the 2015–16 annual performance statements of the Department of the House of Representatives, as required under section 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). In my opinion, these annual performance statements accurately reflect the performance of the department, and comply with section 39(2) of the PGPA Act.

David Elder

Clerk of the House

ENTITY PURPOSE

To support the House of Representatives, and the wider Parliament, in the role of a representative and legislative body by providing advice and services of a high standard.

RESULTS — ACTIVITY 1: CHAMBER AND FEDERATION CHAMBER

CRITERION	Level of satisfaction among surveyed members with the quality and timeliness of chamber support and advisory services (target: 99 per cent satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	Members not surveyed (see analysis below). Informal feedback suggests that the target was met.
CRITERION	Level of satisfaction among surveyed members with the quality and availability of procedural and statistical publications, and support in obtaining such information (target: 90 per cent satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	Members not surveyed. Efforts were increased to inform members about the procedural and statistical publications, which were produced in varied formats. Informal feedback suggests that the target was met.
CRITERION	Percentage of chamber support service standards met for sittings of the House and meetings of the Federation Chamber with no significant errors (target: 100 per cent)
SOURCE	Corporate Plan 2015–16
RESULT	Target met in respect of services except for a delay in the production of two business documents as a result of ICT issues.
CRITERION	Percentage of bills (proposed legislation) processed within deadlines and with no significant errors (target: 100 per cent)
SOURCE	Corporate Plan 2015–16
RESULT	Target met.

RESULTS — ACTIVITY 2: COMMUNITY AWARENESS

CRITERION	Level of satisfaction among surveyed members with the work of community outreach in raising awareness of the work of parliament (target: 95 per cent satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	Members not surveyed. Good anecdotal feedback was received from members in relation to community outreach activities, such as the production of videos for committees and the My First Speech competition.
CRITERION	Number of participants in community awareness programs and subscribers to digital services (target: number of participants and subscribers continues to increase over time)
SOURCE	Corporate Plan 2015–16
RESULT	The number of participants in community awareness programs grew, with strong seminar attendance and a popular My First Speech competition. The number of subscribers to digital services also grew, with Twitter experiencing 31 per cent growth, Facebook 54 per cent and YouTube 56 per cent.

RESULTS — ACTIVITY 3: COMMITTEE SUPPORT

CRITERION	Level of satisfaction among surveyed committee members with the thoroughness, accuracy and timeliness of advice and services provided (target: 90 per cent satisfied)		
SOURCE	Corporate Plan 2015–16		
RESULT	Members not surveyed. Informal feedback suggests that the target was met.		
CRITERION	Level of satisfaction among surveyed committee members with the standard of committee reports (target: 90 per cent satisfied)		
SOURCE	Corporate Plan 2015–16		
RESULT	Members not surveyed. Informal feedback suggests that the target was met.		
CRITERION	Number of committee reports (activity measure—no target)		
SOURCE	Corporate Plan 2015–16		
RESULT	Investigative committees: 71 Domestic committees: 33 Total: 104		
CRITERION	Number and duration of committee meetings (activity measure—no target)		
SOURCE	Corporate Plan 2015–16		
RESULT		No. of meetings	Duration of meetings
	Investigative committees	529	907 hours, 47 minutes
	Domestic committees	59	17 hours, 23 minutes
	Total	588	925 hours, 10 minutes

RESULTS — ACTIVITY 4: INTER-PARLIAMENTARY RELATIONS AND CAPACITY-BUILDING	
CRITERION	Level of satisfaction of Presiding Officers with arrangements for incoming and outgoing delegations (target: very satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	Good anecdotal feedback was received from the Presiding Officers and their offices on arrangements for incoming and outgoing delegations during the year, including on the Presiding Officers' own travel.
CRITERION	Level of satisfaction among delegates and diplomatic representatives with arrangements for incoming and outgoing delegations (target: very satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	Good anecdotal and (for incoming delegations) written feedback from delegations and diplomatic representatives on the quality of the delegation program was received during the year. For outgoing delegations, anecdotal feedback suggests broad satisfaction with arrangements; post-visit feedback from delegates and Australian embassies and high commissions also indicated that visit objectives were met.
CRITERION	Level of satisfaction among parliaments in the Pacific region with the training and equipment purchases provided through the education fund (target: very satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	Feedback suggested satisfaction with the training and equipment purchases that were able to be provided.
CRITERION	Levels of participation in parliamentary organisations (activity measure—no target)
SOURCE	Corporate Plan 2015–16
RESULT	<p>The department continued to support Australia's membership in international parliamentary associations, including active participation in relevant conferences and general assemblies, such as the Inter-parliamentary Union General Assembly, the ASEAN Inter-Parliamentary Assembly, the NATO Parliamentary Assembly, the Asia–Pacific Parliamentary Forum and the Conference of Speakers and Presiding Officers of the Commonwealth.</p> <p>The department provided significant ongoing support for other parliamentary organisations, including the Australia and New Zealand Association of Clerks-at-the-Table and the Australasian Study of Parliament Group.</p>

RESULTS — ACTIVITY 5: MEMBERS' SERVICES AND CORPORATE SUPPORT	
CRITERION	Level of satisfaction among members and staff with the provision of accommodation and office support services (target: 95 per cent satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	Members not surveyed. Informal feedback suggests target met.
CRITERION	Percentage of variations to salary and allowances and salary increases processed accurately (target: 99 per cent)
SOURCE	Corporate Plan 2015–16
RESULT	Target met.
CRITERION	Number of Parliament House suite-related services provided to members (activity measure—no target)
SOURCE	Corporate Plan 2015–16
RESULT	28 accommodation relocations were undertaken—fewer than the previous reporting period, which included ministerial change.
	428 furniture-related tasks were undertaken—similar to the previous reporting period.
	6,414 incoming and outgoing mail deliveries and collection visits to offices were undertaken.
	163 urgent maintenance tasks were coordinated and 155 routine requests were processed.
	1,108 telephone support tasks were coordinated.
CRITERION	Number of transport services provided to members (activity measure—no target)
SOURCE	Corporate Plan 2015–16
RESULT	7,631 shuttle cars were allocated and 4,924 booking requests received (excludes COMCAR bookings and unbooked use).

RESULTS — ACTIVITY 5: MEMBERS' SERVICES AND CORPORATE SUPPORT (continued)	
CRITERION	Working through various forums across the parliamentary departments, ensure common policies and frameworks are effectively aligned and assessed to achieve the right outcomes
SOURCE	Portfolio Budget Statements 2015–16
RESULT	<p>Target met. The department's Executive took an active role in a number of forums across the parliamentary departments throughout the reporting year, including formal meetings of departmental heads, the Parliamentary Administration Advisory Group, the Parliamentary Information and Communication Technology Advisory Board and the Security Management Board.</p> <p>Members of the Executive also participated in various project-specific forums, including a committee to develop the Parliamentary Service Reconciliation Action Plan and committees to oversee the introduction of closed captioning for broadcasts of parliamentary proceedings, installation of videoconferencing equipment in Parliament House meeting rooms, and redesign of the Parliament House website.</p> <p>The effect has been to foster collaboration on matters of common interest and to bring a whole-of-parliamentary-service approach to strategic planning.</p>
CRITERION	Manage financial and staff resources efficiently and effectively, constraining expenditure levels to budget allocations
SOURCE	Portfolio Budget Statements 2015–16
RESULT	Target met. The department's financial position as at 30 June 2016 was sound, with expenditure levels within budget allocations for 2015–16. The department's staff complement of 153 full-time equivalents was deployed effectively throughout the reporting year and responded in a flexible manner as work requirements changed in accordance with the parliamentary cycle.

RESULTS — ACTIVITY 6: SCHOOLS HOSPITALITY

CRITERION	Level of satisfaction among visiting school groups with hospitality provided (target—very satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	3,530 school bookings were made. Informal feedback from schools, tour operators and Visitor Services officers suggests that the target was met.
CRITERION	Percentage of visiting school groups provided with hospitality on time (target: 100 per cent)
SOURCE	Corporate Plan 2015–16
RESULT	115,784 students toured Parliament House during the review period. Of these students, 89,087 participated in a Parliamentary Education Office program and 95,006 received hospitality. Visitor Services officers received informal feedback suggesting that the target was met.

ANALYSIS OF PERFORMANCE AGAINST PURPOSE

The department achieved its purpose of providing a high level of support to the House of Representatives during 2015–16. The results reported above indicate that the department performed well against measures of member satisfaction and that quantitative targets were met throughout the reporting year. Activity measures show relatively high workloads across the department, consistent with expectations of a third year of a parliamentary cycle ending slightly earlier than expected and with the additional complexity of a second session.

The department acknowledges that the assessment of member satisfaction with its services in 2015–16 is based on informal feedback to a greater extent than is usual as it was not possible to conduct a formal members' survey, due to the timing of the dissolution of the House. The department is confident, however, that this feedback—from sources including discussions among senior staff and committee chairs, the Speaker and other parliamentary office-holders and, for the first time in 2016, from members not seeking re-election—represents a reasonable basis for performance measurement. The annual members' survey will resume in 2017.

2 Staffing statistics

This appendix contains summary information on the department's staff.

Location and classification of staff

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

Staff by location, as at 30 June 2013, 2014, 2015 and 2016

Location	2013	2014	2015	2016
Executive	5	5	5	5
Executive support/project staff	5	6	7	6
Table Office	14 ^a	14 ^a	13	14
Chamber Research Office	9	9	10	10
International and Parliamentary Relations Office ^b	–	–	7	7
International and Community Relations Office ^c	13	10	–	–
Committee Office	64	65	60	58
Serjeant-at-Arms' Office	30 ^d	22 ^e	23 ^e	22 ^f
Finance Office	6	6	6	5
Parliamentary and Business Information Services	15 ^a	11 ^a	14 ^a	12 ^a
People Strategies Office	11	6	6	8 ^a
Total	172	154	151	147

a Includes one sessional staff member.

b Established in July 2014.

c Disbanded in August 2014.

d Includes 20 sessional staff.

e Includes 12 sessional staff.

f Includes 11 sessional staff.

Staff by classification level and gender, at 30 June 2015 and 2016

Classification level	30 June 2015			30 June 2016		
	Male	Female	Total	Male	Female	Total
Senior Executive Service	1	4	5	2	3	5
Executive Band 2	10	11	21	7	10	17
Executive Band 1	19	19	38	21	19	40
Parliamentary Service Level 6	11	14	25	10	16	26
Parliamentary Service Level 5	1	5	6	1	4	5
Parliamentary Service Level 4	6	21	27	7	25	32
Parliamentary Service Level 3	2	7	9	2	6	8
Parliamentary Service Level 2	11	9	20	10	4	14
Total	61	90	151	60	87	147

Ongoing and non-ongoing staff, by classification level, at 30 June 2015 and 2016

Classification level	30 June 2015			30 June 2016		
	Ongoing	Non-ongoing	Total	Ongoing	Non-ongoing	Total
Senior Executive Service	5	–	5	5	–	5
Executive Band 2	21	–	21	17	–	17
Executive Band 1	36	2	38	39	1	40
Parliamentary Service Level 6	22	3	25	26	–	26
Parliamentary Service Level 5	6	–	6	4	1	5
Parliamentary Service Level 4	24	3	27	30	2	32
Parliamentary Service Level 3	5	4	9	7	1	8
Parliamentary Service Level 2	2	18	20	1	13	14
Total	121	30	151	129	18	147

Ongoing and non-ongoing staff, by employment status and gender, at 30 June 2015 and 2016

Employment status	30 June 2015			30 June 2016		
	Female	Male	Total	Female	Male	Total
Ongoing full-time	67	48	115	77	50	127
Ongoing part-time	6	–	6	2	–	2
Non-ongoing full-time	9	3	12	2	1	3
Non-ongoing part-time	8	10	18	6	9	15
Total	90	61	151	87	60	147

Ongoing and non-ongoing Indigenous staff, by employment status, at 30 June 2015 and 2016

Employment status	30 June 2015	30 June 2016
Ongoing	–	–
Non-ongoing	–	1

Staff by classification and equal employment opportunity group, as at 30 June 2016

	Executive ^a	Parliamentary Service Levels 4–6	Parliamentary Service Levels 1–3	Total
	Female	32	45	10
Male	30	18	12	60
Subtotal	62	63	22	147
Aboriginal and Torres Strait Islander	1 (1.6%)	0 (0.0%)	0 (0.0%)	1 (0.7%)
Non-English-speaking background	1 (1.6%)	3 (4.8%)	1 (4.5%)	5 (3.4%)
People with disability	1 (1.6%)	1 (1.6%)	1 (4.5%)	3 (2.0%)

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

Separations

The reasons for staff separating from the department, with comparative figures for 2013–14 and 2014–15, are detailed below.

Separations, 2013–14, 2014–15 and 2015–16

Reason for separation	2013–14	2014–15	2015–16
Transfer/promotion to another Commonwealth agency	9	3	7
Resignation	3	5	6
Retirement	3	2	5
Cessation of non-ongoing employment	24	17	11
Voluntary retrenchment	2	1	1
Total	41	28	30

3 Business of the House and Federation Chamber

This appendix contains summary information on the business of the House and Federation Chamber in 2015–16.

Meetings of the House of Representatives, 2015–16

Events	Spring 2015	Autumn–Winter 2016 ^a	Total
Sitting weeks	9	7	16
Sitting days	36	24	60
Hours of sitting ^b			
including suspensions	365	256	621
excluding suspensions	358	234	592
Sittings after midnight	0	0	0
Bills introduced ^c	92	70	162
Private members' bills introduced ^d	11	10	21
Private members' motions moved	29	6	35
Committee reports presented	54	74	128
Days on which			
the adjournment motion was debated	33	20	53
matters of public importance were discussed	27	18	45
private members' business occurred	9	4	13
Divisions	55	76	131
Closure of question agreed to	10	14	24
Closure of member agreed to	16	24	40
Bills guillotined	0	0	0

a The first session of the Forty-fourth Parliament was prorogued on 15 April 2016; the second session opened on 18 April 2016.

b Hours are rounded to the nearest hour.

c Includes six Senate bills.

d Includes one private senator's bill.

Meetings of the Federation Chamber, 2015–16

Events	Spring 2015	Autumn–Winter 2016 ^a	Total
Number of meetings	25	16	41
Hours of meeting (excluding suspensions) ^b	80	51	132
Bills referred	3	0	3
Private members' bills debated ^c	3	0	3
Private members' motions moved	41	16	57
Committee reports presented	0	0	0
Committee and delegation reports referred	7	18	25
Other documents debated	0	2	2
Days on which			
the adjournment motion was debated	9	6	15
grievance debate occurred	8	4	12
private members' business occurred	9	4	13

a The first session of the Forty-fourth Parliament was prorogued on 15 April 2016; the second session opened on 18 April 2016.

b Hours are rounded to the nearest hour. Discrepancy in total due to rounding.

c Bills on which debate resumed several times have been counted once.

Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2011–12 to 2015–16

Events	2011–12	2012–13	2013–14	2014–15	2015–16
Total government bills (including bills brought from the Senate)	229	209	175	191	141
Initiated in					
the House	219	206	173	181	136
the Senate	10	3	2	10	5
Total private members' bills introduced ^a	27	32	7	12	21
Second reading amendments moved	17	9	36	22	16
Consideration in detail amendments moved					
government	427	701	14	215	60
opposition	149	140	50	62	38
non-aligned	135	82	2	26	21
amendments to private members' bills	21	0	0	0	0
Consideration in detail amendments passed					
government	427	701	14	215	60
opposition	8	5	0	4	2
non-aligned	9	22	0	0	0
amendments to private members' bills	13	0	0	0	0

^a Includes private senators' bills.

4 Committee activity

This appendix summarises the activities of the House of Representatives and joint committees of the Forty-fourth Parliament in 2015–16.

Committee	Meetings	Inquiries lapsed on dissolution of the House	Reports presented (oral reports)
Agriculture and Industry	22	0	1
Appropriations and Administration	2	0	2
Australian Commission for Law Enforcement Integrity ^a	19	1	2
Broadcasting of Parliamentary Proceedings	0	0	0
Communications and the Arts	13	0	1
Corporations and Financial Services ^a	38	0	2
Economics	26	2	5
Education and Employment	20	1	1
Electoral Matters	22	3	1
Environment	36	0	2
Foreign Affairs, Defence and Trade	103	2	6
Health	23	0	1
Human Rights ^a	15	0	16
Indigenous Affairs	29	1	1
Infrastructure and Communications	9	0	0
Infrastructure, Transport and Cities	15	1	1
Intelligence and Security	33	1	5
Law Enforcement ^a	29	5	2
Migration	15	0	1
National Capital and External Territories	14	0	1
National Disability Insurance Scheme	14	0	2
Northern Australia	17	0	2
Petitions	16	0	1

Committee	Meetings	Inquiries lapsed on dissolution of the House	Reports presented (oral reports)
Privileges and Members' Interests	13	0	3
Procedure	12	1	4
Public Accounts and Audit	17	1	10
Publications (House)	2	0	10
Publications (Joint) ^a	8	0	0
Public Works	41	1	12
Selection	13	0	13
Social Policy and Legal Affairs	17	0	2
Tax and Revenue	15	1	4
Trade and Investment Growth	19	0	2
Treaties	23	5	12

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

Scrutiny committees, Forty-fourth Parliament, 2015–16

Committee	Inquiries ^a	Reports
Agriculture and Industry, Standing Committee on		<i>Smart farming—inquiry into agricultural innovation</i> Presented 4 May 2016 PP: 116/2016
Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on the	Inquiry into the integrity of Australia's border arrangements	<i>Examination of the Annual Report of the Integrity Commissioner 2014–15</i> Presented 2 March 2016 PP: 89/2016 <i>Inquiry into the jurisdiction of the Australian Commission for Law Enforcement Integrity</i> Presented 5 May 2016 PP: 193/2016
Communications and the Arts, Standing Committee on ^p		<i>Arts and the news to rural and regional Australia</i> Presented 5 May 2016 PP: 131/2016
Corporations and Financial Services, Joint Committee on		<i>Report on the 2014–15 annual reports of bodies established under the ASIC Act</i> Presented 4 May 2016 PP: 182/2016 <i>Impairment of customer loans</i> Presented 4 May 2016 PP: 183/2016
Economics, Standing Committee on	Inquiry into home ownership Inquiry into tax deductibility	<i>Review of the Reserve Bank of Australia Annual Report 2014 (second report)</i> Presented 23 November 2015 (out of session) PP: 441/2015 <i>Review of the Australian Prudential Regulation Authority Annual Report 2014 (third report)</i> Presented 2 February 2016 PP: 1/2016 <i>Review of the Reserve Bank of Australia Annual Report 2015 (first report)</i> Presented 2 May 2016 PP: 101/2016 <i>Review of the Australian Prudential Regulation Authority Annual Report 2015 (first report)</i> Presented 2 May 2016 PP: 102/2016 <i>Review of the Australian Competition and Consumer Commission Annual Report 2015 (first report)</i> Presented 2 May 2016 PP: 103/2016

Committee	Inquiries ^a	Reports
Education and Employment, Standing Committee on	Inquiry into innovation and creativity: workforce for the new economy	<i>Getting business booming: report of the inquiry into barriers for small business employment</i> Presented 15 March 2016 PP: 75/2016
Electoral Matters, Joint Standing Committee on	Inquiry into electoral education Inquiry into campaigning at polling places Inquiry into political donations	<i>Advisory report on the Commonwealth Electoral Amendment Bill 2016</i> Presented 2 March 2016 PP: 45/2016
Environment, Standing Committee on the		<i>Report on the visit to Singapore and Malaysia, 25–30 October 2015</i> Presented 29 February 2016 PP: 43/2016 <i>Inquiry into the Register of Environmental Organisations</i> Presented 4 May 2016 PP:115/2016
Foreign Affairs, Defence and Trade, Joint Standing Committee on	Inquiry into the role of development partnerships in agriculture and agribusiness in promoting prosperity, reducing poverty and enhancing stability in the Indo-Pacific region (first report tabled 5 May 2016) Review of the Defence Annual Report 2014–15	<i>Principles and practice—Australian defence industry and exports</i> Presented 1 December 2015 PP: 450/2015 <i>Review of the Defence Annual Report 2013–14</i> Presented 1 December 2015 PP: 451/2015 <i>Empowering women and girls</i> Presented 3 December 2015 PP: 459/2015 <i>Australia's trade and investment relationships with countries of the Middle East</i> Presented 4 May 2016 PP: 121/2016 <i>A world without the death penalty</i> Presented 5 May 2016 PP: 130/2016 <i>Food for thought: improving health and nutrition in the Indo-Pacific region</i> Presented 5 May 2016 PP: 133/2016
Health, Standing Committee on		<i>Report on the inquiry into chronic disease prevention and management in primary health care</i> Presented 5 May 2016 PP: 135/2016

Committee	Inquiries ^a	Reports
Human Rights, Parliamentary Joint Committee on		<i>Twenty-fifth report of the 44th Parliament</i> Presented 11 August 2015 PP: 222/2015
	<i>Twenty-sixth report of the 44th Parliament</i> Presented 18 August 2015 PP: 225/2015	
	<i>Twenty-seventh report of the 44th Parliament</i> Presented 8 September 2015 PP: 239/2015	
	<i>Twenty-eighth report of the 44th Parliament</i> Presented 17 September 2015 PP: 268/2015	
	<i>Twenty-ninth report of the 44th Parliament</i> Presented 13 October 2015 PP: 270/2015	
	<i>Thirtieth report of the 44th Parliament</i> Presented 10 November 2015 PP: 437/2015	
	<i>Thirty-first report of the 44th Parliament</i> Presented 24 November 2015 PP: 470/2015	
	<i>Thirty-second report of the 44th Parliament</i> Presented 1 December 2015 PP: 475/2015	
	<i>Thirty-third report of the 44th Parliament</i> Presented 2 February 2016 PP: 11/2016	
	<i>Thirty-fourth report of the 44th Parliament</i> Presented 23 February 2016 PP: 67/2016	
	<i>Thirty-fifth report of the 44th Parliament</i> Presented 25 February 2016 PP: 71/2016	
	<i>Thirty-sixth report of the 44th Parliament</i> Presented 16 March 2016 PP: 91/2016	
	<i>Review of the Stronger Futures in the Northern Territory Act 2012 and related legislation</i> Presented 16 March 2016 PP: 92/2016	
	<i>Thirty-seventh report of the 44th Parliament</i> Presented: 2 May 2016 PP: 105/2016	
	<i>Thirty-eighth report of the 44th Parliament</i> Presented 3 May 2016 PP: 177/2016	
	<i>Annual Report 2013–14</i> Presented 3 May 2016 PP: 178/2016	

Committee	Inquiries ^a	Reports
Indigenous Affairs, Standing Committee on	Inquiry into educational opportunities for Aboriginal and Torres Strait Islander students (interim report tabled 4 May 2016)	<i>Interim report: first steps for improving educational opportunities for Aboriginal and Torres Strait Islander students</i> Presented 4 May 2016 PP: 120/2016
Infrastructure and Communications, Standing Committee on ^c		Nil
Infrastructure, Transport and Cities, Standing Committee on ^c	Inquiry into the role of transport connectivity on stimulating development and economic activity	<i>Smart ICT: report on the inquiry into the role of smart ICT in the design and planning of infrastructure</i> Presented 15 March 2016 PP: 83/2016
Intelligence and Security, Parliamentary Joint Committee on	Review of administration and expenditure no. 14 2015–16	<i>Advisory report on the Australian Citizenship Amendment (Allegiance to Australia) Bill 2015</i> Presented 4 September 2015 PP: 252/2015
The committee's scrutiny includes the review of terrorist listings and the administration and expenditure of the Australian intelligence community.		<i>Review of administration and expenditure no. 13 (2013–14)</i> Presented 7 September 2015 PP: 253/2015
		<i>Review of the re-listing of Al-Shabaab, Hamas' Izz al-Din al-Qassam Brigades, Kurdistan Workers Party (PKK), Lashker-e-Tayyiba and Palestinian Islamic Jihad as terrorist organisations</i> Presented 12 October 2015 PP: 277/2015
		<i>Annual report of committee activities 2014–15</i> Presented 12 October 2015 PP: 278/2015
		<i>Advisory report on the Counter-Terrorism Legislation Amendment Bill (No. 1) 2015</i> Presented 15 February 2016 PP: 36/2016

Committee	Inquiries ^a	Reports
Law Enforcement, Parliamentary Joint Committee on	Inquiry into crystal methamphetamine (ice) Inquiry into human trafficking Inquiry into Illicit tobacco Examination of the Australian Federal Police Annual Report 2014–15 Examination of the Australian Crime Commission Annual Report 2014–15	<i>Inquiry into financial related crime</i> Presented 7 September 2015 PP: 238/2015 <i>Examination of the Annual Report of the Australian Federal Police 2013–14</i> Presented 14 September 2015 PP: 241/2015
Migration, Joint Standing Committee on		<i>Seasonal change: inquiry into the Seasonal Worker Programme</i> Presented 5 May 2016 PP: 132/2016
National Capital and External Territories, Joint Standing Committee on the		<i>Governance in the Indian Ocean territories—final report: economic development and governance</i> Presented 15 March 2016 PP: 79/2016
National Disability Insurance Scheme, Joint Standing Committee on the		<i>Second progress report on the implementation and administration of the National Disability Insurance Scheme</i> Presented 12 November 2015 PP: 432/2016 <i>Accommodation for people with disabilities and the NDIS</i> Presented 5 May 2016 PP: 194/2016
Northern Australia, Joint Select Committee on		<i>Scaling up: inquiry into opportunities for expanding aquaculture in Northern Australia</i> Presented 22 February 2016 PP: 33/2016 <i>Advisory report on the Northern Australia Infrastructure Facility Bill 2016</i> Presented 14 April 2016 PP: 104/2016

Committee	Inquiries ^a	Reports
<p>Public Accounts and Audit, Joint Committee on</p> <p>The purpose of the committee is to hold Commonwealth agencies to account by assessing the lawfulness, efficiency and effectiveness with which they use public monies.</p>	<p>Inquiry into Defence sustainment</p>	<p><i>Report 449: Regional Development Australia Fund, military equipment disposal and tariff concessions</i> Presented 11 August 2015 PP: 203/2015</p> <p><i>Report 450: Annual Report 2014–15</i> Presented 7 September 2015 PP: 251/2015</p> <p><i>Report 451: Community pharmacy agreements</i> Presented 23 November 2015 PP: 440/2015</p> <p><i>Report 452: Natural disaster recovery, Centrelink telephone services, and the Safer Streets Program</i> Presented 7 December 2015 PP: 483/2015</p> <p><i>Report 453: Development of the Commonwealth performance framework</i> Presented 18 December 2015 PP: 484/2015</p> <p><i>Report 454: Early Years Quality Fund</i> Presented 22 February 2016 PP: 34/2016</p> <p><i>Report 455: Parliamentary delegation to New Zealand and Fiji by members of the JCPAA</i> Presented 22 February 2016 PP: 35/2016</p> <p><i>Report 456: Defence major equipment procurement and evaluation, and Great Barrier Reef regulation</i> Presented 5 May 2016 PP: 125/2016</p> <p><i>Report 457: Development of the Commonwealth performance framework (second report)</i> Presented 5 May 2016 PP: 126/2016</p> <p><i>Report 458: Defence major projects report (2014–15)</i> Presented 5 May 2016 PP: 127/2016</p>

Committee	Inquiries ^a	Reports
<p>Public Works, Parliamentary Standing Committee on</p> <p>The <i>Public Works Committee Act 1969</i> empowers the committee to inquire into and report on all public works that are referred to it.</p> <p>Commonwealth works estimated to cost more than \$15 million must be referred to it.</p>	<p>Australian Chancery Project, Paris, France—base building refurbishment, International Energy Agency tenancy fit-out</p>	<p><i>Report 6/2015: Referrals made May and June 2015</i> Presented 19 August 2015 PP: 208/2015</p> <p><i>Report 7/2015: Referrals made June 2015</i> Presented 9 October 2015 PP: 257/2015</p> <p><i>Report 8/2015: Referrals made June 2015</i> Presented 16 October 2015 PP: 259/2015</p> <p><i>Report 9/2015: Referrals made August 2015</i> Presented 25 November 2015 PP: 446/2015</p> <p><i>Report 10/2015: Referrals made August and September 2015</i> Presented 2 December 2015 PP: 453/2015</p> <p><i>Report 1/2016: Referrals made September, October and November 2016</i> Presented 11 February 2016 PP: 24/2016</p> <p><i>Report 2/2016: Referral made September 2016</i> Presented 23 February 2016 PP: 39/2016</p> <p><i>Seventy-ninth Annual Report (2015)</i> Presented 16 March 2016 PP: 82/2016</p> <p><i>Report 3/2016: Referral made February 2016</i> Presented 17 March 2016 PP: 85/2016</p> <p><i>Report 4/2016: Referrals made February and March 2016</i> Presented 4 May 2016 PP: 112/2016</p> <p><i>Report 5/2016: Referral made March 2016</i> Presented 4 May 2016 PP: 113/2016</p> <p><i>Report 6/2016: Referral made March 2016</i> Presented 4 May 2016 PP: 114/2016</p>

Committee	Inquiries ^a	Reports
Social Policy and Legal Affairs, Standing Committee on		<p><i>From conflict to cooperation</i> Presented 25 July 2015 PP: 202/2015</p> <p><i>Surrogacy matters</i> Presented 4 May 2016 PP: 117/2016</p>
Tax and Revenue, Standing Committee on	2015 Annual Report of the Australian Taxation Office (first report tabled 5 May 2015)	<p><i>2014 Annual Report of the Australian Taxation Office (second report)</i> Presented 23 November 2015 PP: 439/2015</p> <p><i>The Tax Expenditure Statement</i> Presented 3 December 2015 PP: 456/2015</p> <p><i>External scrutiny of the Australian Taxation Office</i> Presented 5 May 2016 PP: 128/2016</p> <p><i>2015 Annual Report of the Australian Taxation Office (first report)</i> Presented 5 May 2016 PP: 129/2016</p>
Trade and Investment Growth, Joint Select Committee on		<p><i>Inquiry into business utilisation of Australia's free trade agreements</i> Presented 15 October 2015 PP: 280/2015</p> <p><i>Inquiry into Australia's future in research and innovation</i> Presented 3 May 2016 PP: 192/206</p>

Committee	Inquiries ^a	Reports
Treaties, Joint Standing Committee on		<p><i>Report 151: Treaty tabled on 28 October 2014</i> Presented 8 September 2015 PP: 256/2015</p> <p><i>Report 152: Treaty tabled on 16 June 2015</i> Presented 18 August 2015 PP: 207/2015</p> <p><i>Report 153: Treaties tabled on 16 and 23 June 2015</i> Presented 14 September 2015 PP: 258/2015</p> <p><i>Report 154: Treaty tabled on 17 June 2015</i> Presented 19 October 2015 PP: 282/2015</p> <p><i>Report 155: Treaties tabled on 11 and 12 August 2015</i> Presented 19 October 2015 PP: 283/2015</p> <p><i>Report 156: Treaties tabled on 8 September 2015</i> Presented 23 November 2015 PP: 444/2015</p> <p><i>Report 157: Treaties tabled on 13 October 2015</i> Presented 2 December 2015 PP: 455/2015</p> <p><i>Report 158: Treaty tabled on 10 November 2015</i> Presented 22 February 2016 PP: 38/2016</p> <p><i>Report 159: Treaty tabled on 1 December 2015</i> Presented 15 March 2016 PP: 77/2016</p> <p><i>Report 160: A history of the Joint Standing Committee on Treaties: 20 years</i> Presented 15 March 2016 PP: 78/2016</p> <p><i>Report 161: Treaties tabled on 1 December 2015, 3 December 2015 and 2 February 2016</i> Presented 4 May 2016 PP: 118/2016</p> <p><i>Report 162: 20th Anniversary Seminar</i> Presented 4 May 2016 PP: 119/2016</p>

a Inquiries lapsed when the parliament was dissolved on 9 May 2016.

b The Standing Committee on Communications and the Arts is appointed under Standing Order 215. It was appointed on 13 October 2015.

c On 13 October 2015 the members of the Standing Committee on Infrastructure and Communications were discharged and Standing Order 215 was amended to establish the Infrastructure, Transport and Cities Committee.

Internal committees, Forty-fourth Parliament, 2015–16

Committee	Purpose	Reports and inquiries
Appropriations and Administration, Standing Committee on	The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations and Staffing.	<p><i>Report No. 10: Annual Report 2014–15</i> Presented 5 May 2016 PP: 123/2016</p> <p><i>Report No. 11: Budget estimates 2016–17 (Department of the House of Representatives)</i> Presented 5 May 2016 PP: 124/2016</p>
Broadcasting of Parliamentary Proceedings, Joint Committee on the	The committee meets when required to consider the general principles applying to the radio broadcasting and, in certain circumstances, the televising of proceedings of parliament by the Australian Broadcasting Corporation.	
House Committee	The committee usually meets with the equivalent Senate committee as the Joint House Committee. It is serviced by the Department of Parliamentary Services.	
Parliamentary Library, Joint Standing Committee on the	The committee usually meets with the equivalent Senate committee as the Joint Library Committee. It is serviced by the Department of Parliamentary Services.	
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.	<p><i>The work of the Petitions Committee: 2013–16</i> Presented 5 May 2016 PP: 134/2016</p>

Committee	Purpose	Reports and inquiries
Privileges and Members' Interests, Standing Committee of	The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversee arrangements for the maintenance of the Register of Members' Interests and consider any specific complaints about the registering of interests.	<p><i>Right of Reply report for Mr Evan Rolley</i> Presented 3 December 2015 PP: Not applicable</p> <p><i>Report concerning the registration and declaration of members' interests during 2015</i> Presented 11 February 2016 PP: 32/2016</p> <p><i>Report into whether the former Member for Dobell, Mr Craig Thomson, in a statement to the House on 21 May 2012 deliberately misled the House</i> Presented 17 March 2016 PP: 84/2016</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>Provisions for a more family-friendly Chamber</i> Presented 2 December 2015 PP: 452/2015</p> <p><i>Consideration in detail of the main appropriation bill</i> Presented 29 February 2016 PP: 42/2016</p> <p><i>Division required? Electronic voting in the House of Representatives</i> Presented 2 May 2016 PP: 99/2016</p> <p><i>Maintenance of the standing orders</i> Presented 2 May 2016 PP: 100/2016</p> <p>Inquiry into the standing orders in relation to question time</p>

Committee	Purpose	Reports and inquiries
Publications, Standing Committee on	The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of papers presented to parliament.	<p>The committee presented 10 reports, on:</p> <ul style="list-style-type: none"> » 15 August 2015 » 17 September 2015 » 15 October 2015 » 22 October 2015 » 12 November 2015 » 3 December 2015 » 4 February 2016 » 11 February 2016 » 3 March 2016 » 17 March 2016
Publications, Parliamentary Joint Committee on	The committee inquires into matters relating to parliamentary and government publications.	Nil
Selection Committee	The committee was established to determine the program of committee and delegation business and private members' business for each sitting Monday and to select bills for referral to committees.	<p>The committee presented 13 reports, on:</p> <ul style="list-style-type: none"> » 12 August 2015 » 19 August 2015 » 9 September 2015 » 16 September 2015 » 14 October 2015 » 21 October 2015 » 11 November 2015 » 25 November 2015 » 3 February 2016 » 10 February 2016 » 24 February 2016 » 2 May 2016 » 4 May 2016

6 Publications

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

Type	Title
House of Representatives pages on Parliament of Australia website	<p>www.aph.gov.au/About_Parliament/House_of_Representatives</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. Two hard copy and two digital issues were produced during the year.</p> <hr/> <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>, June 2014 » <i>Committee support standards</i>, June 2014 » <i>Dealing with parliamentary committees</i>, June 2014 » <i>Making a submission: notes to help those intending to make a submission to a parliamentary committee inquiry</i>, June 2014 <p>A House for the nation</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-fourth Parliament</i>, fourth edition</p> <p>A document produced primarily for use by Parliament House visitors' guides, May 2016</p> <p><i>House of Representatives guide to procedures</i>, fifth edition</p> <p>A concise introduction to the procedures of the House of Representatives, January 2014</p>

Type	Title
	House of Representatives Infosheet series
	1 <i>Questions</i> , February 2014
	2 <i>A typical sitting day</i> , February 2014
	3 <i>The Speaker</i> , August 2015
	4 <i>Committees</i> , February 2014
	5 <i>Parliamentary privilege</i> , February 2014
	6 <i>Opportunities for private members</i> , May 2014
	7 <i>Making laws</i> , August 2014
	8 <i>Elections for the House of Representatives</i> , February 2014
	9 <i>A new parliament</i> , February 2014
	10 <i>The budget and financial legislation</i> , February 2014
	11 <i>Petitions</i> , February 2014
	12 <i>Finding out about the House</i> , February 2014
	13 <i>The Constitution</i> , February 2014
	14 <i>Making decisions—debate and division</i> , March 2014
	15 <i>The work of a member of parliament</i> , February 2014
	16 <i>The Federation Chamber</i> , February 2016
	17 <i>Citizens' right of reply</i> , February 2014
	18 <i>Double dissolution</i> , May 2016
	19 <i>The House, government and opposition</i> , February 2014
	20 <i>The Australian system of government</i> , February 2014
	21 <i>The Clerk and other officials</i> , February 2014
	22 <i>Political parties</i> , January 2014
	House of Representatives practice , sixth edition
	The official authority for issues of practice and procedure, 2012
	Images of the House
	A pictorial record of the people and events that shaped the House from 1901 to 2001, June 2002

Type	Title
	<p>Members' notes</p> <ol style="list-style-type: none"> 1 <i>First speech</i>, January 2014 2 <i>The registration of members' interests</i>, August 2014 3 <i>Introduction to the Chamber environment</i>, January 2014 4 <i>Etiquette in the Chamber</i>, January 2014 5 <i>House business documents and guidance</i>, January 2014 6 <i>Motions, debate and voting</i>, March 2014 7 <i>Bills</i>, August 2014 8 <i>Raising a matter in the House</i>, February 2014 9 <i>Private members' motions</i>, January 2014 10 <i>Private members' bills and amendments</i>, January 2014 11 <i>Procedural motions</i>, January 2014 12 <i>Parliamentary privilege</i>, January 2014 13 <i>Presenting a petition</i>, March 2014
	<p>Members' handbook</p> <p>A guide to services and facilities for members of the House of Representatives, 2013</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><i>The Federal Parliament 1988–2013</i>, Bernard Wright AO, former Clerk of the House of Representatives, October 2015 (available online at www.aph.gov.au/ProceduralPublications)</p>
	<p>The Speaker of the House of Representatives</p> <p>An illustrated history of the office, role and duties of the Speaker, April 2016</p>
	<p>Standing Orders of the House of Representatives</p> <p>The permanent rules of procedure, as of 26 March 2015 Amendments to the standing orders were issued on 13 October 2015 and 2 February 2016</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: Autumn and Winter 2015, Spring 2015, Autumn 2016 and Winter 2016</p>

Type	Title
	<p><i>Working with Parliamentary Committees</i>, June 2014</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>
<p>Publications of an administrative nature</p>	<p>Department of the House of Representatives annual report 2014–15</p> <p>The annual report on the operations of the department, presented to the House pursuant to the <i>Parliamentary Service Act 1999</i></p> <hr/> <p><i>Department of the House of Representatives Corporate Plan 2015–16</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 2015–16</i></p> <p><i>Department of the House of Representatives Service Charter: Community Service Standards</i>, April 2013</p>

7 Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2015–16.

Date	Visit	Delegation members
1–4 July 2015	Visit to the Republic of Korea	Senator the Hon Stephen Parry <i>President of the Senate</i>
18 July to 2 August 2015	Parliamentary delegation to the United Kingdom, France and the United States by members of the Joint Committee on Intelligence and Security	Mr Dan Tehan MP <i>Delegation leader</i> Senator David Fawcett The Hon Philip Ruddock MP
19–29 July 2015	Parliamentary delegation to Papua New Guinea, Vanuatu and Fiji	Senator the Hon Ian Macdonald <i>Delegation leader</i> Mr Laurie Ferguson MP Mrs Jane Prentice MP Senator Janet Rice
6–12 September 2015	Parliamentary delegation to attend the 36th General Assembly of the ASEAN Inter-Parliamentary Assembly, Malaysia	Mr Jason Wood MP <i>Delegation leader</i> The Hon Ed Husic MP
19 September to 2 October 2015	Parliamentary delegation to the United States	Mr Rowan Ramsey MP <i>Delegation leader</i> The Hon Julie Collins MP Ms Michelle Rowland MP Senator Zed Seselja Mr Ken Wyatt MP
20 September to 20 December 2015	Parliamentary delegation to attend the United Nations General Assembly, New York	Senator Barry O'Sullivan The Hon Wayne Swan MP
20–25 September 2015	Parliamentary delegation to Fiji and New Zealand by members of the Joint Committee of Public Accounts and Audit	Dr Andrew Southcott MP <i>Delegation leader</i> Senator Christopher Ketter Senator Dean Smith

Date	Visit	Delegation members
22–24 September 2015	Visit to New Zealand	Senator the Hon Stephen Parry <i>President of the Senate</i>
27 September to 1 October 2015	Parliamentary delegation to Indonesia	Senator Chris Back Mr Ewen Jones MP Mr Stephen Jones MP Senator Anne Urquart
27 September to 7 October 2015	Parliamentary delegation to ASEAN countries—Malaysia, Cambodia and Laos	Dr Andrew Southcott MP <i>Delegation leader</i> The Hon Alannah MacTiernan MP The Hon Warren Entsch MP
8–14 October 2015	Parliamentary delegation to attend the 61st NATO Parliamentary Assembly, Norway	Mr Luke Simpkins MP <i>Delegation leader</i> Senator the Hon Stephen Conroy
17–21 October 2015	Parliamentary delegation to attend the 133rd Inter-Parliamentary Union Assembly, Switzerland	Mrs Louise Markus MP <i>Delegation leader</i> Senator Sue Lines The Hon Philip Ruddock MP Senator Glenn Sterle
23 October to 6 November 2015	Parliamentary delegation to Canada and the United States	Mr Scott Buchholz MP <i>Delegation leader</i> Dr Dennis Jensen MP
24 October to 7 November 2015	Parliamentary delegation to the United Kingdom and Germany	The Hon Teresa Gambaro MP <i>Delegation leader</i> Senator the Hon Kim Carr Mr Mark Coulton MP Senator David Fawcett
25–31 October 2015	Parliamentary delegation to Singapore and Malaysia by members of the House Standing Committee on the Environment	Mr Tony Zappia MP <i>Delegation leader</i> Mr Andrew Broad MP Mr Andrew Giles MP Mr Nickolas Varvaris MP
5–10 November 2015	Parliamentary delegation to Myanmar	Ms Lisa Chesters MP Senator Scott Ludlum Senator Dean Smith

Date	Visit	Delegation members
7–12 November 2015	Parliamentary delegation to attend the United Nations Human Rights Council Universal Periodic Review, Switzerland	The Hon Philip Ruddock MP <i>Delegation leader</i> Senator Anne McEwen
5–16 December 2015	Parliamentary delegation to the United Arab Emirates, Saudi Arabia and Kuwait by members of the Trade Sub-Committee of the Joint Standing Committee on Foreign Affairs, Defence and Trade	The Hon Teresa Gambaro MP <i>Delegation leader</i> Senator Alex Gallacher The Hon Dr Sharman Stone MP Ms Maria Vamvakinou MP
8–15 January 2016	Visit to Malaysia and Singapore	The Hon Tony Smith MP <i>Speaker of the House of Representatives</i>
16–23 January 2016	Parliamentary delegation to attend the 24th Asia–Pacific Parliamentary Forum, Canada	The Hon Dr Sharman Stone MP <i>Delegation leader</i> Ms Anna Burke MP Mr Luke Simpkins MP
19–24 March 2016	Parliamentary delegation to attend the 134th Inter-Parliamentary Union Assembly, Zambia	The Hon Bruce Scott MP <i>Delegation leader</i> Senator Cory Bernardi Mr Laurie Ferguson MP Senator Sue Lines Ms Nola Marino MP
5–8 April 2016	Parliamentary delegation to New Zealand	The Hon Tony Smith MP <i>Speaker of the House of Representatives and delegation leader</i> Senator Catryna Bilyk The Hon Luke Hartsuyker MP Mr Graham Perrett MP
19–27 April 2016	Visit to attend the 9th Asia–Europe Parliamentary Partnership meeting, Mongolia, and visit to the Republic of Korea	Senator Gavin Marshall <i>Deputy President of the Senate</i>

8 Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2015–16.

Date	Delegation	Country represented
15–20 August 2015	Parliamentary delegation from the Kingdom of Saudi Arabia	Saudi Arabia
3–9 September 2015	Parliamentary delegation from Latin America	Chile, Ecuador, Mexico, Uruguay
4–11 November 2015	Parliamentary delegation from ASEAN countries	Brunei, Laos, Malaysia, Singapore, Thailand, Vietnam
30 November to 3 December 2015	Parliamentary delegation from the Republic of Indonesia	Indonesia
7–11 February 2016	Parliamentary delegation from the European Parliament	Germany, United Kingdom, Italy, Austria
28 February to 3 March 2016	Parliamentary delegation from New Zealand	New Zealand
13–17 March 2016	Parliamentary delegation from Cambodia	Cambodia

9 Other incoming parliamentary delegations

This appendix contains summary information on other incoming parliamentary delegations in 2015–16.

Date	Delegation	Country represented
10 August 2015	Visit to the parliament by HE Mr Carlos Morales, Foreign Minister of Guatemala	Guatemala
18 August 2015	Visit to the parliament by members of the National Assembly Committee on Security and Defence of Vietnam	Vietnam
20 August 2015	Visit to the parliament by a parliamentary delegation from the Republic of Indonesia led by Dr Agus Hermanto MP, Deputy Speaker of the House of Representatives of Indonesia	Indonesia
8 September 2015	Visit to the parliament by members of the Senate Committee on Economic Affairs of France	France
14 September 2015	Visit to the parliament by members of the Ethnic and Religious Affairs Committee of the National Committee of the Chinese People's Political Consultative Conference	China
16 September 2015	Visit to the parliament by members of the Foreign Affairs Committee of the National People's Congress of China	China
12–13 October 2015	Visit to the parliament by members of the External Affairs Committee of the National Assembly of Vietnam	Vietnam
13–14 October 2015	Visit to the parliament by members of the Joint Parliamentary Committee on National Cohesion and Equal Opportunity of Kenya	Kenya

Date	Delegation	Country represented
10–11 November 2015	Visit to the parliament by members of the France–Australia Parliamentary Group from the Senate of France	France
25 November 2015	Visit to the parliament by Ms Shaza Fatima Khawaja, member of parliament from Pakistan	Pakistan
22–23 February 2016	Visit to the parliament by a parliamentary delegation from Malaysia	Malaysia
2–3 March 2016	Visit to the parliament by a parliamentary delegation from Germany	Germany
2 May 2016	Visit to the parliament by a parliamentary delegation from Fiji	Fiji
23–24 May 2016	Visit to the parliament by a parliamentary delegation from Samoa	Samoa
7 June 2016	Visit to the parliament by a parliamentary delegation from Ethiopia	Ethiopia
21 June 2016	Visit to the parliament by Mr Asad Umar, member of parliament from Pakistan	Pakistan
29–30 June 2016	Visit to the parliament by a parliamentary delegation from Vanuatu	Vanuatu

10 Parliamentary staff and other visits

This appendix contains summary information on parliamentary staff and other visits 2015–16.

Date	Visit	Country represented
12 August 2015	Australian Political Exchange Council— fifth delegation from the Republic of Korea	Republic of Korea
9 September 2015	Australian Political Exchange Council— 19th delegation from Vietnam	Vietnam
14–18 September 2015	Ms Shelda Commettant, Acting Clerk of the National Assembly of the Seychelles	Seychelles
14 October 2015	Presidential Committee on the Unification Process of the Republic of Korea	Republic of Korea
14 October 2015	Australian Political Exchange Council— 32nd delegation from the United States	United States
27 October 2015	Visit to the parliament by members of the Electoral Commission of Nepal	Nepal
11 November 2015	Australian Political Exchange Council— 23rd delegation from the People's Republic of China	People's Republic of China
24 November 2015	Australian Political Exchange Council— 10th delegation from New Zealand	New Zealand
8 January 2016	Ms Atelaite Rokosuka, Director Corporate Services	Fiji
15–24 February 2016	Inter-Parliamentary Study Program	European Parliament, Fiji, France, Indonesia, Japan, New Zealand, Nigeria, People's Republic of China, Solomon Islands and Vietnam
4 May 2016	Australian Political Exchange Council — 15th delegation from Japan	Japan
8 May 2016	Staff of the Parliament of the United Arab Emirates	United Arab Emirates
26–27 May 2016	Parliamentary staff from Pakistan (national and regional parliaments)	Pakistan

11 Agency resource statement

Agency resource statement, 2015–16

	Actual available appropriations for 2015–16 \$'000	Payments made 2015–16 \$'000	Balance remaining 2015–16 \$'000
	(A)	(B)	(A)–(B)
Departmental^a			
Annual appropriation	40,700	23,338	17,362
Total	40,700	23,338	17,362
Administered^b			
Administered expenses			
Outcome 1	324	322	2
Total	324	322	2
Total resourcing	41,024	23,660	17,364
Special accounts			
Opening balance	2,550		
Appropriation receipts ^c	60		
Payments made		50	
Total special accounts	2,610	50	2,560
Total resourcing and payments for the Department of the House of Representatives	38,414	23,610	

a *Appropriation (Parliamentary Departments) Act (No. 1) 2015–16*, prior year departmental appropriation and section 74 retained revenue receipts.

Includes an amount of \$0.642 million in 2015–16 for the departmental capital budget. For accounting purposes this amount has been designated as 'contributions by owners'. Also includes an amount of \$0.060 million that has been credited to the Inter-parliamentary Relations Special Account for interest equivalency payments.

Excludes \$0.080 million subject to administrative quarantine by the Department of Finance or withheld under section 51 of the *Public Governance, Performance and Accountability Act 2013*.

b *Appropriation (Parliamentary Departments) Act (No. 1) 2015–16*.

c Appropriation receipts from departmental appropriation for 2015–16 included above.

Third-party drawdowns from and on behalf of other entities

	\$'000
Payments made on behalf of the Department of Finance (disclosed in the respective entity's resource statement)	7,415
Payments made on behalf of the Australian Public Service Commission (disclosed in the respective entity's resource statement)	37,402

12 Contact directory

This appendix contains the contact details of House of Representatives office-holders and the department's senior executive officers, as at 30 June 2016.

Speaker of the House of Representatives, the Hon Tony Smith MP	<i>Parliament House</i>	Phone (02) 6277 4000	Fax (02) 6277 2050
	<i>Electorate office</i>	Phone (03) 9727 0799	Fax (03) 9727 0833
	email Tony.Smith.MP@aph.gov.au		
Deputy Speaker, the Hon Bruce Scott MP	<i>Parliament House</i>	Phone (02) 6277 4949	Fax (02) 6277 8421
	<i>Electorate office</i>	Phone (07) 4662 2715	Fax (07) 4662 5149
	email Bruce.Scott.MP@aph.gov.au		
Second Deputy Speaker, Mr Rob Mitchell MP	<i>Parliament House</i>	Phone (02) 6277 4117	Fax (02) 6277 8443
	<i>Electorate office</i>	Phone (03) 9333 0440	Fax (03) 9333 8377
	email Rob.Mitchell.MP@aph.gov.au		
Clerk of the House, Mr David Elder	Phone (02) 6277 4111	Fax (02) 6277 2006	
	email Clerk.Reps@aph.gov.au		
Deputy Clerk, Ms Claressa Surtees	Phone (02) 6277 4222	Fax (02) 6277 2006	
	email DepClerk.Reps@aph.gov.au		
Clerk Assistant (Table), Ms Catherine Cornish	Phone (02) 6277 4777	Fax (02) 6277 4517	
	email Catherine.Cornish.Reps@aph.gov.au		
Clerk Assistant (Committees), Ms Robyn McClelland	Phone (02) 6277 4399		
	email Robyn.McClelland.Reps@aph.gov.au		
Serjeant-at-Arms, Mr James Catchpole	Phone (02) 6277 4444	Fax (02) 6277 2006	
	email James.Catchpole.Reps@aph.gov.au		
Departmental addresses	Post Department of the House of Representatives PO Box 6021, Parliament House, Canberra ACT 2600		
	Internet www.aph.gov.au/house		

13 List of requirements

Description	Requirement	Page
Letter of transmittal		
A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report	Mandatory	iii
Aids to access		
Table of contents	Mandatory	v
Alphabetical index	Mandatory	165–73
Glossary of abbreviations and acronyms	Mandatory	164
List of requirements	Mandatory	158–63
Details of contact officer	Mandatory	ii
Entity's website address	Mandatory	ii
Electronic address of report	Mandatory	ii
Review by accountable authority		
A review by the accountable authority of the entity	Mandatory	2–3
Overview of the entity		
A description of the role and functions of the entity	Mandatory	4
A description of the organisational structure of the entity	Mandatory	4, 5
A description of the outcomes and programs administered by the entity	Mandatory	4, 6
A description of the purposes of the entity as included in the corporate plan	Mandatory	4
An outline of the structure of the portfolio of the entity	Portfolio departments—mandatory	Not applicable
Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change	If applicable, mandatory	Not applicable

Description	Requirement	Page
Report on the performance of the entity		
Annual performance statements		
Annual performance statement in accordance with section 39(1)(b) of the Act and section 16F of the Rule	Mandatory	118–23
Report on financial performance		
A discussion and analysis of the entity's financial performance	Mandatory	7–8
A table summarising the total resources and total payments of the entity	Mandatory	156
If there are significant changes in the financial results during or after the previous or current reporting period, provide information on those changes, including the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstance that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results	If applicable, mandatory	7
Management and accountability		
Corporate governance		
Information on compliance with section 10 (fraud systems)	Mandatory	60
A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared	Mandatory	iii
A certification by accountable authority that the entity has in place mechanisms suited to its specific needs for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud	Mandatory	iii
A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity	Mandatory	iii
An outline of structures and processes in place for the entity to implement the principles and objectives of corporate governance	Mandatory	58–62
A statement of significant issues reported to minister under section 19(1)(e) of the Act that relates to non-compliance with finance law and action taken to remedy non-compliance	If applicable, mandatory	60

Description	Requirement	Page
External scrutiny		
Information on the most significant developments in external scrutiny and the entity's response to the scrutiny	Mandatory	63–4
Information on judicial decisions and decisions of administrative tribunals and of the Australian Information Commissioner that may have a significant effect on the operations of the entity	If applicable, mandatory	63
Information on any reports on operations of the entity by the Auditor-General (other than the report under section 43 of the Act), a parliamentary committee, or the Commonwealth Ombudsman	If applicable, mandatory	63–4
Information on any capability reviews on the entity that were released during the period	If applicable, mandatory	Not applicable
Management of human resources		
An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives	Mandatory	65–70
Statistics on the entity's ongoing and non-ongoing APS employees, in relation to the following: <ul style="list-style-type: none"> » classification level » full-time employees » part-time employees » gender » staff location » employees who identify as Indigenous 	Mandatory	124–6
Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under section 24(1) of the <i>Public Service Act 1999</i>	Mandatory	69
Information on the number of SES and non-SES employees covered by enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under section 24(1) of the <i>Public Service Act 1999</i>	Mandatory	69
The salary ranges available for APS employees by classification level	Mandatory	69
A description of non-salary benefits provided to employees	Mandatory	67–9

Description	Requirement	Page
Information on the number of employees at each classification level who received performance pay	If applicable, mandatory	Not applicable
Information on aggregate amounts of performance pay at each classification level	If applicable, mandatory	Not applicable
Information on the average amount of performance payment, and range of such payments, at each classification level	If applicable, mandatory	Not applicable
Information on aggregate amount of performance payments	If applicable, mandatory	Not applicable
Assets management		
An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory	71
Purchasing		
An assessment of entity performance against the Commonwealth Procurement Rules	Mandatory	71–2
Consultants		
A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST)	Mandatory	72
A statement that <i>'During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million].'</i>	Mandatory	72
A summary of the policies and procedures for selecting and engaging consultants and the main categories of purpose for which consultants were selected and engaged	Mandatory	72
A statement that <i>'Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.'</i>	Mandatory	72

Description	Requirement	Page
Australian National Audit Office Access clauses		
If an entity entered into a contract with a value of more than \$100,000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, the purpose and value of the contract, and the reason why a clause allowing access was not included in the contract	If applicable, mandatory	72
Exempt contracts		
If an entity entered into a contract or there is a standing offer with a value greater than \$10,000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the Freedom of Information Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters	If applicable, mandatory	72
Small business		
A statement that ' <i>[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and medium enterprises and small enterprise participation statistics are available on the Department of Finance's website.</i> '	Mandatory	72
An outline of the ways in which the procurement practices of the entity support small and medium enterprises	Mandatory	72
If the entity is considered by the department administered by the Finance Minister as material in nature—a statement that ' <i>[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website.</i> '	If applicable, mandatory	Not applicable
Financial statements		
Inclusion of the annual financial statements in accordance with section 43(4) of the Act	Mandatory	75–116

Description	Requirement	Page
Other mandatory information		
If the entity conducted advertising campaigns, a statement that <i>'During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website.'</i>	If applicable, mandatory	Not applicable
If the entity did not conduct advertising campaigns, a statement to that effect	If applicable, mandatory	73
A statement that <i>'Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website].'</i>	If applicable, mandatory	73
Outline of mechanisms of disability reporting, including reference to website for further information	Mandatory	64
Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of the Freedom of Information Act can be found	Mandatory	52
Correction of material errors in previous annual report	If applicable, mandatory	Not applicable
Information required by other legislation	Mandatory	62, 70

Abbreviations and acronyms

AFP	Australian Federal Police
ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
ASEAN	Association of Southeast Asian Nations
DPS	Department of Parliamentary Services
ICT	information and communications technology
IPRO	International and Parliamentary Relations Office
PEO	Parliamentary Education Office
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
PSC	Parliamentary Skills Centre
SCID	Shared Committee Information Database
SES	senior executive service
TOPS	Table Offices Production System

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