Department *of the*
House *of* Representatives

2013–14
ANNUAL REPORT

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PARLIAMENT *of* AUSTRALIA
HOUSE *of* REPRESENTATIVES

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20 October 2014

The Hon Bronwyn Bishop MP
Speaker of the House of Representatives
Parliament House
CANBERRA ACT 2600

Dear Madam Speaker

I have pleasure in submitting to you, for presentation to the House, the annual report of the Department of the House of Representatives for the year ended 30 June 2014, pursuant to section 65 of the *Parliamentary Service Act 1999*.

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

Yours sincerely

David Elder

David Elder
Clerk of the House

About this report

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

This annual report details our activities during the 2013–14 financial year.

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

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

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

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

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

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

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Overviews

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- Departmental overview
- Financial performance

The Clerk and Deputy Clerk on duty at the Table in the House of Representatives Chamber. Photo: David Foote DPS/Auspic.

Clerk's review

This is my first review as Clerk of the House. As I did not take up office until 1 January 2014, my review takes in the last six months of my predecessor, Bernard Wright, and my first six months as Clerk. The period also includes the transition from the Forty-third to the Forty-fourth Parliament. Such transitions are always significant. This one was even more significant than usual for a number of reasons: there was a change of government, there was a significant turnover of members (42 new members), and the House moved from minority back to majority government.

Wrapping up the Forty-third Parliament

The Forty-third Parliament concluded on 5 August 2013, bringing to an end one of the more challenging and dynamic periods in the department's history. While previous annual reports have referred to the challenges presented by minority government, it is useful to review some of the key achievements of this period.

Private members' business gained greater precedence in the work of the House during the period. As a result, the department's staff were required to adapt quickly to the new environment and assist members in drafting bills, parliamentary amendments and motions. It is notable that in 2012–13 (the final full year of minority government), 30 private members' bills were introduced, compared to six in 2008–09.

Chamber support staff assisted with the introduction of new standing orders and new procedures and practices to reflect them. This work demonstrated the flexibility of our staff and their capacity to adapt quickly to new procedures and standing orders.

In addition to the procedural changes affecting the House, the work of parliamentary committees also changed significantly with minority government. The number of bills referred to committees reached unprecedented levels, which resulted in the adoption of innovative approaches to supporting these inquiries. In the Forty-third Parliament, the House Selection Committee referred 188 bills to committees supported by staff of the department. In contrast, in the Forty-second Parliament, only six bills were referred to committees supported by the department. The massive increase in bills inquiries in the Forty-third Parliament resulted in a significant increase in workload and changes in the style of work required. Most bills inquiries were urgent, often needing to be completed in less than two weeks. At the same time, many committees continued with their conventional policy and scrutiny inquiries. Again, it is pleasing to report how staff rose to this challenge and found effective ways to support the large number of bills inquiries while at the same time continuing to support standard committee operations.

In summary, the department's support to the work of the House and committees during the Forty-third Parliament was notable in its demonstration of the capacity of departmental staff to meet change head on and achieve our goals.

Transitioning to the Forty-fourth Parliament

In the transition to the Forty-fourth Parliament, the department's staff maintained the same level of professionalism and vigour as in the Forty-third. Soon after the dissolution of the Forty-third Parliament, staff began preparations for a seminar for new members on 15 and 16 October 2013. The seminar provided new members with an overview of the work in the House and the Federation Chamber, focusing on consideration of legislation, private members' business, and opportunities to hold the executive to account. Members also received information on the work of committees and the parliament's international and community engagement. In line with the department's collaborative approach, staff from the Department of Parliamentary Services (DPS) and the Parliamentary Budget Office (PBO) were included in the seminar program so that they could explain their role and services to members.

The first session of the Forty-fourth Parliament was held on Tuesday 12 November 2013. The opening of a new parliament features many traditional procedures, but it is underpinned by detailed and tested administrative processes that ensure the day runs smoothly. Departmental staff carefully planned the events scheduled to occur in the House, and also liaised with staff from the Department of the Senate and DPS on the wider parliamentary arrangements.

The new Speaker, the Hon Bronwyn Bishop MP, was elected and took the chair on 12 November. The department provided her with a detailed briefing paper on all aspects of the department's operations. The Hon Bruce Scott MP was elected Deputy Speaker and was also provided with ongoing briefings and support.

With the commencement of the new parliament, the department's principal function of supporting the proceedings of the House, the Federation Chamber and committees began in earnest. The department provided advice and support on the drafting of new standing orders and held briefing sessions for chamber staff on the application of the new procedures. It is noteworthy that many staff who work as clerks and deputy clerks in the House and Federation Chamber perform these functions in addition to their main work in other areas of the department. Preparation for these positions is mostly through on-the-job training, which is supplemented with coaching and regular debriefing sessions that elaborate on and explain procedural points of note occurring during sitting fortnights.

Staff in the Table Office quickly adapted to the new standing orders and procedures of the Forty-fourth Parliament. During the budget sittings, the Table Office implemented the first phase of the new Table Offices Production System (TOPS). Phase 2 of the project, which involves building further functionality, has commenced. TOPS is a joint project involving the Department of the Senate with assistance from DPS. The principal aim of the project is to deliver a system that efficiently creates, manages and publishes chamber documents in both electronic and hard-copy forms.

The legislative drafting support for members continued at a steady pace. The department assisted members with the production of private members' motions, second-reading amendments to bills, detailed amendments to bills, and private members' bills. While the demand for these services in the Forty-fourth Parliament has not reached the levels seen in the Forty-third Parliament, the demand was still significant. We are pleased that we have continued our arrangement with the Office of Parliamentary Counsel for the provision of a legislative drafter to assist with drafting support.

House and joint committees were quickly established. Most committees scheduled their first meetings in early December and commenced their forward work programs. The House Standing Committee on Economics, for example, resolved to conduct a public hearing with the Reserve Bank of Australia on 18 December 2013. Most committees had commenced inquiries by February 2014 and were actively engaging with the community. Our staff continued to provide effective procedural, research and administrative support to these inquiries.

The Committee Office has been quick to embrace enhanced information technology. The Shared Committee Information Database (SCID) was deployed to the Committee Office on 2 April 2014. In the long term, SCID will deliver productivity savings and improved services. To support this initiative, the department has been conducting a rolling program of SCID training for committee staff. The department has also been working with the Department of the Senate on a new venue management system. The new system provides an online booking function for visiting schools taking part in parliamentary education activities, as well as for committee rooms within Parliament House. The new system will be fully operational by the end of the next financial year.

People

The development of our staff has continued to be a key focus. As noted earlier, during the unpredictable work environment of the Forty-third Parliament, staff faced new challenges and delivered admirably. But we cannot afford to be complacent. We continue to invest in the training and development of our staff, which our staff appreciate, as shown in staff feedback and annual staff surveys.

A key development initiative has been the delivery of an integrated leadership training package to our senior executive service, executive level officers and parliamentary service levels four to six. This training has focused on self-knowledge, identification of strengths and weaknesses, and the opportunity to learn and embrace contemporary leadership skills and techniques.

In 2014 a formalised rotation policy for senior staff was endorsed. Previously, rotation within the department was based on voluntary movement. While this was adequate, the department's Executive and staff supported the view that greater outcomes could be achieved through a formalised policy. By having greater opportunities for rotation, staff will be exposed to new challenges and will be able to increase their operational knowledge and experience. Internal job rotation is part of our strategic

approach to increase leadership capacity within the department and to nurture our leaders, to ensure that they are well placed to deliver appropriate support and leadership in the longer term.

During the election period we supported a small number of staff to work on secondment to other government agencies and academic institutions. The program provided these staff members with the opportunity to gain exposure to the work of other organisations and then utilise that experience in our department.

During March 2014, the department sent a senior officer on a two-week development program in the United Kingdom Parliament. This provided a valuable opportunity to compare and contrast the work of the House of Commons with the level of support provided to the House of Representatives.

Capability

The department, like many Commonwealth agencies, is facing a significant budgetary challenge in future years as we operate within an increasingly tight budgetary framework. In addressing this challenge, we will carefully monitor our expenditure and seek to identify savings while not compromising our ability to deliver our principal functions. It is essential that the House of Representatives and its committees be sufficiently funded and supported to fulfil their key roles of legislating and holding the executive to account. The House of Representatives Standing Committee on Appropriations and Administration, chaired by the Speaker, plays an important role in ensuring that the resourcing of the House of Representatives is sufficient and its competing needs are effectively represented to the executive government.

Collaboration

Constructive and effective collaboration with other parliamentary departments, public agencies, academic institutions and industry has increasingly been a focal point of our operations. We regularly liaise with state and territory parliaments about developments in parliamentary administration, procedure and practice.

The department has continued its positive approach to collaboration with the Department of the Senate, DPS and the PBO. We meet with the chief executives of these departments quarterly, and at other times, to discuss ongoing operations and areas of mutual interest. Staff at operational levels also meet regularly to advance common needs.

The People Strategies Office has delivered payroll services not only to our department but also to the PBO, and to DPS up until January 2014 when DPS elected to discontinue this arrangement and deliver the service in-house. As part of this transition, four staff members were transferred to DPS. I would like to commend the staff in the People Strategies Office for their capacity to deliver these services efficiently and effectively. They have demonstrated that significant economies of scale could be achieved.

On the international front, the department continues to provide support for training and capacity-building in the Pacific region. I am pleased to note that the Pacific Parliamentary Partnerships program continued in 2013–14. As noted in last year's annual report, five years of funding has been secured for the Pacific Women's Parliamentary Partnership Project.

Outlook

In the coming year, we will continue to focus on strengthening our capacity to deliver high-quality services by developing the skills and knowledge of our staff and improving our systems and processes.

Through our formalised rotation policy for senior staff, there will be greater opportunity to broaden our staff's experience and deepen their knowledge of the department's operations. This will be rewarding for staff and, at the same time, make the department more resilient and effective and build its capacity. In addition, there will be an increased emphasis on leadership training so that staff have the knowledge and confidence to take on more responsibility.

Another priority is to continue our commitment to effective collaboration with the other parliamentary departments. It is essential that there be a high level of effective collaboration between the parliamentary departments so that we can meet parliament-wide challenges and continue to deliver the high-quality services that are expected of us. The Department of the House of Representatives is committed to this goal.

The department is partway through the life of its current enterprise agreement, which nominally expires on 30 September 2015. In early 2015 and no later than four months before the nominal expiry date of the current agreement, the department will commence preparations and negotiations for a new enterprise agreement.

We will also continue to embrace new technology and systems as a way of enabling us to deliver high-quality services as efficiently as possible. We will seek to implement fully the Table Offices Production System, the Shared Committee Information Database and the venue management system.

On the international front, the department will continue its parliamentary strengthening programs and welcomes the establishment of two new projects under the Pacific Parliamentary Partnerships program to support ongoing development of the Papua New Guinea Parliament and the re-establishment of the Fiji Parliament.

As noted in previous annual reports, increased pressure on our funding is likely to continue. We have experienced these pressures before and will meet the ongoing challenges with confidence in our ability to deliver savings through flexible and innovative responses.

In conclusion and on behalf of the department, I take this opportunity to note the retirement of the former Clerk of the House, Mr Bernard Wright. Mr Wright served the department with distinction for more than 40 years, serving as Clerk from December 2009 to January 2014. He is highly regarded by staff and members, both past and present.

The Speaker of the House of Representatives, the Hon Bronwyn Bishop MP, accompanied by the Clerk, Deputy Clerk, Serjeant-at-Arms, and Clerk Assistant (Table) at the opening of the Forty-fourth Parliament. Photo: David Foote DPS/Auspic.

Departmental overview

Purpose

The department's purpose, as set out in its corporate plan, is:

> 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.

Role and functions

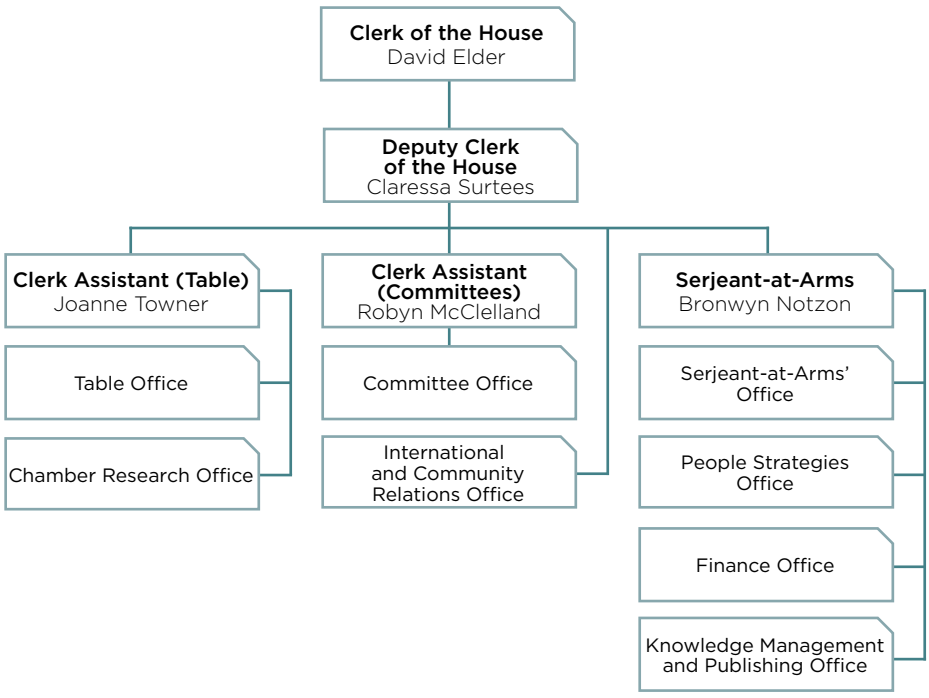
The *Parliamentary Service Act 1999* provides the legal framework for a nonpartisan Parliamentary Service to serve the Australian Parliament. The Act establishes this department and the other three parliamentary departments—the Department of the Senate, the Department of Parliamentary Services and the Parliamentary Budget Office. The Act provides for the management, leadership and responsibilities of Parliamentary Service employees as well as the functions of the Parliamentary Budget Officer, the Parliamentary Service Commissioner and the Parliamentary Service Merit Protection Commissioner. The other parliamentary departments report separately to the parliament.

During 2013–14, the department continued in its role as a service department for the parliament, supporting the work of the House of Representatives, including its members in their parliamentary work, its committees and some joint committees comprising members of both Houses. The department also maintained its focus on providing assistance to the House and the parliament in their relationships within Australia and internationally.

Organisational structure

The department is managed by its Executive, comprising the Clerk, Deputy Clerk, Clerk Assistant (Table), Clerk Assistant (Committees) and Serjeant-at-Arms. Their work is carried out through eight offices. Figure 1 shows the department's organisational structure at 30 June 2014.

Figure 1 Organisational structure at 30 June 2014



Outcome and program structure

The department has one outcome:

> Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.

The department has two programs. **Program 1: Other departmental** contains five components, and **Program 2: Administered** supports one activity.

Program 1: Other departmental

- **Program component 1.1:** ***Chamber and Federation Chamber***

  Departmental activities:

  Resources supporting the effective operation of the Chamber and Federation Chamber of the House of Representatives.

- **Program component 1.2:** ***Community relations and awareness***

  Departmental activities:

  Resources supporting the provision of services to increase community understanding of, and interaction with, the work of the House of Representatives and the Australian Parliament.

  Revenue from other sources (s. 31).

- **Program component 1.3:** ***Committee services***

  Departmental activities:

  Resources supporting the House of Representatives and some joint committees in fulfilling their role in the parliamentary consideration of policy and legislation and the scrutiny of government.

- **Program component 1.4:** ***Inter-parliamentary relations***

  Departmental activities:

  Provision of advice and support to facilitate the conduct of the parliament's international and regional affairs.

  Revenue from other sources (s. 31).

- **Program component 1.5:** ***Members' services and corporate support***

  Departmental activities:

  Provision of advice, services and support to members in Parliament House.

  Payment of members' salaries and allowances.

  Provision of advice, services and support to the department.

  Provision of limited information technology support, financial and human resource management, and office services.

  Revenue from other sources (s. 31).

Program 2: Administered

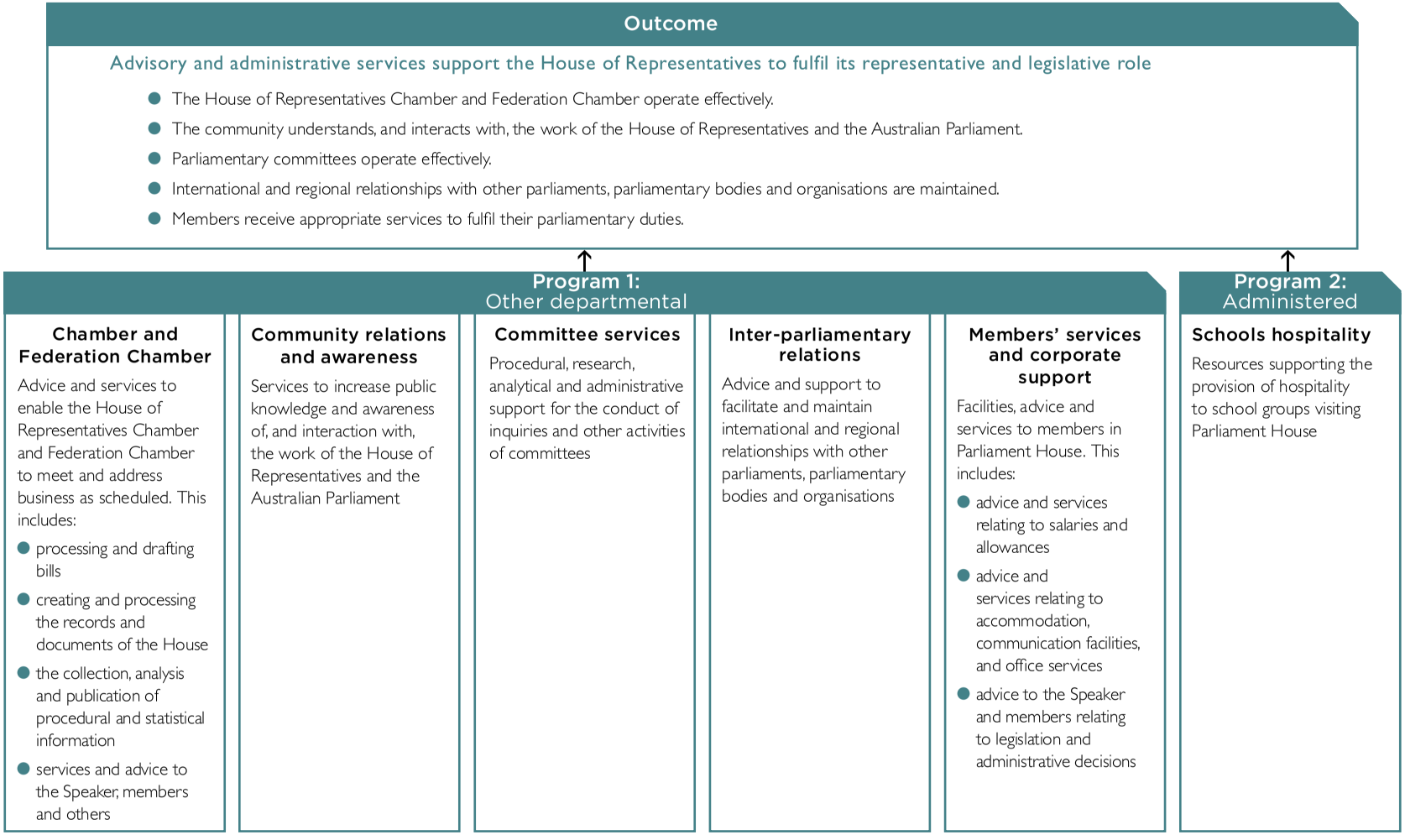
- **Program component 2.1:** ***Schools hospitality***

  Administered activity:

  Resources supporting the provision of hospitality to school groups visiting Parliament House.

Figure 2 shows the outcome and program structure of the department.

Figure 2 Outcome and program structure at 30 June 2014



Financial performance

The department ended the 2013–14 financial year reporting a surplus attributable to the Australian Government of $0.152 million. The same amount of surplus was recorded in 2012–13. Due to the dissolution of the Forty-third Parliament and subsequent commencement of the Forty-fourth Parliament in November 2013, this small surplus reflects a reduction in expenses associated with committees, chamber activities and support for members for the first five months of the reporting period.

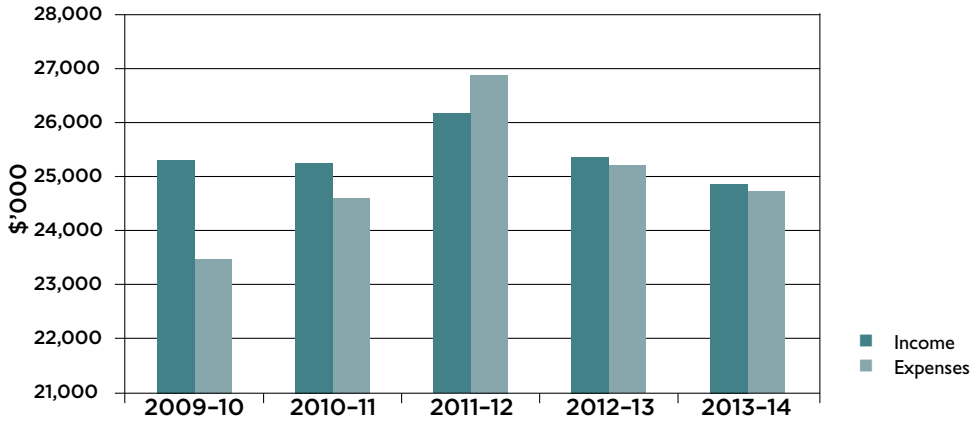
Through the 2013–14 Budget, the department was able to secure a small amount of additional funding to support two new short-term joint select committees and an extension of funding for support for parliamentary reform. New ongoing administered funding as an expense measure to provide modest hospitality to schools groups visiting Parliament House was also secured.

While this additional funding alleviated the immediate need to find further efficiencies and savings, wage and salary expense trends have remained static. The reduction in the department's own-source income is attributable to the conclusion of some funding agreements under the Pacific Parliamentary Partnerships program and the reduction in service provision income associated with the discontinuation of DPS payroll services.

The department's statement of financial position continues to remain healthy with adequate cash reserves available to fund planned asset replacement. The transfer of the ICT function to DPS is reflected in the statement of changes in equity. Assets totalling $0.596 million were transferred to DPS, and current and prior year appropriation (represented as cash reserves) totalling $1.327 million was returned to the budget and reappropriated to DPS. This resulted in a baseline reduction to the department's operating appropriation of $0.779 million and a reduction to the department's capital budget of $0.407 million.

In the coming financial years, the department will need to closely monitor expense levels. The impact of the increase in the efficiency dividend to 2.5 per cent until 2016–17 has resulted in a significant decline in real terms of the department's appropriation. Over many years the department has implemented efficiencies and savings measures in order to remain within budget; however, as we approach the middle year of the parliamentary cycle, traditionally the peak for activity levels and increased expenditure, reductions in services will very likely be needed to maintain financial sustainability.

Figure 3 Financial performance, 2009–10 to 2013–14



Performance

- Chamber and Federation Chamber
- Community relations and awareness
- Committee services
- Inter-parliamentary relations
- Members' services and corporate support
- Schools hospitality

Staff of the Serjeant-at-Arms' Office. Photo: David Foote DPS/Auspic.

Chamber and Federation Chamber

Supporting the operations of the Chamber and Federation Chamber is a key focus of the work of the department. The Clerk's Office, Table Office and Chamber Research Office work together to manage the day-to-day operations of the chambers, with other areas contributing as necessary.

This reporting period saw additional demands placed on the department, associated with both the end of the Forty-third Parliament and, following the general election, the commencement of the Forty-fourth Parliament. In addition, we continued to:

- advise the Speaker and members of the House of Representatives
- advise on programming of House business, and provide procedural support
- process and draft bills
- prepare and publish the record of proceedings of the House
- process, provide access to and manage the custody of the documents and records of the House
- undertake procedural and parliamentary research
- produce information and publications on House practice and procedure
- maintain procedural and statistical records on the work of the House
- provide secretariat support to several domestic committees.

In 2013–14, the budget allocation for the component was $3.138 million and expenditure was $3.209 million. Staff levels, by location, are shown in Appendix 11.

An election year

The House was dissolved on 5 August 2013, bringing the Forty-third Parliament to an end. The dissolution of the House triggers a range of administrative tasks, including finalisation of House records and other housekeeping functions. The period between the dissolution of the House and the opening of the new parliament on 12 November 2013 (the election period) provided an opportunity for staff to start preparing for the opening of the Forty-fourth Parliament, including making arrangements for the swearing in of all 150 members and the election of a Speaker, Deputy Speaker and Second Deputy Speaker. Following discussions with the incoming government, amendments to the standing orders were drafted, including changes to sitting hours and private members' business. The election period also allowed for significant progress to be made on longer term projects such as the development of the Table Offices Production System (see page 21).

Performance summary

The program component's work is focused on supporting the sittings of the House of Representatives Chamber and meetings of the Federation Chamber. Performance is measured in two ways—qualitatively, through the annual survey of members; and quantitatively, through information on the sittings of the House, the meetings of the Federation Chamber and the business conducted in the Chamber and Federation Chamber.

The annual survey of members (see Appendix 12) showed a continuing high level of satisfaction with the department's support for the Chamber and Federation Chamber. All respondents were satisfied with our advice and support. Respondents were 'extremely satisfied' or 'highly satisfied' with the following areas:

- advice and services received from the Clerks-at-the-Table in the Chamber and Federation Chamber—100 per cent (95 per cent in 2012–13)
- advice and services received from other staff in relation to Chamber and Federation Chamber duties—100 per cent (90 per cent in 2012–13)
- quality and availability of procedural and statistical publications and support in obtaining such information—81 per cent (90 per cent in 2012–13).

Statistical information on the sittings of the House and meetings of the Federation Chamber in 2013–14 and the two preceding years is shown in Table 1.

As would be expected in an election year, the statistics show a reduction in the sitting hours of the Chamber and Federation Chamber. After the election, the House did not sit until 12 November 2013; in a full sitting year the House would be expected to sit for several weeks in the period from July to November. In 2013–14, sitting days totalled 53. This figure represents a decrease of six days from the previous year (10.2 per cent fewer days). There was a corresponding reduction in the total number of sitting hours. In 2013–14 the House sat for 79 fewer hours than in the previous year (13.1 per cent less time) and the Federation Chamber met for 104 fewer hours than in the previous year (40.6 per cent less time). However, legislative activity continued at a relatively high level during the period, with 182 bills introduced (241 in 2012–13) and 94 bills passed by both Houses and assented to (228 in 2012–13). The continued high level of legislative activity in a reduced number of sitting days placed significant demands on departmental staff, particularly in the final sitting fortnight, when 46 bills were prepared for assent by the Governor-General—nearly half (48.3 per cent) of all bills assented to during the year.

Detailed information on the business of the House and the Federation Chamber is in Appendix 3 and in the department's publication *Work of the Session* (available on the Parliament of Australia website).

Table 1 Performance summary, Chamber and Federation Chamber, 2011–12 to 2013–14

Aspect of performance	2011–12	2012–13	2013–14[a]
Number of sittings of the House	68	59	53
Number of meetings of the Federation Chamber	59	55	40
Hours of sittings of the House[b]	691	602	523
Hours of meetings of the Federation Chamber[b]	306	256	152
Number of bills introduced	256	241	182
Number of bills that passed both Houses and were assented to[c]	221	228	94

a Election year.
b Excludes suspensions; rounded to the nearest hour.
c Includes bills that passed both Houses in the financial year but were assented to in the following financial year.

Advice on practice and procedure

The Clerk, Deputy Clerk and other staff members provided advice to the Speaker, members and others on the practice and procedure of the House.

We provided immediate advice and support to the new Speaker, ministers, shadow ministers, members and others as they assumed new roles following the election. We also provided detailed written advice. Subjects addressed included the application of the standing orders and the practice of the House; the content of questions without notice; the election of House officers; procedures for private members' business; delegated legislation and the disallowance process; the requirements of the Constitution and standing orders in respect of financial legislation; privilege matters; and requirements of the House in respect of the registration of members' interests.

Programming and coordination of business

Throughout 2013–14, we continued to provide advice and services to facilitate sittings of the House and meetings of the Federation Chamber, including:

- offering programming and procedural advice to ministers, shadow ministers, party whips, other members, their staff and others
- preparing and publishing each sitting day:
  - the *Notice Paper*—a document listing all unresolved business before the House in the proposed order of consideration
  - the *Daily Program* (also known as 'the Blue')—an informal agenda for the day
  - procedural scripts for all items of business for use in the Chamber and the Federation Chamber
- providing chamber support from the Serjeant-at-Arms' Office for sittings of the House and meetings of the Federation Chamber to oversee ceremonial and security arrangements and ensure the availability of chamber papers

- processing members' questions in writing to ministers, including editing them for compliance with the standing orders and publishing them in the *Notice Paper* for the next sitting day, and managing answers to questions
- providing a captioning service for the televised and webcast proceedings of the House and Federation Chamber
- publishing *This Week in the House*, a weekly online forecast of expected business for the House, and its counterpart, *Last Week in the House*.

Table 2 provides details of the number of questions in writing to ministers dealt with by the House in the five years from 2009–10 to 2013–14.

All sittings required the coordination of people, documents and actions, and the programming of the following categories of business:

- government business (for example, government legislation)
- private members' business (motions and bills proposed by private members)
- House business (matters potentially involving all members—for example, question time, debate on committee reports or matters of privilege).

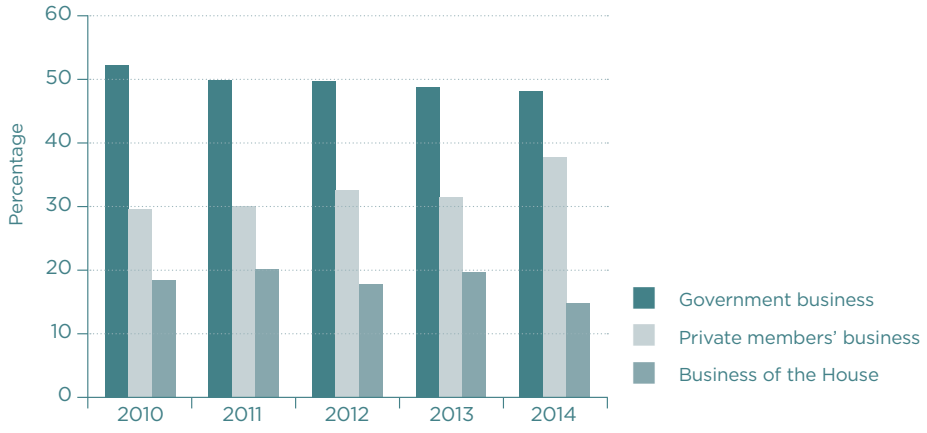
A longitudinal view of the amount of time the House (Chamber and Federation Chamber inclusive) devoted to each of these types of business is shown in Figure 4. In the Forty-third Parliament, there was a reduction in the proportion of time allocated to government business and business of the House, which is reflected in the significant increase in private members' business time.

Table 2 Questions in writing to ministers and answers to questions in writing, 2009–10 to 2013–14

	2009–10	2010–11[a]	2011–12	2012–13	2013–14[a]
Questions in writing[b]	571	441	678	411	201
Questions answered[c]	444	335	491	374	126

a Election year.
b Excludes questions withdrawn.
c The responsibility for responding to questions in writing rests with the individual ministers to whom the questions are put.

Figure 4 Government and private members' business and business of the House (Chamber and Federation Chamber), 2010 to 2014



Note: Private members' business includes consideration of private members' motions and bills and other opportunities for private members, such as adjournment debates and discussion of matters of public importance.

Processing and drafting of bills

Legislation

Our support for the legislative process in 2013–14 included:

- receiving bills from the Office of Parliamentary Counsel and keeping them in custody under embargo before their introduction
- providing bills to ministers for introduction, and to all members in the Chamber after introduction
- uploading bills, explanatory memorandums and proposed amendments to the Parliament of Australia website, and providing an over-the-counter inquiry service for access to hard copies of bills and associated material
- processing all bills and amendments to bills—from introduction to assent for bills initiated in the House, and from introduction in the House until passage by the House for bills initiated in the Senate
- providing a legislative drafting service for private members
- preparing and delivering messages to the Senate—we prepared 162 messages relating to the passage of bills in 2013–14 (242 in 2012–13) and 24 other messages (26 in 2012–13)
- preparing and issuing each sitting day a Daily Bills List, which provides cumulative information on the status of all bills before the parliament or assented to in the current calendar year.

Chamber staff of both Houses continued to work with the developer of the bills system to maintain optimal levels of technical support. The Bills System Advisory Group continued its role in advising the Bills System Advisory Board on system enhancements and satisfying business requirements.

Queries of the bills and legislation collection on the website totalled 21.7 million during the year, an increase of 12.2 per cent from the previous year (19.3 million in 2012–13). This total represented 23.0 per cent of the queries made through ParlInfo Search. Work to include bills from earlier parliaments in the electronic storage system continued, but proceeded slowly because of other demands on Table Office staff.

Legislative workload

During the year, 182 bills were introduced (241 in 2012–13), a decrease of 24.5 per cent from the previous year—fewer than the long-term average but not unusual for a year with an election and change of government. Of these, 180 were initiated in the House of Representatives and two were received from the Senate. A total of 94 bills passed both Houses (229[1] in 2012–13), of which 92 were initiated in the House of Representatives (224 in 2012–13) and two in the Senate (five in 2012–13). Table 3 shows the number of bills introduced and assented to in the five years from 2009–10 to 2013–14.

In 2013–14, the House passed 154 bills (221 in 2012–13). This represented 2.9 bills on average for each sitting, compared with 3.7 bills on average in the previous year.

The House amended six (3.9 per cent) of the bills it passed (48 (21.3 per cent) in 2012–13). The Table Office incorporated the amendments into the text of the bills and arranged for their reprinting (as third-reading prints) before transmittal to the Senate. The House also agreed to Senate amendments, made amendments requested by the Senate, or both, to six House bills (17 in 2012–13), with further processing by the Table Office before the bills were presented to the Governor-General for assent. The House made amendments to one bill in place of Senate amendments that were not agreed to (included in the total, above, of House bills with Senate amendments agreed to by the House).

The number of amendments moved during consideration in detail fell sharply, from 923 in 2012–13 to 66 in 2013–14. This reflects the return to majority government and the more usual pattern of amendments, and has eased the burden on departmental staff responsible for the range of processes associated with amendments.

Of the 66 amendments moved, 14 were passed, all of which were government amendments. The House did not amend any bills initiated in the Senate in 2013–14, or in the previous year.

1 Figure includes the Constitution Alteration (Local Government) 2013, which was passed by both Houses but not submitted to a referendum—see section 128 of the Constitution.

The Table Office prepared six third-reading prints (48 in 2012–13) and 92 assent prints (223 in 2012–13). All documents accurately reflected the decisions of both Houses.

Table 3 Number of bills introduced in the House, and number of bills assented to, 2009–10 to 2013–14

	2009–10	2010–11a	2011–12	2012–13	2013–14a
Bills introduced	236	186	256	241	182
Bills assented to[b]	178	116	221	228	94

a Election year.
b Includes bills that passed both Houses in the financial year but were assented to in the following financial year.

Legislative drafting

The department drafts bills, amendments and second-reading (in-principle) amendments for private members, and ensures that these documents comply with the Constitution and the standing orders. The department also prepares bills and amendments in correct form and arranges copies for circulation.

The increase in the number of private members' bills being requested and introduced, noted in last year's annual report, has continued. In 2013–14, seven private members' bills were introduced. Of the 66 amendments moved during the year, 52 were private members' amendments, none of which were agreed to. Table 4 provides chamber statistics for private members' legislation. The table does not reflect all of the department's work in this area, as some drafted material is not introduced into the House.

The department has continued the arrangement entered into in 2010–11 with the Office of Parliamentary Counsel (OPC) whereby a senior OPC drafter is seconded to the department. This arrangement has had mutual benefits for the department and the OPC.

Table 4 Private members' bills introduced and amendments moved (Chamber and Federation Chamber), 2009–10 to 2013–14

	2009–10	2010–11[a]	2011–12	2012–13	2013–14[a]
Bills introduced	15	17	25	30	7
Second-reading amendments moved	12	14	17	9	36
Consideration in detail amendments moved[b]	134	292	732	923	66

a Election year.
b Includes government amendments.

Record of proceedings and House documents

Votes and Proceedings

The *Votes and Proceedings* continued to provide an accurate, comprehensive and concise record of proceedings. The draft document for each sitting day is published on the Parliament of Australia website, usually within an hour of the adjournment of the House.

The *Votes and Proceedings* is prepared from the *Votes Officer's Minutes*, an electronic draft record of the proceedings of the House and the Federation Chamber. The *Votes Officer's Minutes* (also known as the *Live Minutes*) are more detailed than the *Votes and Proceedings* and are compiled progressively throughout a sitting day. The *Votes Officer's Minutes* enable anyone with access to the internet to follow events in the House and Federation Chamber as they occur. Internal and external clients continued to provide positive feedback on this service.

As noted below, the Table Offices Production System was put into partial production in May 2014. The *Votes and Proceedings* and *Votes Officer's Minutes* were included in the initial release. Staff have met the challenge of continuing to produce the high-quality products that clients expect, while adjusting to the new system and continuing to work with the developers to iron out any problems that become apparent as the system is put into production. This has meant extended hours for some staff.

Documents

During the year, we processed all documents presented to the House and recorded their details in the *Votes and Proceedings* and the *Index to Papers Presented to Parliament*. We made copies available on request to members and their staff and others, principally in Parliament House. The original documents were added to the records of the House, which we continued to maintain. We also continued to review our requirements for tabling stock in light of the ever-improving online availability of documents and declining demand for hard copies.

In 2013–14, documents presented to the House numbered 4,253 (6,116 in 2012–13), a decrease of 30 per cent compared to the previous year.

The implementation of the Table Offices Production System has been particularly important for recording documents presented to the parliament and linking them to the *Votes and Proceedings*. Once all planned functions have been incorporated and expected efficiencies are realised, the recording of and reporting on documents should be greatly simplified. The system has also required increased cooperation with our Senate counterparts to ensure that the shared database is appropriately managed and utilised to safeguard the integrity of the data.

To meet the needs of clients, on each sitting day the Table Office prepares and issues a Disallowable Instruments List in both electronic and hard-copy form. The list provides details of all instruments presented to the House that are subject to disallowance, by the number of sitting days remaining in which a notice of disallowance can be lodged.

Parliamentary Papers Series

The Parliamentary Papers Series consists of documents of a substantial nature presented to the parliament since 1901. As reported last year, the electronic Parliamentary Papers Series became accessible from the beginning of 2013. The repository for the series continues to grow. It enables centralised electronic access to the documents themselves through the ParlInfo Tabled Papers Register. The documents section of the Table Offices Production System has helped to streamline the process of uploading Parliamentary Papers to the repository.

The department is responsible for the custody and preservation of, and the provision of access to, the official records of the House, including Acts, bills, the *Votes and Proceedings* and all documents presented to the House dating from 1901. The records are stored in an archive in the basement at Parliament House. We continue to monitor the suitability of the archive environment.

Parliamentary attendants with the Governor-General's proclamation dissolving the House of Representatives for the Forty-third Parliament, August 2013.

Petitions

Australians continue to use the House petitioning process to raise issues of interest and concern to them. Table 5 shows the number of petitions presented to the House, and the number of signatories, for the past five years. In 2013–14, 75 petitions were presented, fewer than the 125 petitions presented in 2012–13. The decrease may reflect the tendency for people's desire to air grievances and raise awareness on major issues to diminish during an election period. The dramatic increase in signatories is due to the presentation in February 2014 of a petition with the greatest number of signatories on record (signatures were first recorded in 1988). The petition, regarding funding support for community pharmacies, was signed by 1,210,471 petitioners. (See also information on the Standing Committee on Petitions on page 20.)

Table 5 Petitions and signatories to petitions, 2009–10 to 2013–14

	2009–10	2010–11[a]	2011–12	2012–13	2013–14[a]
Number of petitions presented	163	129	183	125	75
Number of signatories	270,964	445,921	446,619	325,360	1,365,151

a Election year.

Research

The Chamber Research Office continued in its principal function of collecting, analysing and publishing procedural and statistical information on the work of the House and its committees.

In 2013–14, the office provided:

- advice, and assistance with advice, to the Speaker, the Deputy Speaker and members on the application of the standing orders and House practices
- secretariat services to the Standing Committee on Procedure and the Standing Committee on Petitions
- advice about and publications on House statistics, practices and procedure
- information to the public, the media and other parliaments on the operations of the House.

The services of the office continued to be in high demand due to sustained high levels of interest in the procedures and operations of the House.

House pictorial collection

Work continued on upgrading the cataloguing and storage of the House pictorial collection during the reporting period, but it was affected by the continuing need both for extensive research on each photograph for identification purposes and for the office to respond to sustained high levels of demand for its other services. During the election period further progress was made, so that by the end of the reporting period approximately three-quarters of the collection had been catalogued. The project has revealed some records that were not previously documented, and upon completion will enable better access to the department's collection of images as well as ensure the department's compliance with current records management standards.

Publications

The office continued its pattern of producing regular publications that outline significant procedural events and popular statistics. These are usually produced after each sitting fortnight. The *Procedural Digest*, a subject-based record of proceedings, is published online, and the *Procedural Extracts*, a technical document, is also prepared. The office published the *Statistical Digest* after each sitting fortnight. *Work of the Session*, a comprehensive six-monthly overview of the business of the House and committees, was published in August 2013 and January 2014. The series of 21 infosheets on the work of the House was updated in February 2014, and an additional infosheet—on political parties—was created during the year. Together, these publications provide a current and concise record of the work of the House and the more significant aspects of the nature of that work. The department's publications, including the infosheet series, are listed in Appendix 10.

The Chamber Research Office maintains, publishes and distributes the standing orders of the House. The standing orders were reprinted as at 14 November 2013, incorporating a number of amendments made by the House on 13 and 14 November 2013. Inserts were created when the standing orders were amended on 13 February 2014 and 19 March 2014.

Collaboration with the Department of the Senate

The office continued its longstanding collaboration with colleagues in the Department of the Senate, including through participation in orientation seminars for the Australian National Internship Program and the Australian Defence Force Parliamentary Program (discussed in more detail on page 25).

Collaboration with other parliaments

Through the different formats of its publications, the office caters for a wide variety of readers, and staff are frequently asked to share their experiences and knowledge with counterparts from other parliaments. The office continued to collaborate with colleagues and members from other parliaments by participating in study programs, meetings during delegation visits, and capacity-building work. The systems and skills established over the years to record, analyse and publish information on the procedural work of the House continue to be the subject of discussion and collaboration with colleagues from other parliaments. The office's partnership with colleagues at the South Australian House of Assembly to redevelop the department's procedural database and create the Parliamentary Procedural Records System is discussed on page 22.

Parliamentary committees

The department continued to provide effective secretariat and advisory support to a number of House committees, and to one joint committee dealing with the powers and procedures of the House (see Table 6).

In 2013–14, these committees held a total of 55 meetings (105 in 2012–13) and produced 17 reports (50 in 2012–13). Details of meetings and reports are set out in Appendixes 4 and 5.

Table 6 Committees supported by the Chamber and Federation Chamber component, 2013–14

House committees
Selection Committee
Standing Committee on Appropriations and Administration
Standing Committee of Privileges and Members' Interests
Standing Committee on Petitions
Standing Committee on Procedure
Standing Committee on Publications
Joint committee
Joint Committee on the Broadcasting of Parliamentary Proceedings

Selection Committee

The Selection Committee continued to operate during the reporting period. It has three important roles:

- selecting and programming private members' business and committee and delegation business
- setting speaking times for second-reading debates (the committee has not as yet exercised this role)
- considering all bills introduced and determining whether to refer bills directly to House or joint committees for inquiry.

Following a change to standing orders for the Forty-fourth Parliament, referrals of bills can only be made by a majority decision of the committee (previously an individual member of the committee could have a bill referred). Under this revised procedure, one bill was referred to a committee in 2013–14 (66 in 2012–13).

Another change to the committee's functions was that it ceased to have the power to recommend items of private members' business for a vote in the House.

The committee consists of 11 members: the Speaker (as chair), the chief whips of the three parties, four government members and three non-government members. The committee met 18 times during the reporting period. The Selection Committee is supported by Table Office staff.

Standing Committee on Appropriations and Administration

The Standing Committee on Appropriations and Administration considers, among other things, estimates of the funding required for the operation of the department each year. When conferring with its counterpart Senate committee—the Senate Standing Committee on Appropriations and Staffing—the House committee may consider estimates of the funding required for the operation of the Department of Parliamentary Services each year.

The committee has nine members: the Speaker (as chair), four government members and four non-government members. It is supported by the Clerk, the Serjeant-at-Arms and other officers of the department. During the year the committee met three times and presented one report.

Standing Committee of Privileges and Members' Interests

The Standing Committee of Privileges and Members' Interests met six times during the reporting period. During 2012–13, the committee had suspended its inquiry referred by the House in May 2012 into whether, in the course of a statement made to the House by the Member for Dobell (Mr Craig Thomson MP), the member deliberately misled the House, following the laying of criminal charges against Mr Thomson. As the committee had not completed its work, the inquiry lapsed on dissolution of the House on 5 August 2013. On 24 May 2014, the committee had a new inquiry referred by the House into whether Mr Thomson had deliberately misled the House in the course of his statement to the House and having regard to the findings of the Melbourne Magistrates' Court on 18 February 2014.

Standing Committee on Petitions

The Standing Committee on Petitions continued to assess petitions for compliance with relevant House standing orders, and to enable the presentation of petitions found to be in order and of ministerial responses to petitions presented previously. The committee and secretariat continued to interact with principal petitioners about petitions being prepared for collection of signatures and about 'completed' petitions received by the committee.

On sitting Mondays, the chair of the committee presented 'in-order' petitions that other members had not elected to present, and also presented written responses from ministers to petitions presented earlier on which the committee had sought comment. The 'terms' (the stated reasons for the petition and the action requested) of petitions presented and the corresponding ministerial responses were published in Hansard and on the Parliament of Australia website in accordance with standing orders.

During the year, 75 petitions were presented (a decrease of 40 per cent from the previous year—possibly explained by the completion of the general election) with a total of 1,365,151 signatures (an increase of 319.6 per cent from the previous year). The increase in signatures was due in part to a petition with a record number of signatures (1,210,471) that was considered by the committee and presented to the House in 2013–14.

There were 64 ministerial response letters presented. Responses from ministers explain the government's policies and programs on the subject matter of petitions.

The committee may hold public roundtable hearings with principal petitioners and representatives of relevant government agencies to explore issues with petitioners and to allow public servants to explain the relevant legislation, policy, programs or administration. Roundtable hearings were not held in 2013–14, given that the committee was not established until November 2013 and customarily holds roundtable hearings to consider selected petitions in more detail after presentation and receipt of a response from a minister.

Standing Committee on Procedure

The Standing Committee on Procedure usually meets once each sitting week. The previous committee's report presented in June 2013, *Maintenance of the Standing and Sessional Orders*, formed the basis of a number of technical amendments to standing orders in a package of amendments

that were agreed to on the second day of the Forty-fourth Parliament. The current committee has adopted terms of reference for inquiries into the maintenance of the Standing and Sessional Orders and the use of electronic devices in the Chamber, Federation Chamber and committees.

Standing Committee on Publications

The House Publications Committee met twice in 2013–14, and met with the Senate Publications Committee another three times. The committee presented four reports containing recommendations on which documents presented to parliament should be included in the Parliamentary Papers Series. All recommended documents were agreed for inclusion.

Joint Committee on the Broadcasting of Parliamentary Proceedings

The *Parliamentary Proceedings Broadcasting Act 1946* requires ABC radio and, in some circumstances, ABC television to broadcast the proceedings of parliament. It is the statutory role of the Joint Committee on the Broadcasting of Parliamentary Proceedings to advise parliament on general principles for the allocation of radio broadcasting time between the two chambers and to determine a more detailed schedule of broadcasting allocations. The committee tabled redrafted general principles and advice to the ABC in June 2013.

As detailed on page 38 of this report, the general principles were adopted by both chambers in December 2013, along with new resolutions also drafted by the committee relating to the broadcasting of parliamentary proceedings.

Under the Parliamentary Proceedings Broadcasting Act, the committee has nine members, including the Speaker and the President of the Senate. By tradition, the Speaker is chair and the President is vice-chair. The committee met once during the reporting period, and is supported by the Serjeant-at-Arms' Office.

Procedural training

The department continued to support its staff to develop specialised knowledge and skills in the application of parliamentary law, practice and procedure through a range of measures. These measures include:

- regular parliamentary briefings delivered by senior departmental staff
- training programs run by senior departmental staff, including a workshop on parliamentary privilege
- sitting debriefs following each sitting week or fortnight, focusing on matters of procedural interest
- shadowing opportunities, enabling staff to learn specialist skills such as the preparation of House procedures, the *Notice Paper* and the *Votes and Proceedings*. With sufficient experience, the use of shadowing allows chamber support staff to finish work earlier on some sitting nights and provides a backup in the event of staffing absences or turnover
- opportunities for participation in the annual Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) professional development seminar
- for a small number of staff, participation in the Graduate Certificate in Parliamentary Law and Practice, currently taught by the University of Tasmania under the auspices of ANZACATT.

Information technology

The first phase of the Table Offices Production System (TOPS), a joint project with the Department of the Senate, was put into production in April 2014 and was used to support sittings during the period commencing on budget day. The system has been used to produce the *Notice Paper, Daily Program*, *Votes and Proceedings* and *Live Minutes*. While it has been possible to produce documents, technical issues arising from the complexity of the design and changed business processes have resulted in significant additional demands on staff and in some cases additional hours on already long sitting days. The vendor has been providing onsite support during sitting weeks and working with departmental staff to address issues arising during the warranty period. It is anticipated that there will continue to be some fine-tuning of the system in the coming months, to improve the system's responsiveness and performance.

Planning for the second phase of the TOPS project is well underway. Phase 2 will enable production of the procedural text used by members in the Chamber and Federation Chamber, as well as some further enhancements to the system. It is expected to run through 2014, with the enhancements in place for sittings in the first half of 2015.

Redevelopment of the department's Parliamentary Procedural Records System, in collaboration with the South Australian House of Assembly, was almost complete by year end, with the searchable database of records of procedural events in the House and Federation Chamber undergoing final testing before being released.

Improving performance

With a return to majority government, many of the procedural challenges experienced during the Forty-third Parliament have lessened. However, the change of government led to an increase in the advisory services provided by the department as new members became familiar with parliamentary procedure and as more experienced members assumed new roles. Procedural training and development continued to be a priority during the year.

Outlook

In 2013–14, considerable time and resources were invested in putting the Table Offices Production System into operation. The next reporting period will see a period of consolidation and enhancement of the system and associated workflows, with the hope that the anticipated efficiencies arising from a new system can be realised.

It is expected that 2014–15 will bring a return to the long-term pattern of Chamber and Federation Chamber support activity. The focus will continue to be on providing high-quality services to meet the needs of members and other clients. The department's budgetary situation will remain tight, but within those constraints the department will continue to ensure that staff are well trained and equipped to deal with challenges that might arise.

Staff of the House of Representatives Table Office.

Community relations and awareness

In 2013–14, the department continued to develop its strategy to promote community engagement with the work of the House of Representatives and its committees. While some activities and services were affected by the federal election period, during which the House and its committees were not operating, new opportunities to engage with the community were pursued with success. The International and Community Relations Office (ICRO) continued to lead the implementation of the department's community outreach strategy, working with other departmental areas in delivering a variety of multimedia products and services.

In 2013–14, the budget allocation for the component was $1.175 million and expenditure was $0.987 million. Staff levels, by location, are shown in Appendix 11.

Performance summary

Drawing together various community engagement initiatives developed over a decade, the department issued its community outreach strategy for 2013–16. The strategy involves an integrated approach to community outreach using a range of multimedia products and services, with an increasing focus on the use of digital and online media. The popularity of those products, particularly the *About the House* magazine and our social media platforms, is recognised by their central place in the community outreach strategy.

Community liaison

Print and electronic media

Social media moved to the forefront of our efforts to connect the community with the work of the House. The number of subscribers to and followers of our social media accounts and channels grew significantly. We increased our Twitter following by 6,400 to more than 18,800 subscribers. Our Twitter presence has become recognised as a valuable resource by the media, community groups and members of the public, who have provided positive feedback when interacting with us. Our Facebook page now has more than 1,500 fans, an increase of nearly 1,000 since June 2013.

The House of Representatives YouTube channel was launched to coincide with the opening of the Forty-fourth Parliament in November 2013. At 25 June 2014 it had 665 subscribers, and the 88 published videos had been viewed a total of 53,672 times. The videos include parliamentary committee chairs explaining the focus of their committees' work.

The increased use of social media resulted in a decline in subscribers to our email alert service. At 25 June 2014 there were 2,306 subscribers to the alert service, compared with 3,300 at the same time last year.

We introduced a new television segment called *Parliament Diary*, broadcast on the Sky News and Australian Public Affairs (A-PAC) channels on the mornings of House of Representatives sitting days. The segment features the Speaker providing a preview of business before the House. Sky News has indicated that the segment is a welcome inclusion in its popular morning television program.

We continued to produce our other two television programs (*About the House* and *MPI*) which are also broadcast on A-PAC. Segments are also loaded onto our About the House web page and YouTube channel. The *MPI* program was revamped to improve the format and link it more closely to our *About the House* magazine, with a view to including segments of the program in a future digital version of the magazine.

The break in parliamentary work during the federal election period meant that the *About the House* magazine was not published during the year. Because much of the magazine's content is focused on the work of parliamentary committees, it was not possible to publish an edition until the committees had done some detailed work. The first edition for the Forty-fourth Parliament is planned for the first quarter of 2014–15, and we will then transition the magazine into a digital format.

Seminars and presentations

In 2013–14, four seminars were conducted on the work and procedure of the House of Representatives (compared to 11 in 2012–13). Two of these were seminars for individual government departments and organisations.

There were 122 participants in the overall seminar program (a decrease of 198 from 2012–13). The seminar statistics reflected the usual trend of fewer seminars and fewer participants in the year of a federal election. Evaluations by seminar participants were collected electronically; the average ratings are detailed in Table 7.

Table 7 Seminar average ratings, 2013–14 (%)

	Very poor	Poor	Good	Very good	Excellent
Seminar content	0	0	14	57	29
Level of detail	0	0	0	83	17
Presenters	0	0	28	51	21
Material and information in handouts	0	0	14	57	29

Projects and events

In 2013 the parliamentary departments supported the celebration of the twenty-fifth anniversary of the occupation of Parliament House. The department took a lead role in coordinating the anniversary Open Day, held on 24 August 2013. The Open Day followed on from a number of events in the first half of 2013 to mark the anniversary, including the publication of a book, *Interwoven: the commissioned art and craft for Parliament House*, and a special morning tea to acknowledge and thank all those who have worked at Parliament House.

ICRO was the principal coordinator for the Open Day, chairing an interdepartmental committee responsible for staging the event. The Open Day attracted more than 8,000 visitors to the building and included tours, exhibitions and a program of events and entertainment. The overall theme was 'Threads of our nation', recognising in particular the art and craft that had been woven into the fabric of the building.

In conjunction with the twenty-fifth anniversary, the department staged an exhibition at Parliament House called 'The people's house'. It focused on the ways in which the community can engage with the House of Representatives, its members and its committees.

As part of the department's community outreach strategy, youth are identified as a particular audience for engagement. Three projects were undertaken during the year to engage young people with the House of Representatives:

- the My First Speech competition for year 10 to 12 students, which involved students submitting a video of the first speech they would make if they were elected to the House of Representatives. The competition attracted 104 entries from senior high school students from across Australia
- the Speaker's University Challenge, which involved a debate between students of the Australian National University and the University of Melbourne at Parliament House during Open Day
- Movement at the House, which was a collaboration with television station MTV, the Museum of Australian Democracy at Eureka and Deloitte Digital. It involved the selection of a youth representative (the 'millennial leader') who undertook a week-long program at Parliament House in February 2014 to engage with parliamentarians, lobbyists and the media to better understand how the House of Representatives works and to advocate for issues of particular interest to young Australians.

The winner of the My First Speech competition, Johnson Ye from Perth Modern School in Western Australia, said the opportunity to visit Canberra and present his speech at the Parliament House Open Day was 'a truly exceptional experience'. Olly Tripodi from Victoria, who was chosen as the Movement at the House millennial leader, said his visit to Canberra for the project was 'an invaluable experience' that helped to open doors for him and other youth advocates.

Parliamentary assistants program

In 2013–14 the parliamentary assistants program, successfully run by the Serjeant-at-Arms' Office, entered its fourteenth year. The program offers university students part-time employment in the House of Representatives in order to promote understanding of and engagement with the work of the parliament. (For further details see page 42.)

Parliamentary internship program

The Australian National Internship Program has operated since 1993 under an agreement between the Vice-Chancellor of the Australian National University and the Australian Parliament's Presiding Officers. Australian and international students enrolled at the university under the program undertake an internship placement of about 10 weeks as part of their formal course of undergraduate study.

In the second semester of 2013, because of the proximity of the election, students were not placed with a member or senator. In the first semester of 2014, of the 33 interns, 17 were placed with a member or senator.

The departments of the House of Representatives and the Senate, as well as the Parliamentary Library, assist the program. The House and Senate departments provide an orientation seminar for all students before they take up their placements at Parliament House and elsewhere. During the placement, each student completes a research project on a subject agreed with their host. The report is assessed by the university and counts towards the student's degree.

The program has continued to provide students from around Australia and from other countries with an opportunity to extend and complement their academic studies by studying and working within the parliamentary environment.

Parliamentary exchange program for Australian Defence Force

Each year, a small number of Australian Defence Force representatives spend a week at Parliament House, hosted by a member or senator. This arrangement began in 2003 as an expansion of a program begun in 2001, under which members and senators took up a short placement with Defence personnel and participated in their working lives. Arrangements for participation by members and senators are made through the Parliamentary Secretary for Defence in conjunction with the Department of Defence.

The program usually takes place in September or October, but because of the 2013 election the program for 2013–14 was brought forward to June 2013, with members and senators hosting 15 Defence Force representatives (five from each of the services).

The departments of the House of Representatives and the Senate collaborate to support the exchange program and each provides orientation seminars on the work of the Chamber and committees.

Public visits to the House

Public visits to observe proceedings

In 2013–14, public interest in the sittings of the House of Representatives continued to be high, although there were relatively fewer sitting days during the reporting period as a result of the 2013 election. The interest was reflected in the numbers of visitors to the House of Representatives galleries. Over the 53 sitting days, 43,710 people attended the galleries, and visitor numbers peaked at more than 1,000 visitors per day on 16 occasions. In the budget and budget reply week, more than 4,269 visitors attended some part of proceedings.

The high level of interest partly reflected a number of high-profile parliamentary events during the year. This included the opening of the Forty-fourth Parliament, the new government's first budget and the opposition's first budget reply. More than 1,432 people visited the chamber on budget day (13 May 2014), slightly down from 1,700 in 2013, and 1,720 people visited on budget reply night, down from 3,370 in 2013.

These major events required close coordination between the Serjeant-at-Arms' Office and the Parliamentary Security Service to ensure that all gallery visitors went through a secondary security screening outside the gallery entrances in an efficient and timely manner. Departmental and security staff also worked together to ensure that chamber proceedings continued without interruption as people moved through the galleries.

Parliamentary Education Office

Although administered by the Department of the Senate, the Parliamentary Education Office (PEO) is a joint office and receives part funding from the department. Its mission is to provide parliamentary education services to schools, teachers and students. It also provides parliamentary education support services to members and senators.

The two departments liaise closely on the PEO's strategic direction and the content of its teaching, educational material and online resources through the PEO Advisory Committee, jointly chaired by the Deputy Speaker and Deputy President. The committee can also provide the Presiding Officers with advice on the support needs of members and senators in relation to parliamentary education. The committee met in June 2014. The Clerk Assistant (Table) attended as an observer.

In 2013–14, 87,657 students from around Australia participated in the PEO's experiential role-play program at Parliament House (compared with 94,015 students in 2012–13). This represents a decrease of 6.7 per cent, which may be attributable to many factors, including the federal election in 2013, centenary events in adjoining years and the practice of many schools only visiting every two years or longer. Notwithstanding the reduction this year, the attendance figures remain comparable to recent years and reflect the continued popularity of the PEO's role-play program. A number of members of parliament and senators met with student groups when they visited Parliament House. The cumulative total of students who have participated in the role-play programs since the Parliament House building opened on 9 May 1988 is more than 1.8 million.

A new parliamentary venue management system, which includes school tour bookings, has recently been implemented and is undergoing refinement. When fully functional, the system will provide improved information and services to schools and tour operators booking student programs at Parliament House.

The PEO continues to invest in a comprehensive range of outreach strategies to ensure it is able to provide parliamentary education services to a broad student population, not just those able to travel to Canberra.

The PEO website remains a highly effective and popular vehicle for the dissemination of parliamentary education material and resources to teachers and students located around Australia. PEO website patronage increased in 2013–14 to 719,124 visitor sessions. When compared to the 590,827 visitor sessions in 2012–13, this represents a significant increase of over 21 per cent in visitor sessions. The increase may reflect the complete redesign of the website in early 2014, which has improved usability and broadened audience appeal.

During the year the PEO continued to revise and update web content and developed significant new content, including an interactive parliamentary timeline. Additional material for secondary students was also added, and the PEO continued to develop and field information about current parliamentary events and the achievements and statistics of both the Forty-third and Forty-fourth parliaments.

The PEO continued its work with members and senators on a limited scale through a targeted school visit program called Parliament Alive. In the reporting period, visits took place under the program to schools in regional western Victoria, regional eastern South Australia, outback Queensland, northern Tasmania and outer metropolitan Perth in Western Australia. These activities provided participating students with an invaluable opportunity to learn firsthand about the role and work of their federal member or senator. A highlight of the Parliament Alive program was the active involvement of members and senators.

In addition to Parliament Alive, the PEO conducted a number of specially targeted activities at Parliament House involving students, trainee and qualified teachers, parliamentary visitors and Indigenous groups. These activities included overseeing the long-running Rotary Adventure in Citizenship program in budget week and supporting several National Youth Science Forums in January.

The PEO also continued to produce a wide range of educational resources, both in print and online, including several new educational videos for students and teachers. Several short single-subject videos for students and teachers in the 'Snapshots' series were produced and posted online, and an instructional video for teachers to encourage them to role-play the parliament in the classroom was produced. Demand for PEO publications and resources from both teachers and parliamentarians

continued to be strong over the course of the year. PEO publications and resources were regularly reviewed and updated to ensure their currency, accuracy and ongoing relevance.

During the year the PEO actively monitored the development of the national curriculum in civics and citizenship. The draft curriculum has prompted the development of targeted lesson plans for teachers and new resources for secondary students.

Improving performance

The department's community outreach strategy for 2013–16 outlines a clear strategic direction for further developing our multimedia products and services.

We increased our use of social media and online engagement, providing enhanced opportunities to connect the community with the House of Representatives and its committees through cost-effective media.

The new parliamentary venue management system is planned for full implementation next year. The new system should provide a more user-friendly and efficient booking service that enables schools to book visits to the building and building occupants to make committee room and courtyard bookings online.

Outlook

Implementation of the community outreach strategy will remain an important focus of the department's work. An administrative restructure, occasioned by the Presiding Officers' response to a review of the parliament's international program (see page 36), will enable the team to explore new opportunities as the delivery of our services takes a stronger online focus.

We will transition from a print version of the *About the House* magazine to a digital publication. This will provide the opportunity for increased use of video material in connection with the magazine and will ensure that community engagement through the magazine enjoys the benefits of the latest developments in electronic publishing.

We will continue to encourage youth engagement with the House of Representatives through activities such as the My First Speech competition and the Speaker's University Challenge.

The Serjeant-at-Arms' Office will continue to meet regularly and work with our colleagues in the PEO and Visitor Services, as well as the wider community, to provide the best possible service to the variety of people who visit Parliament House.

Committee services

The work in this program component is primarily performed by the Committee Office. The office supports parliamentary committees to examine policy and legislation and scrutinise the executive government.

Expenditure on these services in 2013–14 was $6.984 million, which was $0.874 million below the budget allocation of $7.858 million. Staff levels, by location, are shown in Appendix 11.

Performance summary

As the federal election occurred during 2013–14, the year covered two parliaments: the Forty-third Parliament (ending on 5 August 2013) and the Forty-fourth Parliament (commencing on 12 November 2013). On 1 July 2013, nine Committee Office secretariats were supporting nine House investigatory committees and nine joint investigatory committees. At the end of the year on 30 June 2014, the nine Committee Office secretariats were again supporting nine House investigatory committees and nine joint investigatory committees.

In the first half of the financial year there was limited committee activity until the new parliament commenced. Anticipating that parliament might not meet again before an election, committees completed as many inquiries as possible by the June 2013 sittings. During the election period, committee staff worked on a number of committee and departmental projects and prepared for the new parliament. By the second half of 2013–14, committees were well underway with inquiries.

The office supported one joint select committee during 2013–14. The Joint Select Committee on Northern Australia was established in December 2013 to inquire into the development of northern Australia. The committee tabled an interim report on 16 June 2014, and is due to table its final report by 4 September 2014.

Committees supported by the Committee Office in 2013–14 are shown in Tables 8 and 9.

Table 8 Committees of the Forty-third Parliament supported by the Committee Office, 2013–14

House committees
Standing Committee on Aboriginal and Torres Strait Islander Affairs
Standing Committee on Agriculture, Resources, Fisheries and Forestry
Standing Committee on Climate Change, Environment and the Arts
Standing Committee on Economics
Standing Committee on Education and Employment
Standing Committee on Health and Ageing
Standing Committee on Infrastructure and Communications
Standing Committee on Regional Australia
Standing Committee on Social Policy and Legal Affairs
Joint committees
Joint Committee on the National Broadband Network
Joint Committee of Public Accounts and Audit
Joint Standing Committee on Electoral Matters
Joint Standing Committee on Foreign Affairs, Defence and Trade
Joint Standing Committee on Migration
Joint Standing Committee on the National Capital and External Territories
Joint Standing Committee on Treaties
Parliamentary Joint Committee on Intelligence and Security
Parliamentary Standing Committee on Public Works

Note: Six other House committees, mainly those concerned with the domestic operations of the House, and the Joint Committee on the Broadcasting of Parliamentary Proceedings, were supported by other program components of the department and are discussed on pages 19–21.

Table 9 Committees of the Forty-fourth Parliament supported by the Committee Office, 2013–14

House committees
Standing Committee on Agriculture and Industry
Standing Committee on Economics
Standing Committee on Education and Employment
Standing Committee on the Environment
Standing Committee on Health
Standing Committee on Indigenous Affairs
Standing Committee on Infrastructure and Communications
Standing Committee on Social Policy and Legal Affairs
Standing Committee on Tax and Revenue
Joint committees
Joint Committee of Public Accounts and Audit
Joint Select Committee on Northern Australia
Joint Standing Committee on Electoral Matters
Joint Standing Committee on Foreign Affairs, Defence and Trade
Joint Standing Committee on Migration
Joint Standing Committee on the National Capital and External Territories
Joint Standing Committee on Treaties
Parliamentary Joint Committee on Intelligence and Security
Parliamentary Standing Committee on Public Works

Note: Six other House committees, mainly those concerned with the domestic operations of the House, and the Joint Committee on the Broadcasting of Parliamentary Proceedings, are supported by other program components of the department and are discussed on pages 19–21.

The department also supports the Liaison Committee of Committee Chairs and Deputy Chairs. While this committee has formal processes, and is chaired by the Deputy Speaker, it is not a formal committee of the parliament but a means by which chairs and deputy chairs of committees administered by the House can discuss aspects of committee administration and support. In previous parliaments the committee generally met every six months, but it met more frequently in the Forty-third Parliament.

The Liaison Committee met once during 2013–14, in June 2014. At that meeting, the committee revised its document setting out the general principles for the administration of parliamentary committees. The document addresses the responsibilities of committee chairs, deputy chairs and committee secretaries, and with the revisions now includes the responsibilities of committee members. The committee also considered and agreed on a process for the attendance of persons other than committee members and secretariat staff at private committee activities.

Committee activity

The first half of 2013–14, which saw the end of the Forty-third Parliament, the federal election and the commencement of the Forty-fourth Parliament, was a period of consolidation and preparation for the Committee Office. The office took time to reflect on the challenges, opportunities and lessons of the Forty-third Parliament, and with the commencement of the Forty-fourth Parliament continued to apply the innovative work practices developed in the previous parliament.

The Forty-third Parliament was notable for the unprecedented levels of bills referred to House and joint committees for inquiry—188 bills were referred to committees supported by the department. In 2013–14 the number of bill inquiries dropped significantly, with committees returning their focus to conventional policy and scrutiny inquiries. In the Forty-fourth Parliament, by the end of June 2014 only two bills had been referred to House or joint committees supported by the department. This is closer to the level of bills referred in previous parliaments (in the Forty-second Parliament, six bills were referred to committees supported by the department).

On 1 July 2013, the investigatory committees supported by the department had 16 ongoing inquiries. This significant drop from the 46 ongoing inquiries at the start of the previous year (1 July 2012) reflects the efforts by committees to complete inquiries by the June 2013 sittings before the anticipated election. Three committees reported out of session in July and August 2013 relating to four inquiries, and the remaining inquiries lapsed at the dissolution of the Forty-third Parliament on 5 August 2013.

During 2013–14, committees of the Forty-fourth Parliament supported by the department started work on 54 new inquiries, presented 21 reports relating to 20 inquiries, and reported by way of oral statement on one occasion. On 30 June 2014, the committees had 34 ongoing inquiries. The inquiry-related activities of committees during 2013–14 are summarised in Appendixes 4 and 5.

During the year the Committee Office supported some inquiries that attracted significant public interest, and innovative methods were required to effectively manage stakeholder engagement. The Standing Committee on Social Policy and Legal Affairs commenced an inquiry into the child support program. The committee sought to engage people through an online questionnaire. This process enables stakeholders to make a personal contribution to the inquiry, and assists the committee to understand the individual experiences of a broad range of people who might not use the more formal written submission or hearing processes.

By the end of the financial year, the questionnaire had been online for around six weeks and had already received more than 10,000 responses. The website also provided the option for members of the public to submit an expression of interest to participate in community statement sessions being held around the country. At the end of the reporting period, more than 1,000 expressions of interest had been received. The committee has published two snapshot updates online with key figures and a selection of responses on the topic. The committee has used a wide range of other methods to promote, inform and engage stakeholders in the child support program inquiry, including social media (Twitter and Facebook posts) and YouTube videos to provide updates on the inquiry. While the inquiry is still in its early stages, initial feedback received on these approaches has been positive and the Committee Office plans to monitor and evaluate the effectiveness of the social media and other tools used for this and similar inquiries.

For its inquiry into the role of the technical and further education (TAFE) system and its operation, the Standing Committee on Education and Employment also created an anonymous online survey to encourage participation in the inquiry by those who have experienced TAFE firsthand or are considering TAFE as an option. At 4 June 2014 the committee had received more than 3,600 responses. In June 2014 the committee published a snapshot of the survey online, which included key statistics from the survey and a selection of responses received. The Committee Office has found that using online questionnaires for inquiries that are likely to attract wide community interest is a time- and cost-effective way to obtain community opinion on an issue. This complements the evidence-gathering methods of written submissions and oral evidence.

Members of the Joint Select Committee on Northern Australia inspecting a mining site in Borroloola, Northern Territory.

During the year the Committee Office also supported the Joint Standing Committee on Electoral Matters for its inquiry into the 2013 federal election. On 9 May 2014 the committee tabled an interim report on Senate voting practices, making six unanimous recommendations for major reforms to the Senate electoral system. Committee staff supporting the inquiry had an intensive workload—200 submissions were received and 13 public hearings were held in early 2014. The inquiry continues in 2014–15.

Two joint statutory committees supported by the department reached a significant milestone in December 2013, passing the century mark since their original establishing legislation was enacted. The relevant 1913 Acts have since been repealed, but the Joint Committee of Public Accounts and Audit was originally established by the *Committee of Public Accounts Act 1913* (since repealed by the *Public Accounts Committee Act 1951*), and the Parliamentary Standing Committee on Public Works was originally established by the *Commonwealth Public Works Committee Act 1913* (later repealed by the *Public Works Committee Act 1969*). These are two of the oldest continuing Commonwealth parliamentary committees.

In 2013–14, the government tabled responses to a number of reports presented in the previous parliament. One government response of note was to a report for an inquiry conducted by the Joint Standing Committee on Foreign Affairs, Defence and Trade—*Care of ADF personnel wounded and injured on operations*. The report examined the treatment of personnel wounded and injured on operations, their repatriation to Australia, their ongoing care and their return to work or transition out of the Defence Force. The committee concluded that generally the care provided to Australia's wounded and injured is world class, particularly in the immediate aftermath of a battlefield incident, but developed 25 recommendations to ensure a comprehensive rehabilitation process for the physically wounded veterans who may fall through the cracks of the current system.

The government response, tabled on 6 March 2014, was largely supportive of the committee's recommendations. In a speech in the House on 28 May 2014, Ms Gai Brodtmann MP, a committee member for this inquiry, commented that the inquiry had a 'profound impact' on her and that she was proud to be associated with the inquiry and report, and also noted that the government had supported around two-thirds of the committee's recommendations.

Due to the timing of the election and commencement of the Forty-fourth Parliament, Committee Office staff did not support any committee delegations during 2013–14.

Analysis of performance

A key indicator for the Committee Office is the level of satisfaction with committee advice and services reported by members in the department's annual survey of members (for more detail see Appendix 12). As Table 10 shows, 95 per cent of members stated that they were extremely satisfied, highly satisfied or satisfied with the procedural advice, research, analytical, report drafting and administrative support services in relation to committee activities. In addition to the significant reduction in bills inquiries during the year, the reduction in the number of reports in 2013–14 reflected reduced activity in the first half of the year because of the general election, and increased activity in the preceding year to finalise inquiries before the anticipated general election.

Table 10 Committee Office performance indicators

Indicator	2009–10	2010–11[a]	2011–12	2012–13	2013–14[b]
Members' satisfaction rates (%)[c]	100	100	95	100	95
Reports, total[d]	57	42	90 (11)	104 (12)	21 (1)
Staff numbers, Committee Office[e]	63	63	63	64	65

a 2010–11 was an election year. Committees ceased to exist upon dissolution of the House (July to September 2010).
b 2013–14 was an election year. Committees ceased to exist upon dissolution of the House (August to November 2013).
c Members' satisfaction rates represent the proportion of members who stated they were 'satisfied', 'highly satisfied' or 'extremely satisfied' with committee services.
d Oral reports (shown in parentheses) may be given in discharge of a reference from the Selection Committee.
e Staff numbers as at 30 June each year.

Committee support

In addition to providing day-to-day support for committees, the department continued to assist the work of committees by developing support systems and projects to ensure that support staff were equipped to perform their roles effectively.

As mentioned, in the second half of the financial year, committee staff returned to high levels of committee activity. In the first half, when the House and committees ceased to operate during the election period, committee staff worked on a number of projects, including updating a range of key committee publications, reviewing the Committee Office training and development program and developing standard template covers for committee reports. Committee staff also assisted with projects in other sections of the department and some undertook mobility placements at external agencies, which included the Commonwealth Ombudsman's Office, the Australian Electoral Commission and the Office of the Registrar of Indigenous Corporations. These were short-term assignments that supported corporate goals and individual development, and also helped to broaden the skills and experience of staff. All staff made presentations to the department on their experiences on return.

Training activities during the period included a Committee Office staff development seminar in October 2013 that focused on best practice in committee support and knowledge sharing. This was a well-attended and productive forum that covered practical aspects of committee procedure and practice. It enabled staff to reflect on the Forty-third Parliament and identify lessons and innovations to take into the Forty-fourth Parliament.

Records management and archiving

The Records Management Unit provided ongoing support and advice for staff in the Committee Office during the year as they used the online electronic records management system, e-Trim.

The archiving of paper committee records was a major focus in preparation for the Forty-fourth Parliament. More than seven shelf metres of records were processed and transferred to the National Archives.

Digitisation of committee reports

During the year, the department completed its project to make available online digital copies of all House and joint committee reports tabled since 1901. A total of 417 House and 1,528 joint committee reports have been made available electronically through this project.

Committee Office staff attending a development seminar, October 2013.

Improving performance

The Committee Office has been involved in several ICT projects aimed at improving its operational efficiency and maintaining a high standard of service to its clients and stakeholders.

Database redevelopment

Collaboration with the Department of the Senate continued on the Shared Committee Information Database (SCID). This custom-built program enables the online lodgement of submissions by members of the public. It doubles as a management tool for committee inquiry information and as a publishing tool for inquiry submissions, public hearing information and other associated information to the Parliament of Australia website. It replaces a number of outdated database and publishing tools used in the Committee Office. The rollout and user training began in March 2014, and committee secretariats have since noted the more streamlined approach to managing and publishing committee information.

The department completed a project to upgrade and roll out a new version of CommDocs—a custom-built program that provides a secure and access-controlled web-based interface for committee staff to distribute documents to committee members. CommDocs access for committee members and their staff is now managed by the committee secretariat, creating a more streamlined process.

HTML generator

In addition to making committee reports available in PDF, the department publishes all report content (including graphics, tables and footnotes) as HTML web pages. In this way, the department is seeking to comply with the current Web Content Accessibility Guidelines (WCAG 2.0) requirements as set out by the World Wide Web Consortium. Providing reports in this format extends accessibility by enabling screen readers to easily translate information for individuals with vision impairment. At the end of the financial year, 16 reports from the Forty-first Parliament and 46 reports from the Forty-second Parliament were yet to be converted into HTML.

Work continued on developing a new committee report template that will facilitate publishing reports from the Forty-fourth Parliament onwards in PDF, HTML, XML and ePub formats. The template is currently being tested, and rollout is due by the end of 2014.

It is the department's aim to achieve a level of integration between the committee report template, SCID and CommDocs to enable more efficient and effective committee work.

Outlook

The 2014–15 financial year will coincide with the midpoint in the parliamentary cycle, which is typically a period of high activity for the House and committees. Staff will actively support committees in progressing, completing and commencing a variety of inquiries.

In the coming year, development and use of ICT will continue to enhance our support for committee members and our performance. The current projects will be further progressed, and we will facilitate committee members' access to committee information through iPads. Use of social media and other digital tools to improve communication with the public will be pursued. There will also be emphasis on capability development, through limited recruitment, continued training and development, effective performance management and process improvement. Work will be done to further develop performance information and indicators and to monitor the effectiveness of committee operations. The Committee Office looks forward to continued collaboration with our colleagues in the other parliamentary departments on projects to enhance committee operations and effectiveness.

Inter-parliamentary relations

The Australian Parliament's international program focuses on parliamentary engagement, cooperation and strengthening, with an emphasis on parliamentary relations with countries in the Asia–Pacific region.

Activities and projects in 2013–14 were coordinated primarily through the International and Community Relations Office (ICRO), with input from all four parliamentary departments. ICRO is a joint office which is administered by this department but also receives part funding from the Department of the Senate.

In 2013–14, the budget allocation for the component was $1.932 million and expenditure was $1.017 million. Staff levels, by location, are shown in Appendix 11.

Performance summary

In the first half of the financial year there was less visit activity because the federal election was held at that time. With the commencement of the Forty-fourth Parliament, a comprehensive schedule of incoming and outgoing visits provided the opportunity to enhance links with a number of national parliaments. The Australian Parliament continued to play an active role in parliamentary associations to which it belongs. New opportunities emerged to support the capacity building of Pacific parliaments.

Parliamentary engagement

During 2013–14, the department coordinated 13 official visits overseas, which included bilateral visits to seven countries; attendance at five conferences, workshops and seminars; and five other visits (see Appendixes 8 and 9). There were seven official visits to Australia by parliamentary delegations from other countries as guests of the Australian Parliament (see Appendix 6) and 12 other visits. The regional focus of the visits program was maintained. Six of the seven official visits to Australia were from parliaments in the Asia–Pacific region.

For the 2014 outgoing delegations program, committee visits overseas were modified. A visit to one other Pacific region country was added to the longstanding New Zealand committee exchange, to enhance the opportunities for regional engagement. In addition to visiting New Zealand, the Senate Foreign Affairs, Defence and Trade Committee also visited Vanuatu as part of the exchange in May 2014 to explore issues relating to defence cooperation, international aid and tourism. There was a commensurate change to the annual Asia–Pacific committee visit, which was modified to become a parliamentary committee visit to Asia. The joint Parliamentary Standing Committee on Public Works was selected to undertake that visit in July 2014 to inspect new Australian embassy facilities in Indonesia and Thailand, in line with its role of reviewing major public works projects.

Outgoing and incoming delegations gave positive feedback on the quality of the programs, both at debrief meetings and through correspondence. For example, the Deputy President of the Malaysian Senate, who led a parliamentary delegation to Australia in May 2014, wrote to ICRO staff personally to thank them for the arrangements made for the delegation, stating that the assistance was provided 'in a most professional manner'.

To enhance links with parliaments of Latin America, the Presiding Officers approved the introduction of a multi-country Latin American delegation visit to Australia, following strong support for this initiative from the Department of Foreign Affairs and Trade. This visit represents a further evolution of the incoming visits program. Invitations were issued to 10 parliaments for the visit, which is scheduled to take place in August and September 2014.

Parliamentary cooperation

The Australian Parliament maintained its commitment to regional and international parliamentary cooperation. In 2013–14, delegations attended the Asia Pacific Parliamentary Forum, Inter-Parliamentary Union (IPU) assemblies, the Commonwealth Speakers and Presiding Officers Conference, and the Australian and Pacific Presiding Officers and Clerks Conference.

The restructure of parliamentary groups, agreed at the end of the Forty-third Parliament, was implemented from the commencement of the Forty-fourth Parliament, resulting in the establishment of 11 new parliamentary networks based on regional groupings. The parliamentary networks, and individual country groups formed under those networks, will provide an important link between the Australian Parliament and other national parliaments, as well as the diplomatic community.

As part of continuing efforts to engage Pacific parliaments with the work of the IPU, ICRO coordinated a two-day regional workshop in Tonga in November 2013, in association with the IPU and the Tongan Legislative Assembly. The workshop theme was 'Modern parliaments: the Pacific perspective', and participants considered three issues: the professional development of parliamentarians; gender-sensitive parliaments; and the role of parliamentarians in progressing policy issues, with a focus on oceans policy. Parliamentarians and parliamentary staff from 13 Pacific parliaments attended the workshop, and a 30-point outcomes statement was issued at its conclusion. Funding for the workshop was provided by the Australian aid program, the IPU, the United Nations Development Programme (UNDP) and the Centre for Democratic Institutions, demonstrating the successful partnerships ICRO has developed to encourage parliamentary cooperation in the region.

As part of transitional arrangements following the withdrawal of the Australian Parliament from the Commonwealth Parliamentary Association in December 2012, ICRO continued to support the work of the w.comm national women's parliamentary group. This included coordination of a young women's forum in Sydney in November 2013, which brought together young women and women parliamentarians from Australia's federal, state and territory parliaments. This was the second time the forum had been conducted, and for the first time it also included young women and parliamentarians from Pacific island parliaments. A statement of action was issued at the end of the forum to outline ways in which young women's engagement with politics and parliament could be encouraged.

Parliamentary strengthening

Support for democratic development at the international level was provided through established capacity-building programs and by responding to requests for assistance received from other parliaments and international organisations.

The Pacific Parliamentary Partnerships program and the Pacific Women's Parliamentary Partnerships Project have become flagship initiatives to drive capacity building in the region. A range of activities were coordinated under both programs during 2013–14, including:

- parliamentary skills seminars for parliamentarians and parliamentary staff
- exchange programs for parliamentarians
- attachments from and to Australia to provide training and mentoring for Pacific parliamentary staff
- research scholarships
- study visits to Australia focusing on the roles and responsibilities of senior parliamentarians and senior parliamentary staff in managing the parliament
- professional development conferences focusing on library services, research and parliamentary education and outreach
- development of ICT and legal and research strategies
- provision of ICT equipment to improve the systems supporting the work of Pacific parliaments and their members.

The parliamentary development specialist at the UNDP Pacific Centre described the Australian Parliament's set-up for outreach and international work as 'one of the best I have come across'. The Pacific Parliamentary Partnerships program is an effective and well-regarded program, with a recent evaluation by the Department of Foreign Affairs and Trade stating:

> The report demonstrates the comprehensive range of training and practical assistance that were delivered and vital networks and relationships that were fostered over the three years. It is clear that the Department of the House of Representatives has a strong facilitation role in building partnerships not only between Pacific and Australian legislatures but with other Pacific and New Zealand stakeholders.

Two new projects were established under the Pacific Parliamentary Partnerships program with funding from the Department of Foreign Affairs and Trade and the Centre for Democratic Institutions. The new projects will provide capacity building to support the re-establishment of the Fiji Parliament and the ongoing development of the Papua New Guinea Parliament.

Eleven study visits from parliaments from Africa, Asia and the Pacific were also arranged in response to requests received. The study visits focused on a diverse range of parliamentary issues, including practice and procedure, administration, services to parliamentarians, and outreach.

The Clerk of the House participated in two capacity-building activities for the Myanmar Parliament in May and June 2014: executive management training for the parliament's senior management team and assistance in developing the parliament's strategic plan. The activities formed part of the capacity-building activities being coordinated by the IPU and UNDP, and follow on from support provided to the Myanmar Parliament over the previous two years.

Improving performance

Digital apps were introduced for outgoing parliamentary delegations to enable all material to be provided to delegation members in electronic form. Feedback from delegation members at debrief meetings after visits has indicated that they find the apps useful and strongly support this initiative.

Video reports from delegations were introduced, involving filmed interviews with delegation leaders, in addition to the more traditional paper reports presented to the Houses. The videos have been loaded onto the international program web page and the House of Representatives YouTube channel, enhancing the information available to the community on the work parliamentarians undertake on delegations.

Outlook

A review of the international program was commissioned by the Presiding Officers in 2013. That review reported in April 2014 and the Presiding Officers responded in June 2014. The response provides strong endorsement of the international program as an integral part of the work of the Australian Parliament. The Presiding Officers concluded that the international program should continue to have a core focus on serving the interests of parliamentarians and, increasingly, of committees. They also welcomed the Australian Parliament's significant and growing role in assisting capacity building and strengthening of other parliaments in the region.

The Presiding Officers' response to the review will be implemented during 2014–15. The major aspects of the response are the establishment of an advisory group and the restructure of the administrative support functions. An Inter-Parliamentary Relations Advisory Group, consisting of two parliamentarians (appointed by the Presiding Officers in consultation with the whips), the heads of the parliamentary departments and the parliamentary librarian, will be established to provide advice to the Presiding Officers and develop a strategic plan for the international program. A restructure of the administrative support functions will be effected through the creation of two new offices, retained within the department. An International and Parliamentary Relations Office will be established to manage the incoming and outgoing delegation programs, membership of inter-parliamentary organisations, and the international interests and travel of members and senators. A Parliamentary Skills Centre will be established to take responsibility for the delivery of all parliamentary capacity-building and strengthening initiatives.

New projects established under the Pacific Parliamentary Partnerships program will commence activities during 2014–15. It should be noted that the parliament does not have dedicated funding to support the various parliamentary capacity-building initiatives that it engages in; rather, the parliament has limited resources and when donor funding is identified the parliament must apply for funding allocations in competition with other providers. This places a clear limit on the extent to which the parliament can become involved in parliamentary strengthening work. Nevertheless, subject to the parliament's strategic plan, it is hoped that, given Australia's standing as a mature and stable democracy, whenever developing parliaments, particularly those in the region, are in need of support in capacity building, the parliament will be able to play its part.

Members' services and corporate support

The members' services and corporate support program component provides advice, services and support to members and their staff in Parliament House; pays members' salaries and allowances; and provides corporate services, advice and support to the department. The program component's responsibilities include:

- providing a concierge service to members and their staff
- paying members' salaries and allowances
- providing the department with advice and support on financial and human resource management, and records management, publishing and office services
- organising members' office accommodation, furniture and fittings; providing mail and courier services; and handling bookings for committee rooms and chamber galleries
- maintaining and publishing key information about members and former members.

These responsibilities are undertaken by the four areas reporting to the Serjeant-at-Arms: the Finance Office, the Knowledge Management and Publishing Office, the People Strategies Office and the Serjeant-at-Arms' Office.

The department is the primary contact for providing concierge services to members. We liaise closely with colleagues from the Department of Finance and the Department of Parliamentary Services (DPS) on a range of matters.

The expenditure for the members' services and corporate support program component in 2013–14 was $9.282 million. The budget allocation was $7.142 million. The actual expenditure includes expenses not requiring appropriation made up of depreciation expense, amortisation expense and resources received free of charge. Staff levels, by location, are shown in Appendix 11.

Performance summary

A high priority for the program component is to provide advice and support to the Speaker and the Speaker's Office on the control and management of the precincts, chamber and gallery security, and ceremonial and other events at Parliament House. We work closely with colleagues in the Department of the Senate, the Department of the Prime Minister and Cabinet, the Australian Federal Police and DPS.

We also work in partnership with parliamentary departmental colleagues to drive and deliver major projects, such as enhancing ICT systems that have a whole-of-parliament application. In addition, we represent the department and support the interests of the House and members on a number of inter-parliamentary committees and boards that provide whole-of-parliament governance.

During the reporting period, we continued to work on ICT projects to achieve innovation and efficiency, including developing and replacing many of the support systems for the Chamber, committees and members' services. All projects are now close to completion.

We continued to work with the other parliamentary departments to consolidate and integrate ICT services within DPS. This remains a major change project for the parliamentary administration, and is of particular significance given the central importance of ICT to the work of the parliament and the department.

Work on the office furniture replacement project continued. In the reporting period, installations were completed in areas including the Leader of the Opposition's suite and the Speaker's suite, as well as offices used by departmental staff. Work also included the office designs and procurement of furniture for the suites of the government and opposition whips as well as for the remaining departmental work areas. All installations are due to be completed in mid-2015.

A Parliament House Open Day was held on 24 August 2013. The department's International and Community Relations Office led the planning and coordinated the parliamentary departments to provide for over 8,000 visitors. Tours in key areas of the House were very popular, including tours in both chambers of parliament, the Speaker's and President's offices, the Prime Minister's Office and the

courtyard. There were a variety of displays on how the parliament and its staff work, and a particular highlight was a special visit by principal design architect Romaldo Giurgola. The day was a great success and the department received a considerable amount of positive feedback from visitors.

The 2014 members' survey indicated their levels of satisfaction with the department's services. The services provided by the Serjeant-at-Arms' Office again achieved a 100 per cent satisfaction level. This year, as in 2013, all members responding were extremely or highly satisfied. All members were satisfied with their home pages on the Parliament of Australia website—62 per cent were either extremely or highly satisfied, which was the same as in 2013. This year 95 per cent of members were satisfied with services for salary, electorate allowances and deductions, which compares to 100 per cent in 2013.

Services and advice

Chamber enhancements

During the reporting period, the Speaker and Deputy Speaker sought enhancements in the Chamber and the Federation Chamber, for which they are respectively responsible. These enhancements include the introduction of screens identifying the business before the House in the Chamber and the restructure of the Deputy Speaker and Clerk's dais in the Federation Chamber. The work is being coordinated by the Serjeant-at-Arms' Office together with DPS, and is expected to be completed in late 2014.

Media services

The Serjeant-at-Arms and staff continued to work with the various media bureaux and the governing committee of the Parliamentary Press Gallery to ensure compliance with the *Rules for media related activity in Parliament House and its precincts*. The Presiding Officers adopted the rules in 2012, and their administration has been delegated to the Serjeant-at-Arms and the Usher of the Black Rod. The rules clarify the areas in the building and precincts where media activity is permitted, permitted only after prior approval, or not permitted at all. They also set out the circumstances where still photography by accredited media personnel is permitted in the chambers, and where filming and photography are more broadly permitted throughout the parliamentary precincts. It is a condition of access to the building that occupants comply with the rules, and a graduated range of sanctions may be applied for non-compliance.

During the year, the Serjeant-at-Arms, the Usher of the Black Rod and their delegates liaised closely with the press gallery to balance media access, security and parliamentary requirements at major events, including the opening of the Forty-fourth Parliament and the swearing in of His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd) as Governor-General.

On a day-to-day level, the Serjeant-at-Arms and her delegates work with ministers' offices, representatives of the press gallery and the Parliamentary Security Service to ensure that media events on the precincts are conducted in compliance with the rules and with minimum inconvenience to all.

During the year, the Serjeant-at-Arms' Office responded to some 175 requests to film or photograph within the private areas of the building.

Broadcasting of proceedings

On 9 December 2013, the House adopted a new resolution for the broadcast of parliamentary proceedings. A very similar order was adopted by the Senate two days later. Both the House resolution and the Senate order replace earlier equivalents and authorise the broadcast and re-broadcast of the proceedings and excerpts of proceedings of the two chambers and their committees. The resolution and the order were drafted by the Joint Committee on the Broadcasting of Parliamentary Proceedings during the Forty-third Parliament, following the committee's 2012 review of media-related activity in Parliament House.

The resolution and the order simplify and harmonise previous conditions of broadcast, and recognise that television and radio are no longer the only broadcast media (given the increase of other media platforms such as internet-based social media) and that previous distinctions between

broadcasting and re-broadcasting are becoming less relevant with new technology. Both the House of Representatives and the Senate continue to retain control over broadcast content, which still needs to be supplied by authorised parliamentary staff in accordance with guidelines approved by the Presiding Officers.

The resolution and the order also include the general principles for the radio broadcast of parliamentary proceedings by the ABC, which were tabled in the first half of 2013 by the committee and required to be adopted by the chambers before they could come into force. The general principles determine that the allocation of the live radio broadcast between the two chambers should be approximately equal. For question time, either the House or the Senate session is broadcast live and the other is broadcast later in the day. These general principles are complemented by standing determinations that provide more detailed advice to the ABC for the radio broadcasts.

Information services

To help keep members and their staff informed about developments in the House, three editions of the members' bulletin, *House Update*, were published during the year. In addition, the annual series of briefings on procedural and other developments in the House was continued. Seven briefings were held during the year.

The department continued to operate its drop-in centre every sitting Tuesday to enable members and their staff to get information or provide feedback on any of the services provided by the department. During the year, the drop-in centre held 12 sessions, and during these sessions there were nine queries. As in previous years, the sessions were staffed by senior departmental staff members, with a customer service officer from DPS invited to attend to increase the value of the service to members.

Accommodation services

The Serjeant-at-Arms' Office provides a concierge service for members and, as part of this, coordinates accommodation, capital works and routine maintenance services in the House of Representatives wing.

During the year, the office arranged some 180 office relocations as a result of the 2013 election and the change in government. These relocations reflected the comparatively high number of new members following the 2013 election. The office worked closely with the government and opposition whips to make sure the suites were ready as quickly as possible. The office also coordinated 723 requests to supply and move furniture (significantly more than in the previous year), which arose from the settling in of new members and the movement of members to and from the ministerial wing. All tasks were performed within agreed timeframes and to agreed standards, and to the satisfaction of the whips and individual members.

We worked with DPS on a number of accommodation projects affecting suites in the House of Representatives wing, including the conversion of meeting rooms back into members' suites in view of the heavy demand for members' suites after the 2013 election.

Replacement of office furniture

Work continues on the replacement of office furniture for departmental staff and the staff of certain parliamentary office holders. The furniture being replaced has been in use since 1988. Work completed to date includes replacing 54 per cent of workstations used by departmental staff, as well as those used by staff of the Speaker and the Leader of the Opposition.

The office furniture used by the remainder of departmental staff and by staff of the government and opposition whips, the Deputy Leader of the Opposition and the Manager of Opposition Business will be replaced in 2014–15.

Maintenance, access and transport services

Maintenance requests for work in members' suites are coordinated by the Serjeant-at-Arms' Office, and include both emergency and routine work. During the year, the office coordinated 420 emergency requests, which were all attended to within five minutes of receipt. In addition, the office coordinated 285 routine maintenance requests for repairs or alterations to suites or common

areas. We take a proactive approach by performing office shutdowns and inspections over the autumn and winter recesses, so that issues can be identified, reported and repaired while parliament is not sitting. The office coordinated 418 requests for assistance with telephone faults, relocations and allocations of telephone numbers. Faults reported were referred to telephone support in DPS within five minutes of receipt, and appropriate timeframes for the matters to be resolved were agreed with that area.

As the area responsible for access to members' suites, the office approved 1,103 requests by DPS for access to suites and general circulation areas for general maintenance and services.

The Serjeant-at-Arms' Office also provides a Transport Office to coordinate transport services for members, including managing the COMCAR shuttle service on behalf of the Department of Finance during sitting weeks.

In 2013–14, the Transport Office managed 8,960 bookings by members. This represents fewer bookings than in the previous year, and reflects reduced COMCAR use in Canberra during the election period. During sitting weeks the Transport Office operates morning and evening shifts, opening at 6.00 am each morning for members coming to Parliament House and remaining open in the evening until at least 9.00 pm or until an hour after the House rises.

The Transport Office is also open from 4.00 pm to 10.30 pm on the Sundays prior to sitting weeks to take bookings and facilitate the pick-up of members at Canberra airport as they arrive.

Parliament House security

The Serjeant-at-Arms represents the department on the Security Management Board. The board is established pursuant to section 65A of the *Parliamentary Service Act 1999* to provide advice to the Presiding Officers on security policy and the management of security measures for Parliament House. The board met seven times during the year. Matters considered included:

- security screening arrangements
- planned reviews of the pass policy and perimeter security
- a proposed strategic framework for security at Parliament House.

Police access to the parliamentary precincts

Officers of the Australian Federal Police (AFP) must seek the permission of the Presiding Officers before attending the parliamentary precincts. Traditionally, the permission of the Presiding Officers has been sought by the AFP officer-in-charge at Parliament House through the Serjeant-at-Arms or the Usher of the Black Rod, as appropriate. In early 2013, the Presiding Officers agreed that approval of requests for access to the House of Representatives or Senate wings would be through the Serjeant-at-Arms or the Usher of the Black Rod, respectively.

Authorised Assembly Area

DPS has responsibility for managing events on the Authorised Assembly Area at the front of Parliament House. The area is allocated variously to individuals, community groups and organisations to promote their causes and hold events. Under the authorisation signed by the Presiding Officers, the Serjeant-at-Arms and the Usher of the Black Rod are to be notified as soon as is practicable of any protests, other public assemblies, functions or events on the precincts that may disrupt the smooth running of the building or affect the security or decorum of the chambers.

Security screening

Guests of government and parliament are subject to automatic exemption from security screening on entry to Parliament House. Approvals for any other exemptions from security screening are jointly made by the Usher of the Black Rod and the Serjeant-at-Arms. During the year, exemptions from security screening were approved for 16 groups or individuals (compared with 43 in 2012–13).

Heritage Advisory Board

The Heritage Advisory Board held eight meetings during the year. The primary function of the board is to oversee and provide advice to the Presiding Officers on the heritage management of Parliament House. The board is also required to oversee detailed heritage issues for Parliament House. The

members of the board are the Secretary of DPS (chair), the Serjeant-at-Arms and the Usher of the Black Rod. In May 2014, the Presiding Officers decided to disband the board in June 2014, as the work of the board would be substantially complete. The board met for the last time on 12 June 2014.

Matters considered by the board during the year included:

- the development of a conservation management plan for Parliament House, and the establishment of an expert advisory panel to provide high-level and independent advice to aid the development of the plan
- the management of cultural heritage items at Parliament House.

Information and communications technology

In response to the recommendations of the 2012 review of information and communications technology for the parliament, the ICT responsibilities of the chamber departments were transferred to DPS on 1 July 2013. As part of this process, four departmental staff and funding for ICT assets were transferred to DPS.

The Joint Management Committee, which comprises senior parliamentary department staff, oversaw the transfer of ICT responsibilities to DPS. The committee is now responsible for monitoring ICT issues and performance against the service-level agreement. The Serjeant-at-Arms represents the department on the committee.

A one-stop shop for ICT support has been established for members and senators and will be applied more generally to the chamber departments in 2014.

Software and hardware services

The department continued to drive and develop innovative projects for ICT solutions.

Projects to replace many of the ICT support systems for the Chamber, committees and members' services continued throughout the year. These systems included:

- the Table Offices Production System (see page 21)
- the Parliamentary Procedural Records System (see page 22)
- the Shared Committee Information Database (SCID—formerly the Senate Committee Information Database)
- the Serjeant-at-Arms' Office booking system—the venue management system—for school visits, chamber gallery reservations and committee room bookings.

Staff of the International and Community Relations Office setting up for the Parliament House Open Day, August 2013.

Work continued on a new committee report template that will make it easier to publish committee reports in PDF, HTML and ePub format.

The rollout of e-Trim has been implemented across the department, and more than 95 per cent of departmental staff now use the system to file and manage their records electronically. Since the implementation of e-Trim in 2012, the number of records and files created in the system has increased by one-third. All new staff receive e-Trim training as part of their induction. In addition, ongoing tailored one-on-one e-Trim support is provided to existing staff.

Internet and intranet services

The rollout of the redeveloped SCID took place in early April 2014. This project was undertaken by the department and the Department of the Senate and involved the development of a bespoke management system for committee inquiry content. SCID doubles as a web publishing tool that is used to create and manage inquiry web pages. Training in the use of SCID commenced in March 2014 and will continue during the deployment phase.

The upgraded version of CommDocs, a secure intranet portal for committees, was deployed at the beginning of the Forty-fourth Parliament. The new version includes several enhancements, most notably the ability for committee secretariats to manage their own site permissions and a simplified method of site creation.

The department commenced a project to develop and distribute digital publications via the Adobe Digital Publishing Suite. Digital publications have been created and distributed for the New Members Seminar and several outgoing delegations. A publicly available interactive seating plan has been released, and several more digital publications are in development.

The department continued to use the Ooyala video streaming platform to provide a video-streaming service on the Parliament of Australia website, and expanded its use to include our social media channels. Ooyala uses adaptive bitrate streaming technology and can be accessed by desktop, iOS and Android devices. Closed captioning for pre-recorded videos is provided on this service.

Printing

The department's in-house printing service produced around 1.3 million impressions in 2013–14 (a decrease from around 2.7 million in 2012–13). The decreased volume was a direct result of the election period in the first half of the financial year, when no chamber documents were required and committee report printing ceased.

In response to the changing economic environment, we are now producing more committee reports internally and reducing the number of reports printed while increasing our online presence.

Parliamentary assistants program

The parliamentary assistants program, managed by the Serjeant-at-Arms' Office, entered its fourteenth year. Parliamentary assistants are university students who perform the duties of messengerial attendants for an average of 10 hours per week; rosters are planned around student commitments and the requirements of the House of Representatives.

There were six students in the program this year: three were existing assistants, and three were new appointments. The applicants came from metropolitan and country New South Wales, Canberra and Victoria, and all were studying at universities in Canberra. Former parliamentary assistants were also engaged in the Serjeant-at-Arms' Office to work at the front counter and in other areas of members' services.

Members' salaries

All processing of members' salaries and entitlements by the People Strategies Office was in accordance with legislation and administrative decisions. In the 2014 members' survey, 81 per cent of members were extremely or highly satisfied (69 per cent in the 2013 survey), and in total 95 per cent were satisfied with services in relation to their base salary, electorate allowances and deductions (100 per cent in the 2013 survey). Annual expenditure on members' salaries and other entitlements was $45.235 million.

The base salary of members was adjusted by Remuneration Tribunal Determination 2013/13 from 1 July 2013, and the increase was processed by the People Strategies Office in the same month. The additional salary of office holders, ministers and shadow ministers was adjusted accordingly.

The office processed the cessation of office holders' allowances at the dissolution of the parliament. Forty-two members' entitlements ceased either at the date of dissolution or on the day before election day. The office also processed the payment of resettlement allowances, which were payable to former members who met certain criteria.

The 42 new members were paid their initial entitlements within two weeks of their poll being declared.

Corporate support

The human resources section provided corporate services advice and support to the department and a shared-service payroll service to DPS and the Parliamentary Budget Office. In November 2013, the department ceased providing payroll services to DPS.

Operational performance indicators for finance, human resources and other corporate support services were met, and the department was in compliance with internal and external governance and reporting requirements. Also during the year:

- the department's business continuity network was established and met, and work began on updating office-level business resumption plans for each work group
- leadership training and development programs were implemented for the Executive, directors and committee secretaries.

Related information is detailed in the 'Management and accountability' section of the report.

Improving performance

It was a demanding year for the program component, which carried out its ongoing advisory, operational and project responsibilities in a context of administrative change and significant financial pressure. Strategies to enhance and sustain performance levels included planning, people management, relationship building, innovation, sound governance arrangements and reviews. Performance was again at a high standard, sustained by the professionalism of staff.

The department continues to work closely with the Department of the Senate and DPS on a range of matters and on a range of interdepartmental boards and groups.

Outlook

In 2014–15 the department will continue to provide advice and services of a high standard to support the Speaker, members in Parliament House and the department.

We anticipate that important priorities for the members' services and corporate support program component during the year will include:

- continuing the rollout of the new venue management system in conjunction with the Senate and DPS
- completing the furniture replacement project
- reviewing departmental performance information and reporting, in accordance with the *Public Governance, Performance and Accountability Act 2013*
- progressing the implementation of e-Trim through the remaining areas of the department
- integrating COMCAR's booking system into our Transport Office
- further developing capability within the program, including through the documentation of systems and processes and the use of supplementary and backup resources
- preparing for the drafting and negotiation of a new enterprise agreement for departmental staff.

Schools hospitality

The department receives a special appropriation in order to provide modest hospitality to school groups visiting Parliament House.

In 2013–14, the administered appropriation for program component 2.1 was $0.325 million and expenditure was $0.314 million.

Performance summary

School visits to Parliament House are coordinated by the Serjeant-at-Arms' Office, working in partnership with the Parliamentary Education Office (PEO) and Visitor Services.

In 2013–14 there was a small decrease in the number of school students participating in educational tours of Parliament House, with 113,709 students recorded, down from 115,651 in the previous year. The number of students from New South Wales and the Northern Territory decreased, while all other states recorded slightly higher numbers than in the previous financial year (see Table 11).

All visiting students participated in a guided tour and visited both chambers. Of those, 84 per cent (97,383) received hospitality and 77 per cent (87,657) participated in the PEO program, a small decrease on the previous financial year (see page 25 for more information on the PEO's activities).

Table 11 Students visiting Parliament House, by location and year, 2009–10 to 2013–14

Year	ACT	NSW	NT	Qld	SA	Tas.	Vic.	WA	Other	Total
2009–10	3,703	70,294	623	15,845	4,618	1,394	17,041	4,378	59	117,955
2010–11	2,730	67,715	707	16,411	4,205	1,262	17,458	4,048	62	114,598
2011–12	1,637	66,036	899	17,389	5,059	1,676	17,312	4,706	80	114,794
2012–13	1,657	67,955	881	16,395	4,742	1,471	17,245	5,064	241	115,651
2013–14	1,859	62,597	835	18,193	5,390	1,581	17,766	5,488	–	113,709

Improving performance

In previous years, school bookings were only taken for the next financial year from 1 July of that year. From 2014, bookings were taken on a rolling basis for the following calendar year. This avoided the deluge of bookings that would be received each 1 July, smoothing the booking workload for the Serjeant-at-Arms Office.

Outlook

By 30 June 2014, we had already booked 27,940 students from 732 schools for the following 12 months.

Management and accountability

- Corporate governance
- External scrutiny
- Management of people
- Management of financial resources
- Outlook

House of Representatives courtyard. Photo: Howard Moffat DPS/Auspic.

Corporate governance

The Speaker of the House of Representatives can be questioned by members about the work of the department. The Clerk of the House of Representatives, who is responsible for managing the department, reports to the Speaker.

The main elements of the department's corporate governance framework are outlined below.

Legislation

During 2013–14, the department's operations were governed by the *Parliamentary Service Act 1999* and the *Financial Management and Accountability Act 1997*, and were subject to provisions of the *Fair Work Act 2009* and other legislation. Those Acts set out the Clerk's responsibilities for managing the department.

Ethical standards

The Parliamentary Service Values and Code of Conduct set out in the Parliamentary Service Act provide a framework for the department's ethical conduct. The department actively promotes sound ethical behaviour. All staff who are new to the department are advised about what it means to work in a values-based environment and how ethical standards apply to their day-to-day work.

Senior management

Senior management of the department consists of the Executive and managers at the Executive Band 2 level. The Executive comprises the Clerk of the House, the Deputy Clerk and three Senior Executive Service Band 1 staff—the Clerk Assistant (Committees), the Clerk Assistant (Table) and the Serjeant-at-Arms—each of whom has management responsibility for one or more of the department's offices (see Figure 1 on page 6).

In August 2013, the then Clerk advised the Speaker of his intention to retire on 31 December 2013. A selection panel, led by the Parliamentary Service Commissioner, made a recommendation to the Speaker, which was accepted, to appoint Mr David Elder as Clerk of the House. In 2014, a selection process was conducted for the position of Deputy Clerk (in which Ms Claressa Surtees was selected) and for a Senior Executive Service Band 1 position (in which Ms Bronwyn Notzon was selected).

Management committees

Executive

The Executive conducted eight formal meetings during the year to discuss and resolve a wide range of departmental management issues. As well as standing items on finance and people strategies, matters addressed included:

- election period projects
- consolidation of ICT services
- amendments to the Parliamentary Service Act and subordinate legislation, and proposed new Commonwealth financial management legislation
- freedom of information and public interest disclosure legislation
- leadership training for departmental senior management, talent management and internal job rotation
- award modernisation
- business continuity planning
- length-of-service award pins for departmental staff
- the new corporate plan
- the annual members' and staff surveys.

Staff were informed of the outcomes of each of the meetings through the staff bulletin, *In House*.

Audit Committee

The department's Audit Committee met four times during the year. The committee comprises the Clerk Assistant (Table) (chair), the Serjeant-at-Arms, the Clerk Assistant (Committees), and an independent member. In 2013–14, the independent member was Mr Tom Rogers, the Deputy Electoral Commissioner. Representatives of the Australian National Audit Office and the department's internal audit team, and the Chief Finance Officer, attended all meetings.

Internal audits during the year covered the following areas:

- the department's project management framework
- business continuity planning and the development of a continuity framework.

In addition, the committee sought advice from the internal auditors in an assurance mapping exercise, as part of the preparations for the commencement of the *Public Governance, Performance and Accountability Act 2013* on 1 July 2014.

During the year, the committee updated the forward year internal audit plan. It reviewed the department's draft financial statements from 2013–14, and recommended that the Clerk sign them. It also reviewed the Chief Finance Officer's report on the certificate of compliance process, and recommended that the Clerk sign the certificate on the basis that the department's compliance processes were satisfactory and that the department was financially sustainable—in the context of the following financial year. The committee's 2013 annual report was provided to the Clerk.

Consultative Committee

The Consultative Committee, which is chaired by the Deputy Clerk, continued to be an important mechanism for communicating and consulting with staff on workplace issues. The committee has four departmental representatives, two elected staff representatives and two union-nominated representatives.

The committee met seven times during 2013–14. Standing agenda items for the meetings included:

- implementation and monitoring of the enterprise agreement
- proposals for change and other developments affecting staff
- review of implemented changes
- reports on departmental activities.

Matters discussed during the year included the new service-level agreement with the Department of Parliamentary Services for ICT services, staff mobility, social media guidelines, award modernisation, the annual staff survey, the office furniture replacement project, and the status of ICT projects.

Planning and evaluation

Corporate plan

The Corporate Plan 2013–16 was provided to staff during the reporting period. It seeks to build on our capacity to serve our clients, develop our people, sustain our capability, and work collaboratively with each other and other key people and organisations.

Business plan

The department's business plan for 2013–14 was issued in 2013. Progress on implementing the plan was monitored during the year through six-monthly and new quarterly reporting meetings. Good progress was made on reaching the targets set out in the plan.

Members' survey

The department receives periodic and ongoing feedback from members to gauge the effectiveness of its service provision.

In May and June 2014, the 2014 members' survey was conducted. This was the eleventh annual survey, and followed the same format as in previous years.

The department surveyed a random sample of 30 members, 21 of whom responded (19 participated last year). All participants were asked whether they were satisfied with the advice, services and support they received from the department. The results confirmed that the department continues to provide a high standard of service.

Details of the survey findings are in Appendix 12.

Accountability mechanisms

The department's main formal external accountability mechanisms are the Portfolio Budget Statements and the annual report, which is prepared pursuant to section 65 of the Parliamentary Service Act. The annual report for 2012–13 assessed performance against the targets set in the Portfolio Budget Statements 2012–13 and presented the department's financial statements.

Copies of the department's annual report and Portfolio Budget Statements were provided to all members and published on the Parliament of Australia website.

Risk management and fraud control

Following the internal audit into business continuity planning, the department established a business continuity network to assist in training staff to manage the risk of business interruptions. The department also introduced a regime for regular testing of office-level business resumption plans.

As in previous years, new staff were informed of their financial management responsibilities and the department's fraud risk assessment and fraud control plan in the regular induction programs. There were no losses of public money and no instances of fraud identified during the year.

Service charters

The department's service charters for members and the community continued to provide the basis for the standards of service that members and the public can expect from the department.

Social justice and equity

The department's role is to support the House of Representatives rather than to deliver services directly to the public. Accordingly, contributing towards achieving social justice within the broader community is not a direct responsibility of the department. However, the department works towards achieving social justice indirectly through the work of the House of Representatives itself, its members and its committees.

Inter-parliamentary departmental collaboration

Meetings of parliamentary departmental heads

Formal quarterly meetings of the departmental heads continued during the year. Meetings were held on 25 September 2013, 16 December 2013 and 28 February 2014. Responsibility for chairing the meetings rotates between the departments on an annual basis.

Matters discussed in 2013–14 included:

- the development of a reconciliation action plan for the parliamentary departments
- freedom of information and public interest disclosure legislation
- budget processes for the parliamentary departments
- award modernisation
- ICT matters, including consolidation of ICT services
- the role of the Senior Management Coordination Group
- the development of an overall strategic plan for parliamentary administration

- reporting and the protective security policy framework
- preparations for the Forty-fourth Parliament
- the proposed new parliamentary service determination.

Senior Management Coordination Group and Parliamentary Administration Advisory Group

The Senior Management Coordination Group coordinated corporate and related matters across the parliamentary departments for more than 25 years. In 2013, the terms of reference for the group were reviewed, and in 2014, it was replaced by the Parliamentary Administration Advisory Group.

The Parliamentary Administration Advisory Group provides advice and support to the parliamentary departmental heads by overseeing the implementation of corporate services matters and initiatives of common interest across the parliamentary departments.

The group's members are the Serjeant-at-Arms, the Usher of the Black Rod, the acting Chief Operating Officer of the Department of Parliamentary Services, and an assistant parliamentary budget officer of the Parliamentary Budget Office. In 2014, the group held three formal meetings; a series of informal corporate meetings were held in 2013. Responsibility for chairing the group rotates annually.

Purchaser–provider arrangements

The department continued to provide payroll services to the Parliamentary Budget Office and, until January 2014, to the Department of Parliamentary Services on a fee-for-service basis.

The department does not have any other purchaser–provider arrangements in place for selling services to or buying services from an Australian government agency.

The department receives certain building and ICT services from the Department of Parliamentary Services, and audit services from the Australian National Audit Office. These services are accounted for in the department's financial statements as resources received free of charge.

The department also has agreements in place with the Department of the Senate in relation to the provision of inter-parliamentary services (by this department) and parliamentary education services (by the Department of the Senate). We run parliamentary education seminars on a fee-for-service basis for government departments.

External scrutiny

The department's operations are primarily administrative and are therefore not usually subjected to formal external scrutiny.

Judicial and administrative decisions

No judicial decisions or decisions of administrative tribunals or by the Australian Information Commissioner during 2013–14 had, or are anticipated to have, a significant effect on the operation of the department.

Reports by the Auditor-General, a parliamentary committee or the Commonwealth Ombudsman

The Australian National Audit Office audited the department's 2012–13 financial statements and provided an unqualified audit report.

The Clerk made submissions to the House Standing Committee on Procedure on the inquiry into the use of electronic devices in the House of Representatives Chamber and the Federation Chamber.

The department continued to support the Standing Committee on Appropriations and Administration. The Clerk and other departmental staff provided the committee with information on the department's budget position and attended the committee's meetings to enable the committee to discharge its responsibilities under standing order 222A. The committee presented one report: *Budget estimates 2014–2015*. (In light of the upcoming election in 2013, the committee presented its annual report for 2012–13 in June 2013.) In its budget estimates report, the committee commended the department's careful financial management over many years, and indicated that it will continue to monitor closely the department's financial position into the future.

No investigations by the Commonwealth Ombudsman in 2013–14 involved the department.

Freedom of information

The department is excluded from the application of the *Freedom of Information Act 1982*, under section 68A of the Parliamentary Service Act.

Public interest disclosure

The *Public Interest Disclosure Act 2013* was enacted in 2013. In accordance with this Act, procedures were developed, and authorised officers in the department were appointed by the Clerk. Staff of the parliamentary departments attended information sessions, conducted by the Office of the Commonwealth Ombudsman, about the operation of the Act.

Privacy

While the department is not an agency to which the *Privacy Act 1988* applies, we abide by the principles of the legislation in our dealings with employees, including handling employees' records.

Disability reporting mechanisms

The National Disability Strategy 2010–2020 sets out a 10-year national policy framework to improve the lives of people with disability, promote participation and create a more inclusive society. A high-level two-yearly report will track progress against each of the six outcome areas of the strategy and present a picture of how people with disability are faring. The first of these reports will be available in late 2014 on the Department of Social Services website (www.dss.gov.au).

Management of people

Investors in People

The department has held accreditation against the Investors in People standard since 2002. The standard is an international quality framework with 10 indicators that set a level of good practice and a basis for continuous improvement of a department's or agency's performance through its people.

Shared services

At the beginning of the financial year, staff in the People Strategies Office provided payroll services to both the Department of Parliamentary Services (DPS) and the Parliamentary Budget Office.

In January 2014 the provision of payroll services to DPS was terminated. Some staff transferred to DPS to continue providing payroll support.

Staff survey

In June 2014, the department conducted its ninth annual staff survey. As in previous years, most staff participated in the survey. The survey measures the quality of the department's leadership, the level of staff satisfaction with pay and conditions of service, and the strengths of the department. The results are taken into account in the department's ongoing development of its strategy for attracting and retaining staff.

The department has established a number of internal benchmarks based on the results of the survey. These benchmarks, or index scores, correspond to the total percentages of staff selecting 'strongly agreed' and 'agreed' in response to specific sets of questions.

- The 'core elements' satisfaction index measures the extent to which the department provides the core elements needed to attract, focus and keep the most talented staff (81 per cent in 2014, 86 per cent in 2013, 82 per cent in 2012 and an average of 83 per cent over the last five years).
- The 'leadership' satisfaction index measures the level of satisfaction of staff with their managers, as measured against the department's leadership statement (87 per cent in 2014, 87 per cent in 2013, 85 per cent in 2012 and an average of 85 per cent over the last five years).
- The 'benefits' satisfaction index measures the level of staff satisfaction with pay and working conditions (85 per cent in 2014, 87 per cent in 2013, 85 per cent in 2012 and an average of 86 per cent over the last five years).

People strategies: planning and delivery

Organisational reviews

The department conducts organisational reviews as required to ensure that workloads in all areas are matched with the number of staff required to perform the work, and that the classification levels or work value requirements of individual jobs are appropriate to the work being conducted.

Recruitment of staff

The department advertised to fill six ongoing vacancies during 2013–14 (two in 2012–13), of which three were filled by external applicants.

Retention of staff

A total of 16 ongoing and 25 non-ongoing staff left the department in 2013–14—a turnover rate of 9.7 per cent of ongoing staff (10.7 per cent in 2012–13). Appendix 11 includes details of separations.

Exit interviews with staff leaving the department continued to be conducted by Senior Executive Service managers. Five interviews were conducted during the year.

Graduate placement program

The parliamentary graduate placement program continued in 2013–14. The program involves three-month placements of staff from the graduate recruitment programs of Australian government agencies. An objective of the program is to promote the work of the parliament to agencies and the staff of those agencies.

The Department of the Senate was again involved with the program, and the Parliamentary Budget Office became involved in the 2014 program. The program continued to draw a high level of interest from individual graduates and from a range of agencies. We had six graduates on three-month placements in the department in 2013–14.

Feedback from graduates has confirmed that the program is highly successful and that the objectives of the placements have been met.

Alumni

The department formed an alumni association of former staff in 2008. On 30 June 2014 there were 196 members. The association issued one newsletter during the year.

The board of the alumni association conducted a survey of members to gather information on their expectations of the association. Some members volunteered to assist with the Parliament House Open Day on 24 August 2013.

On 22 October 2013, the annual general meeting of the association was held and was attended by 14 association members. At the meeting, two co-chairs were elected and the membership of the alumni board was increased by self-nomination of attendees.

A reception for members of the association and staff was held on 29 November 2013.

The board met once in 2013–14.

Training and development

Table 12 shows the department's training and development expenditure as a percentage of expenditure on salaries in 2012–13 and 2013–14. It also shows the average number of person-days spent on training, and the average staffing level in both years. The average number of training days for staff increased from 4.1 to 4.3 days of off-the-job training per person per year. The increase was due to training conducted during the election period and at the start of the new parliament. During the election period, staff were able to undertake mobility placements of three months or less.

Table 12 Expenditure on training and development programs, 2012–13 and 2013–14

	2012–13	2013–14
Expenditure as percentage of annual payroll	1.0%	1.14%
Average training days per person	4.1	4.3
Average staffing level	161	155

Table 13 compares the average attendance of staff at training courses in 2012–13 and 2013–14. It also shows the average staffing level and total number of training days attended in 2013–14 for each classification.

Table 13 Average staff attendance at training courses, 2012–13 and 2013–14

Classification	Average staffing level	Total number of training days attended	Average number of training days attended	
	2013–14	2013–14	2012–13	2013–14
Senior Executive Service	5.6	15.0	5.8	3.0
Executive Band 2	19.2	60.0	4.1	3.1
Executive Band 1	40.5	131.4	3.2	3.2
Parliamentary Service Level 6	25.6	111.7	3.4	4.6
Parliamentary Service Level 5	7.6	21.3	4.0	2.8
Parliamentary Service Level 4	27.8	139.3	3.6	5.0
Parliamentary Service Level 3	10.6	63.9	2.4	6.0
Parliamentary Service Level 2	18.4	74.4	1.5	4.0
Not specified	–	55.7	–	–
Totals	**154.7**	**672.6**	**4.1**	**4.3**

Leadership development

The department has invested in leadership development with a range of external providers for over a decade and has trend data from staff surveys on leadership for the entire period.

The Executive and Executive Band 2 staff participated in leadership programs designed for each level. Leadership programs for Executive Band 1 and Parliamentary Service Level 6 staff continued. A new program for Parliamentary Service Level 4 and 5 staff is planned for next financial year.

Knowledge management

The Knowledge Management Steering Committee met three times during 2013–14. The committee comprised staff from all areas of the department and was chaired by the Clerk Assistant (Committees). During the year the membership of the committee was refreshed.

The committee continued to monitor the records management program, including the project to implement e-Trim across the department. The committee also monitored the progress of the Parliament of Australia website enhancements project and web governance board, and the project to develop the Table Offices Production System. It kept a watching brief on emerging technologies, including social media and presentation tools, and encouraged the department's commitment to knowledge management processes.

Studybank

A total of 17 staff participated in the department's Studybank program during the year (compared with 10 staff in 2012–13). Collectively, they received financial assistance of $18,236 (compared with $15,753 in 2013), along with 136.4 days study leave on full pay.

Performance assessment

All eligible staff participated in the annual work performance assessment cycle, completed on 31 October 2013. The cycle consists of setting individual work objectives, conducting performance assessments, preparing individual development plans and providing feedback to supervisors. The individual development plans are compiled and the development requirements of staff are reviewed. These then form the basis for the training program for the next calendar year.

Enterprise agreement

The Department of the House of Representatives Enterprise Agreement 2012–15 covers all staff except Senior Executive Service staff. The department's Senior Executive Service staff are covered by determinations made under section 24(1) of the Parliamentary Service Act.

Staff salary scales under the agreement are summarised in Table 14.

Table 14 Salary scales of staff covered by the 2012–15 enterprise agreement, at 1 December 2013

Classification	Salary scale ($)
Executive Band 2	128,746–136,417
Executive Band 1	99,473–110,954
Parliamentary Service Level 6	80,165–90,980
Parliamentary Service Level 5	74,097–78,406
Parliamentary Service Level 4	63,600–68,810
Parliamentary Service Level 3	57,540–61,811
Parliamentary Service Level 2	51,135–55,834
Parliamentary Service Level 1	45,203–49,461

Salaries expenditure

In 2013–14, departmental salaries and allowances totalled $18.10 million ($18.18 million in 2012–13).

Workplace diversity

The department's workplace diversity program aligns our workplace diversity strategies and actions with the Parliamentary Service Values. The workplace diversity program was reviewed in 2013–14 and

is pivotal in our formal commitment to a workplace culture that builds respect, fosters inclusiveness, promotes diversity and embraces the unique skills and qualities of all our employees.

New staff continued to receive training in the prevention of discrimination, bullying and harassment as soon as practicable after their commencement. The harassment contact officers received further training, which was also attended by staff and union representatives.

Work health and safety

The department's aim under the health and safety management arrangements is to create and maintain a safe and healthy working environment.

Workstation assessments are conducted for staff on request. Included in the workstation assessments is education on the correct set-up of workstations including the correct height of the desk at both sitting and standing positions. This information is also included in orientation sessions for new staff.

In March 2014, influenza vaccinations were offered to staff, and 94 staff were vaccinated.

The department's Comcare premium rate for 2013–14 was 0.69 per cent of payroll, a decrease from the 2012–13 rate of 0.82 per cent.

During the year, no dangerous occurrences required notification under section 37 of the *Work Health and Safety Act 2011*. No investigations were carried out and no directions or notices were received by the department under section 191 of the Act.

Table 15 summarises compensation claims received from staff for the past five financial years.

Table 15 Compensation claims incidence, by injury group, 2009–10 to 2013–14

	2009–10	2010–11	2011–12	2012–13	2013–14
Fracture excluding back	–	–	–	–	–
Strain excluding back	2	1	–	–	–
External effects	–	–	–	–	–
Multiple injuries	–	–	1	–	–
Occupational overuse syndrome	–	–	1	–	–
Psychological injuries	1	–	–	–	–
Total	**3**	**1**	**2**	**0**	**0**

The Clerk, David Elder (centre), with the recipients of the 2014 Australia Day achievement medallions, Joe Italiano (left) and Chris Paterson (right).

Management of financial resources

Asset management

The department's asset management strategy focuses on efficient asset utilisation and allows the department to identify underperforming assets. The department operates within a controlled environment at Parliament House and the risk of loss for the majority of assets is minimal.

A stocktake of furniture and fittings, and portable and attractive assets was completed during 2013–14. The department completed a desktop review of the office machines and plant asset classes. Impairment testing was undertaken during the stocktake. There were no material impairment adjustments required.

The furniture replacement project continued during 2013–14. Cash reserves and departmental capital budget funding have been used to replace furniture items within departmental offices and for the offices of certain parliamentary office holders. Sixty-five per cent of offices had been refurbished as at 30 June 2014 at a cost of $1.821 million. The project is under budget and is scheduled for completion in late 2015.

During 2013–14, Phase 1 of the Table Offices Production System went 'live'. This system at a cost of $1.856 million replaces the ageing document production system and will enable more efficient creation and publication of chamber documents. Other software assets purchased during the period included redevelopment of CommDocs and the Shared Committee Information Database, data access layer and commencement of the development of a new online booking system (venue management system) for school groups and committee rooms in Parliament House.

Due to the transfer of ICT assets to DPS during 2013–14, the department has removed these items from its asset register.

Purchasing

In addition to the asset purchases mentioned above, contracts were entered into for the purchase of asset valuation services, renewal of the provision of departmental banking services with the Reserve Bank and purchase of licence renewals and support for departmental business systems. The department accessed existing panel arrangements for the procurement of training and leadership development programs for departmental staff.

The department continued to access whole-of-Australian-Government contracts for the provision of travel and related services. The purchase of stationery and office supplies was made through the whole-of-Australian-Government contract with Staples.

The department did not initiate any open tender procurements during the reporting period.

Consultants

The department engages consultants where we lack specialist expertise or when independent research, review or assessment is required. Consultants are typically engaged to investigate or diagnose a defined issue or problem; carry out defined reviews or evaluations; or provide independent advice, information or creative solutions to assist in the department's decision-making.

Before engaging consultants, the department takes into account the skills and resources required for the task, the skills available internally, and the cost-effectiveness of engaging external expertise. The decision to engage a consultant is made in accordance with the Financial Management and Accountability Act and related regulations, including the Commonwealth Procurement Rules and relevant internal policies.

During 2013–14, the department entered into 13 new consultancy contracts involving total actual expenditure of $0.121 million. In addition, three ongoing consultancy contracts were active in 2013–14, involving total actual expenditure of $0.078 million.

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 (www.tenders.gov.au).

Competitive tendering and contracting

The department's contracting activities have been disclosed through the government's AusTender system, as required. There were no instances during 2013–14 where contracts were let that did not provide for the Auditor-General to have access to the contractor's premises, or where the chief executive exempted a contract from being published on AusTender.

Advertising and market research

Section 311A of the *Commonwealth Electoral Act 1918* requires the department to detail amounts paid to advertising agencies, market research organisations, polling organisations, direct mail organisations and media advertising organisations during the financial year.

The department's total advertising expenditure for 2013–14 was $28,155, a decrease from the previous year's total ($50,092). This decrease is attributed to a reduction in the number of advertisements for publicising the work of the House and committees including publicising inquiries undertaken by committees.

The expenditure was as follows:

- $25,689 for publicising the work of the House and committees ($32,300 in 2012–13)
- nil for advertising in relation to inquiries being undertaken by parliamentary committees ($9,746 in 2012–13)
- nil for publicising recruitment advertising (nil in 2012–13)
- $2,336 to the Attorney-General's Department for chamber-related gazettals ($7,265 in 2012–13).

Most of the advertising for 2013–14 was placed with Adcorp Australia.

Discretionary grants

The department did not administer any grant programs in 2013–14. Training, equipment and project support were provided for some Pacific island parliaments.

Ecologically sustainable development and environmental reporting

The department is not subject to the provisions of the *Environment Protection and Biodiversity Conservation Act 1999*. Most aspects of the parliament's environmental management are coordinated by the Department of Parliamentary Services (DPS), which is responsible for managing the Parliament House building and precincts. DPS reports in accordance with section 516A of the Act in its annual report, which is available from the Parliament of Australia website.

Outlook

In 2014–15, the department will continue to support the House and members. The department must continue to be capable of delivering advice and support of a high standard, and of anticipating and responding quickly to developments and changing requirements.

The department will continue to seek efficiencies, and to innovate, with emphasis on ICT improvements. To ensure resilience, the department will test business continuity and resumption plans, and will work in collaboration with the other parliamentary departments to ensure capability at a whole-of-parliament level. It will implement new requirements under the *Public Governance, Performance and Accountability Act 2013*.

In 2014–15 the department will commence negotiations on a new enterprise agreement with staff. The agreement-making process will be undertaken based on the government's bargaining framework.

The department will also continue to give priority to supporting and enhancing whole-of-parliament governance arrangements. These processes are important in ensuring that strategic priorities are addressed effectively, and the parliamentary departments work collegially to support the institution.

Financial statements

House of Representatives courtyard. Photo: David Foote DPS/Auspic.

Australian National
Audit Office

INDEPENDENT AUDITOR'S REPORT

To the Speaker of the House of Representatives

I have audited the accompanying financial statements of the Department of the House of Representatives for the year ended 30 June 2014, which comprise: a Statement by the Clerk of the House and Chief Financial Officer; Statement of Comprehensive Income; Balance Sheet; Statement of Changes in Equity; Cash Flow Statement; Schedule of Commitments; Administered Schedule of Comprehensive Income; Administered Schedule of Assets and Liabilities; Administered Reconciliation Schedule; Administered Cash Flow Statement and Notes comprising a Summary of Significant Accounting Policies.

The Responsibility of the Clerk of the House for the Financial Statements

The Clerk of the House is responsible for the preparation of financial statements that give a true and fair view in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards, and for such internal control as is necessary to enable the preparation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the financial statements based on my audit. I have conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. These auditing standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department of the House of Representatives' preparation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department of the House of Representatives' internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Clerk of the House, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

GPO Box 707 CANBERRA ACT 2601
19 National Circuit BARTON ACT 2600
Phone (02) 6203 7300 Fax (02) 6203 7777

Independence

In conducting my audit, I have followed the independence requirements of the Australian National Audit Office, which incorporate the requirements of the Australian accounting profession.

Opinion

In my opinion, the financial statements of the Department of the House of Representatives:

(a) have been prepared in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards; and

(b) give a true and fair view of the matters required by the Finance Minister's Orders including the Department of the House of Representatives' financial position as at 30 June 2014 and of its financial performance and cash flows for the year then ended.

Australian National Audit Office

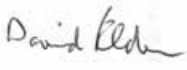
Ron Wah
Audit Principal

Delegate of the Auditor General

Canberra
26 September 2014

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES
STATEMENT BY THE CLERK OF THE HOUSE AND CHIEF FINANCIAL OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2014 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the Financial Management and Accountability Act 1997, as amended.



D ELDER
Clerk of the House

26 September 2014

K SAUNDERS
Chief Financial Officer

26 September 2014

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Statement of Comprehensive Income
for the period ended 30 June 2014

NET COST OF SERVICES	Notes	2014 $'000	2013 $'000
Expenses			
Employee benefits	3A	**18,103**	18,180
Supplier	3B	**5,804**	6,038
Depreciation and amortisation	3C	**499**	985
Write-down and impairment of assets	3D	**1**	2
Losses from asset sales	3E	**2**	14
Total expenses		**24,409**	25,219
LESS:			
Own-source income			
Own-source revenue			
Sale of goods and rendering of services	4A	**508**	828
Interest	4B	**2**	-
Other revenue	4B	**568**	673
Total own-source revenue		**1,078**	1,501
Gains			
Other gains	4C	**1,997**	1,957
Total gains		**1,997**	1,957
Total own-source income		**3,075**	3,458
Net cost of services		**21,334**	21,761
Revenue from Government	4D	**21,486**	21,913
Surplus attributable to the Australian Government		**152**	152
OTHER COMPREHENSIVE INCOME			
Items not subject to subsequent reclassification to net cost of services			
Changes in asset revaluation surplus		**-**	450
Total comprehensive income		**-**	450
Total comprehensive income attributable to the Australian Government		**152**	602

The above statement should be read in conjunction with the accompanying notes.

Statement of Financial Position
as at 30 June 2014

	Notes	2014 $'000	2013 $'000
ASSETS			
Financial Assets			
Cash and cash equivalents	6A	**645**	390
Trade and other receivables	6B	**18,043**	19,099
Total financial assets		**18,688**	19,489
Non-Financial Assets			
Property, plant and equipment	7A,B	**4,562**	4,217
Intangibles	7C,D	**2,621**	1,741
Inventories	7E	**22**	26
Other non-financial assets	7F	**142**	120
Total non-financial assets		**7,347**	6,104
Total assets		**26,035**	25,593
LIABILITIES			
Payables			
Suppliers	8A	**804**	395
Other payables	8B	**1,738**	1,179
Total payables		**2,542**	1,574
Provisions			
Employee provisions	9A	**5,664**	5,592
Total provisions		**5,664**	5,592
Total liabilities		**8,206**	7,166
Net assets		**17,829**	18,427
EQUITY			
Parent Entity Interest			
Contributed equity		**(12,326)**	(12,378)
Reserves		**13,437**	13,437
Retained surplus (accumulated deficit)		**16,718**	17,368
Total Equity		**17,829**	18,427

The above statement should be read in conjunction with the accompanying notes.

Statement of Changes in Equity
for the period ended 30 June 2014

	Retained earnings		Asset revaluation surplus		Contributed equity/capital		Total equity	
	2014	2013	**2014**	2013	**2014**	2013	**2014**	2013
	$'000	$'000	**$'000**	$'000	**$'000**	$'000	**$'000**	$'000
Opening balance								
Balance carried forward from previous period	**17,368**	17,114	**13,437**	12,987	**(12,378)**	(13,428)	**18,427**	16,673
Adjustment for errors	**-**	-	**-**	-	**-**	-	**-**	-
Adjustment for changes in accounting policies	**-**	-	**-**	-	**-**	-	**-**	-
Adjusted opening balance	**17,368**	17,114	**13,437**	12,987	**(12,378)**	(13,428)	**18,427**	16,673
Comprehensive income								
Other comprehensive income	**-**	-	**-**	450	**-**	-	**-**	450
Surplus (Deficit) for the period	**152**	152					**152**	152
Total comprehensive income	**152**	152	**-**	450	**-**	-	**152**	602
of which:								
Attributable to the Australian Government	**152**	152	**-**	450	**-**	-	**152**	602
Transactions with owners								
Distributions to owners								
Returns of capital: Other	**118**	102	**-**	-	**-**	-	**118**	102
Contributions by owners								
Departmental capital budget	**-**	-	**-**	-	**1,055**	1,050	**1,055**	1,050
Transfer to DPS for ICT restructure	**-**	-	**-**	-	**(1,327)**	-	**(1,327)**	-
Transfer of ICT assets to DPS for restructure	**-**	-	**-**	-	**(596)**	-	**(596)**	-
Sub-total transactions with owners	**118**	102	**-**	-	**(868)**	1,050	**(751)**	1,152
Reclassify prior year operating to capital budget	**(920)**	-	**-**	-	**920**	-	**-**	-
Other transfers between equity components	**-**	-	**-**	-	**-**	-	**-**	-
Closing balance as at 30 June	**16,718**	17,368	**13,437**	13,437	**(12,326)**	(12,378)	**17,828**	18,427

The above statement should be read in conjunction with the accompanying notes.

Cash Flow Statement

for the period ended 30 June 2014

	Notes	2014 $'000	2013 $'000
OPERATING ACTIVITIES			
Cash received			
Appropriations		**21,335**	20,052
Sales of goods and rendering of services		**761**	705
Interest received		**2**	-
Net GST received		**270**	253
Revenue from external sources		**1,074**	1,320
Other		**1**	20
Total cash received		**23,443**	22,350
Cash used			
Employees		**17,977**	17,905
Suppliers		**3,838**	4,702
Total cash used		**21,815**	22,607
Net cash from/(used by) operating activities	11	**1,628**	(257)
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment		**8**	9
Total cash received		**8**	9
Cash used			
Purchase of property, plant and equipment		**1,281**	726
Purchase of intangibles		**1,047**	1,298
Purchase of inventories		**-**	-
Total cash used		**2,328**	2,024
Net cash from/(used by) investing activities		**(2,320)**	(2,015)
FINANCING ACTIVITIES			
Cash received			
Contributed equity (DCB)		**830**	2,024
Funds transferred to Special Account		**-**	102
Funds transferred to Departmental Account (IPU)		**118**	-
Total cash received		**948**	2,126
Cash used			
Funds returned to the OPA		**-**	-
Total cash used		**-**	-
Net cash from financing activities		**948**	2,126
Net increase/(decrease) in cash held		**255**	(146)
Cash and cash equivalents at the beginning of the reporting period		**390**	538
Cash and cash equivalents at the end of the reporting period	6A	**645**	390

The above statement should be read in conjunction with the accompanying notes.

SCHEDULE OF COMMITMENTS

as at 30 June 2014

	2014	2013
BY TYPE	**$'000**	$'000
Commitments receivable		
Net GST recoverable on commitments[1]	**(76)**	(129)
Total commitments receivable	**(76)**	(129)
Commitments payable		
Capital commitments		
Property, plant and equipment[2]	**158**	-
Intangibles[3]	**510**	1,245
Total capital commitments	**668**	1,245
Other commitments		
Operating leases[4]	**93**	88
Other[5]	**239**	77
Total other commitments	**332**	165
Net commitments by type	**924**	1,281
BY MATURITY		
Commitments receivable		
Operating lease income		
One year or less	**(4)**	(7)
From one to five years	**(4)**	(1)
Total operating lease income	**(8)**	(8)
Other commitments receivable		
One year or less	**(68)**	(113)
From one to five years	**-**	(8)
Total other commitments receivable	**(68)**	(121)
Commitments payable		
Capital commitments		
One year or less	**643**	1,157
From one to five years	**25**	88
Total capital commitments	**668**	1,245
Operating lease commitments		
One year or less	**46**	76
From one to five years	**48**	12
Total operating lease commitments	**94**	88
Other Commitments		
One year or less	**155**	77
From one to five years	**83**	-
Total other commitments	**238**	77
Net commitments by maturity	**924**	1,281

Note:

1. Commitments were GST inclusive where relevant.

2. Property, plant and equipment includes contracts for purchase of new office furniture for Department staff.

3. Purchase of software licences and development of Table Office Production System, and a Venue Management System.

4. Operating leases included were effectively non-cancellable and comprise agreements for the provision of motor vehicles to senior executives and for departmental use.

5. Other committments relate to contracts lodged with suppliers.

Administered Schedule of Comprehensive Income
for the period ended 30 June 2014

	Notes	2014 $'000	2013 $'000
EXPENSES			
Suppliers	17A	**315**	-
Total expenses		**315**	-
Net cost of services		**315**	-
Surplus/(Deficit)		**(315)**	-
OTHER COMPREHENSIVE INCOME			
Items not subject to subsequent reclassification to profit or loss			
Other comprehensive income		**-**	-
Total other comprehensive income		**-**	-
Total comprehensive income/(loss)		**(315)**	-

The above schedule should be read in conjunction with the accompanying notes.

Administered Schedule of Assets and Liabilities
as at 30 June 2014

	Notes	2014 $'000	2013 $'000
ASSETS			
Financial assets			
Cash and cash equivalents		**-**	-
Trade and other receivables		**5**	-
Total financial assets		**5**	-
Non-financial assets		**-**	-
Total non-financial assets		**-**	-
Total assets administered on behalf of Government		**5**	-
LIABILITIES			
Payables			
Suppliers	19A	**4**	-
Other payables	19B	**5**	-
Total payables		**9**	-
Total liabilities administered on behalf of Government		**9**	-
Net assets/(liabilities)		**(4)**	-

The above schedule should be read in conjunction with the accompanying notes.

Administered Reconciliation Schedule

	2014	2013
	$'000	$'000
Opening assets less liabilities as at 1 July	**-**	-
Net (cost of)/ contribution by services		
Administered expenses	**(315)**	-
Transfers to/from Australian Government:		
Annual appropriations for administered expenses	**311**	-
Closing assets less liabilities as at 30 June	**(4)**	-

The above schedule should be read in conjunction with the accompanying notes.

Administered Cash Flow Statement
for the period ended 30 June 2014

	Notes	2014	2013
		$'000	$'000
OPERATING ACTIVITIES			
Cash received			
Net GST received		**19**	-
Other		**-**	-
Total cash received		**19**	-
Cash used			
Suppliers		**335**	-
Total cash used		**335**	-
Net cash flows from (used by) operating activities		**(316)**	-
Net increase (decrease) in Cash Held	20	**(316)**	-
Cash and cash equivalents at the beginning of the reporting period		**-**	-
Cash from Official Public Account for:			
-Appropriations		**311**	-
-GST Appropriations		**24**	-
Total cash from official public account		**335**	-
Cash to the Official Public Account			
-Appropriations		**-**	-
-GST Appropriations		**(19)**	-
Total cash to official public account		**(19)**	-
Net cash from/(to) the Official Public Account		**316**	-
Cash and cash equivalents at the end of the reporting period		**-**	-

This schedule should be read in conjunction with the accompanying notes.

Note 1: Summary of Significant Accounting Policies

1.1 Objectives of the Department of the House of Representatives

The Department is one of four parliamentary Departments supporting the Australian Parliament. It is a not-for-profit entity. The Department provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees as well as a range of services for Members in Parliament House.

The Department is structured to meet one outcome:

Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.

The continued existence of the Department in its present form is dependent on continuing appropriations by Parliament for the Department's administration and programs.

The Department's activities contributing to this outcome are classified as either Departmental or Administered. Departmental activities involve the use of assets, liabilities, revenues and expenses controlled or incurred by the Department in its own right. Administered activities involve the management or oversight by the Department, on behalf of the Parliament, of items controlled or incurred by the Government.

Departmental activities are identified under five outputs -

- Chamber and Federation Chamber;
- Community Relations and Awareness;
- Committee Services;
- Interparliamentary Relations; and
- Members' Services and Corporate Support.

1.2 Basis of Preparation of the Financial Report

The financial statements are required by section 49 of the *Financial Management and Accountability Act 1997* and are general purpose financial statements.

The financial statements have been prepared in accordance with:

● Finance Minister's Orders (FMOs) for reporting periods ending on or after 1 July 2011; and

● Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial statements have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

The financial statements are presented in Australian dollars and values are rounded to the nearest thousand dollars unless otherwise specified.

Unless an alternative treatment is specifically required by an accounting standard or the FMOs, assets and liabilities are recognised in the statement of financial position when and only when it is probable that future economic benefits will flow to the entity or a future sacrifice of economic benefits will be required and the amounts of the assets or liabilities can be reliably measured. However, assets and liabilities arising under executor contracts are not recognised unless required by an accounting standard. Liabilities and assets that are unrecognised are reported in the schedule of commitments or the schedule of contingencies.

Unless alternative treatment is specifically required by an accounting standard, income and expenses are recognised in the statement of comprehensive income when and only when the flow, consumption or loss of economic benefit has occurred and can be reliably measured.

Subject to the Department serving the Parliament independently of the Executive Government of the Commonwealth, the Department acknowledges that the Australian Government continues to have regard to developments in case law, including the High Court's most recent decision on Commonwealth expenditure in Williams v Commonwealth (2014) HCA 23, as they contribute to the larger body of law relevant to the development of Commonwealth programs. In accordance with its general practice, the Government will continue to monitor and assess risk and decide on any appropriate actions to respond to risks of expenditure not being consistent with constitutional or other legal requirements.

1.3 Significant Accounting Judgements and Estimates

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next reporting period.

1.4 New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

No accounting standard has been adopted earlier than the application date as stated in the standard.

All new, revised or amending standards and interpretations that were issued prior to the signing of the Statement by the Clerk and Chief Financial Officer that were applicable to the current reporting period did not have a financial impact, and are not expected to have a future financial impact.

Future Australian Accounting Standard Requirements

All new, revised or amending standards and interpretations that were issued by the Australian Accounting Standards Board prior to the signing of the Statement by the Clerk and Chief Financial Officer are not expected to have a future material impact on the entity's financial statements.

1.5 Revenue

Revenue from the sale of goods is recognised when:

a) the risks and rewards of ownership have been transferred to the buyer;

b) the Department retains no managerial involvement nor effective control over the goods;

c) the revenue and transaction costs incurred can be reliably measured; and

d) it is probable that the economic benefits associated with the transaction will flow to the Department.

Revenue from rendering of services is recognised by reference to the stage of completion of contracts at the reporting date. The revenue is recognised when:

a) the amount of revenue, stage of completion and transaction costs incurred can be reliably measured; and

b) the probable economic benefits with the transaction will flow to the Department.

The stage of completion of contracts at the reporting date is determined by reference to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance amount. Collectability of debts is reviewed as at end of reporting period. Allowances are made when collectability of the debt is no longer probable.

Revenue from Government

Amounts appropriated for Departmental appropriations for the year (adjusted for any formal additions and reductions) are recognised as Revenue from Government when the Department gains control of the appropriation, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned.

Appropriations receivable are recognised at their nominal amounts.

Parental Leave Payments Scheme

Amounts received under the Parental Leave Payments Scheme by the Department not yet paid to employees were presented gross as cash and a liability (payable). The total amount received under this scheme was $7,265.63 (2013: $47,345.46).

1.6 Gains

Resources Received Free of Charge

Resources received free of charge are recognised as gains when and only when a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense.

Resources received free of charge are recorded as either revenue or gains depending on their nature.

Contributions of assets at no cost of acquisition or for nominal consideration are recognised as gains at their fair value when the asset qualifies for recognition, unless received from another Government entity as a consequence of a restructuring of administrative arrangements (Refer to Note 1.7).

Sale of Assets

Gains from disposal of non-current assets is recognised when control of the asset has passed to the buyer.

1.7 Transactions with the Government as Owner

Equity Injections

Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) and Departmental Capital Budgets (DCBs) are recognised directly in contributed equity in that year.

Restructuring of Administrative Arrangements

Net assets received from or relinquished to another Government agency or authority under a restructuring of administrative arrangements are adjusted at their book value directly against contributed equity.

Other Distributions to Owners

The FMO require that distributions to owners be debited to contributed equity unless in the nature of a dividend.

On 14 April 2014, the Finance Minister issued a determination under Section 11 of Appropriation (Parliamentary Departments) Act (No. 1) 2012-2013 and Appropriation (Parliamentary Departments) Act (No. 1) 2013-2014 to reduce Departmental items by $920,000 and $407,000 respectively.

1.8 Employee Benefits

Liabilities for 'short-term employee benefits' (as defined in AASB 119 *Employee Benefits*) and termination benefits expected within twelve months of the end of the reporting period are measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits are measured as net total of the present value of the defined benefit obligation at the end of the reporting period minus the fair value at the end of the reporting period of plan assets (if any) out of which the obligations are to be settled directly.

Leave

The liability for employee benefits includes provision for annual leave and long service leave. No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by employees of the Department is estimated to be less than the annual entitlement for sick leave.

The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will be applied at the time the leave is taken, including the Department's employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

The liability for long service leave has been determined by reference to the allowable short-hand method. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Separation and Redundancy

Provision is made for separation and redundancy benefit payments. The Department recognises a provision for termination when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations.

Superannuation

Staff of the Department are entitled to be members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) or the PSS accumulation plan (PSSap). Staff are also allowed Choice of Fund and may have the same contributions as for PSSap directed to their nominated fund.

The CSS and PSS are defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported by the Department of Finance's administered schedules and notes.

The Department makes employer contributions to the employees' defined benefit superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. The Department accounts for the contributions as if they were contributions to defined contribution plans.

The liability for superannuation recognised as at 30 June represents outstanding contributions for the final fortnight of the year.

1.9 Leases

A distinction is made between finance leases and operating leases. Finance leases effectively transfer from the lessor to the lessee substantially all the risks and rewards incidental to ownership of leased assets. An operating lease is a lease that is not a finance lease. In operating leases, the lessor effectively retains substantially all such risks and benefits.

Where an asset is acquired by means of a finance lease, the asset is capitalised at either the fair value of the lease property or, if lower, the present value of minimum lease payments at the inception of the contract and a liability is recognised at the same time and for the same amount.

The discount rate used is the interest rate implicit in the lease. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense. The Department does not currently have any finance leases.

Operating lease payments are expensed on a straight line basis which is representative of the pattern of benefits derived from the leased assets.

1.10 Borrowing Costs

All borrowing costs are expensed as incurred.

1.11 Fair Value Measurement

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the following fair value hierarchy, based on the data and assumptions used in the most recent specific appraisals:

a) level 1 – represents fair value measurements that reflect unadjusted quoted market prices in active markets for identical assets and liabilities;
b) level 2 – represents fair value measurements that are substantially derived from inputs (other than quoted prices included within level 1) that are observable, either directly or indirectly; and
c) level 3 – represents fair value measurements that are substantially derived from unobservable inputs.

Changes in level 2 and 3 fair values are analysed at the end of each reporting period in conjunction with an independent valuer.
The Department deems transfers between levels of the fair value hierarchy to have occurred at the end of the reporting period.

1.12 Cash

Cash is recognised at its nominal amount. Cash and cash equivalents include:

a) cash on hand;
b) demand deposits in bank accounts with an original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value;
c) cash held with outsiders; and
d) cash in special accounts.

1.13 Financial Assets

The Department classifies its financial assets in the following categories:

a) financial assets ‘at fair value through profit or loss’
b) 'held-to-maturity' investments,
c) 'available-for-sale’ financial assets; and
d) 'loans and receivables’.

The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. The Department holds only receivable financial assets.

Effective interest method

The effective interest method is a method of calculating the amortised cost of a financial asset and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, where appropriate, a shorter period.

Income is recognised on an effective interest rate basis except for financial assets at 'fair value through profit or loss'.

Loans and receivables

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate.

Impairment of financial assets

Financial assets are assessed for impairment at end of each reporting period.

- *Financial assets held at amortised cost* - If there is objective evidence that an impairment loss has been incurred for loans and receivables or held to maturity investments held at amortised cost, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in the Statement of Comprehensive Income.

1.14 Financial Liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities.
Financial liabilities are recognised and derecognised upon 'trade date'.

Financial liabilities at fair value through profit or loss
Financial liabilities at fair value through profit or loss are initially measured at fair value. Subsequent fair value adjustments are recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability.

Other financial liabilities
Other financial liabilities, including borrowings, are initially measured at fair value, net of transaction costs. These liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

The effective interest method is a method of calculating the amortised cost of a financial liability and of allocating interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments through the expected life of the financial liability, or, where appropriate, a shorter period.

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

1.15 Contingent Liabilities and Contingent Assets

Contingent liabilities and contingent assets are not recognised in the statement of financial position. They may arise from uncertainty as to the existence of a liability or asset or represent an asset or liability in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain and contingent liabilities are disclosed when settlement is greater than remote.

1.16 Financial Guarantee Contracts

The Department is not party to any financial gaurantee contracts.

1.17 Acquisition of Assets

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor agency's accounts immediately prior to the restructuring.

1.18 Property, Plant and Equipment

Asset Recognition Threshold

Purchases of property, plant and equipment are recognised initially at cost in the statement of financial position except for purchases costing less than $2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total and IT equipment which has a capitalisation threshold of $500).

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

Revaluations

Fair values for each class of asset are determined as shown below:

Asset Class:	**Fair Value Measured at:**
Property Plant and Equipment[1]	Market Selling Price
Heritage and Cultural Assets	Market Selling Price

[1] Within this class there are 231 items with a fair value measured at depreciated replacement cost. These items are located within the House of Representatives chamber and in offices in the House of Representatives wing.

Following initial recognition at cost, property, plant and equipment are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets do not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reverses a previous revaluation decrement of the same asset class that was previously recognised through surplus and deficit. Revaluation decrements for a class of assets are recognised directly through surplus and deficit except to the extent that they reverse a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

An independent qualified valuer undertook a materiality review of the Department's property, plant and equipment as at 30 June 2014. The last independent revaluation was undertaken as at 30 June 2013.

Work-in-progress

If, at 30 June 2014, an asset is not fully constructed and/or ready for use, the expenditure will be disclosed seperately as 'work-in-progress'. Depreciation will not be set until the project has been completed to a stage where it can provide a service to the Department.

Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the Department using, in all cases, the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	2014	2013
Plant and equipment	2 to 10 years	2 to 10 years
Computer equipment	2 to 5 years	2 to 5 years
Furniture and fittings	2 to 50 years	5 to 50 years
Office machines and equipment	2 to 20 years	5 to 15 years

Heritage and cultural assets are not depreciated.

The aggregate amount of depreciation allocated for each class of asset during the reporting period is disclosed in note 3C.

Impairment

All assets were assessed for impairment at 30 June 2014. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the Department were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

Derecognition

An item of property, plant and equipment is derecognised upon disposal or when no future economic benfits are expected from its use or disposal.

Heritage and Cultural Assets

The Department has the following Heritage and Cultural Assets with an aggregated fair value of $369,000 (2013: $369,000).

. 13701-Gold Key 1927 Parliament
. 13702-Mace - Garrard Engraved Silver
. 15320-Gold Key 1988 Parliament
. Yirrkala Bark Petition 14 Aug 1963, Wood Bark 59.1cm X 33.2cm
. Yirrkala Bark Petition 28 Aug 1963, Wood Bark 49.1cm X 30cm
. Yirrkala Bark Petition 8 Oct 1968, Wood Bark 59.1cm X 34cm
. Ritual Stick - Yirrkala People 1976, Wood Feathers 47.1cm X 24.2cm

The Department has classified these items as heritage and cultural assets as they are primarily used for purposes which relate to their heritage value and cultural significance.

1.19 Intangibles

The Department's intangibles comprise internally developed and purchased software for internal use. These assets are carried at cost less accumulated amortisation and impairment losses.

Software is amortised on a straight-line basis over its anticipated useful life. The useful lives of the Department's software is 3 to 7 years (2012-13: 3 to 5 years).

All software assets were assessed for indications of impairment as at 30 June 2014.

1.20 Inventories

Inventories held for sale are valued at the lower of cost and net realisable value.
Costs incurred in bringing each item of inventory to its present location and condition are assigned as follows:
a) raw materials and stores – purchase cost on a first-in-first-out basis; and
b) finished goods and work-in-progress – cost of direct materials and labour plus attributable costs that can be allocated on a reasonable basis.

Inventories acquired at no cost or nominal consideration are initially measured at current replacement cost at the date of acquisition.

1.21 Taxation / Competitive Neutrality

The Department is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

a) where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
b) for receivables and payables.

Competitive Neutrality

The Department does not carry out functions to which competitive neutrality applies.

1.22 Reporting of Administered Actvities

Administered revenues, expenses, assets, liabilities and cash flows are disclosed in the administered schedules and related notes. Except where otherwise stated below, administered items are accounted for on the same basis and using the same policies as for Departmental items, including the application of Australian Accounting Standards.

Administered Cash Transfers to and from the Official Public Account
The Department does not collect Administered revenues. Cash is drawn from the OPA to make payments under Parliamentary appropriation on behalf of the Government. These transfers to and from the OPA are adjustments to the administered cash held by the Department on behalf of the Government and reported as such in the administered cash flow statement and in the administered reconciliation schedule.

Receivables
The Department only has administered GST receivable.

Note 2: Events after the Reporting Period

There have been no significant events after balance date that may have an impact on the Department's operations.

Administered

There have been no significant events after balance date that may have an impact on the Department's operations.

Note 3: Expenses

	2014 $'000	2013 $'000
Note 3A: Employee Benefits		
Wages and salaries	**13,096**	13,684
Superannuation:		
Defined contribution plans	**684**	652
Defined benefit plans	**2,085**	2,206
Leave and other entitlements	**2,053**	1,638
Separation and redundancies	**185**	-
Total employee benefits	**18,103**	18,180
Note 3B: Supplier		
Goods and services		
Staff Related Services	**326**	397
Travel	**814**	1,121
Office Services	**4,275**	4,003
Communication	**116**	246
Corporate Expenses	**52**	64
Total goods and services	**5,583**	5,831
Goods and services are made up of:		
Provision of goods – related entities	**1**	-
Provision of goods – external parties	**920**	948
Rendering of services – related entities	**2,977**	2,178
Rendering of services – external parties	**1,685**	2,705
Total goods and services	**5,583**	5,831
Other supplier expenses		
Operating lease rentals – related entities:		
Minimum lease payments	**75**	89
Workers compensation expenses	**146**	118
Total other supplier expenses	**221**	207
Total supplier expenses	**5,804**	6,038
Note 3C: Depreciation and Amortisation		
Depreciation:		
Property, plant and equipment	**330**	781
Total depreciation	**330**	781
Amortisation:		
Intangibles	**169**	204
Total amortisation	**169**	204
Total depreciation and amortisation	**499**	985
Note 3D: Write-Down and Impairment of Assets		
Asset write-downs and impairments from:		
Impairment of property, plant and equipment	**1**	**2**
Write-down of inventory	**-**	**-**
Total write-down and impairment of assets	**1**	2
Note 3E: Losses from Asset Sales		
Property, plant and equipment:		
Proceeds from sale	**(16)**	(13)
Carrying value of assets sold	**9**	23
Selling expense	**8**	4
Total losses from asset sales	**2**	14

Note 4: Income

OWN-SOURCE REVENUE	2014 $'000	2013 $'000
Note 4A: Sale of Goods and Rendering of Services		
Provision of goods - related entities	**13**	9
Provision of goods - external parties	**23**	28
Rendering of services - related entities	**464**	776
Rendering of services - external parties	**8**	15
Total sale of goods and rendering of services	**508**	828
Note 4B: Other Revenue		
Bank Interest - Inter Parliamentary Union	**2**	-
Total interest	**2**	-
Funding from external sources	**567**	661
Comcare refunds	**-**	4
Royalties	**1**	8
Total other revenue	**568**	673
GAINS		
Note 4C: Other Gains		
Resources received free of charge[1]	**1,997**	1,948
Other financial income	**-**	8
First time recognition of assets	**-**	1
Total other gains	**1,997**	1,957

REVENUE FROM GOVERNMENT	2014 $'000	2013 $'000
Note 4D: Revenue from Government		
Appropriations:		
Departmental appropriations	**21,486**	21,913
Total revenue from Government	**21,486**	21,913

1. Resources received free of charge relate to goods and services provided by the Department of Parliamentary Services that the Department would otherwise incur in relation to rent.

Note 5: Fair Value Measurements

The following tables provide an analysis of assets and liabilities that are measured at fair value.
The different levels of the fair value hierarchy are defined below.
Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities that the Department can access at measurement date.
Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
Level 3: Unobservable inputs for the asset or liability.

Note 5A: Fair Value Measurement

Fair value measurements at the end of the reporting period by hierarchy for non-financial assets in 2014

		Fair value measurements at the end of the reporting period using		
	Fair value $'000	Level 1 inputs $'000	Level 2 inputs $'000	Level 3 inputs $'000
Non-financial assets:				
Property, plant and equipment	4,562	-	2,949	1,613
Total non-financial assets	**4,562**	**-**	**2,949**	**1,613**
Assets not measured at fair value in the statement of financial position:				
Non-financial assets[1]	-	-	-	-

1. The Department did not measure any non-financial assets at fair value on a non- recurring basis as at 30 June 2014.

Fair value Measurement - Highest & Best Use
The Department's assets are held for operational purposes and not held for the purposes of deriving a profit. The current use of all controlled assets is considered their highest and best use.

Note 5B: Level 1 and Level 2 transfers for recurring fair value measurements

Recurring fair value measurements transferred between Level 1 and Level 2 for assets and liabilities

	Transferred from	
	Level 1 to Level 2 $'000	Level 2 to Level 1 $'000
Non-financial assets:		
Property, plant and equipment	-	-
Total non-financial assets	**-**	**-**

There have been no transfers between levels of the hierarchy during the year.

The Department's policy for determining when transfers between levels are deemed to have occurred can be found in Note 1.

Note 5C: Valuation technique and inputs for Level 2 and Level 3 fair value measurements

Level 2 and 3 fair value measurements - valuation technique and the inputs used for assets in 2014

	Category (Level 2 or Level 3)	Fair value	Valuation technique(s)1	Inputs used	Range (weighted average)[2]
Non-financial assets:					
Property, plant and equipment	2	2,949	Market Approach	Adjusted market transactions	
Property, plant and equipment	3	1,613	Depreciated Replacement Cost (DRC)	Replacement Cost New	
				Consumed economic benefit / Obsolescence of asset	2.00H% - 2.00L% (2.00%) per annum

1. There has been no changes to valuation techniques.
2. Significant unobservable inputs only. Not applicable for assets or liabilities in the Level 2 category.

There were no significant inter-relationships between unobservable inputs that materially affect fair value.

Recurring and non-recurring Level 3 fair value measurements - valuation processes

The Department procured the service of the Australian Valuation Office (AVO) to undertake a comprehensive valuation of all non-financial assets at 30 June 2013. The Department tests the procedures of the valuation model as an internal management review at least once every 12 months (with a formal revaluation undertaken once every three years). If a particular asset class experiences significant and volatile changes in fair value (i.e. where indicators suggest that the value of the class has changed materially since the previous reporting period), that class is subject to specific valuation in the reporting period, where practicable, regardless of the timing of the last specific valuation. The Department has engaged Australian Valuation Solutions (AVS) to provide written assurance that the models developed comply with AASB 13.

There is no change in the valuation technique since the prior year.

Significant Level 3 inputs utilised by the entity are derived and evaluated as follows:

Property, Plant and Equipment - Consumed economic benefit / Obsolescence of asset

Assets that do not transact with enough frequency or transparency to develop objective opinions of value from observable market evidence have been measured utilising the cost (Depreciated Replacement Cost or DRC) approach. Under the DRC approach the estimated cost to replace the asset is calculated and then adjusted to take into account its consumed economic benefit / asset obsolescence (accumulated Depreciation). Consumed economic benefit / asset obsolescence has been determined based on professional judgment regarding physical, economic and external obsolescence factors relevant to the asset under consideration.

The weighted average is determined by assessing the fair value measurement as a proportion of the total fair value for the class against the total useful life of each asset.

Recurring Level 3 fair value measurements - sensitivity of inputs

Property, Plant and Equipment - Consumed economic benefit / Obsolescence of asset

The significant unobservable inputs used in the fair value measurement of the entity's leasehold improvements and property, plant and equipment asset classes relate to the consumed economic benefit / asset obsolescence. A significant increase (decrease) in this input would result in a significantly lower (higher) fair value measurement.

Note 5D: Reconciliation for recurring Level 3 fair value measurements

Recurring Level 3 fair value measurements - reconciliation for assets

	Non-financial assets	
	Property, plant and equipment	Total
	$'000	$'000
Opening balance	1,678	1,678
Total gains/(losses) in accumulated depreciation[2]	(65)	(65)
Purchases	-	-
Sales	-	-
Issues	-	-
Settlements	-	-
Transfers into Level 3[3]	-	-
Transfers out of Level 3[3]	-	-
Closing balance	1,613	1,613
Changes in unrealised gains/(losses) recognised[4]	-	-

1. Opening balance as determined in accordance with AASB 13.
2. Gains/(losses) are reflected in the Statement of Comprehensive Income.
3. There have been no transfers between levels of the hierarchy during the year.
4. Unrealised gains/(losses) (if any) will be reflected in the Statement of Comprehensive Income.

The Department's policy for determining when transfers between levels are deemed to have occurred can be found in Note 1.

Note 6: Financial Assets

	2014 $'000	2013 $'000
Note 6A: Cash and Cash Equivalents		
Cash held by the salary sacrifice service provider	**35**	35
Cash on hand or on deposit	**610**	355
Total cash and cash equivalents	**645**	390
Note 6B: Trade and Other Receivables		
Goods and services	**283**	365
Total receivables for goods and services	**283**	365
Appropriations receivable:		
For existing programs	**15,213**	15,923
For departmental supplementations	**-**	272
For Special Account	**2,504**	2,473
Total appropriations receivable	**17,717**	18,668
Other receivables:		
GST receivable from the Australian Taxation Office	**43**	66
Total other receivables	**43**	66
Total trade and other receivables (gross)	**18,043**	19,099
Less impairment allowance account:		
Goods and services	**-**	-
Total impairment allowance account	**-**	-
Total trade and other receivables (net)	**18,043**	19,099
Receivables are expected to be recovered in:		
No more than 12 months	**18,043**	19,099
Total trade and other receivables (net)	**18,043**	19,099
Receivables are aged as follows:		
Not overdue	**18,038**	19,070
Overdue by:		
0 to 30 days	**-**	-
31 to 60 days	**5**	28
61 to 90 days	**-**	1
More than 90 days	**-**	-
Total receivables (gross)	**18,043**	19,099
The impairment allowance account is aged as follows:		
Not overdue	**-**	-
Overdue by:		
0 to 30 days	**-**	-
31 to 60 days	**-**	-
61 to 90 days	**-**	-
More than 90 days	**-**	-
Total impairment allowance account	**-**	-

Reconciliation of the Impairment Allowance Account:

Movements in relation to 2014

	Goods and services $'000	**Total $'000**
Opening balance	**-**	**-**
Amounts written off	**1**	**1**
Amounts recovered and reversed	**-**	**-**
Increase/decrease recognised in net surplus	**(1)**	**(1)**
Closing balance	**-**	**-**

Movements in relation to 2013

	Goods and services $'000	Total $'000
Opening balance	-	**-**
Amounts written off	-	**-**
Amounts recovered and reversed	-	**-**
Increase/decrease recognised in net surplus	-	**-**
Closing balance	-	-

Note 7: Non-Financial Assets

	2014 $'000	2013 $'000
Note 7A: Property, Plant and Equipment		
Heritage and cultural:		
Fair value	**369**	369
Total heritage and cultural	**369**	369
Other property, plant and equipment:		
Fair value	**4,480**	3,848
Accumulated depreciation	**(287)**	-
Total other property, plant and equipment	**4,193**	3,848
Total property, plant and equipment	**4,562**	4,217

No indicators of impairment were found for property, plant and equipment.

Note 7B: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment 2014

	Heritage and cultural[1] $'000	Other property, plant & equipment $'000	Total $'000
As at 1 July 2013			
Gross book value	**369**	**3,848**	**4,217**
Accumulated depreciation and impairment	**-**	**-**	**-**
Net book value 1 July 2013	**369**	**3,848**	**4,217**
Additions:			
By purchase	**-**	**1,281**	**1,281**
Revaluations and impairments recognised in other comprehensive income	-	-	-
Transfer to DPS		**(596)**	**(596)**
Depreciation expense	**-**	**(330)**	**(330)**
Disposals:			
Other disposals	**-**	**(10)**	**(10)**
Net book value 30 June 2014	**369**	**4,193**	**4,562**
Net book value as of 30 June 2014 represented by:			
Gross book value	**369**	**4,480**	**4,849**
Accumulated depreciation and impairment	**-**	**(287)**	**(287)**
Net book value 30 June 2014	**369**	**4,193**	**4,562**

1. Other property that met the definition of a heritage and cultural item were disclosed in the heritage and cultural asset class.

Note 7B: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment 2013

	Heritage and cultural[1]	Other property, plant & equipment	Total
	$'000	$'000	$'000
As at 1 July 2012			
Gross book value	323	5,091	5,414
Accumulated depreciation and impairment	-	(1,567)	(1,567)
Net book value 1 July 2012	323	3,524	3,847
Additions:			
By purchase or internally developed	-	726	726
Revaluations and impairments recognised in other comprehensive income	46	404	450
Depreciation expense	-	(781)	(781)
Disposals:			
Other disposals	-	(25)	(25)
Net book value 30 June 2013	369	3,848	4,217
Net book value as of 30 June 2013 represented by:			
Gross book value	369	3,848	4,217
Accumulated depreciation and impairment	-	-	-
Net book value 30 June 2013	369	3,848	4,217

1. Property, plant and equipment that met the definition of a heritage and cultural item were disclosed in the heritage and cultural asset class.

	2014	2013
	$'000	$'000
Note 7C: Intangibles		
Computer software:		
Internally developed – in progress	**449**	1,513
Internally developed – in use	**2,423**	390
Purchased - in use	**636**	1,924
Accumulated amortisation	**(887)**	(2,086)
Total intangibles	**2,621**	1,741

No indicators of impairment were found for intangible assets.

Note 7D: Reconciliation of the Opening and Closing Balances of Intangibles 2014

	Computer software internally developed	**Computer software purchased**	**Total**
	$'000	**$'000**	**$'000**
As at 1 July 2013			
Gross book value	**1,903**	**1,924**	**3,827**
Accumulated amortisation and impairment	**(310)**	**(1,776)**	**(2,086)**
Net book value 1 July 2013	**1,593**	**148**	**1,741**
Additions:			
By purchase or internally developed	**1,047**	**-**	**1,047**
Amortisation	**(94)**	**(75)**	**(169)**
Other movements	**-**	**-**	**-**
Disposals:			
Other disposals	-	-	-
Write off			
Net book value 30 June 2014	**2,546**	**73**	**2,619**
Net book value as of 30 June 2014 represented by:			
Gross book value	**2,872**	**636**	**3,508**
Accumulated amortisation and impairment	**(323)**	**(564)**	**(887)**
Net book value 30 June 2014	**2,549**	**72**	**2,621**

Note 7D (Cont'd): Reconciliation of the Opening and Closing Balances of Intangibles 2013

	Computer software internally developed $'000	Computer software purchased $'000	Total $'000
As at 1 July 2012			
Gross book value	665	1,864	2,529
Accumulated amortisation and impairment	(265)	(1,617)	(1,882)
Net book value 1 July 2012	400	247	647
Additions:			
By purchase or internally developed	1,238	60	1,298
Amortisation	(45)	(159)	(204)
Other movements	-	-	-
Disposals:			
Other disposals	-	-	-
Net book value 30 June 2013	1,592	148	1,741
Net book value as of 30 June 2013 represented by:			
Gross book value	1,903	1,924	3,827
Accumulated amortisation and impairment	(310)	(1,776)	(2,086)
Net book value 30 June 2013	1,593	148	1,741

	2014 $'000	2013 $'000
Note 7E: Inventories		
Inventories held for sale:		
Work in progress	**-**	-
Finished goods	**22**	26
Total inventories held for sale	**22**	26
Inventories held for distribution	**-**	-
Total inventories	**22**	26

During 2014, $4,240 of inventory held for sale was recognised as an expense (2013: $3,886).

No items of inventory were recognised at fair value less cost to sell.

All inventories are expected to be sold or distributed in the next 12 months.

During 2014, $0 of inventory was written down as an expense due to losses (2013: $0).

	2014 $'000	2013 $'000
Note 7F: Other Non-Financial Assets		
Prepayments	**142**	120
Total other non-financial assets	**142**	120
Total other non-financial assets - are expected to be recovered in:		
No more than 12 months	**142**	120
Total other non-financial assets	**142**	120

No indicators of impairment were found for other non-financial assets.

Note 8: Payables

	2014 $'000	2013 $'000
Note 8A: Suppliers		
Trade creditors and accruals	**804**	395
Total suppliers payables	**804**	395
Suppliers payables expected to be settled within 12 months:		
Related entities	**363**	181
External parties	**441**	214
Total	**804**	395

Settlement was usually made within 30 days.

Note 8B: Other Payables		
Wages and salaries	**440**	390
Superannuation	**87**	78
Salary sacrifice payables	**35**	35
GST payable	**6**	8
Paid parental leave	**4**	6
Unearned income[1]	**1,166**	659
Other	**-**	3
Total other payables	**1,738**	1,179

All other payables are payable within 12 months.

1. Unearned income relates to Department of Foreign Affairs ('DFAT') (AusAID) funding for Pacific Parliamentary Development programs. Payment is made in advance of work being performed, and unspent funds are acquitted and returned to DFAT.

Note 9: Provisions

	2014 $'000	2013 $'000
Note 9A: Employee Provisions		
Leave	**5,664**	5,592
Total employee provisions	**5,664**	5,592
Employee provisions are expected to be settled in:		
No more than 12 months	**1,118**	1,094
More than 12 months	**4,546**	4,498
Total employee provisions	**5,664**	5,592

Note 10: Restructuring

Note 10A: Departmental Restructuring

	2014
	ICT Services - Department of Parliamentary Services[1]
	$'000
FUNCTIONS RELINQUISHED	
Assets relinquished	
Information, Communication and Technology Assets	**(596)**
Total assets relinquished	**(596)**
Liabilities relinquished	
Provisions	**102**
Total liabilities relinquished	**102**
Net assets/(liabilities) relinquished	**(494)**

[1] The provision of Information, Communications Technology (ICT) services was assumed by the Department of Parliamentary Services on 1 July 2013. The restructuring followed agreement to recommendations outlined in an independent review of ICT for the Parliament (undertaken by Mr Michael Roche).

Note 11: Cash Flow Reconciliation

	2014 $'000	2013 $'000
Reconciliation of cash and cash equivalents as per Statement of Financial Position to Cash Flow Statement		
Cash and cash equivalents as per:		
Cash Flow Statement	**645**	390
Statement of Financial Position	**645**	390
Difference	**-**	-
Reconciliation of net cost of services to net cash from operating activities:		
Net cost of services	**(21,334)**	(21,761)
Add revenue from Government	**21,486**	21,913
Surplus attributable to the Australian Government	**152**	152
Adjustments for non-cash items		
Depreciation / amortisation	**499**	985
Net write down of non-financial assets	**1**	2
Loss/(Gain) on disposal of assets	**2**	14
	502	1,001
Changes in assets / liabilities		
(Increase) / decrease in net receivables	**(45)**	(2,189)
(Increase) / decrease in prepayments	**(22)**	17
(Increase) / decrease in net inventories	**4**	(26)
Increase / (decrease) in employee provisions	**71**	291
Increase / (decrease) in supplier payables	**408**	(138)
Increase / (decrease) in GST payables	**(2)**	(8)
Increase / (decrease) in prepayments received	**506**	659
Increase / (decrease) in other payable	**55**	(16)
Net cash from/(used by) operating activities	**1,628**	(257)

Note 12: Contingent Assets and Liabilities

The department does not have any contingent liabilities and assets as at 30 June 2014.

The department did not have contingent liabilities and assets as at 30 June 2013.

Quantifiable Contingencies

The department had no quantifiable contingencies as at 30 June 2014. (2013:NIL)

Unquantifiable Contingencies

The department had no unquantifiable contingencies as at 30 June 2014. (2013:NIL)

Significant Remote Contingencies

The department had no remote contingencies as at 30 June 2014. (2013:NIL)

The department does not have any administered contingent liabilities and assets as at 30 June 2014.

The department did not have administered contingent liabilities and assets as at 30 June 2013.

Quantifiable Contingencies

The department had no quantifiable administereed contingencies as at 30 June 2014.

Unquantifiable Contingencies

The department had no unquantifiable administered contingencies as at 30 June 2014.

Significant Remote Contingencies

The department had no remote administered contingencies as at 30 June 2014.

The Department did not receive Administered funding during 2013.

Note 13: Senior Executive Remuneration

Note 13A: Senior Executive Remuneration Expenses for the Reporting Period

	2014 $	2013 $
Short-term employee benefits:		
Salary	**1,005,003**	1,093,136
Motor vehicle and other allowances	**24,299**	49,594
Total short-term employee benefits	**1,029,302**	1,142,730
Post-employment benefits:		
Retirement Benefit	**271,677**	-
Superannuation	**214,679**	259,655
Total post-employment benefits	**486,356**	259,655
Other long-term benefits:		
Annual leave accrued	**85,137**	83,368
Long-service leave	**27,758**	27,181
Total other long-term benefits	**112,895**	110,549
Total employment benefits	**1,628,553**	1,512,934

Notes:

1. Note 13A is prepared on an accrual basis.

2. Note 13A excludes acting arrangements and part-year service where total remuneration expensed as a senior executive was less than $195,000.

Note 13B: Average Annual Reportable Remuneration Paid to Substantive Senior Executives During the Reporting Period

	2014				
Average annual reportable remuneration[1]	**Senior Executives No.**	**Reportable salary[2] $**	**Contributed superannuation[3] $**	**Retirement benefit[4] $**	**Total $**
Total remuneration (including part-time arrangements):					
Less than $195,000	**1**	**18,148**	**4,070**	**-**	**22,218**
$195,000 to $224,999		-	-	-	-
$225,000 to $254,999	**3**	**200,248**	**42,628**	**-**	**242,876**
$255,000 to $284,999	-	-	-	-	-
$285,000 to $314,999	-	-	-	-	-
$345,000 to $374,999	**1**	**298,680**	**52,747**	**-**	**351,427**
$415,000 to $445,999	-	-	-	-	-
$495,000 to $524,999	**1**	**466,933**	**33,838**	**271,677**	**772,448**
Total	**6**				

	2013				
Average annual reportable remuneration[1]	Senior Executives No.	Reportable salary[2] $	Contributed superannuation[3] $	Retirement benefit[4] $	Total $
Total remuneration (including part-time arrangements):					
Less than $195,000	-	-	-	-	-
$195,000 to $224,999	2	176,735	44,994	-	221,729
$225,000 to $254,999	-	-	-	-	-
$255,000 to $284,999	2	221,815	49,292	-	271,107
$285,000 to $314,999	-	-	-	-	-
$345,000 to $374,999	-	-	-	-	-
$415,000 to $445,999	1	345,630	71,084	-	416,714
Total	5				

Notes:

1. This table reports substantive senior executives who received remuneration during the reporting period. Each row is an averaged figure based on headcount for individuals in the band.

2. 'Reportable salary' includes the following:
   a) gross payments (less any bonuses paid, which are separated out and disclosed in the 'bonus paid' column);
   b) reportable fringe benefits (at the net amount prior to 'grossing up' for tax purposes);
   c) reportable employer superannuation contributions; and
   d) exempt foreign employment income.

3. The 'contributed superannuation' amount is the average cost to the entity for the provision of superannuation benefits to substantive senior executives in that reportable remuneration band during the reporting period.

4. 'Retirement benefit' represents accumulated leave amounts paid to a senior executive upon retirement.

Note 13C: Other Highly Paid Staff

Average annual reportable remuneration[1]	2014 Staff No.	Reportable salary[2] $	Contributed superannuation[3] $	Total $
Total remuneration (including part-time arrangements):				
$195,000 to $224,999	-	-	-	-
Total	-			

Average annual reportable remuneration[1]	2013 Staff No.	Reportable salary[2] $	Contributed superannuation[3] $	Total $
Total remuneration (including part-time arrangements):				
$195,000 to $224,999	-	-	-	-
$180,000 to $194,999	1	157,783	33,520	191,303
Total	1			

Notes:

1. This table reports staff:
   a) who were employed by the entity during the reporting period;
   b) whose reportable remuneration was $195,000 or more for the financial period (prior year reportable amount $180,000); and
   c) were not required to be disclosed in Tables A, B or director disclosures.
Each row is an averaged figure based on headcount for individuals in the band.
2. 'Reportable salary' includes the following:
   a) gross payments (less any bonuses paid, which are separated out and disclosed in the 'bonus paid' column);
   b) reportable fringe benefits (at the net amount prior to 'grossing up' for tax purposes);
   c) reportable employer superannuation contributions; and
   d) exempt foreign employment income.

3. The 'contributed superannuation' amount is the average actual superannuation contributions paid to other highly paid staff in that reportable remuneration band during the reporting period.

Note 14: Remuneration of Auditors

	2014	2013
	$'000	$'000
Financial statement audit services were provided free of charge to the entity by the Australian National Audit Office (ANAO).		
Fair value of the services provided		
Financial statement audit services	**80**	83
Total	**80**	83

No other services were provided by the auditors of the financial statements.

Note 15: Financial Instruments

	2014	2013
	$'000	$'000
Note 15A: Categories of Financial Instruments		
Financial Assets		
Cash and cash equivalents	**645**	390
Trade and other receivables	**283**	365
Total	**928**	755
Carrying amount of financial assets	**928**	755
Financial Liabilities		
At amortised cost:		
Suppliers	**200**	98
Accrued expenses	**604**	298
Other Payables	**1,738**	1,179
Total	**2,542**	1,575
Carrying amount of financial liabilities	**2,542**	1,575

Note 15B: Net Gains or Losses from Financial Assets

There is no gains or losses for the department's financial assets.

Note 15C: Net Gains or Losses from Financial Liabilities

There is no gains or losses for the department's financial liabilities.

Note 15D: Fair Value of Financial Instruments

The fair value of the department's financial assets and liabilities equal the carrying amount in the current and preceding financial year.

Note 15E: Credit Risk

The department is exposed to minimal credit risk as receivables are cash and trade receivables. The maximum exposure to credit risk is the risk that arises from potential default of a debtor. This amount is equal to the total amount of trade receivables (2014: $283,000 and 2013: $365,000).

The department has assessed the risk of the default on payment and has allocated $0 in 2014 (2013: $0) to an 'allowance for doubtful debts' account.

The department has no significant exposures to any concentrations of credit risk.

All figures for credit risk referred to do not take into account the value of any collateral or other security.

Credit quality of financial instruments not past due or individually determined as impaired.

	Not Past Due Nor Impaired	Not past due Nor Impaired	**Past due or impaired**	Past due or impaired
	2014	2013	**2014**	2013
	$'000	$'000	**$'000**	$'000
Financial assets				
Cash and cash equivalents	**645**	390	**-**	-
Trade and other receivables	**278**	336	**5**	29
Total	**923**	726	**5**	29
Financial liabilities				
Suppliers	**200**	98	**-**	-
Accrued expenses	**604**	298	**-**	-
Other payables	**1,738**	1,179	**-**	-
Total	**2,542**	1,575	**-**	-

Ageing of financial assets that are past due but not impaired for 2014

	0 to 30 days $'000	31 to 60 days $'001	61 to 90 days $'000	90+ days $'000	Total $'000
Trade and other receivables	-	5	-	-	5
Total	-	5	-	-	5

Ageing of financial assets that are past due but not impaired for 2013

	0 to 30 days $'000	31 to 60 days $'001	61 to 90 days $'000	90+ days $'000	Total $'000
Trade and other receivables	-	28	1	-	29
Total	-	28	1	-	29

The following list of assets have been individually assessed as impaired:

Trade Receivables of $0 (2013: $0).

Note 15F: Liquidity Risk

The department's financial liablilities are payables. The exposure to liquidity risk is based on the notion that the department will encounter difficulty in meeting its obligations associated with financial liabilities.

This is highly unlikely as the department is appropriated funding from the Australian Government and manages its budgeted funds to ensure it has adequate funds to meet payments as they fall due.

In addition, the department has internal policies and proceedures in place to ensure timely payment is made when due and has no past experience of default.

The following tables illustrates the maturities for financial liabilities:

	On demand 2014 $'000	1 to 5 years 2014 $'000	> 5 years 2014 $'000	Total 2014 $'000
Other Liabilities				
Suppliers	-	200	-	200
Accrued expenses	-	604	-	604
Other payables	-	1,738	-	1,738
Total	-	2,542	-	2,542

	On demand 2013 $'000	1 to 5 years 2013 $'000	> 5 years 2013 $'000	Total 2013 $'000
Other liabilities				
Suppliers	-	98	-	98
Accrued expenses	-	298	-	298
Other payables	-	1,179	-	1,179
Total	-	1,575	-	1,575

Note 15G: Market Risk

The department is not exposed to market risk.

Note 16: Financial Assets Reconciliation

Financial assets	Notes	2014 $'000	2013 $'000
Total financial assets as per statement of financial position		**18,687**	19,489
Less: non-financial instrument components			
Appropriations receivable	**6B**	**17,717**	18,668
Other receivables	**6B**	**43**	66
Total non-financial instrument components		**17,760**	18,734
Total financial assets as per financial instruments note	**15A**	**928**	755

Note 17: Administered - Expenses

	2014 $'000	2013 $'000
Note 17A: Suppliers		
Goods and services		
Hospitality Services	**315**	-
Total goods and services	**315**	-
Goods and services are made up of:		
Provision of goods – related entities	**-**	-
Provision of goods – external parties	**-**	-
Rendering of services – related entities	**72**	-
Rendering of services – external parties	**243**	-
Total goods and services	**315**	-

Note 18: Administered - Financial Assets

	2014 $'000	2013 $'000
Note 18A: Trade and Other Receivables		
GST receivable from Australian Taxation Office	**5**	-
Receivables are expected to be recovered in:		
No more than 12 months	**5**	-
More than 12 months	**-**	-
Total trade and other receivables (net)	**5**	-
Receivables were aged as follows:		
Not overdue	**5**	-
Overdue by:		
0 to 30 days	**-**	-
31 to 60 days	**-**	-
61 to 90 days	**-**	-
More than 90 days	**-**	-
Total receivables (gross)	**5**	-

The only receivable is GST receivable. There was no impairment allowance.

Note 19: Administered - Payables

	2014 $'000	2013 $'000
Note 19A: Suppliers		
Trade creditors and accruals	4	-
Total suppliers	4	-
Supplier payables expected to be settled within 12 months:		
Related entities	-	-
External parties	4	-
Total	4	-
Supplier payables expected to be settled in greater than 12 months:		
Related entities	-	-
External parties	-	-
Total	-	-
Total supplier	4	-
Settlement was usually made within 30 days.		
Note 19B: Other Payables		
GST Appropriation payable to OPA	5	-
Total other payables	5	-
Total other payables are expected to be settled in:		
No more than 12 months	5	-
More than 12 months	-	-
Total other payables	5	-

Note 20: Administered - Cash Flow Reconciliation

	2014 $'000	2013 $'000
Reconciliation of cash and cash equivalents as per Administered Schedule of Assets and Liabilities to Administered Cash Flow Statement		
Cash and cash equivalents as per:		
Schedule of administered cash flows	-	-
Schedule of administered assets and liabilities	-	-
Difference	-	-
Reconciliation of net cost of services to net cash from operating activities:		
Net cost of services	(315)	-
Movements in assets / liabilities		
(Increase) / decrease in net receivables	(5)	-
Increase / (decrease) in supplier payables	4	-
Net cash used by operating activities	(316)	-

Note 21: Administered - Financial Instruments

	2014 $'000	2013 $'000
Note 21A: Categories of Financial Instruments		
Financial Liabilities		
At amortised cost:		
Trade creditors and accruals	4	-
Total financial liabilities at amortised cost	4	-
Carrying amount of financial liabilities	4	-

Note 21B: Net Gains and Losses from Financial Assets & Liabilities

There is no gains or losses from Administered financial instruments.

Note 22: Administered - Financial Assets Reconciliation

	2014 $'000	2013 $'000
Financial Assets		
Total financial assets per administered schedule of assets and liabilities	5	
Less: non-financial instrument components		
GST Receivable from the ATO	5	-
Total non-financial instrument components	5	-
Total financial assets as per financial instruments note	-	-

Note 23: Appropriations

Table A: Annual Appropriations ('Recoverable GST exclusive')

	2014 Appropriations								
	Appropriation Act			*FMA Act*				Appropriation applied in 2014 (current and prior years)	Variance[2]
	Annual Appropriation	Appropriations reduced[1]	AFM	Section 30	Section 31	Section 32	Total appropriation		
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
DEPARTMENTAL									
Ordinary annual services	22,893	(407)	-	-	1,892		24,378	(24,088)	290
Other services	-	-	-	-	-		-	-	-
Total departmental	22,893	(407)	-	-	1,892		24,378	(24,088)	290
ADMINISTERED									
Ordinary annual services									
Administered items[3]	325	(11)	-	-		-	314	(311)	3
Total administered	325	(11)	-	-		-	314	(311)	3

Notes:

1 Departmental appropriations do not lapse at financial year-end. There were reductions in appropriations for the year ended 30 June 2014. The Departmental appropriation reduction of $407,000 relates to the transfer of ICT functions to DPS. The Instrument to Reduce Appropriations (No.2 of 2013-2014) was approved by the Finance Minister on 14 April 2014. This also included a further $920,000 reduction from prior year appropriations (not shown above). A further $80,000 of Ordinary annual service appropriation was quarantined for Microsoft Volume Licensing, but has not been recognised as a formal appropriation reduction for 2013-14.

2 The variance relates to reduced expenditure due to the end of the 43rd Parliament, less additional spending of accumulated capital budget appropriations plus the amount of $80,000 which has been quarantined and was unavailable for use by the Department. The Administered variance relates to 2013-14 accrued expenses, payable in 2014-15.

3 For administered appropriations reduced under section 11 of Appropriation Acts (Nos. 1, 3 and 5) or section 12 of Appropriation Acts (Nos. 2, 4 and 6), the appropriation is taken to be reduced to the required amount specified in Note 23F of the note once the annual report is tabled in Parliament. All administered appropriations may be adjusted by a Finance Minister's determination, which is disallowable by Parliament. There was no other administered reduction in 2013-14.

	2013 Appropriations							
	Appropriation Act			*FMA Act*			Appropriation applied in 2013 (current and prior years)	Variance[2]
	Annual Appropriation	Appropriations reduced[1]	AFM	Section 30	Section 31	Total appropriation		
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
DEPARTMENTAL								
Ordinary annual services	22,691	-	-	1	1,986	24,678	(24,191)	487
Other services	-	-	-	-	-	-	-	-
Total departmental	22,691	-	-	1	1,986	24,678	(24,191)	487

Notes:

1. Departmental appropriations do not lapse at financial year-end. There were no reductions in appropriations for the year ended 30 June 2013.

2. The variance shown relates to capital accumulations for capital projects undertaken in 2012-13 adding to reduced expenditure due to the end of the 43rd Parliament.

Table B: Departmental Capital Budgets ('Recoverable GST exclusive')

	2014 Capital Budget Appropriations				Capital Budget Appropriations applied in 2014 (current and prior years)			
	Appropriation Act		*FMA Act*					
	Annual Capital Budget $'000	Appropriations reduced $'000	Section 32 $'000	Total Capital Budget Appropriations $'000	Payments for non-financial assets[2] $'000	Payments for other purposes $'000	Total payments $'000	Variance[3] $'000
DEPARTMENTAL								
Ordinary annual services - Departmental Capital Budget[1]	**1,055**	**(407)**	**-**	**648**	**830**	**-**	**830**	**(182)**

Notes:

1. Departmental and Administered Capital Budgets are appropriated through Parliamentary Appropriation Act (No.1). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts. The above amounts are also included in Table A: Annual Appropriations. For more information on ordinary annual services appropriations, please see Table A: Annual appropriations.
2. Payments made on non-financial assets include purchases of assets and expenditure on assets which has been capitalised.
3. The variance shown is due to spending current year and prior year capital on new capital projects.

	2013 Capital Budget Appropriations				Budget Appropriations applied in			
	Appropriation Act		*FMA Act*					
	Annual Capital Budget $'000	Appropriations reduced $'000	Section 32 $'000	Total Capital Budget Appropriations $'000	Payments for non-financial assets[2] $'000	Payments for other purposes $'000	Total payments $'000	Variance[3] $'000
DEPARTMENTAL								
Ordinary annual services - Departmental Capital Budget[1]	1,050	-	-	1,050	2,024	-	2,024	(974)

Notes:

1. Departmental and Administered Capital Budgets are appropriated through Parliamentary Appropriation Act (No.1). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts. The above amounts are also included in Table A: Annual Appropriations. For more information on ordinary annual services appropriations, please see Table A: Annual appropriations.
2. Payments made on non-financial assets include purchases of assets and expenditure on assets which has been capitalised.
3. The variance relates to accumulating capital budget appropriations to be spent on capital projects in the 2012-13 year.

Table C: Unspent Annual Appropriations ('Recoverable GST exclusive')

Authority	2014 $'000	2013 $'000
DEPARTMENTAL		
Parliamentary Appropriation Act (No.1) 2010-11	-	9,659
Parliamentary Appropriation Act (No.1) 2011-12	-	3,953
Parliamentary Appropriation Act (No.1) 2012-13	-	2,311
Parliamentary Appropriation Act (No.1) 2013-14	**15,293**	-
Total	**15,293**	15,923
ADMINISTERED		
Parliamentary Appropriation Act (No.1) 2013-14	**14**	-
Total	**14**	-

Table D: Disclosure by Agent in Relation to Annual and Special Appropriations ('Recoverable GST exclusive')

2014	Department of Finance (third party drawing rights) $'000	Australian Public Service Commission (third party drawing rights) $'000
Total receipts	**7,086**	**38,149**
Total payments	**7,086**	**38,149**

2013	Department of Finance (third party drawing rights) $'000	Australian Public Service Commission (third party drawing rights) $'000
Total receipts	6,764	37,017
Total payments	6,764	37,017

Compliance with Statutory Conditions for Payments from the Consolidated Revenue Fund

Section 83 of the Constitution provides that no amount may be paid out of Consolidated Revenue Fund except under an appropriation made by law. The Department of Finance provided information to agencies in 2011 regarding the need for risk assessments in relation to compliance with statutory conditions on payments from special appropriations.

During 2012-13 additional legal advice was received that indicated there could be breaches of Section 83 under certain circumstances with payments for long service leave, goods and services tax and payments under determinations of the Remuneration Tribunal. The Department has reviewed its processes and controls over payments for these items to minimise the possibility for future breaches as a result of these payments. The Department has determined that there is a low risk of the certain circumstances mentioned in the legal advice applying to the Department. The Department is not aware of any specific breaches of Section 83 in respect of these items.

As at 30th June 2014, the Department of the House of Representatives has reviewed all transactions drawn from special appropriations with statutory provisions for 2013-14. The total amount of these payments is $45.23m. The work has not identified any issue of non-compliance with Section 83.

Table F: Reduction in Administered Items ('Recoverable GST exclusive')

2014	Amount required[3] - by Appropriation Act			Total amount required[3]	Total amount appropriated[4]	Total reduction[5]
Ordinary Annual Services	**Act (No.1)**	**Act (No.3)**	**Act (No.5)**			
Outcome 1	**314,113.62**	**-**	**-**	**314,113.62**	**325,000.00**	**10,886.38**

Notes:

1. Numbers in this section of the table must be disclosed to the cent.
2. Administered items for 2014 were reduced to these amounts when these financial statements were tabled in Parliament as part of the entity's 2014 annual report. This reduction was effective in 2015, but the amounts were reflected in Table A in the 2014 financial statements in the column 'Appropriations reduced' as they were adjustments to 2014 appropriations.
3. Amount required as per Appropriation (Parliamentary Departments) Act (Act 1 s. 11; Act 2 s. 12).
4. Total amount appropriated in 2014.
5. Total reduction effective in 2015.

Note 24: Special Accounts and FMA Act Section 39

Note 24A: Special Accounts (Recoverable GST exclusive)

Inter-Parliamentary Relations Special Account (Departmental)	**2014**	2013
	$'000	$'000
Appropriation: *Financial Management and Accountability Act 1997; s20*		
Establishing Instrument: 2004/08		
Purpose : For the receipt of all moneys and the payment of all expenditure related to the operation of the Commonwealth Parliamentary Association on behalf of the States, Territories and Commonwealth Branches of the Commonwealth Parliamentary Association, inter-parliamentary training, education and development services provided to support other governments and bodies that are not agencies within the meaning of the *Financial Management and Accountability Act 1997* .		
The Minister for Finance has approved the earning of interest for this account under section 20 of the FMA Act. Interest is appropriated under this section of the Act.		
Balance carried from previous period	**2,473**	2,345
Appropriation for reporting period	**78**	141
GST recoverable (FMA Act section 30A)	**2**	1
Transfer from Services for Other Entitites and Trust Moneys - Department of the House of Representatives Special Account	**-**	102
Total credits	**80**	244
Available for payments	**2,553**	2,589
Payments made to suppliers	**(50)**	(116)
Total decrease	**(50)**	(116)
Total Balance carried to next period	**2,503**	2,473

Services for Other Entities and Trust Moneys- Department of the House of Representatives Special Account	**2014**	2013
	$'000	$'000
Appropriation: *Financial Management and Accountability Act 1997;* s20		
Establishing Instrument: 2011/10		
Purpose : For expenditure of monies temporarily held on trust or otherwise for the benefit of a person other than the Commonwealth.		
Balance carried from previous period	**-**	102
Other receipts	**-**	-
Available for payments	**-**	102
Payments made to suppliers	**-**	-
Transfer to Inter-Parliamentary Special Account	**-**	(102)
Transfer to OPA	**-**	-
Total decrease	**-**	(102)
Total balance carried to the next period	**-**	-

Note 25: Compensation and Debt Relief

	2014 $	2013 $
Departmental		
No 'Act of Grace' payments were made during the reporting period. (2013: No payments made)	-	-
No payments were made under s66 of the Parliamentary Service Act 1999 during the reporting period. (2013: No payments made)	-	-
Administered		
No 'Act of Grace' payments were made during the reporting period. (2013: No payments made)	-	-

Note 26: Reporting of Outcomes

Note 26A: Net Cost of Outcome Delivery

	Outcome 1	
	2014	2013
	$'000	$'000
Departmental		
Expenses	**24,409**	25,219
Total expenses	**24,409**	25,219
Income from non-government sector	**31**	43
Other own source income		
Goods and services income	**477**	785
Interest	**2**	-
Other revenue	**568**	673
Other gains	**1,997**	1,957
Total other own-source income	**3,044**	3,415
Net Departmental cost/(contribution) of outcome delivery	**21,334**	21,761
Administered		
Expenses	**315**	-
Total expenses	**315**	-
Net Administered cost/(contribution) of outcome delivery	**315**	-
Net cost/(contribution) of outcome delivery	**21,649**	21,761

Outcome 1 is described in Note 1.1.

Note 27: Net Cash Appropriation Arrangements

	2014	2013
	$'000	$'000
Total comprehensive income less depreciation/amortisation expenses previously funded through revenue appropriations[1]	**651**	1,587
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	**(499)**	(985)
Total comprehensive income - as per the Statement of Comprehensive Income	**152**	602

1. From 2010-11, the Government introduced net cash appropriation arrangements, where revenue appropriations for depreciation/amortisation expenses ceased. Entities now receive a separate capital budget provided through equity appropriations. Capital budgets are to be appropriated in the period when cash payment for capital expenditure is required.

Appendixes

1 Performance information
2 Agency resource statement and resources for outcome
3 Business of the House and Federation Chamber
4 Committee activity
5 Committee reports and inquiries
6 Official incoming parliamentary delegations
7 Other incoming parliamentary visits
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9 Parliamentary staff and other visits
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Welcome to Country ceremony performers leaving the Great Hall at the opening of the Forty-fourth Parliament.

1 Performance information

This appendix summarises the performance of the Department of the House of Representatives in 2013–14. Comparable performance information for 2012–13, where available, is given in brackets.

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

Program 1: Other departmental	
Program component 1.1: Chamber and Federation Chamber	
Deliverable: Advice and services to enable the House of Representatives Chamber and Federation Chamber to meet and address business as scheduled	
Key performance indicator	*Performance*
Member satisfaction with the quality and timeliness of Chamber support and advisory services (target: 99 per cent satisfaction rate)	100 (100) per cent of members surveyed were satisfied with advice and service provision by Clerks-at-the-Table; 100 (95) per cent were 'extremely' or 'highly' satisfied. 100 (100) per cent of members surveyed were satisfied with advice and service provision more generally in relation to Chamber and Federation Chamber duties; 100 (90) per cent were 'extremely' or 'highly' satisfied.
Percentage of Chamber support service standards met for all sittings of the House and meetings of the Federation Chamber, with no significant errors (target: 100 per cent)	Service standards for programming and procedural advice and support, preparation of Chamber documents, processing of questions in writing and answers to questions, and provision and processing of documents of the House were generally met for all sittings of the House and meetings of the Federation Chamber (as in 2012–13).

Processing and drafting of bills

Key performance indicator	*Performance*
Percentage of bills (proposed legislation) processed within deadlines and with no significant errors (target: 100 per cent)	All deadlines were met and there were no significant errors (as in 2012–13). Of the members who had used the legislative and drafting service, 92 (100) per cent were satisfied with advice and service provision. One member who had used the service was not satisfied.

Creating and processing records and documents of the House

Key performance indicator	*Performance*
Percentage of Chamber support service standards met for all sittings of the House and meetings of the Federation Chamber, with no significant errors (target: 100 per cent)	Service standards for preparation of the *Votes and Proceedings* and the *Live Minutes* were met on all occasions (all service standards were met in 2012–13). 4,253 (6,116) disallowable instruments and documents were processed. 75 (125) petitions with a total of 1,365,151 (325,360) signatories; 64 (74) ministerial responses to petitions.

Collection, analysis and publication of procedural and statistical information

Key performance indicator	*Performance*
Member satisfaction with the quality and availability of procedural and statistical publications and support in obtaining such information (target: 90 per cent satisfaction rate)	100 (100) per cent of members surveyed were satisfied and 81 (90) per cent were 'extremely' or 'highly' satisfied with the quality and availability of procedural and statistical publications and associated support. Internal and external users indicated a high level of satisfaction with procedural and statistical publications.

Program component 1.2: Community relations and awareness	
Deliverable: Services to increase public knowledge and awareness of, and interaction with, the work of the House of Representatives and the Australian Parliament	
Key performance indicator	*Performance*
Number of participants in community awareness programs such as seminars, school visits, subscribers to email alert service and magazine continues to increase over time	More than 2,300 (3,300) individuals and organisations subscribed to the email alert service. The About the House Twitter feed had more than 18,800 (12,400) followers. 122 (320) people attended seminars. More than 16,615 (14,700) individuals and organisations subscribed to the *About the House* magazine. 114,388 student visitors from 3,358 schools (115,651 student visitors from 3,537 schools).

Program component 1.3: Committee services	
Deliverable: Procedural, research, analytical and administrative support for the conduct of inquiries and other activities of committees	
Key performance indicator	*Performance*
Committee member satisfaction with advice and services provided (target: 90 per cent satisfaction rate)	95 (100) per cent of members surveyed were 'satisfied', 'highly satisfied' or 'extremely satisfied' with the procedural advice, research, analytical, drafting and administrative support services received in relation to the conduct of committee inquiries and the publication of final reports.

Program component 1.4: Inter-parliamentary relations	
Deliverable: Advice and support to facilitate and maintain international and regional relationships with other parliaments, parliamentary bodies and organisations	
Key performance indicator	*Performance*
Rate of satisfaction of Presiding Officers, delegates and diplomatic representatives with arrangements for incoming and outgoing delegations. Levels of participation in parliamentary organisations and quality of policy advice	Correspondence and anecdotal feedback from delegates and diplomatic missions indicated a high level of satisfaction with visits. All submissions on the international program were approved by the Presiding Officers. Of eligible senators and members, 65 per cent (75 per cent) were members of the Inter-Parliamentary Union. Delegations attended the assemblies and conferences of the Inter-Parliamentary Union and the Asia Pacific Parliamentary Forum. One regional activity was conducted in association with the Inter-Parliamentary Union.
Rate of satisfaction of parliaments in the Pacific region with the training and equipment purchases provided through the education trust fund	Reports on training activities and anecdotal feedback on equipment indicated a high level of satisfaction with the education trust fund's operations. The Pacific Parliamentary Partnerships program provided support to 11 Pacific parliaments, all of which indicated strong support for the program at meetings and through correspondence.

Program component 1.5: Members' services and corporate support	
Deliverable: Advice and services relating to members' salaries and allowances and certain other entitlements	
Key performance indicator	*Performance*
All variations to salary and allowances and salary increases are processed with an accuracy of at least 99 per cent	All variations and salary increases were processed with an accuracy rate of at least 99 (99) per cent.
Deliverable: Advice and services to the Speaker, members and others in accordance with legislation and administrative decisions **Deliverable:** Advice and service to members in Parliament House relating to accommodation and office services	
Key performance indicator	*Performance*
Rate of satisfaction of members and others with the provision of accommodation and office support services (target: 95 per cent)	100 (100) per cent of the accommodation changes and office services provided met agreed timeframes and standards, and met the satisfaction of party whips and individual members. 100 (100) per cent of members surveyed were satisfied with the information on their internet home page.
Number of accommodation-related services provided to members	395 (333) routine maintenance requests were actioned. The target for emergency requests was 'action within five minutes'; this target was reached for 100 (100) per cent of the 542 (304) emergency requests received. 796 (493) furniture movement requests were processed, all within agreed timeframes (as in 2013–14). 8,960 (12,480) transport requests were processed with approximately 99 (97.6) per cent accuracy.
Deliverable: Monitoring developments in parliamentary and public administration and applying as appropriate **Deliverable:** Nurturing a flexible, integrated and cohesive department while recognising individual talents and responsibilities **Deliverable:** Seeking to obtain the resources needed to meet the requirements of the House, committees and the wider department into the future	
Key performance indicator	*Performance*
Developments in parliamentary and public administration are responded to where appropriate	The department provided submissions to the inquiry by the Standing Committee on Procedure into the use of electronic devices in the House of Representatives Chamber and Federation Chamber.
Departmental policies and procedures are reviewed and revised, as appropriate	The department's workplace diversity plan and guidelines were reviewed and revised. A workplace diversity commitment statement was placed on the department's internet page. Procedures for facilitating and dealing with public interest disclosures were developed and placed on the department's internet page. Authorised officers were appointed under the *Public Interest Disclosure Act 2013*. The department's business continuity plan was reviewed and revised and office-level business resumption plans were reviewed and finalised.
Support is provided to assist the House Standing Committee on Appropriations and Administration in discharging its responsibilities	The Clerk and other departmental staff provided the committee with information on the department's budget position and attended the committee's meetings to enable the committee to discharge its responsibilities and to bring the funding requirements of the department to the attention of government. The department also provided secretariat support to the committee.
Performance indicators in the Department of Parliamentary Services payroll service-level agreement are met and service is delivered within budget	All indicators in the service-level agreement were met and service was delivered within budget until 15 January 2014, when the service was terminated.

Program 2: Administered	
Program component 2.1: Schools hospitality	
Deliverable: Hospitality arranged at time of confirmation of booking of school visit	
Deliverable: Seeking to obtain feedback from visiting school groups on provision and satisfaction of hospitality received	
Key performance indicator	*Performance*
Hospitality delivered and received on time by visiting school groups	All visiting school groups were provided hospitality per expectations.

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

2 Agency resource statement and resources for outcome

Agency resource statement, 2013–14

	Actual available appropriations for 2013–14 $'000 (a)	Payments made 2013–14 $'000 (b)	Balance remaining 2013–14 $'000 (a)–(b)
Ordinary annual services			
Departmental appropriation[a]	22,486	22,196	290
Section 31 agency receipts	1,892	1,892	–
Total	**24,378**	**24,088**	**290**
Administered expenses			
Outcome 1	325	314	11
Total	**325**	**314**	**11**
Total ordinary services	**24,703**	**24,402**	**301**
Special accounts[b]			
Opening balance	2,473		
Appropriation receipts[c]	78		
Other receipts[d]	2		
Payments made		50	
Total special accounts	**2,553**	**50**	**2,503**
Total resourcing and payments for the Department of the House of Representatives	**27,256**	**24,452**	

a *Appropriation (Parliamentary Departments) Act (No.1) 2013–14*. Includes an amount of $1.055 million in 2013–14 for the departmental capital budget. For accounting purposes this amount has been designated as 'contributions by owners'.

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

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

d GST recoverable (FMA Act section 30A).

Third-party drawdowns from and on behalf of other agencies

	$'000
Payments made on behalf of the Department of Finance (disclosed in the respective agency resource statement)	7,086
Payments made on behalf of the Australian Public Service Commission (disclosed in the respective agency resource statement)	38,149

Expenses and resources for Outcome 1

Outcome 1: Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role	Budget[a] 2013–14 $'000 (a)	Actual expenses 2013–14 $'000 (b)	Variation 2013–14 $'000 (a)–(b)
Program 1: Other departmental			
Departmental expenses			
Ordinary annual services (*Appropriation (Parliamentary Departments) Act No. 1 2013–14*)	21,488	20,785	703
Revenues from independent sources (section 31)	870	508	362
Other revenues	100	570	(470)
Special accounts	78	50	28
Expenses not requiring appropriation in the budget year	4,364	2,496	1,868
Total for Program 1	**26,900**	**24,409**	**2,491**
Program 2: Administered			
Administered expenses			
Administered appropriation	325	314	11
Total for Program 2	**325**	**314**	**11**
Total expenses for Outcome 1	**27,225**	**24,723**	**2,502**

	2012–13	2013–14
Average staffing level (number)	161	155

a Full-year budget, including any subsequent adjustment made to the 2013–14 Budget.

3 Business of the House and Federation Chamber

This appendix contains summary information on the business of the House and Federation Chamber in 2013–14.

Meetings of the House of Representatives, 2013–14

Events	Spring 2013	Autumn–Winter 2014[a]	Total
Sitting weeks	4	10	14
Sitting days	15	38	53
Hours of sitting[b]			
including suspensions	150	381	531
excluding suspensions	147	376	523
Sittings after midnight	0	0	0
Bills introduced[c]	47	135	182
Private members' bills introduced	1	6	7
Private members' motions moved	8	22	30
Private members' motions agreed to	0	0	0
Committee reports presented	17	40	57
Days on which			
the adjournment motion was debated	10	34	44
matters of public importance were discussed	8	29	37
private members' business occurred	3	8	11
Divisions	60	90	150
Closure of question agreed to	14	16	30
Closure of member agreed to	9	12	21
Bills guillotined	0	0	0

a Excludes sittings on 14–17 July 2014.

b Hours of sitting are rounded to the nearest hour.

c Includes two Senate bills.

Meetings of the Federation Chamber, 2013–14

Events	Spring 2013	Autumn–Winter 2014[a]	Total
Number of meetings	9	31	40
Hours of meeting (excluding suspensions)[b]	29	123	152
Bills referred	8	17	25
Private members' bills debated	0	1	1
Private members' motions moved	9	37	46
Committee and delegation reports referred	0	8	8
Other documents debated	0	1	1
Days on which			
the adjournment motion was debated	3	10	13
grievance debate occurred	3	8	11
private members' business occurred	3	8	11

a Excludes sittings on 14–17 July 2014.

b Hours of meeting are rounded to the nearest hour.

Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2009–10 to 2013–14

Events	2009–10	2010–11	2011–12	2012–13	2013–14
Total government bills (including bills brought from the Senate)	221	169	229	209	175
Initiated in					
the House	216	154	219	206	173
the Senate	5	15	10	3	2
Total private members' bills introduced[a]	15	17	27	32	7
Second reading amendments moved	12	14	17	9	36
Consideration in detail amendments moved					
government	329	125	427	701	14
opposition	38	161	149	140	50
non-aligned	96	6	135	82	2
amendments to private members' bills	0	0	21	0	0
Consideration in detail amendments passed					
government	329	125	427	701	14
opposition	1	4	8	5	0
non-aligned	0	2	9	22	0
amendments to private members' bills	0	0	13	0	0

a Includes private senators' bills.

4 Committee activity

The following tables summarise the activities of House of Representatives and joint committees of the Forty-third and Forty-fourth parliaments in 2013–14.

Committee activity, Forty-third Parliament, 2013–14

Committee	Meetings	Inquiries lapsed at 5 August 2013	Reports presented (oral reports)
Aboriginal and Torres Strait Islander Affairs	1	0	0
Agriculture, Resources, Fisheries and Forestry	0	0	0
Appropriations and Administration	0	0	0
Australian Commission for Law Enforcement Integrity[a]	0	0	0
Broadcasting of Parliamentary Proceedings	0	0	0
Climate Change, Environment and the Arts	0	1	0
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples[a]	0	1	0
Corporations and Financial Services[a]	1	1	1
DisabilityCare Australia[a]	0	1	0
Economics	0	3	0
Education and Employment	0	1	0
Electoral Matters	0	0	0
Foreign Affairs, Defence and Trade	2	2	0
Health and Ageing	0	1	0
Human Rights[a]	0	0	0
Infrastructure and Communications	1	1	1
Intelligence and Security	2	1	0
Law Enforcement[a]	1	0	1
Migration	0	0	0
National Broadband Network	0	0	0
National Capital and External Territories	0	0	0
Petitions	0	0	0
Privileges and Members' Interests	0	1	0
Procedure	0	0	0
Public Accounts and Audit	1	0	1
Publications (House)	0	0	0
Publications (Joint)[a]	0	0	0
Public Works	1	1	0
Regional Australia	0	0	0
Selection	0	0	0
Social Policy and Legal Affairs	1	0	0
Treaties	2	2	2

a Joint committee 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.

Committee activity, Forty-fourth Parliament, 2013–14

Committee	Meetings	Inquiries active at 30 June 2014	Reports presented (oral reports)
Agriculture and Industry	15	1	0
Appropriations and Administration	3	0	1
Australian Commission for Law Enforcement Integrity[a]	8	2	0
Broadcasting of Parliamentary Proceedings	1	0	0
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples[a]	13	1	0
Corporations and Financial Services[a]	8	1	1
Economics	17	3	2
Education and Employment	17	1	0
Electoral Matters	24	1	1(1)
Environment	13	1	0
Foreign Affairs, Defence and Trade	53	5	0
Health	17	1	0
Human Rights[a]	9	0	8
Indigenous Affairs	16	1	0
Infrastructure and Communications	11	2	0
Intelligence and Security	12	2	1
Law Enforcement[a]	8	3	0
Migration	10	1	0
National Capital and External Territories	10	1	0
National Disability Insurance Scheme[a]	22	1	0
Northern Australia	30	1	1
Petitions	11	0	0
Privileges and Members' Interests	6	1	1
Procedure	11	2	0
Public Accounts and Audit	11	1	3
Publications (House)	2	0	4
Publications (Joint)[a]	3	0	0
Public Works	21	2	5
Selection	18	0	11
Social Policy and Legal Affairs	14	2	0
Tax and Revenue	11	2	1
Treaties	11	3	4

a Joint committee supported by the Department of the Senate.

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

5 Committee reports and inquiries

The following tables provide details of the activities of House of Representatives and joint committees of the Forty-third and Forty-fourth parliaments in 2013–14.

Scrutiny committees, Forty-third Parliament, 2013–14

Committee	Reports	Lapsed inquiries at prorogation 5 August 2013
Aboriginal and Torres Strait Islander Affairs, Standing Committee on	Nil	Nil
Agriculture, Resources, Fisheries and Forestry, Standing Committee on	Nil	Nil
Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on the[a]	Nil	Nil
Climate Change, Environment and the Arts, Standing Committee on	Nil	Inquiry into the Renewable Fuel Bill 2013
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples, Joint Select Committee on[a]	Nil	Inquiry into steps that can be taken to progress towards a successful referendum on Indigenous constitutional recognition
Corporations and Financial Services, Parliamentary Joint Statutory Committee on[a]	*Statutory oversight of the Australian Securities and Investments Commission: the role of gatekeepers in Australia's financial services system (number 3, 2013)* Presented: 29 July 2013 PP: 268/2013	Inquiry into the Insurance Contracts Amendment (Unfair Terms) Bill 2013 Statutory oversight of the Australian Securities and Investments Commission
DisabilityCare Australia, Joint Select Committee on[a]	Nil	Inquiry into the implementation progress with the rollout of DisabilityCare Australia, and related matters
Economics, Standing Committee on	Nil	Inquiry into the Minerals Resource Rent Tax Amendment (Protecting Revenue) Bill 2013 Inquiry into the Competition and Consumer Amendment (Australian Food Labelling) Bill 2012 Review of the Reserve Bank of Australia annual report 2012
Education and Employment, Standing Committee on	Nil	Inquiry into the role of the technical and further education system and its operation
Electoral Matters, Joint Standing Committee on	Nil	Nil
Foreign Affairs, Defence and Trade, Joint Standing Committee on	Nil	Inquiry into Australia's relationship with Timor-Leste Inquiry into the African Development Bank Bill 2013
Health and Ageing, Standing Committee on	Nil	Inquiry into skin cancer in Australia

Committee	Reports	Lapsed inquiries at prorogation 5 August 2013
Human Rights, Parliamentary Joint Committee on[a]	Nil	Nil
Infrastructure and Communications, Standing Committee on	*At what cost? IT pricing and the Australia tax* Presented: 29 July 2013 PP: 238/2013	Inquiry into smart infrastructure
Intelligence and Security, Parliamentary Joint Committee on	Nil	Review of administration and expenditure no. 11 (2011–2012)—Australian intelligence agencies
Law Enforcement, Parliamentary Joint Committee on[a]	*Spectrum for public safety mobile broadband* Presented: 23 July 2013 PP: 267/2013	Nil
Migration, Joint Standing Committee on	Nil	Nil
National Broadband Network, Joint Committee on the	Nil	Nil
National Capital and External Territories, Joint Standing Committee on the	Nil	Nil
Public Accounts and Audit, Joint Committee of	*Report 440: Annual report 2012–13* Presented: 26 July 2013 PP: 241/2013	Nil
Public Works, Parliamentary Standing Committee on	Nil	Inquiry into the integrated fit-out of new leased premises for the Australian Taxation Office at the site known as Site 5 and 6, the Revitalised Central Dandenong project, Dandenong, Victoria
Regional Australia, Standing Committee on	Nil	Nil
Social Policy and Legal Affairs, Standing Committee on	Nil	Nil
Treaties, Joint Standing Committee on	*Report 136: Treaty tabled on 14 May 2013* Presented: 5 August 2013 PP: 243/2013 *Report 135: Treaties tabled on 12 March and 14 May 2013* Presented: 23 July 2013 PP: 242/2013	Treaties tabled on 12 March 2013 Treaties tabled on 18 June 2013

a Joint committee supported by the Department of the Senate.

Scrutiny committees, Forty-fourth Parliament, 2013–14

Committee	Reports	Inquiries active at 30 June 2014
Agriculture and Industry, Standing Committee on	Nil	Inquiry into country of origin food labelling
Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on the[a]	Nil	Examination of the annual report of the Integrity Commissioner 2012–2013 Inquiry into the jurisdiction of the Australian Commission for Law Enforcement Integrity
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples, Joint Select Committee on[a]	Nil	Inquiry into steps that can be taken to progress towards a successful referendum on Indigenous constitutional recognition
Corporations and Financial Services, Parliamentary Joint Statutory Committee on[a]	*Report on the 2012–13 annual reports of bodies established under the ASIC Act* Presented: 19 March 2014 PP: 46/2014	Statutory oversight of the Australian Securities and Investments Commission
Economics, Standing Committee on	*Review of the Reserve Bank of Australia annual report 2013 (second report)* Presented: 16 June 2014 PP: 90/2014 *Review of the Reserve Bank of Australia annual report 2013 (first report)* Presented: 3 March 2014 PP: 36/2014	Inquiry into foreign investment in residential real estate Review of the Australian Prudential Regulation Authority annual report 2013 Review of the Reserve Bank of Australia annual report 2013
Education and Employment, Standing Committee on	Nil	Inquiry into the role of the technical and further education system and its operation
Electoral Matters, Joint Standing Committee on	*Interim report on the inquiry into the conduct of the 2013 federal election: Senate voting practices* Presented: 9 May 2014 PP: 81/2014 Inquiry into the Commonwealth Electoral Amendment (Above the Line Voting) Bill 2013 Oral statement: 24 February 2014	Inquiry into all aspects of the conduct of the 2013 federal election and matters related thereto
Environment, Standing Committee on the	Nil	Inquiry into streamlining environmental regulation, 'green tape' and one-stop shops
Foreign Affairs, Defence and Trade, Joint Standing Committee on	Nil	Inquiry into human rights issues confronting women and girls in the Indian Ocean – Asia–Pacific region Inquiry into Australia's trade and investment relationships with countries of the Middle East Inquiry into government support for Australian defence industry exports Review of the Defence annual report 2012–13 Inquiry into the role of the private sector in promoting economic growth and reducing poverty in the Indo-Pacific region
Health, Standing Committee on	Nil	Inquiry into skin cancer in Australia

Committee	Reports	Inquiries active at 30 June 2014
Human Rights, Parliamentary Joint Committee on[a]	*Eighth report of the 44th Parliament: Bills introduced 2–19 June 2014; Legislative instruments received 31 May – 6 June 2014* Presented: 24 June 2014 PP: 133/2014	Nil
	Seventh report of the 44th Parliament: Bills introduced 13–29 May 2014; Legislative instruments received 8 March – 30 May 2014 Presented: 18 June 2014 PP: 132/2014	
	Sixth report of the 44th Parliament: Bills introduced 24–27 March 2014; Legislative instruments received 8 March – 25 April 2014 Presented: 14 May 2014 PP: 119/2014	
	Fifth report of the 44th Parliament: Bills introduced 17–20 March 2014; Legislative instruments received 1–7 March 2014 Presented: 25 March 2014 PP: 47/2014	
	Fourth report of the 44th Parliament: Bills introduced 3–6 March 2014; Legislative instruments received 22–28 February 2014 Presented: 18 March 2014 PP: 45/2014	
	Third report of the 44th Parliament: Bills introduced 11–27 February 2014; Legislative instruments received 1–21 February 2014 Presented: 4 March 2014 PP: 29/2014	
	Second report of the 44th Parliament: Bills introduced 9–12 December 2013; Legislative instruments received 23 November 2013 – 31 January 2014 Presented: 11 February 2014 PP: 19/2014	
	Parliamentary Joint Committee on Human Rights: Annual report 2012–13 Presented: 10 December 2013 PP: 470/2013	
	First report of the 44th Parliament: Bills introduced 12 November – 5 December 2013; Legislative instruments received 8 June – 22 November 2013 Presented: 10 December 2013 PP: 469/2013	

Committee	Reports	Inquiries active at 30 June 2014
Indigenous Affairs, Standing Committee on	Nil	Inquiry into the harmful use of alcohol in Aboriginal and Torres Strait Islander communities
Infrastructure and Communications, Standing Committee on	Nil	High Speed Rail Planning Authority Bill 2013 Inquiry into infrastructure planning and procurement
Intelligence and Security, Parliamentary Joint Committee on	*Review of the listing of Jabhat al-Nusra and the re-listing of six terrorist organisations and review of the re-listing of Al-Qa'ida in the Arabian Peninsula* Presented: 11 February 2014 PP: 2/2014	Review of administration and expenditure no. 12 (2012–2013)—Australian intelligence agencies Review of administration and expenditure no. 11 (2011–2012)—Australian intelligence agencies
Law Enforcement, Parliamentary Joint Committee on[a]	Nil	Examination of the Australian Federal Police annual report 2012–13 Examination of the Australian Crime Commission annual report 2012–13 Inquiry into financial-related crime
Migration, Joint Standing Committee on	Nil	Inquiry into the Business Innovation and Investment Programme
National Capital and External Territories, Joint Standing Committee on the	Nil	Inquiry into economic development on Norfolk Island Biannual public briefing from the National Capital Authority
National Disability Insurance Scheme, Joint Standing Committee on the	Nil	Inquiry into the implementation and administration of the National Disability Insurance Scheme
Northern Australia, Joint Select Committee on	*Inquiry into the development of northern Australia—Interim report* Presented: 16 June 2014 PP: 92/2014	Inquiry into the development of northern Australia
Public Accounts and Audit, Joint Committee of	*Report 441: Inquiry into Public Governance, Performance and Accountability Act 2013 rules development* Presented: 13 May 2014 PP: 74/2014 *Report 442: Inquiry into the 2012–13 Defence Materiel Organisation major projects report* Presented: 26 May 2014 PP: 83/2014 *Report 443: Review of Auditor-General's reports nos. 23 and 25 (2012–13) and 32 (2012–13) to 9 (2013–14)* Presented: 16 June 2014 PP: 91/2014	Review of Auditor-General's reports nos. 10–31 (2013–14)

Committee	Reports	Inquiries active at 30 June 2014
Public Works, Parliamentary Standing Committee on	*Report 4/2014: Referrals made March 2014* Presented: 23 June 2014 PP: 106/2014 *Report 3/2014: Referral made December 2013* Presented: 13 May 2014 PP: 75/2014 *Report 2/2014: Referrals made December 2013* Presented: 24 March 2014 PP: 42/2014 *Seventy-seventh annual report 2013* Presented: 11 February 2014 PP: 4/2014 *Report 1/2014: Referrals made December 2013* Presented: 11 February 2014 PP: 3/2014	Inquiry into the development and construction of housing for Defence at RAAF Base Darwin, NT Inquiry into the proposed fit-out of new leased premises for the Department of Social Services, ACT
Social Policy and Legal Affairs, Standing Committee on	Nil	Inquiry into the child support program Inquiry into drones and the regulation of air safety and privacy
Tax and Revenue, Standing Committee on	*2013 annual report of the Australian Taxation Office (first report)* Presented: 27 March 2014 PP: 63/2014	Inquiry into the 2013 annual report of the Australian Taxation Office Inquiry into tax disputes
Treaties, Joint Standing Committee on	*Report 140: Treaty tabled on 13 May 2014—Interim report* Presented: 23 June 2014 PP: 103/2014 *Report 139: Treaties tabled on 11 December 2013, referred on 15 January and tabled on 11 February 2014* Presented: 13 May 2014 PP: 76/2014 *Report 138: Review into treaties tabled on 11 and 12 December 2013, 20 January 2014 and referred on 15 January 2014* Presented: 26 March 2014 PP: 44/2014 *Report 137: Review into treaty referred on 15 January 2014* Presented: 18 March 2014 PP: 40/2014	Treaty tabled on 19 March 2014 Treaties tabled on 13 May 2014 Treaties tabled on 17 and 18 June 2014

a Joint committee supported by the Department of the Senate.

Internal committees, Forty-third Parliament, 2013–14

Committee	Purpose	Reports and lapsed 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.	Nil
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.	Nil
House Committee	The committee usually meets with the equivalent Senate committee as the Joint House Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Parliamentary Library, Joint Standing Committee on the	The committee usually meets with the equivalent Senate committee as the Joint Library Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Petitions, Standing Committee on	The committee receives and processes petitions, and inquires into and reports to the House on any matter relating to petitions and the petitions system. Information on how to go about petitioning the House of Representatives is available at the petitions page on the Parliament of Australia website.	Nil
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.	Inquiry into whether in the course of his statement of 21 May 2012, the Honourable Member for Dobell deliberately misled the House
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	Nil
Publications, Standing Committee on	The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of papers presented to parliament.	Nil
Publications, Parliamentary Joint Committee on	The committee inquires into matters relating to parliamentary and government publications.	Nil
Selection Committee	The committee determines the program of business for committee and delegation business and private members' business for each sitting Monday, recommends items of private members' business to be voted on, and selects bills for referral to committees.	Nil

Internal committees, Forty-fourth Parliament, 2013–14

Committee	Purpose	Reports and current 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.	*Report 7: Budget estimates 2014–15 for the Department of the House of Representatives* Presented: 14 May 2014 PP: 82/2014
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.	Nil
House Committee	The committee usually meets with the equivalent Senate committee as the Joint House Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Parliamentary Library, Joint Standing Committee on the	The committee usually meets with the equivalent Senate committee as the Joint Library Committee, serviced by the Department of Parliamentary Services.	The committee is advisory in nature and does not undertake inquiries or present reports.
Petitions, Standing Committee on	The committee receives and processes petitions, and inquires into and reports to the House on any matter relating to petitions and the petitions system. Information on how to go about petitioning the House of Representatives is available at the petitions page on the Parliament of Australia website.	Nil
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.	*Report concerning the registration and declaration of members' interests during 2013* Presented: 27 February 2014 PP: 34/2014 Inquiry into whether in the course of his statement of 21 May 2012, and having regard to the findings of the Melbourne Magistrates' Court on 18 February 2014 in relation to Mr Thomson, the former Member for Dobell, Mr Craig Thomson, deliberately misled the House.
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	Inquiry into the maintenance of the Standing and Sessional Orders Inquiry into the use of electronic devices in the House of Representatives Chamber and Federation Chamber
Publications, Standing Committee on	The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of papers presented to parliament.	The committee presented four reports.
Publications, Parliamentary Joint Committee on	The committee inquires into matters relating to parliamentary and government publications.	Nil
Selection Committee	The committee determines the program of business for committee and delegation business and private members' business for each sitting Monday and selects bills for referral to committees.	The committee presented 11 reports.

6 Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2013–14.

Date	Delegation	Country represented
19–22 February 2014	Visit to Australia by the Speaker of the National Assembly and a parliamentary delegation from the Republic of Korea	Republic of Korea
23–28 March 2014	Visit to Australia by the Rt Hon David Carter, Speaker of the House of Representatives of New Zealand	New Zealand
25–31 May 2014	Parliamentary delegation from Peru	Peru
25–29 May 2014	Parliamentary delegation from Malaysia	Malaysia
14–21 June 2014	Parliamentary delegation from Poland	Poland
14–22 June 2014	Parliamentary delegation from Afghanistan	Afghanistan
22–28 June 2014	Parliamentary delegation from Sri Lanka	Sri Lanka

7 Other incoming parliamentary visits

This appendix contains summary information on other incoming parliamentary visits in 2013–14.

Date	Visit	Country represented
10 September 2013	Members of parliament from the National Assembly of Laos	Laos
31 October – 1 November 2013	Members of parliament from Myanmar	Myanmar
28 November 2013	Daw Aung San Suu Kyi AC	Myanmar
2 December 2013	Members of the Special Parliamentary Committee on Public Sector Reform from Papua New Guinea	Papua New Guinea
9–10 December 2013	Members of the Standing Committee on Legal Affairs and Human Rights from the Parliament of Kenya	Kenya
11 December 2013	Members of the Law Committee of the National People's Congress of the People's Republic of China	People's Republic of China
23 January 2014	Deputy Speaker and members of parliament from the Republic of Korea	Republic of Korea
12 February 2014	Members of the Committee for Social Affairs of the National Assembly of Vietnam	Vietnam
3–4 March 2014	Parliamentary delegation from the Democratic Republic of the Congo	Democratic Republic of the Congo
19 March 2014	Senator Jean-Yves Leconte, Member of the Senate of France	France
27 March 2014	Mr Thierry Mariani, Member of the National Assembly of France	France
26 May 2014	Delegation of young political leaders from Malaysia	Malaysia
23–24 June 2014	The Hon Mr Wafula Oguttu MP, Leader of the Opposition, and the Hon Mrs Cecilia Atim Ogwal MP, Chief Opposition Whip, of Uganda	Uganda

8 Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2013–14.

Date	Visit	Delegation members
5–18 July 2013	Parliamentary delegation to Cyprus and Russia	Senator the Hon John Hogg *President of the Senate and Delegation Leader* Senator Catryna Bilyk Senator Gary Humphries Senator Helen Polley
15 September – 17 December 2013	Parliamentary delegation to attend the United Nations General Assembly, New York	Senator Chris Back Senator Mark Bishop
2–5 October 2013	Visit to Estonia	Senator the Hon John Hogg *President of the Senate*
5–12 October 2013	Parliamentary delegation to attend the 129th Assembly of the Inter-Parliamentary Union, Geneva	Senator the Hon John Hogg *President of the Senate* The Hon Bronwyn Bishop MP Senator the Hon Ursula Stephens
11–19 January 2014	Parliamentary delegation to attend the 22nd Asia Pacific Parliamentary Forum, Puerto Vallarta, Mexico and visit to Mexico City	The Hon Bronwyn Bishop MP *Speaker of the House of Representatives and Delegation Leader* Mr Mark Coulton MP Mr Stephen Jones MP Senator Deborah O'Neill The Hon Philip Ruddock MP
21–25 January 2014	Attendance at the Conference of Speakers and Presiding Officers of the Commonwealth, Wellington, New Zealand	The Hon Bronwyn Bishop MP *Speaker of the House of Representatives*
9–11 March 2014	Visit to Singapore	Senator Stephen Parry *Deputy President of the Senate*
10–23 March 2014	Parliamentary delegation to attend the 130th Assembly of the Inter-Parliamentary Union, Geneva, and bilateral visit to the United Arab Emirates	Senator Stephen Parry *Deputy President of the Senate and Delegation Leader* Senator Sue Boyce Ms Nola Marino MP Senator the Hon Ursula Stephens Senator the Hon Lin Thorp
30 March – 11 April 2014	Parliamentary delegation to ASEAN countries (Brunei, Malaysia and the Philippines)	The Hon Bruce Scott MP *Deputy Speaker of the House of Representatives and Delegation Leader* Senator the Hon Don Farrell The Hon Alan Griffin MP Senator Helen Kroger Mr Ken Wyatt MP
10–11 April 2014	Visit to Singapore	The Hon Bruce Scott MP *Deputy Speaker of the House of Representatives*
25 April – 8 May 2014	Visit to Austria, the Holy See and Germany	Senator the Hon John Hogg *President of the Senate*
27 April – 10 May 2014	Visit to France, Morocco, Singapore, Tunisia and the United Kingdom	The Hon Bronwyn Bishop MP *Speaker of the House of Representatives*
30 April – 9 May 2014	Parliamentary delegation to New Zealand and Vanuatu by members of the Senate Foreign Affairs, Defence and Trade References Committee	Senator the Hon Ursula Stephens *Delegation Leader* Senator David Fawcett Senator Helen Kroger Senator Anne McEwan

9 Parliamentary staff and other visits

This appendix contains summary information on parliamentary staff and other visits in 2013–14.

Date	Visit	Country/state represented
2–3 September 2013	Study visit by staff from the Lok Sabha	India
14 November 2013	Australian Political Exchange Council's 30th delegation from the United States of America	United States of America
4 December 2013	Australian Political Exchange Council's 4th delegation from the Republic of Korea	Republic of Korea
9–10 December 2013	Visit by staff from the National Council of Namibia	Namibia
10–11 December 2013	Australian Political Exchange Council's 7th delegation from the Philippines	Philippines
16 January 2014	Visit to the Australian Parliament by Mr Colin Lee, Principal Clerk, Select Committees, House of Commons	United Kingdom
11–20 February 2014	Study visit by staff of the Rajya Sabha	India
4–5 March 2014	Visit to the Australian Parliament by staff of the Northern Territory Parliament	Northern Territory
25–26 March 2014	Australian Political Exchange Council's 8th delegation from the Philippines	Philippines
27 March 2014	Study visit by staff from the National Assembly of Vietnam	Vietnam
30 April 2014	Visit to the Australian Parliament by Mr Achmad Djuned, Vice Secretary General and staff of the Dewan Perwakilan Rakyat	Indonesia
1 May 2014	Australian Political Exchange Council's 13th delegation from Japan	Japan
5–7 May 2014	Visit to the Australian Parliament by officials from the Bangladesh Parliament	Bangladesh
4 June 2014	Visit to the Australian Parliament by staff of the Victorian Parliament	Victoria
25 June 2014	Australian Political Exchange Council's 18th delegation from Vietnam	Vietnam

10 Publications

This appendix contains summary information on Department of the House of Representatives publications in 2013–14.

Type	Title
House of Representatives pages on Parliament of Australia website	**www.aph.gov.au/house** 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 Most of the publications listed below are available on the site
Publications directly related to the work of the House and its committees	***About the House*** Magazine containing news of the House and its members. Due to the break in parliamentary work during the federal election period, the magazine was not produced during the year **Committee Office brochures** ● *Appearing at a public hearing: notes to help those appearing as a witness at a parliamentary committee hearing*, June 2014 ● *Committee support standards*, June 2014 ● *Dealing with parliamentary committees*, June 2014 ● *Making a submission: notes to help those intending to make a submission to a parliamentary committee inquiry*, June 2014 ***A House for the nation*** History project including CD-ROM, documentary and study guide on 100 years of Australia's House of Representatives (1901–2001) ***House of Representatives facts and figures: Forty-fourth Parliament***, *first edition* A document produced primarily for use by Parliament House visitors' guides, December 2013 ***House of Representatives guide to procedures***, *fifth edition* A concise introduction to the procedures of the House of Representatives, January 2014 **House of Representatives infosheets** 1 *Questions*, February 2014 2 *A typical sitting day*, February 2014 3 *The Speaker*, January 2014 4 *Committees*, February 2014 5 *Parliamentary privilege*, February 2014 6 *Opportunities for private members*, May 2014 7 *Making laws*, February 2014 8 *Elections for the House of Representatives*, February 2014 9 *A new parliament*, February 2014 10 *The Budget and financial legislation*, February 2014 11 *Petitions*, February 2014 12 *Finding out about the House*, February 2014 13 *The Constitution*, February 2014 14 *Making decisions—debate and division*, March 2014 15 *The work of a member of parliament*, February 2014 16 *The Federation Chamber*, February 2014 17 *Citizens' right of reply*, February 2014 18 *Double dissolution*, February 2014 19 *The House, government and opposition*, February 2014 20 *The Australian system of government*, February 2014 21 *The Clerk and other officials,* February 2014 22 *Political parties*, January 2014

Type	Title
	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
	Members' notes 1 *First speech*, January 2014 2 *The registration of Members' interests*, January 2014 3 *Introduction to the Chamber environment*, January 2014 4 *Etiquette in the Chamber,* January 2014 5 *House business documents and guidance*, January 2014 6 *Motions, debate and voting*, March 2014 7 *Bills*, January 2014 8 *Raising a matter in the House*, February 2014 9 *Private Members' motions*, January 2014 10 *Private Members' bills and amendments*, January 2014 11 *Procedural motions,* January 2014 12 *Parliamentary privilege*, January 2014 13 *Presenting a petition*, March 2014
	Members' handbook A guide to services and facilities for members of the House of Representatives, 2013
	Procedural digest A record of procedural events in the House of Representatives, published each sitting week or fortnight
	Procedural publications and research papers *Committee work in a hung Parliament—A House of Representatives perspective,* B Wright, July 2013 (available online at www.aph.gov.au/ProceduralPublications)
	The Speaker of the House of Representatives, *second edition* An illustrated history of the office, role and duties of the Speaker, April 2008
	Standing Orders of the House of Representatives The permanent rules of procedure, as at 14 November 2013 Amendments to the standing orders were issued in February 2014 and March 2014
	Statistical Digest A statistical record of the work of the House of Representatives, published each sitting week or fortnight
	Work of the Session A periodic summary of the business of the House and its committees, published twice a year: Autumn and Winter 2013 and Spring 2013
	Working with parliamentary committees, *June 2014* ● *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 report 2012–13*** The annual report on the operations of the department, presented to the House pursuant to the Parliamentary Service Act 1999
	Department of the House of Representatives Corporate Plan 2013–16
	Department of the House of Representatives Enterprise Agreement 2012–15
	Department of the House of Representatives Portfolio Budget Statements 2014–15
	Department of the House of Representatives Service Charter: Community Service Standards, April 2013

11 Staffing statistics

This appendix contains summary information on the department's staff in 2013–14.

Location and classification of staff

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

Staff by location, as at 30 June 2011, 2012, 2013 and 2014

Location	2011	2012	2013	2014
Executive	5	5	5	5
Executive support/project staff	6	6	5	6
Table Office	13	14[a]	14[a]	14[a]
Chamber Research Office	9	9	9	9
International and Community Relations Office	11	12	13	10
Committee Office	63	65	64	65
Serjeant-at-Arms' Office	18[b]	32[c]	30[d]	22[e]
Finance Office	6	5	6	6
Information Systems and Publishing Office	15[f]	14[a]	15[a]	11[a]
People Strategies Office	12	12	11	6
Totals	**158**	**174**	**172**	**154**

a Includes one sessional staff member.
b Includes 10 sessional staff.
c Includes 21 sessional staff.
d Includes 20 sessional staff.
e Includes 12 sessional staff.
f Includes two sessional staff.
g On 1 July 2013 ICT services were transferred to DPS. The Information Systems and Publishing Office was subsequently renamed the Knowledge Management and Publishing Office.

Non-ongoing staff (excluding sessional staff), by location, as at 30 June 2014

Location	Number
Executive	–
Executive support/project staff	–
Table Office	–
Chamber Research Office	–
International and Community Relations Office	–
Committee Office	7
Serjeant-At-Arms' Office	1
Finance Office	2
Information Systems and Publishing Office	4
People Strategies Office	1
Total	**15**

Separations

The reasons for staff separating from the department, with comparative figures for 2011–12 and 2012–13, are detailed below.

Separations, 2011–12, 2012–13 and 2013–14

Location	2011–12	2012–13	2013–14
Transfer/promotion to another Commonwealth agency	7	5	9
Resignation	5	6	3
Retirement	3	2	3
Cessation of non-ongoing employment	18	16	24
Voluntary retrenchment	–	–	2
Death	1	–	–
Totals	**34**	**29**	**41**

Staff by classification and equal employment opportunity group, as at 30 June 2014

	Executive[a]	Parliamentary Service Levels 4–6	Parliamentary Service Levels 1–3	Totals
Female	30	41	21	92
Male	27	23	12	62
Subtotals	**57**	**64**	**33**	**154**
Aboriginal and Torres Strait Islander	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Non-English-speaking background	2 (3.5%)	2 (3.1%)	3 (9.1%)	8 (5.2%)
People with disability	1 (1.8%)	2 (2.8%)	2 (6.1%)	5 (3.2%)

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

12 Members' survey 2014

The department conducted its annual members' survey in June 2014 to identify levels of satisfaction with services provided by the department. The survey was identical to last year's survey. The information gathered is required for internal and external reporting purposes and as a benchmark for service provision.

Thirty members were selected randomly for survey and interview. Members were assured of confidentiality in the survey. A total of 21 respondents completed the survey (70 per cent).

All participants in the survey were asked if they were satisfied overall with the services they received from the department. Members were unanimously satisfied with the department's support in helping them fulfil their parliamentary duties. The responses to the other questions asked in the survey and during interviews are contained in the table below (which also shows the responses from the 2013 survey, in brackets). The result is an overwhelming endorsement of the quality of service provided by the department, with a 99 per cent satisfaction rate overall. The satisfaction rate last year was also 99 per cent.

The participants in the survey were also asked about their satisfaction level with the legislative drafting support they receive. Eleven respondents stated they were satisfied with the service, compared with 14 last year. One respondent was not satisfied with the support, and the remainder stated they had not used the service.

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

Members' satisfaction levels with departmental services, 2014 survey (2013 in brackets)

Service area	Extremely satisfied	Highly satisfied	Satisfied	Not satisfied
Advice and services received from the Clerks-at-the-Table in the Chamber and Federation Chamber	15 (12)	6 (6)	0 (1)	0 (0)
Advice and services received from other staff in relation to Chamber and Federation Chamber duties	14 (11)	7 (6)	2 (2)	0 (0)
Quality and availability of procedural and statistical publications and support in obtaining such information	8 (10)	9 (7)	4 (2)	0 (0)
Procedural advice, research, analytical drafting and administrative support services in relation to committee inquiries and publication of the final report	9 (10)	6 (8)	1 (2)	1 (0)
Rating of the House of Representatives magazine *About the House*, the Twitter feed, the Facebook page, the YouTube channel, TV programs and the Meet your MP touchscreen	5 (3)	3 (6)	8 (5)	0 (1)
Advice and support received in relation to overseas parliamentary delegation visits	8 (4)	1 (4)	2 (3)	0 (0)
Services in relation to pay entitlements supplied by the department	7 (7)	10 (6)	3 (5)	1 (0)
Services provided by the Serjeant-at-Arms' Office	13 (12)	8 (7)	0 (0)	0 (0)
Information on members' home page on the Parliament of Australia website	5 (9)	8 (3)	6 (6)	0 (0)

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

13 Contact directory

This appendix contains the contact details of House of Representatives office holders and the department's senior executive officers, as at 30 June 2014.

Office holders and senior executive officers

Speaker of the House of Representatives, the Hon Bronwyn Bishop MP		
Parliament House	Phone (02) 6277 4000	Fax (02) 6277 2050
Electorate office	Phone (02) 9913 9566	Fax (02) 9913 9577
	Email Bronwyn.Bishop.MP@aph.gov.au	
Deputy Speaker, the Hon Bruce Scott MP		
Parliament House	Phone (02) 6277 4949	Fax (02) 6277 8421
Electorate office	Phone (07) 4662 2715	Fax (07) 4662 5149
	Email Bruce.Scott.MP@aph.gov.au	
Second Deputy Speaker, Mr Rob Mitchell MP		
Parliament House	Phone (02) 6277 4117	Fax (02) 6277 8443
Electorate office	Phone (03) 9333 0440	Fax 1300 701 966
	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 Joanne Towner		
	Phone (02) 6277 4777	Fax (02) 6277 4517
	Email Joanne.Towner.Reps@aph.gov.au	
Clerk Assistant (Committees), Ms Robyn McClelland		
	Phone (02) 6277 4399	Fax (02) 6277 4034
	Email Robyn.McClelland.Reps@aph.gov.au	
Serjeant-at-Arms, Ms Bronwyn Notzon		
	Phone (02) 6277 4444	Fax (02) 6277 2006
	Email Bronwyn.Notzon.Reps@aph.gov.au	

Departmental addresses

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

14 List of requirements

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Letter of transmittal	Mandatory	iii
Table of contents	Mandatory	v
Index	Mandatory	146–51
Glossary	Mandatory	145
Contact officer(s)	Mandatory	141
Internet home page address and internet address for report	Mandatory	ii
Review by Clerk		
Review by Clerk	Mandatory	2–5
Summary of significant issues and developments	Suggested	2–9
Overview of department's performance and financial results	Suggested	6–9
Outlook for following year	Suggested	4–5
Significant issues and developments—portfolio	Portfolio departments—suggested	Not applicable
Departmental overview		
Role and functions	Mandatory	6–8
Organisational structure	Mandatory	6
Outcome and program structure	Mandatory	7–8
Where outcome and program structure differs from Portfolio Budget Statements, Portfolio Additional Estimates Statements or other portfolio statements accompanying any other additional appropriation bills, details of variation and reasons for change	Mandatory	None to report
Portfolio structure	Portfolio departments—mandatory	Not applicable
Report on performance		
Review of performance during the year in relation to programs and contribution to outcomes	Mandatory	11–44
Actual performance in relation to deliverables and key performance indicators set out in the Portfolio Budget Statements, Portfolio Additional Estimates Statements or other portfolio statements	Mandatory	114–17
Where performance targets differ from the Portfolio Budget Statements or Portfolio Additional Estimates Statements, details of both former and new targets, and reasons for the change	Mandatory	None to report
Narrative discussion and analysis of performance	Mandatory	11–44
Trend information	Mandatory	9, 13–14, 16, 18, 31, 44, 52, 54
Significant changes in nature of principal functions/services	Suggested	None to report
Performance of purchaser–provider arrangements	If applicable, suggested	49
Factors, events or trends influencing departmental performance	Suggested	12–13, 28–9
Contribution of risk management in achieving objectives	Suggested	48
Performance against service charter customer service standards, complaints data and the department's response to complaints	If applicable, mandatory	48
Discussion and analysis of the department's financial performance	Mandatory	9

Description	Requirement	Page
Discussion of any significant changes in financial results from the prior year, from budget or anticipated to have a significant impact on future operations	Mandatory	9
Agency resource statement and summary resource tables by outcomes	Mandatory	118–19
Management and accountability		
Corporate governance		
Certification by department head that the department complies with the Commonwealth Fraud Control Guidelines	Mandatory	iii
Statement of the main corporate governance practices in place	Mandatory	46–9
Names of the senior executives and their responsibilities	Suggested	6–8
Senior management committees and their roles	Suggested	46–9
Corporate and operational planning and associated performance reporting and review	Suggested	46–9
Internal audit arrangements including approach adopted to identifying areas of significant financial or operational risk and arrangements to manage those risks	Suggested	48
Policy and practices on the establishment and maintenance of appropriate ethical standards	Suggested	46
How nature and amount of remuneration for Senior Executive Service officers is determined	Suggested	53
External scrutiny		
Significant developments in external scrutiny	Mandatory	50
Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner	Mandatory	50
Reports by the Auditor-General, a parliamentary committee, the Commonwealth Ombudsman or an agency capability review	Mandatory	50
Management of human resources		
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	Mandatory	51–4
Workforce planning, staff turnover and retention	Suggested	51
Impact and features of enterprise or collective agreements, individual flexibility arrangements, determinations, common law contracts and Australian workplace agreements	Suggested	53
Training and development undertaken and its impact	Suggested	52–3
Work health and safety performance	Suggested	54
Productivity gains	Suggested	None to report
Statistics on staffing	Mandatory	138–9
Enterprise or collective agreements, individual flexibility arrangements, determinations, common law contracts and Australian workplace agreements	Mandatory	53
Performance pay	Mandatory	None to report
Assets management		
Assessment of effectiveness of assets management	If applicable, mandatory	55
Purchasing		
Assessment of purchasing against core policies and principles	Mandatory	55

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Consultants		
A summary statement detailing the number of new consultancy services contracts let during the year, the total actual expenditure on all new consultancy contracts let during the year (inclusive of GST), the number of ongoing consultancy contracts that were active in the reporting year and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST); and a statement noting that information on contracts and consultancies is available through the AusTender website	Mandatory	55
Australian National Audit Office access clauses		
Absence of provisions in contracts allowing access by the Auditor-General	Mandatory	56
Exempt contracts		
Contracts exempted from publication on AusTender	Mandatory	56
Financial statements		
Financial statements	Mandatory	59–111
Other mandatory information		
Work health and safety (Schedule 2, Part 4 of the *Work Health and Safety Act 2011*)	Mandatory	54
Advertising and market research (section 311A of the *Commonwealth Electoral Act 1918*) and statement on advertising campaigns	Mandatory	56
Ecologically sustainable development and environmental performance (section 516A of the *Environment Protection and Biodiversity Conservation Act 1999*)	Mandatory	56
Compliance with the department's obligations under the *Carer Recognition Act 2010*	If applicable, mandatory	Not applicable
Grant programs	Mandatory	56
Disability reporting—explicit and transparent reference to agency-level information available through other reporting mechanisms	Mandatory	50
Information Publication Scheme statement	Mandatory	50
Correction of material errors in previous annual report	If applicable, mandatory	None to report
Agency resource statements and resources for outcomes	Mandatory	118–19
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Abbreviations and acronyms

AFP	Australian Federal Police
ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
DPS	Department of Parliamentary Services
ICRO	International and Community Relations Office
ICT	information and communications technology
IPU	Inter-Parliamentary Union
OPC	Office of Parliamentary Counsel
PBO	Parliamentary Budget Office
PEO	Parliamentary Education Office
SCID	Shared Committee Information Database
TAFE	technical and further education
TOPS	Table Offices Production System
UNDP	United Nations Development Programme
WCAG	Web Content Accessibility Guidelines

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