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# 1. Chamber and Federation Chamber

This appendix contains summary information on the business of the Chamber and Federation Chamber in 2021–22.

## Sittings of the House of Representatives, 2021–22

Events	Spring 2021	Autumn 2022	Total
Sitting weeks	8	3	<b>11</b>
Sitting days	31	10	<b>41</b>
Hours of sitting: <sup>a</sup>			
» including suspensions	284	100	<b>384</b>
» excluding suspensions	283	97	<b>380</b>
Sittings after midnight	0	1	<b>1</b>
Government bills introduced	74	41	<b>115</b>
Private members' bills introduced	20 <sup>b</sup>	6	<b>26</b>
Private members' motions moved	13	2	<b>15</b>
Committee reports presented	79	58	<b>137</b>
Days on which:			
» the adjournment motion was debated	29	7	<b>36</b>
» matters of public importance were discussed	24	9	<b>33</b>
» private members' business occurred	7	1	<b>8</b>
Divisions	63	24	<b>87</b>
Closure of question agreed to	4	4	<b>8</b>
Closure of member agreed to	18	7	<b>25</b>
Bills subject to debate management motions	0	0	<b>0</b>

a. Hours are rounded to the nearest hour.

b. Includes two private senators' bills.

### Meetings of the Federation Chamber, 2021–22

Events	Spring 2021	Autumn 2022	Total
Number of meetings	16	9	<b>25</b>
Hours of meeting (excluding suspensions) <sup>a</sup>	45	30	<b>75</b>
Bills referred	0	2	<b>2</b>
Private members' bills debated	0	0	<b>0</b>
Private members' motions moved	26	5	<b>31</b>
Committee reports presented	0	0	<b>0</b>
Committee and delegation reports referred	21	16	<b>37</b>
Days on which:			
» the adjournment motion was debated	4	3	<b>7</b>
» grievance debate occurred	4	2	<b>6</b>
» private members' business occurred	4	1	<b>5</b>

a. Hours are rounded to the nearest hour.

### Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2017–18 to 2021–22

Events	2017–18	2018–19	2019–20	2020–21	2021–22
Government bills introduced:					
» initiated in the House	172	112	196	142	101
» initiated in the Senate	15	13	17	14	14
» total	187	125	213	156	115
Private members' bills introduced <sup>a</sup>	35	30	35	28	26
Second reading amendments moved	45	37	110	105	55
Consideration in detail amendments moved:					
» government	453	471	32	606	551
» opposition	44	63	89	98	76
» non-aligned	9	32	18	47	38
» private government member	0	0	0	0	11
» amendments to private members' bills	93	0	0	0	0
Consideration in detail amendments passed:					
» government	453	471	32	606	551
» opposition	3	2	3	0	0
» non-aligned	0	10	0	1	1
» private government member	0	0	0	0	0
» amendments to private members' bills	0	0	0	0	0

a. Includes private senators' bills.

## 2. Committee activity

This appendix tallies the activities of the House of Representatives and joint committees of the 46th Parliament, 2021–22. Only House and joint committees supported by the Department of the House of Representatives are listed.

Committee	Meetings	Inquiries active as at 30 June 2022	Reports presented <sup>a</sup>
<b>Scrutiny committees</b>			
Agriculture and Water Resources	14	0	1
Communications and the Arts	13	0	2
Economics	26	0	3
Electoral Matters	2	0	1
Employment, Education and Training	18	0	2
Environment and Energy	8	0	2
Foreign Affairs, Defence and Trade	48	0	8
Health, Aged Care and Sport	13	0	2
Indigenous Affairs	13	0	2
Industry, Innovation, Science and Resources	8	0	1
Infrastructure, Transport and Cities	12	0	1
Intelligence and Security	44	0	17
Mental Health and Suicide Prevention	17	0	1
Migration	5	0	1
National Capital and External Territories	9	0	2
National Redress Scheme	8	0	1
Northern Australia	13	0	2
Public Accounts and Audit	16	0	8
Public Works	31	0	10
Regional Australia	11	0	1
Road Safety	15	0	1
Social Media and Online Safety	10	0	1
Social Policy and Legal Affairs	11	0	2
Tax and Revenue	20	0	4
Trade and Investment Growth	8	0	1
Treaties	14	0	5

Committee	Meetings	Inquiries active as at 30 June 2022	Reports presented <sup>a</sup>
<b>Internal committees</b>			
Appropriations and Administration	6	0	2
Broadcasting of Parliamentary Proceedings	0	0	0
Petitions	15	0	9
Privileges and Members' Interests	9	0	4
Procedure	12	0	1
Publications (House)	0	0	0
Selection	9	0	9

- a. The Parliamentary Standing Committee on Public Works and the Joint Standing Committee on Treaties often present reports that incorporate multiple completed inquiries. Statistics detailed here tally the number of reports presented only and not the number of completed inquiries.

## 3. Committee reports and inquiries

This appendix provides details of reports presented and inquiries conducted by the parliamentary committees supported by the Department of the House of Representatives in 2021–22.

Reports presented	Date presented and parliamentary paper (PP) number
<b>Agriculture and Water Resources, Standing Committee on</b>	
<i>Inquiry into the Australian aquaculture sector</i>	9 February 2022; PP: 18/2022
<b>Communications and the Arts, Standing Committee on</b>	
<i>The Future of Regional Newspapers in a Digital World: Inquiry into Australia's regional newspapers</i>	23 March 2022; PP: 102/2022
<i>Sculpting a National Plan: Inquiry into Australia's creative and cultural industries and institutions</i>	27 October 2021; PP: 516/2021
<b>Economics, Standing Committee on</b>	
<i>Uncharted Territory: Review of the Reserve Bank of Australia Annual Report</i>	25 March 2022; PP: 119/2022
<i>Report on the implications of common ownership and capital concentration in Australia</i>	17 March 2022; PP: 118/2022
<i>Review of the Australian Competition and Consumer Commission Annual Reports 2019 and 2020</i>	29 November 2021; PP: 556/2021
<b>Electoral Matters, Joint Standing Committee on</b>	
<i>Report on the Candidate Qualification Checklist</i>	31 March 2022; PP: 110/2022
<b>Employment, Education and Training, Standing Committee on</b>	
<i>Don't take it as read – Inquiry into adult literacy and its importance</i>	22 March 2022; PP: 101/2022
<i>Inquiry into the Fair Work Commission Annual Report</i>	22 March 2022; PP: 99/2022
<b>Environment and Energy, Standing Committee on the</b>	
<i>Advisory report on the inquiry into the Australian Local Power Agency Bill 2021 and Australian Local Power Agency (Consequential Amendments) Bill 2021</i>	17 February 2022; PP: 50/2022
<i>Climate Change (National Framework for Adaptation and Mitigation) Bill 2020 and Climate Change (National Framework for Adaptation and Mitigation) (Consequential and Transitional Provisions) Bill 2020</i>	14 July 2021; PP: 214/2021
<b>Foreign Affairs, Defence and Trade, Joint Standing Committee on</b>	
<i>Inquiry into PFAS remediation in and around Defence bases: Final report</i>	30 March 2022; PP: 89/2022
<i>Strengthening Australia's relationships with countries in the Pacific</i>	30 March 2022; PP: 88/2022

<b>Reports presented</b>	<b>Date presented and parliamentary paper (PP) number</b>
<i>First periodic report on Human Rights: Final report into certain aspects of the Department of Foreign Affairs and Trade Annual Report 2019–20</i>	30 March 2022; PP: 87/2022
<i>Expanding the membership of the Comprehensive and Progressive Trans-Pacific Partnership</i>	10 February 2022; PP: 27/2022
<i>Advocating for the elimination of child and forced marriage</i>	2 December 2021; PP: 571/2021
<i>Inquiry into the human rights of women and girls in the Pacific</i>	29 November 2021; PP: 554/2021
<i>Inquiry into the Department of Defence Annual Report 2019–20</i>	25 November 2021; PP: 565/2021
<i>One Region, One Family, One Future: Deepening relations with the Pacific nations through trade</i>	3 September 2021; PP: 246/2021
<b>Health, Aged Care and Sport, Standing Committee on</b>	
<i>Inquiry into childhood rheumatic diseases: Interim Report</i>	31 March 2022; PP: 115/2022
<i>The New Frontier – Delivering better health for all Australians</i>	25 November 2021; PP: 564/2021
<b>Implementation of the National Redress Scheme, Joint Select Committee on</b>	
<i>Second Interim Report of the Joint Select Committee on Implementation of the National Redress Scheme, November 2021</i>	24 November 2021; PP: 563/2021
<b>Indigenous Affairs, Standing Committee on</b>	
<i>Interim report on better corporate engagement with Aboriginal and Torres Strait Islander consumers: an issues paper</i>	21 March 2022; PP: 100/2022
<i>Report on Indigenous participation in employment and business</i>	30 August 2021; PP: 257/2021
<b>Industry, Innovation, Science and Resources, Standing Committee on</b>	
<i>The Now Frontier: Developing Australia's Space Industry</i>	2 December 2021; PP: 572/2021
<b>Infrastructure, Transport and Cities, Standing Committee on</b>	
<i>Government Procurement: A sovereign security imperative</i>	31 March 2022; PP: 116/2022
<b>Intelligence and Security, Parliamentary Joint Committee on</b>	
<i>Inquiry into national security risks affecting the Australian higher education and research sector</i>	25 March 2022; PP: 106/2022
<i>Advisory Report on the National Security Legislation Amendment (Comprehensive Review and Other Measures No. 1) Bill 2021</i>	25 March 2022; PP: 105/2022
<i>Advisory Report on the Security Legislation Amendment (Critical Infrastructure Protection) Bill 2022</i>	25 March 2022; PP: 104/2022
<i>Report by Statement on the review of regulations listing Hizballah and The Base as terrorist organisations under the Criminal Code Act 1995</i>	25 March 2022; PP: 71/2022
<i>Advisory Report on the Intelligence Oversight and Other Legislation Amendment (Integrity Measures) Bill 2020</i>	7 February 2022; PP: 48/2022

Reports presented	Date presented and parliamentary paper (PP) number
<i>Review of Part 14 of the Telecommunications Act 1997 – Telecommunications Sector Security Reforms</i>	7 February 2022; PP: 47/2022
<i>Review of the amendments made by the Telecommunications and Other Legislation Amendment (Assistance and Access) Act 2018</i>	21 December 2021; PP: 20/2022
<i>Review of Administration and Expenditure No. 19 (2019-2020) – Australian Intelligence Agencies</i>	24 November 2021; PP: 545/2021
<i>Review of Administration and Expenditure No. 18 (2018-2019) – Australian Intelligence Agencies</i>	24 November 2021; PP: 545/2021
<i>Review of police powers in relation to terrorism, the control order regime, the preventative detention order regime and the continuing detention order regime</i>	14 October 2021; PP: 308/2021
<i>Review of the relisting of five organisations as terrorist organisations under the Criminal Code</i>	12 October 2021; PP: 307/2021
<i>Advisory Report on the Security Legislation Amendment (Critical Infrastructure) Bill 2020 and Statutory Review of the Security of Critical Infrastructure Act 2018</i>	29 September 2021; PP: 287/2021
<i>Advisory Report on the Counter-Terrorism Legislation Amendment (High Risk Terrorist Offenders) Bill 2020</i>	16 September 2021; PP: 286/2021
<i>Annual Report of Committee Activities 2020-2021</i>	14 September 2021; PP: 273/2021
<i>Advisory Report on the Foreign Intelligence Legislation Amendment Bill 2021</i>	25 August 2021; PP: 237/2021
<i>Report by statement on the review of regulations re-listing Jama'at Mujahideen Bangladesh (JMB) and the listing of Neo-Jama'at Mujahideen Bangladesh (Neo-JMB) as terrorist organisations under the Criminal Code Act 1995</i>	10 August 2021; PP: 227/2021
<i>Advisory report on the Surveillance Legislation Amendment (Identify and Disrupt) Bill 2020</i>	5 August 2021; PP: 218/2021
<b>Mental Health and Suicide Prevention, Select Committee on</b>	
<i>Mental Health and Suicide and Prevention – Final Report</i>	24 November 2021; PP: 562/2021
<b>Migration, Joint Standing Committee on</b>	
<i>Final Report of the Inquiry into Australia's Skilled Migration Program</i>	9 August 2021; PP: 226/2021
<b>National Capital and External Territories, Joint Standing Committee on the</b>	
<i>Interim Report – Inquiry into economic, social and environmental sustainability in the Indian Ocean Territories</i>	31 March 2022; PP: 62/2022
<i>Interim Report – Inquiry into availability and access to enabling communications infrastructure in Australia's external territories</i>	31 March 2022; PP: 61/2022



Reports presented	Date presented and parliamentary paper (PP) number
<b>Northern Australia, Joint Standing Committee on</b>	
<i>Inquiry into the Opportunities and Challenges of the Engagement of Traditional Owners in the Economic Development of Northern Australia</i>	8 February 2022; PP: 21/2022
<i>Inquiry into the destruction of 46,000 year old caves at the Juukan Gorge in the Pilbara region of Western Australia</i>	18 October 2021; PP: 465/2021
<b>Public Accounts and Audit, Joint Committee of</b>	
<i>Report 492 Governance in the Stewardship of Public Resources</i>	12 April 2022; PP: 152/2022
<i>Report 491 Review of the Auditor-General Act 1997</i>	31 March 2022; PP: 125/2022
<i>Report 490 Alternative Financing Mechanisms</i>	31 March 2022; PP: 124/2022
<i>Report 489 Defence Major Projects Report 2019-20</i>	31 March 2022; PP: 123/2022
<i>Report 488 Commonwealth Financial Statements 2019-20</i>	31 March 2022; PP: 122/2022
<i>Statement on the 2022-23 Draft Estimates for the Australian National Audit Office and the Parliamentary Budget Office</i>	29 March 2022
<i>Report 487 Annual Report 2020-21</i>	2 December 2021; PP: 573/2021
<i>Report 486 Regulatory Activities</i>	24 August 2021; PP: 251/2021
<b>Public Works, Parliamentary Standing Committee on</b>	
<i>3/2022: Referrals made February 2022</i>	29 March 2022; PP: 112/2022
<i>2/2022: Referrals made December 2021</i>	29 March 2022; PP: 111/2022
<i>1/2022: Referrals made December 2021</i>	9 February 2022; PP: 49/2022
<i>10/2021: Referral made October 2021</i>	29 November 2021; PP: 568/2021
<i>9/2021: Referrals made August 2021</i>	29 November 2021; PP: 567/2021
<i>8/2021: Referrals made June 2021</i>	18 October 2021; PP: 502/2021
<i>7/2021: Referral made June 2021</i>	30 August 2021; PP: 258/2021
<i>6/2021: Referral made May and June 2021</i>	20 August 2021; PP: 250/2021
<i>5/2021: Referral made May 2021</i>	20 August 2021; PP: 249/2021
<i>4/2021: Referral made May 2021</i>	3 August 2021; PP: 224/2021
<b>Regional Australia, House Select Committee on</b>	
<i>Pride of Place: Inquiry into the future of Regional Australia</i>	31 March 2022; PP: 103/2022
<b>Road Safety, Joint Select Committee on</b>	
<i>Driving Reform: final report for the Inquiry into Road Safety</i>	25 March 2022; PP: 127/2022

Reports presented	Date presented and parliamentary paper (PP) number
<b>Social Media and Online Safety, Select Committee on</b>	
<i>Social Media and Online Safety</i>	15 March 2022; PP: 126/2022
<b>Social Policy and Legal Affairs, Standing Committee on</b>	
<i>Inquiry into constitutional reform and referendums</i>	9 February 2022; PP: 19/2022
<i>Final Report – Inquiry into homelessness in Australia</i>	4 August 2021; PP: 215/2021
<b>Tax and Revenue, Standing Committee on</b>	
<i>The Australian Dream: Inquiry into housing affordability and supply in Australia</i>	17 March 2022; PP: 117/2022
<i>2018-19 Commissioner of Taxation Annual Report</i>	26 October 2021; PP: 515/2021
<i>The Development of the Australian Corporate Bond: A Way Forward</i>	25 October 2021; PP: 514/2021
<i>Owning a share of your work: tax treatment of employee share schemes</i>	23 August 2021; PP: 248/2021
<b>Trade and Investment Growth, Joint Standing Committee on</b>	
<i>The Prudential Regulation of Investment in Australia's Export Industries</i>	10 February 2022; PP: 22/2022
<b>Treaties, Joint Standing Committee on</b>	
<i>Report 200: International Labour Organization Protocol of 2014 to the Forced Labour Convention, 1930 (No. 29)</i>	31 March 2022; PP: 114/2022
<i>Report 199: Agreement for the Exchange of Naval Nuclear Propulsion Information</i>	17 December 2021; PP: 44/2022
<i>Report 198: European Union Tariff-Rate Quotas Following Withdrawal of the United Kingdom</i>	1 December 2021; PP: 570/2021
<i>Report 197: OCCAR Managed Programmes Participation Agreement; Minamata Convention on Mercury</i>	1 September 2021; PP: 260/2021
<i>Report 196: Regional Comprehensive Economic Partnership Agreement</i>	31 August 2021; PP: 259/2021

## Internal committees – their purpose and reports presented by them during 2021–22

### Committee purpose and reports presented

#### 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, Staffing and Security.

Reports presented:

- » *Report No 22: Annual Report 2020–21*, presented on 28 October 2021; PP: 517/2021
- » *Report No 23: Budget estimates 2022–23*, presented on 31 March 2022; PP: 113/2022

#### 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.

No reports were presented during 2021–22.

#### 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.

No inquiry reports were presented during 2021–22.

Reports presented:

- » *Report 28: Petitions and ministerial responses*, presented on 9 August 2021
- » *Report 29: Petitions and ministerial responses*, presented on 23 August 2021
- » *Report 30: Petitions and ministerial responses*, presented on 30 August 2021
- » *Report 31: Petitions and ministerial responses*, presented on 18 October 2021
- » *Report 32: Petitions and ministerial responses*, presented on 25 October 2021
- » *Report 33: Petitions and ministerial responses*, presented on 22 November 2021
- » *Report 34: Petitions and ministerial responses*, presented on 29 November 2021
- » *Report 35: Petitions and ministerial responses*, presented on 14 February 2022
- » *Report 36: Petitions and ministerial responses*, presented on 31 March 2022

## Committee purpose and reports presented

### Privileges and Members' Interests, 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, the Register of Members' Qualifications and the Members' Training Program Register, and consider any specific complaints about the registering of interests.

Reports presented:

- » *Report concerning the registration and declaration of members' interests during 2021*, presented on 17 February 2022
- » *Register of Members' Interest – Complaint concerning the Member for Pearce*, presented on 30 November 2021
- » *Report concerning legal action in the Federal Court of Australia and possible issues of parliamentary privilege*, presented on 26 October 2021
- » *Right of Reply September 2021 – Report*, presented on 2 September 2021

### Procedure, Standing Committee on

The committee's role is to inquire into and report on the practices and procedures of the House and its committees.

Reports presented:

- » *Maintenance of the standing orders*, presented on 31 January 2022 (PP: 30/2022)

### Publications, Standing Committee on

The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of documents presented to parliament.

No reports were presented during 2021–22.

### 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.

Reports presented:

- » *30 March 2022*
- » *9 February 2022*
- » *24 November 2021*
- » *27 October 2021*
- » *20 October 2021*
- » *1 September 2021*
- » *25 August 2021*
- » *11 August 2021*
- » *4 August 2021*

## 4. Publications

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

### Parliament of Australia website: [www.aph.gov.au](http://www.aph.gov.au)

The Parliament of Australia website includes members' home pages and home pages for House of Representatives committees and joint committees administered by the Department of the House of Representatives.

The House of Representatives pages of the website include many of the publications listed below as well as general information about the House and its work.

### Publications directly related to the work of the House and its committees

#### **About the House newsletter**

E-newsletter containing articles on the work of the House and its committees

#### **Committee Office brochures**

- » *Appearing as a witness at a committee public hearing*
- » *Committee support standards*
- » *Dealing with parliamentary committees*
- » *Making a submission: Notes to help those intending to make a submission to a parliamentary committee inquiry*

#### **House of Representatives facts and figures**

A document produced primarily for use by Parliament House visitor guides, and updated as needed. In the 46th Parliament there were three editions.

#### **House of Representatives Infosheet series**

- |  |  |
|--|--|
| 1. <i>Questions</i>                                  | 13. <i>The Constitution</i>                                  |
| 2. <i>A typical sitting day</i>                      | 14. <i>Making decisions – debate and division</i>            |
| 3. <i>The Speaker</i>                                | 15. <i>The work of a Member of Parliament</i>                |
| 4. <i>Committees</i>                                 | 16. <i>The Federation Chamber</i>                            |
| 5. <i>Parliamentary privilege</i>                    | 17. <i>Citizen's right of reply</i>                          |
| 6. <i>Opportunities for private Members</i>          | 18. <i>Double dissolution</i>                                |
| 7. <i>Making laws</i>                                | 19. <i>The House, government and opposition</i>              |
| 8. <i>Elections for the House of Representatives</i> | 20. <i>The Australian system of government</i>               |
| 9. <i>A new Parliament</i>                           | 21. <i>The Clerk and other officials</i>                     |
| 10. <i>The budget and financial legislation</i>      | 22. <i>Political parties in the House of Representatives</i> |
| 11. <i>Petitions</i>                                 | 23. <i>Basic legal expressions</i>                           |
| 12. <i>Finding out about the House</i>               | 24. <i>Glossary of procedural terms</i>                      |

## Publications directly related to the work of the House and its committees

### **Guide to Procedures, sixth edition**

A concise introduction to House procedures, 2017 (reprinted 2019 with minor amendments)

### **House of Representatives Practice, seventh edition**

The official authority for issues of practice and procedure, 2018

### **House Review**

Discussion and analysis of selected features of House business, published each sitting week or fortnight

### **Last Week in the House**

An overview of the work of the House each sitting week, including links to selected events in the official transcript of proceedings (Hansard)

### **Members' Notes**

- |  |  |
|--|--|
| 1. <i>First speeches</i>   | 8. <i>Bills</i>                                  |
| 2. <i>Registration of Members' interests</i>   | 9. <i>Raising a matter in the House</i>          |
| 3. <i>Register of Members' qualifications relating to sections 44 and 45 of the Constitution</i> | 10. <i>Private Members' motions</i>              |
| 4. <i>Introduction to the Chamber environment</i>  | 11. <i>Private Members' bills and amendments</i> |
| 5. <i>Etiquette in the Chamber</i>   | 12. <i>Procedural motions</i>                    |
| 6. <i>House business documents and guidance</i>  | 13. <i>Parliamentary privilege</i>               |
| 7. <i>Motions, debate and voting</i>   | 14. <i>Presenting a petition</i>                 |

### **Members' Handbook**

An introduction to the role of a Member of the House of Representatives and a guide to public resources, services and facilities, 2022

### **House of Representatives Procedural Digest**

A record of procedural events in the House, published each sitting week or fortnight

### **The Speaker of the House of Representatives**

An illustrated history of the office, role and duties of the Speaker, 2016

### **House of Representatives Standing Orders**

The permanent rules of procedure, as of 19 September 2019

### **House of Representatives Statistical Digest**

A statistical record of the work of the House, published each sitting week or fortnight

### **Work of the Session**

A periodic summary of the business of the House and its committees

### **Working with parliamentary committees**

- » *A guide for committee chairs*
- » *A guide for Members*
- » *A guide for Members' staff*

## Publications of an administrative nature

Department of the House of Representatives annual reports

Department of the House of Representatives corporate plans

Department of the House of Representatives Portfolio Budget Statements

*Department of the House of Representatives Enterprise Agreement 2017–2020*

Department of the House of Representatives service charter: service standards, January 2014

## 5. Correction of material errors

There are two errors to be corrected in the *Department of the House of Representatives Annual Report 2020–21*:

- » The proportion of time spent on government and private members' business and business of the House (Chamber and Federation Chamber) for 2019 was reported in Figure 3 on page 33 as 38.2%, 29.4% and 32.4%. The actual percentages were 40.4%, 37.8% and 21.8%.
- » The number of students and teachers participating in the videoconferencing program Parliamentary Insider (9,075) was reported on page 56 as being a nearly 300% increase on 2019–20 participation rates and a 700% increase on 2018–19 participation rates. The actual percentage increases were 200% and 600%, respectively.

There are two errors to be corrected in the *Department of the House of Representatives Annual Report 2019–20*:

- » The proportion of time spent on government and private members' business and business of the House (Chamber and Federation Chamber) for 2019 was reported in Figure 3 on page 33 as 38.2%, 29.4% and 32.4%. The actual percentages were 40.4%, 37.8% and 21.8%.
- » The number of students and teachers participating in the videoconferencing program (3,036) was reported on page 62 as being an increase of over 200% on 2018–19 participation rates. The actual percentage increase was 134%.

## 6. Contact directory

This appendix contains the contact details of House of Representatives office holders and the department's senior executive officers as at 31 July 2022, following the commencement of the 47th Parliament on 26 July 2022.

<b>Speaker of the House of Representatives</b> Hon Milton Dick MP	<b>Parliament House</b>	<b>Phone</b> (02) 6277 4000
	<b>Electorate office</b>	<b>Phone</b> (07) 3879 6440
	<b>Email</b> milton.dick.mp@aph.gov.au	
<b>Deputy Speaker</b> Ms Sharon Claydon MP	<b>Parliament House</b>	<b>Phone</b> (02) 6277 4285
	<b>Electorate office</b>	<b>Phone</b> (02) 4926 1555
	<b>Email</b> sharon.claydon.mp@aph.gov.au	
<b>Second Deputy Speaker</b> Mr Ian Goodenough MP	<b>Parliament House</b>	<b>Phone</b> (02) 6277 4651
	<b>Electorate office</b>	<b>Phone</b> (08) 9300 2244
	<b>Email</b> ian.goodenough.mp@aph.gov.au	
<b>Clerk of the House</b> Ms Claressa Surtees	<b>Phone</b> (02) 6277 4111	
	<b>Email</b> clerk.reps@aph.gov.au	
<b>Deputy Clerk</b> Mr Peter Banson	<b>Phone</b> (02) 6277 4222	
	<b>Email</b> depclerk.reps@aph.gov.au	
<b>Clerk Assistant (Table)</b> Mr James Catchpole	<b>Phone</b> (02) 6277 4777	
	<b>Email</b> james.catchpole.reps@aph.gov.au	
<b>Clerk Assistant (Procedure)</b> Mr Glenn Worthington	<b>Phone</b> (02) 6277 4396	
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## 7. List of requirements

Section 17AJ(d) of the Public Governance, Performance and Accountability Rule 2014 requires the table below to be included in annual reports as an aid of access.

PGPA Rule reference	Part of report (print version)	Description	Requirement
<b>17AD(g)</b>	<b>Letter of transmittal</b>		
17AI	p. iii	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
<b>17AD(h)</b>	<b>Aids to access</b>		
17AJ(a)	p. v	Table of contents.	Mandatory
17AJ(b)	pp. 159–178	Alphabetical index.	Mandatory
17AJ(c)	p. 158	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	pp. 151–157	List of requirements.	Mandatory
17AJ(e)	p. ii	Details of contact officer.	Mandatory
17AJ(f)	p. ii	Entity's website address.	Mandatory
17AJ(g)	p. ii	Electronic address of report.	Mandatory
<b>17AD(a)</b>	<b>Review by accountable authority</b>		
17AD(a)	pp. 2–5	A review by the accountable authority of the entity.	Mandatory
<b>17AD(b)</b>	<b>Overview of the entity</b>		
17AE(1)(a)(i)	p. 6	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	pp. 6–8	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	p. 9	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	p. 6	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(aa)(i)	p. 12	Name of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(ii)	p. 12	Position title of the accountable authority or each member of the accountable authority.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AE(1)(aa)(iii)	p. 85	Period as the accountable authority or member of the accountable authority within the reporting period.	Mandatory
17AE(1)(b)	Not applicable	An outline of the structure of the portfolio of the entity.	Portfolio departments – mandatory
17AE(2)	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
<b>17AD(c) Report on the performance of the entity</b>			
<b>Annual performance statements</b>			
17AD(c)(i); 16F	pp. 12–24	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory
<b>17AD(c)(ii) Report on financial performance</b>			
17AF(1)(a)	p. 25	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	p. 26	A table summarising the total resources and total payments of the entity.	Mandatory
17AF(2)	Not applicable	If there may be significant changes in the financial results during or after the previous or current reporting period, 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 circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, mandatory
17AD(d)	Management and accountability		
<b>Corporate governance</b>			
17AG(2)(a)	pp. 73–74	Information on compliance with section 10 (fraud systems).	Mandatory
17AG(2)(b)(i)	p. iii	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AG(2)(b)(ii)	p. iii	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory
17AG(2)(b)(iii)	p. iii	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory
17AG(2)(c)	pp. 64–74	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	Not applicable see p. 74	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, mandatory
<b>Audit Committee</b>			
17AG(2A)(a)	p. 65	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory
17AG(2A)(b)	pp. 65–67	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	pp. 65–67	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory
17AG(2A)(d)	p. 67	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	p. 67	The remuneration of each member of the entity's audit committee.	Mandatory
<b>External scrutiny</b>			
17AG(3)	p. 75	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	p. 75	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, mandatory
17AG(3)(b)	p. 75	Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, mandatory
17AG(3)(c)	Not applicable	Information on any capability reviews on the entity that were released during the period.	If applicable, mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
<b>Management of human resources</b>			
17AG(4)(a)	pp. 76–87	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(aa)	pp. 76–78	Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: <ul style="list-style-type: none"> <li>» statistics on full-time employees</li> <li>» statistics on part-time employees</li> <li>» statistics on gender</li> <li>» statistics on staff location.</li> </ul>	Mandatory
17AG(4)(b)	pp. 76–78	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: <ul style="list-style-type: none"> <li>» statistics on staffing classification level</li> <li>» statistics on full-time employees</li> <li>» statistics on part-time employees</li> <li>» statistics on gender</li> <li>» statistics on staff location</li> <li>» statistics on employees who identify as Indigenous.</li> </ul>	Mandatory
17AG(4)(c)	pp. 83–84	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory
17AG(4)(c)(i)	p. 84	Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory
17AG(4)(c)(ii)	p. 84	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	p. 85	A description of non-salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	Not applicable see p. 84	Information on the number of employees at each classification level who received performance pay.	If applicable, mandatory
17AG(4)(d)(ii)	Not applicable see p. 84	Information on aggregate amounts of performance pay at each classification level.	If applicable, mandatory
17AG(4)(d)(iii)	Not applicable see p. 84	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, mandatory
17AG(4)(d)(iv)	Not applicable see p. 84	Information on aggregate amount of performance payments.	If applicable, mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
<b>Assets management</b>			
17AG(5)	p. 88	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory
<b>Purchasing</b>			
17AG(6)	p. 88	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory
<b>Reportable consultancy contracts</b>			
17AG(7)(a)	p. 88	A summary statement detailing the number of new reportable consultancy contracts entered into during the period; the total actual expenditure on all such contracts (inclusive of GST); the number of ongoing reportable consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory
17AG(7)(b)	p. 89	A statement that <i>"During [reporting period], [specified number] new reportable consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]"</i> .	Mandatory
17AG(7)(c)	p. 89	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory
17AG(7)(d)	p. 89	A statement that <i>"Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website."</i>	Mandatory
<b>Reportable non-consultancy contracts</b>			
17AG(7A)(a)	pp. 89–90	A summary statement detailing the number of new reportable non-consultancy contracts entered into during the period; the total actual expenditure on such contracts (inclusive of GST); the number of ongoing reportable non-consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AG(7A)(b)	p. 90	A statement that 'Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.'	Mandatory
17AD(daa)	Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts		
17AGA	pp. 88–90	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory
<b>Australian National Audit Office access clauses</b>			
17AG(8)	Not applicable	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, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, mandatory
<b>Exempt contracts</b>			
17AG(9)	Not applicable	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 FOI 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
<b>Small business</b>			
17AG(10)(a)	Not applicable	A statement that '[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website.'	Mandatory
17AG(10)(b)	p. 90	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AG(10)(c)	Not applicable	If the entity is considered by the Department administered by the Finance Minister as material in nature – a statement that '[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.'	If applicable, mandatory
<b>Financial statements</b>			
17AD(e)	pp. 92–134	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
<b>Executive remuneration</b>			
17AD(da)	pp. 85–86	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2–3 of the Rule.	Mandatory
<b>17AD(f) Other mandatory information</b>			
17AH(1)(a)(i)	Not applicable	If the entity conducted advertising campaigns, a statement that '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.'	If applicable, mandatory
17AH(1)(a)(ii)	p. 90	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, mandatory
17AH(1)(b)	Not applicable	A statement that 'Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website].'	If applicable, mandatory
17AH(1)(c)	p. 75	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	Not applicable see p. 75	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory
17AH(1)(e)	p. 149	Correction of material errors in previous annual report.	If applicable, mandatory
17AH(2)	pp. 64, 75, 90	Information required by other legislation.	Mandatory

# Abbreviations and acronyms

ABC	Australian Broadcasting Corporation
ACT	Australian Capital Territory
ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
APS	Australian public service
DPS	Department of Parliamentary Services
EB	Executive Band
FOI	freedom of information
GST	goods and services tax
ICT	information and communications technology
MP	Member of Parliament
NSW	New South Wales
NT	Northern Territory
OCCAR	Organisation for Joint Armament Co-operation
PFAS	per- and poly-fluoroalkyl substances
PGPA	Public Governance, Performance and Accountability
PP	parliamentary paper
PSL	Parliamentary Service Level
Qld	Queensland
SA	South Australia
SES	Senior Executive Service
SME	small and medium-sized enterprise
Tas	Tasmania
Vic	Victoria
WA	Western Australia
WHS Act	<i>Work Health and Safety Act 2011</i>



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