

# APPENDIXES



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*The House of Representatives chamber in session.*

*Photo: David Foote  
AUSPIC/DPS.*

# 1 Performance information

This appendix summarises the performance of the Department of the House of Representatives in 2014–15 with comparable performance information for 2013–14, where available and appropriate.

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.

## 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	
	2013–14	2014–15
Member satisfaction with the quality and timeliness of Chamber support and advisory services (target: 99 per cent satisfaction rate)		
<i>Percentage of members surveyed satisfied with advice and service provision by Clerks-at-the-Table</i>	100	100
<i>Percentage of members surveyed 'extremely' or 'highly' satisfied with advice and service provision by Clerks-at-the-Table</i>	100	91
<i>Percentage of members surveyed satisfied with advice and service provision more generally in relation to Chamber and Federation Chamber duties</i>	100	100
<i>Percentage of members surveyed 'extremely' or 'highly' satisfied with advice and service provision more generally in relation to Chamber and Federation Chamber duties</i>	100	82
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 generally met for all sittings of the House and meetings of the Federation Chamber	

## Program component 1.1 (continued)

Key performance indicator	Performance	
	2013–14	2014–15
<b>Processing and drafting of bills</b>		
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	
<i>Percentage of members who had used the legislative and drafting service satisfied with advice and services provided (target: 90 per cent)</i>	92	100
<b>Creating and processing records and documents of the House</b>		
Percentage of Chamber support service standards met for all sittings of the House and meetings of the Federation Chamber, with no significant errors (target: 100 per cent)	Service standards for preparation of the <i>Votes and Proceedings</i> and the <i>Live Minutes</i> were met on all occasions	
<i>Disallowable instruments and documents processed</i>	4,253	3,308
<i>Number of petitions presented to the House</i>	75	101
<i>Total number of signatories to petitions presented to the House</i>	1,365,151	250,369
<i>Number of ministerial responses to petitions</i>	64	71
<b>Collection, analysis and publication of procedural and statistical information</b>		
Member satisfaction with the quality and availability of procedural and statistical publications and support in obtaining such information (target: 90 per cent satisfaction rate)		
<i>Percentage of members surveyed satisfied with the quality and availability of procedural and statistical publications and associated support</i>	100	95
<i>Percentage of members surveyed 'extremely' or 'highly' satisfied with the quality and availability of procedural and statistical publications and associated support</i>	81	62
<i>Level of satisfaction among internal and external users with procedural and statistical publications</i>	High level of satisfaction indicated	

## Program component 1.2: Community relations and awareness

<b>Deliverable:</b> 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	
	2013–14	2014–15
Number of participants in community awareness programs such as seminars, school visits, subscribers to email alert service and magazine continues to increase over time		
<i>Number of individuals and organisations subscribed to the email alert service</i>	>2,300	>2,400
<i>Number of followers for the About the House Twitter feed</i>	>18,800	>32,000
<i>Number of people attending seminars</i>	122	325
<i>Number of individuals and organisations subscribed to the About the House magazine</i>	16,615	14,462
<i>Number of student visitors and number of schools</i>	114,388 students from 3,358 schools	120,216 students from 3,596 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	
	2013–14	2014–15

Committee member satisfaction with advice and services provided (target: 90 per cent satisfaction rate)

*Percentage of members surveyed '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*

	95	100
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### 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
	2014–15

Rate of satisfaction of Presiding Officers, delegates and diplomatic representatives with arrangements for incoming and outgoing delegations

Correspondence and anecdotal feedback from delegates and diplomatic missions indicated a high level of satisfaction with visits.

Levels of participation in parliamentary organisations and quality of policy advice

Of eligible senators and members, 66 per cent were members of the Inter-Parliamentary Union.

Delegations attended the assemblies and conferences of the ASEAN Inter-Parliamentary Assembly, the Inter-Parliamentary Union, the Asia Pacific Parliamentary Forum and the Australian and Pacific Presiding Officers and Clerks Conference.

The department organised a visit to the parliament from the Secretary-General of the Inter-Parliamentary Union.

All submissions on the international program were approved by the Presiding Officers.

Rate of satisfaction of parliaments in the Pacific region with the training and equipment purchases provided

Reports on training activities and anecdotal feedback on equipment indicated a high level of satisfaction with the operations of the Pacific Parliamentary Partnerships Fund. The Pacific Parliamentary Partnerships program provided support to 12 Pacific parliaments, all of which indicated strong support for the program through informal contact, at meetings and through correspondence.

### Program component 1.5: Members' services and corporate support

<b>Deliverable:</b> Advice and services relating to members' salaries and allowances and certain other entitlements		
<b>Key performance indicator</b>	<b>Performance</b>	
	<b>2013–14</b>	<b>2014–15</b>
All variations to salary and allowances and salary increases are processed with an accuracy of at least 99 per cent		
<i>Accuracy rate in processing of variations to salary and allowances and salary increases (per cent)</i>	99	99
<b>Deliverable:</b> Advice and services to the Speaker, members and others in accordance with legislation and administrative decisions		
<b>Deliverable:</b> Advice and service to members in Parliament House relating to accommodation and office services		
<b>Key performance indicator</b>	<b>Performance</b>	
	<b>2013–14</b>	<b>2014–15</b>
Rate of satisfaction of members and others with the provision of accommodation and office support services (target: 95 per cent)		
<i>Percentage of the accommodation changes and office services provided which met agreed timeframes and standards, and met the satisfaction of party whips and individual members</i>	100	100
<i>Percentage of members surveyed satisfied with the information on their internet home page</i>	100	95
Number of accommodation-related services provided to members		
<i>Number of routine maintenance requests actioned</i>	395	129
<i>Number of emergency requests received, and percentage receiving 'action within five minutes' in accordance with target</i>	542; 100 per cent actioned within target	221; 100 per cent actioned within target
<i>Number of furniture movement requests processed, and number processed within agreed timeframes</i>	796; all within agreed timeframes	334; all within agreed timeframes
<i>Number of transport requests processed and accuracy of processing</i>	8,960; approximately 99 per cent accuracy	10,335; approximately 99 per cent accuracy

## Program component 1.5 (continued)

**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 2014–15
Developments in parliamentary and public administration are responded to where appropriate	The department made submissions to the House of Commons Governance Committee on the inquiry into the governance of the House of Commons, the Senate Legal and Constitutional Affairs Legislation Committee on the inquiry into the Acts and Instruments (Framework Reform) Bill 2014, the Senate Finance and Public Administration Legislation Committee on the inquiry into the Parliamentary Service Amendment Bill 2014, the House Standing Committee on Procedure on the inquiry into the role and operations of the Federation Chamber, the Senate Finance and Public Administration Legislation Committee on the inquiry into the proposed Parliament House security upgrade works, and the Joint Committee of Public Accounts and Audit on the inquiry into the development of the Commonwealth Performance Framework.
Departmental policies and procedures are reviewed and revised, as appropriate	The department's recruitment and selection guidelines were reviewed, a consultation process was conducted, and revised guidelines were published during the reporting year.
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.

## 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	
	2013–14	2014–15
Hospitality delivered and received on time by visiting school groups		
<i>Number of visiting school groups provided hospitality per expectations</i>	All groups	All groups

## 2 Staffing statistics

This appendix contains summary information on the department's staff in 2014–15.

### 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 2012, 2013, 2014 and 2015

Location	2012	2013	2014	2015
Executive	5	5	5	5
Executive support/project staff	6	5	6	7
Table Office	14 <sup>a</sup>	14 <sup>a</sup>	14 <sup>a</sup>	13
Chamber Research Office	9	9	9	10
International and Parliamentary Relations Office <sup>b</sup>	–	–	–	7
International and Community Relations Office <sup>c</sup>	12	13	10	–
Committee Office	65	64	65	60
Serjeant-at-Arms' Office	32 <sup>d</sup>	30 <sup>e</sup>	22 <sup>f</sup>	23 <sup>f</sup>
Finance Office	5	6	6	6
Parliamentary and Business Information Services <sup>g</sup>	14 <sup>a</sup>	15 <sup>a</sup>	11 <sup>a</sup>	14 <sup>a</sup>
People Strategies Office	12	11	6	6
<b>Total</b>	<b>174</b>	<b>172</b>	<b>154</b>	<b>151</b>

a Includes one sessional staff member.

b Established in July 2014.

c Disbanded in August 2014.

d Includes 21 sessional staff.

e Includes 20 sessional staff.

f Includes 12 sessional staff.

g Formerly the Knowledge Management and Publishing Office.

#### Non-ongoing staff (excluding sessional staff), by location, as at 30 June 2015

Location	Number
Executive	–
Executive support/project staff	–
Table Office	–
Chamber Research Office	–
International and Parliamentary Relations Office	1
Committee Office	4
Serjeant-at-Arms' Office	2
Finance Office	2
Parliamentary and Business Information Services	4
People Strategies Office	–
<b>Total</b>	<b>13</b>

### Staff by classification, as at 30 June 2014 and 2015

	2014	2015
Senior Executive Service	5	5
Executive Band 2	19	21
Executive Band 1	40	38
Parliamentary Service Level 6	26	25
Parliamentary Service Level 5	7	6
Parliamentary Service Level 4	28	27
Parliamentary Service Level 3	11	9
Parliamentary Service Level 2	18	20
<b>Total</b>	<b>154</b>	<b>151</b>

### Staff by classification and equal employment opportunity group, as at 30 June 2015

	Executive <sup>a</sup>	Parliamentary Service Levels 4–6	Parliamentary Service Levels 1–3	Total
Female	36	42	16	94
Male	28	16	13	57
<b>Subtotal</b>	<b>64</b>	<b>58</b>	<b>29</b>	<b>151</b>
Aboriginal and Torres Strait Islander	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Non-English-speaking background	2 (3.1%)	3 (5.2%)	1 (3.4%)	6 (4.0%)
People with disability	1 (1.6%)	1 (1.7%)	1 (3.4%)	3 (2.0%)

<sup>a</sup> The Executive classification group consists of Senior Executive Service Band 1 and 2 and Executive Band 1 and 2 staff.

## Separations

The reasons for staff separating from the department, with comparative figures for 2012–13 and 2013–14, are detailed below.

### Separations, 2012–13, 2013–14 and 2014–15

Location	2012–13	2013–14	2014–15
Transfer/promotion to another Commonwealth agency	5	9	3
Resignation	6	3	5
Retirement	2	3	2
Cessation of non-ongoing employment	16	24	17
Voluntary retrenchment	–	2	1
<b>Total</b>	<b>29</b>	<b>41</b>	<b>28</b>



# 3 Members' survey 2015

The department conducted its annual members' survey in May and June 2015 to identify levels of satisfaction with services provided by the department. The survey followed the same format as 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 22 respondents completed the survey (73 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 2014 survey, in brackets). The result is an overwhelming endorsement of the quality of services 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 received. Seven respondents stated they were satisfied with the service, compared with 11 last year. The remainder stated they had not used the service.

Suggestions for change by members included recommendations for further technological advancements such as the development of apps for mobile devices.

## Members' satisfaction levels with departmental services, 2015 survey (2014 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	10 (15)	9 (6)	2 (0)	0 (0)
Advice and services received from other staff in relation to Chamber and Federation Chamber duties	7 (14)	11 (7)	4 (2)	0 (0)
Quality and availability of procedural and statistical publications and support in obtaining such information	5 (8)	8 (9)	7 (4)	1 (0)
Procedural advice, research, analytical, drafting and administrative support services in relation to committee inquiries and publication of the final report	8 (10)	7 (6)	7 (2)	0 (1)
Rating of the House of Representatives magazine <i>About the House</i> , the Twitter feed, the Facebook page, the YouTube channel, TV programs and the Meet your MP touchscreen	3 (5)	4 (3)	9 (8)	0 (1)
Advice and support received in relation to overseas parliamentary delegation visits	6 (8)	3 (1)	4 (2)	1 (0)
Services in relation to pay entitlements supplied by the department	8 (7)	8 (10)	5 (3)	1 (1)
Services provided by the Serjeant-at-Arms' Office	9 (13)	9 (8)	4 (0)	0 (0)
Information on the RepsApp and on the members' home pages on the Parliament of Australia website	4 (5)	7 (8)	7 (6)	1 (0)

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

# 4 Business of the House and Federation Chamber

This appendix contains summary information on the business of the House and Federation Chamber in 2014–15.

## Meetings of the House of Representatives, 2014–15

Events	Spring 2014 <sup>a</sup>	Autumn–Winter 2015	Total
Sitting weeks	11	10	<b>21</b>
Sitting days	38	39	<b>77</b>
Hours of sitting <sup>b</sup>			
including suspensions	379	381	<b>760</b>
excluding suspensions	347	379	<b>726</b>
Sittings after midnight	0	0	<b>0</b>
Bills introduced <sup>c</sup>	87	116	<b>203</b>
Private members' bills introduced <sup>d</sup>	6	6	<b>12</b>
Private members' motions moved	18	23	<b>41</b>
Committee reports presented	59	74	<b>133</b>
Days on which			
the adjournment motion was debated	31	36	<b>67</b>
matters of public importance were discussed	25	30	<b>55</b>
private members' business occurred	7	9	<b>16</b>
Divisions	88	64	<b>152</b>
Closure of question agreed to	26	12	<b>38</b>
Closure of member agreed to	10	13	<b>23</b>
Bills guillotined	0	0	<b>0</b>

a Includes sittings on 8 July and 14–17 July 2014.

b Hours of sitting are rounded to the nearest hour.

c Includes 11 Senate bills.

d Includes one private senators' bill.

## Meetings of the Federation Chamber, 2014–15

Events	Spring 2014 <sup>a</sup>	Autumn–Winter 2015	Total
Number of meetings	25	32	57
Hours of meeting (excluding suspensions) <sup>b</sup>	86	122	208
Bills referred	11	6	17
Private members' bills debated	2	1	3
Private members' motions moved	30	36	66
Committee reports presented	0	1	1
Committee and delegation reports referred	19	15	34
Other documents debated	0	1	1
Days on which			
the adjournment motion was debated	9	9	18
grievance debate occurred	7	9	16
private members' business occurred	7	9	16

a Includes sittings on 8 July and 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), 2010–11 to 2014–15

Events	2010–11	2011–12	2012–13	2013–14	2014–15
Total government bills (including bills brought from the Senate)	169	229	209	175	191
Initiated in					
the House	154	219	206	173	181
the Senate	15	10	3	2	10
Total private members' bills introduced <sup>a</sup>	17	27	32	7	12
Second reading amendments moved	14	17	9	36	22
Consideration in detail amendments moved					
government	125	427	701	14	215
opposition	161	149	140	50	62
non-aligned	6	135	82	2	26
amendments to private members' bills	0	21	0	0	0
Consideration in detail amendments passed					
government	125	427	701	14	215
opposition	4	8	5	0	4
non-aligned	2	9	22	0	0
amendments to private members' bills	0	13	0	0	0

a Includes private senators' bills.

# 5 Committee activity

The following table summarises the activities of the House of Representatives and joint committees of the Forty-fourth Parliament in 2014–15.

## Committee activity, Forty-fourth Parliament, 2014–15

Committee	Meetings	Inquiries active at 30 June 2015	Reports presented (oral reports)
Agriculture and Industry	23	0	2
Appropriations and Administration	4	0	2 (1)
Australian Commission for Law Enforcement Integrity <sup>a</sup>	12	2	2
Australia Fund Establishment	3	1	1
Broadcasting of Parliamentary Proceedings	0	0	0
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples <sup>a</sup>	42	0	3
Corporations and Financial Services <sup>a</sup>	21	2	3
Economics	23	3	7
Education and Employment	13	1	1
Electoral Matters	20	2	2
Environment	17	1	1
Foreign Affairs, Defence and Trade	142	4	2
Health	27	1	2
Human Rights <sup>a</sup>	18	1	16
Indigenous Affairs	25	0	1
Infrastructure and Communications	23	1	2
Intelligence and Security	62	2	14
Law Enforcement <sup>a</sup>	19	3	3
Migration	14	1	1
National Capital and External Territories	20	2	2
National Disability Insurance Scheme	17	1	1
Northern Australia	22	1	1
Petitions	21	0	0
Privileges and Members' Interests	5	1	2
Procedure	19	2	2
Public Accounts and Audit	22	5	5
Publications (House)	1	0	10
Publications (Joint)	9	0	0
Public Works	35	8	10
Selection	19	0	18
Social Policy and Legal Affairs	26	2	4
Tax and Revenue	20	2	3
Trade and Investment Growth	7	1	0
Treaties	24	4	10

<sup>a</sup> Joint committees supported by the Department of the Senate.

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

# 6 Committee reports and inquiries

The following tables provide details of the activities of House of Representatives and joint committees of the Forty-fourth Parliament in 2014–15.

## Scrutiny committees, Forty-fourth Parliament, 2014–15

Committee	Reports	Inquiries active at 30 June 2015
Agriculture and Industry, Standing Committee on	<p><i>Circumvention: closing the loopholes. Inquiry into Australia's anti-circumvention framework in relation to anti-dumping measures</i> Presented: 1 June 2015 PP: 153/2015</p> <p><i>A clearer message for consumers: report on the inquiry into country of origin labelling for food</i> Presented: 27 October 2014 PP: 228/2014</p>	Nil
Australia Fund Establishment, Joint Select Committee on the <sup>a</sup>	<p><i>Joint Select Committee on the Australia Fund Establishment—final report</i> Presented: 25 June 2015 PP: 201/2015</p>	Nil
Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on the <sup>a</sup>	<p><i>Examination of the annual report of the Integrity Commissioner 2013–14</i> Presented: 1 June 2015 PP: 184/2015</p> <p><i>Examination of the annual report of the Integrity Commissioner 2012–13</i> Presented: 3 September 2014 PP: 173/2014</p>	<p>Inquiry into the jurisdiction of the Australian Commission for Law Enforcement Integrity</p> <p>Inquiry into the integrity of Australia's border arrangements</p>
Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples, Joint Select Committee on <sup>a</sup>	<p><i>Final report</i> Presented: 25 June 2015 PP: 133/2015</p> <p><i>Progress report</i> Presented: 27 October 2014 PP: 220/2014</p> <p><i>Interim report</i> Presented: 15 July 2014 PP: 149/2014</p>	Nil
Corporations and Financial Services, Parliamentary Joint Statutory Committee on <sup>a</sup>	<p><i>Report on the 2013–14 annual reports of bodies established under the ASIC Act</i> Presented: 30 April 2015 PP: 131/2015</p> <p><i>Inquiry into proposals to lift the professional, ethical and education standards in the financial services industry</i> Presented: 19 December 2014 PP: 62/2015</p> <p><i>Oversight of ASIC, the Takeovers Panel and Corporations Legislation No. 1 of 44th Parliament</i> Presented: 26 November 2014 PP: 423/2014</p>	<p>Oversight of ASIC, the Takeovers Panel and Corporations Legislation No. 2 of 44th Parliament</p> <p>Inquiry into the impairment of customer loans</p>

## Scrutiny committees (continued)

Committee	Reports	Inquiries active at 30 June 2015
Economics, Standing Committee on	<p><i>Review of the Australian Prudential Regulation Authority annual report 2014—second report</i> Presented: 1 June 2015 PP: 145/2015</p> <p><i>Review of the Reserve Bank of Australia annual report 2014—first report</i> Presented: 24 March 2015 PP: 91/2015</p> <p><i>Review of the Australian Prudential Regulation Authority annual report 2014—first report</i> Presented: 16 March 2015 PP: 85/2015</p> <p><i>Foreign investment in residential real estate</i> Presented: 25 November 2014 PP: 430/2014</p> <p><i>Review of the Reserve Bank of Australia annual report 2013—third report</i> Presented: 28 October 2014 PP: 232/2014</p> <p><i>Report of the House of Representatives Standing Committee on Economics delegation to China</i> Presented: 25 September 2014 PP: 205/2014</p> <p><i>Review of the Australian Prudential Regulation Authority annual report 2013—first report</i> Presented: 24 September 2014 PP: 202/2014</p>	<p>Inquiry into home ownership</p> <p>Review of the Australian Prudential Regulation Authority annual report 2014</p> <p>Review of the Reserve Bank of Australia annual report 2014</p>
Education and Employment, Standing Committee on	<p><i>TAFE: an Australian asset—report on the inquiry into TAFE and its operation</i> Presented: 24 November 2014 PP: 338/2014</p>	<p>Inquiry into inhibitors to employment for small business and disincentives to working for individuals</p>
Electoral Matters, Joint Standing Committee on	<p><i>The 2013 federal election: report on the conduct of the 2013 election and matters related thereto</i> Presented: 15 April 2015 PP: 123/2015</p> <p><i>Second interim report on the inquiry into the conduct of the 2013 federal election: an assessment of electronic voting options</i> Presented: 20 November 2014 PP: 339/2014</p>	<p>Inquiry into campaigning at polling places</p> <p>Inquiry into electoral education</p>
Environment, Standing Committee on the	<p><i>Streamlining environmental legislation: inquiry into streamlining environmental regulation, 'green tape', and one stop shops</i> Presented: 23 February 2015 PP: 49/2015</p>	<p>Inquiry into the Register of Environmental Organisations</p>

Committee	Reports	Inquiries active at 30 June 2015
Foreign Affairs, Defence and Trade, Joint Standing Committee on	<p><i>Partnering for the greater good: the role of the private sector in promoting economic growth and reducing poverty in the Indo-Pacific region</i> Presented: 22 June 2015 PP: 173/2015</p> <p><i>Review of the Defence annual report 2012–13</i> Presented: 28 October 2014 PP: 236/2014</p>	<p>Inquiry into human rights issues confronting women and girls in the Indian Ocean – Asia Pacific region</p> <p>Inquiry into Australia's trade and investment relationships with countries of the Middle East</p> <p>Inquiry into government support for Australian defence industry exports</p> <p>Review of the Defence annual report 2013–14</p>
Health, Standing Committee on	<p><i>The silent disease—report on the inquiry into hepatitis C in Australia</i> Presented: 25 June 2015 PP: 177/2015</p> <p><i>Skin cancer in Australia: our national cancer—report on the inquiry into skin cancer in Australia</i> Presented: 24 March 2015 PP: 95/2015</p>	<p>Inquiry into chronic disease prevention and management in primary health care</p>
Human Rights, Parliamentary Joint Committee on <sup>a</sup>	<p><i>Twenty-fourth report of the 44th Parliament: Human rights scrutiny report</i> Presented: 24 June 2015 PP: 144/2015</p> <p><i>Twenty-third report of the 44th Parliament: Human rights scrutiny report</i> Presented: 18 June 2015 PP: 143/2015</p> <p><i>Twenty-second report of the 44th Parliament: Human rights scrutiny report</i> Presented: 13 May 2015 PP: 106/2015</p> <p><i>Twenty-first report of the 44th Parliament: Human rights scrutiny report</i> Presented: 24 March 2015 PP: 78/2015</p> <p><i>Twentieth report of the 44th Parliament: Human rights scrutiny report</i> Presented: 18 March 2015 PP: 69/2015</p> <p><i>Nineteenth report of the 44th Parliament: Human rights scrutiny report</i> Presented: 3 March 2015 PP: 40/2015</p> <p><i>Eighteenth report of the 44th Parliament: Human rights scrutiny report</i> Presented: 10 February 2015 PP: 1/2015</p> <p><i>Seventeenth report of the 44th Parliament: Bills introduced 24–27 November 2014; legislative instruments received 24–30 October 2014</i> Presented: 2 December 2014 PP: 425/2014</p>	<p>Review of the <i>Stronger Futures in the Northern Territory Act 2012</i> and related legislation</p>

## Scrutiny committees (continued)

Committee	Reports	Inquiries active at 30 June 2015
Human Rights, Parliamentary Joint Committee on (continued) <sup>a</sup>	<p><i>Sixteenth report of the 44th Parliament: Bills introduced 14–19 November 2014; legislative instruments received 11–23 October 2014</i> Presented: 25 November 2014 PP: 422/2014</p> <p><i>Fifteenth report of the 44th Parliament: Bills introduced 20–30 October 2014; legislative instruments received 20 September – 10 October 2014</i> Presented: 14 November 2014 PP: 428/2014</p> <p><i>Fourteenth report of the 44th Parliament: Bills introduced 30 September – 2 October 2014; legislative instruments received 13–19 September 2014</i> Presented: 28 October 2014 PP: 327/2014</p> <p><i>Thirteenth report of the 44th Parliament: Bills introduced 22–25 September 2014; legislative instruments received 6–12 September 2014</i> Presented: 1 October 2014 PP: 191/2014</p> <p><i>Twelfth report of the 44th Parliament: Bills introduced 1–4 September 2014; legislative instruments received 2 August – 5 September 2014</i> Presented: 24 September 2014 PP: 187/2014</p> <p><i>Eleventh report of the 44th Parliament: Bills introduced 26–28 August 2014; legislative instruments received 26 July – 1 August 2014</i> Presented: 2 September 2014 PP: 167/2014</p> <p><i>Tenth report of the 44th Parliament: Bills introduced 7–17 July 2014; legislative instruments received 21 June – 25 July 2014</i> Presented: 26 August 2014 PP: 165/2014</p> <p><i>Ninth report of the 44th Parliament: Bills introduced 23–26 June 2014; legislative instruments received 7–20 June 2014</i> Presented: 15 July 2014 PP: 143/2014</p>	
Indigenous Affairs, Standing Committee on	<p><i>Inquiry into the harmful use of alcohol in Aboriginal and Torres Strait Islander communities: alcohol, hurting people and harming communities</i> Presented: 25 June 2015 PP: 200/2015</p>	Nil



Committee	Reports	Inquiries active at 30 June 2015
Infrastructure and Communications, Standing Committee on	<p><i>Balancing freedom and protection</i> Presented: 1 June 2015 PP: 152/2015</p> <p><i>Planning, procurement and funding for Australia's future infrastructure</i> Presented: 4 December 2014 PP: 442/2014</p>	<p>Inquiry into the High Speed Rail Planning Authority Bill 2013</p> <p>Inquiry into the role of smart ICT in the design and planning of infrastructure</p>
Intelligence and Security, Parliamentary Joint Committee on	<p><i>Review of the Criminal Code re-listing of Hizballah's External Security Organisation</i> Presented: 22 June 2015 PP: 172/2015</p> <p><i>Review of the re-listing of Ansar al-Islam, Islamic Movement of Uzbekistan, Lashkar-e Jhangvi and Jaish-e-Mohammad</i> Presented: 25 May 2015 PP: 139/2015</p> <p><i>Review of the declaration of Mosul district, Ninewa province, Iraq</i> Presented: 25 May 2015 PP: 138/2015</p> <p><i>Inquiry into the authorisation of access to telecommunications data to identify a journalist's source</i> Presented: 8 April 2015 PP: 122/2015</p> <p><i>Review of the declaration of al-Raqqah province, Syria</i> Presented: 18 March 2015 PP: 89/2015</p> <p><i>Advisory report on the Telecommunications (Interception and Access) Amendment (Data Retention) Bill 2014</i> Presented: 27 February 2015 PP: 58/2015</p> <p><i>Annual report of committee activities 2013–2014</i> Presented: 16 December 2014 PP: 15/2015</p> <p><i>Annual report of committee activities 2012–2013</i> Presented: 16 December 2014 PP: 14/2015</p> <p><i>Review of the listing of Al-Murabitun</i> Presented: 16 December 2014 PP: 13/2015</p> <p><i>Advisory report on the Counter-Terrorism Legislation Amendment Bill (No. 1) 2014</i> Presented: 20 November 2014 PP: 341/2014</p> <p><i>Advisory report on the Counter-Terrorism Legislation Amendment (Foreign Fighters) Bill 2014</i> Presented: 17 October 2014 PP: 210/2014</p>	<p>Review of administration and expenditure no. 13 (2013–2014)—Australian intelligence agencies</p> <p>Inquiry into the Australian Citizenship Amendment (Allegiance to Australia) Bill 2015</p>

## Scrutiny committees (continued)

Committee	Reports	Inquiries active at 30 June 2015
Intelligence and Security, Parliamentary Joint Committee on (continued)	<p><i>Review of administration and expenditure no. 11 and no. 12—Australian intelligence agencies</i> Presented: 22 September 2014 PP: 195/2014</p> <p><i>Review of the listing of Boko Haram and review of the relisting of the Islamic State</i> Presented: 22 September 2014 PP: 196/2014</p> <p><i>Inquiry into the National Security Legislation Amendment Bill (No. 1) 2014</i> Presented: 17 September 2014 PP: 199/2014</p>	
Law Enforcement, Parliamentary Joint Committee on <sup>a</sup>	<p><i>Examination of the Australian Crime Commission annual report 2013–14</i> Presented: 1 June 2015 PP: 185/2015</p> <p><i>Examination of the Australian Crime Commission annual report 2012–13</i> Presented: 3 September 2014 PP: 172/2014</p> <p><i>Examination of the Australian Federal Police annual report 2012–13</i> Presented: 3 September 2014 PP: 171/2014</p>	<p>Examination of the Australian Federal Police annual report 2013–14</p> <p>Inquiry into financial related crime</p> <p>Inquiry into crystal methamphetamine (ice)</p>
Migration, Joint Standing Committee on	<p><i>Inquiry into the Business Innovation and Investment Programme</i> Presented: 24 March 2015 PP: 94/2015</p>	<p>Inquiry into the Seasonal Worker Programme</p>
National Capital and External Territories, Joint Standing Committee on the	<p><i>Governance in the Indian Ocean Territories—interim report: economic development</i> Presented: 23 June 2015 PP: 175/2015</p> <p><i>Same country: different world. The future of Norfolk Island</i> Presented: 20 October 2014 PP: 209/2014</p>	<p>Inquiry into governance in the Indian Ocean Territories</p> <p>Biannual public briefing from the National Capital Authority</p>
National Disability Insurance Scheme, Joint Standing Committee on the	<p><i>Progress report on the implementation and administration of the National Disability Insurance Scheme</i> Presented: 29 July 2014 PP: 161/2014</p>	<p>Inquiry into the implementation and administration of the National Disability Insurance Scheme</p>
Northern Australia, Joint Select Committee on	<p><i>Pivot north: inquiry into the development of northern Australia—final report</i> Presented: 4 September 2014 PP: 194/2014</p>	<p>Inquiry into opportunities for expanding the aquaculture industry in Northern Australia</p>

Committee	Reports	Inquiries active at 30 June 2015
Public Accounts and Audit, Joint Committee of	<p><i>Report 448: Review of the 2013–14 Defence Materiel Organisation major projects report</i> Presented: 25 May 2015 PP: 137/2015</p> <p><i>Report 447: EPBC Act, Cyber Security, Mail Screening, ABR and Helicopter Program—review of Auditor-General’s Reports Nos 32–54 (2013–14)</i> Presented: 2 March 2015 PP: 57/2015</p> <p><i>Report 446: Review of the operations of the Parliamentary Budget Office</i> Presented: 1 December 2014 PP: 434/2014</p> <p><i>Report 445: Regional Cities Program, KPIs and Medicare—Review of Auditor-General’s Reports Nos 10–31 (2013–14)</i> Presented: 22 September 2014 PP: 198/2014</p> <p><i>Report 444: Annual report 2013–14</i> Presented: 22 September 2014 PP: 197/2014</p>	<p>Review of Auditor-General’s Report No. 9 (2014–15)</p> <p>Review of Auditor-General’s Reports Nos 19, 20 and 23 (2014–15)</p> <p>Inquiry into development of Commonwealth performance framework</p> <p>Review of Auditor-General’s Reports Nos 34, 37 and 41 (2014–15)</p> <p>Review of Auditor-General’s Report No. 25 (2014–15)</p>
Public Works, Parliamentary Standing Committee on	<p><i>Report 5/2015: 17th Construction Squadron Relocation Infrastructure Project</i> Presented: 23 June 2015 PP: 176/2015</p> <p><i>Report 4/2015: Referrals made December 2014 and March 2015</i> Presented: 2 June 2015 PP: 155/2015</p> <p><i>Seventy-eighth annual report (2014)</i> Presented: 12 May 2015 PP: 130/2015</p> <p><i>Report 3/2015: Fit-out of new leased premises for the Department of Finance, Australian Capital Territory</i> Presented: 12 May 2015 PP: 129/2015</p> <p><i>Report 2/2015: Referrals made December 2014</i> Presented: 17 March 2015 PP: 84/2015</p> <p><i>Report 1/2015: Referrals made October 2014</i> Presented: 4 March 2015 PP: 50/2015</p> <p><i>Parliamentary delegation to Indonesia and Thailand by members of the Public Works Committee</i> Presented: 2 December 2014 PP: 436/2014</p> <p><i>Report 7/2014: Referrals made September 2014</i> Presented: 2 December 2014 PP: 435/2014</p>	<p>Sir John Monash Centre, Australian National Memorial Villers-Bretonneux, France</p> <p>Fit-out of leased premises for the Administrative Appeals Tribunal at 83 Clarence Street, Sydney, New South Wales</p> <p>Fit-out of existing leased premises for the Australian Taxation Office at 121–125 Henry Street, Penrith, New South Wales</p> <p>Royal Australian Air Force Base Williamtown Redevelopment Stage 2 Project</p> <p>REDFIN Phase 1B infrastructure—facilities required for the new fleet of Special Operations Vehicles</p> <p>OneSKY Equipment Rooms Project in Melbourne and Brisbane</p> <p>OneSKY Perth Air Traffic Services Centre—modernisation works</p> <p>Campbell Barracks Redevelopment Project, Swanbourne, Western Australia</p>

## Scrutiny committees (continued)

Committee	Reports	Inquiries active at 30 June 2015
Public Works, Parliamentary Standing Committee on (continued)	<p><i>Report 6/2014: Referral made July 2014</i> Presented: 20 October 2014 PP: 208/2014</p> <p><i>Report 5/2014: Referrals made June 2014</i> Presented: 2 September 2014 PP: 160/2014</p>	
Social Policy and Legal Affairs, Standing Committee on	<p><i>Reviewing troubled waters: consideration of the government response to the 2012 inquiry into arrangements surrounding crimes at sea</i> Presented: 22 June 2015 PP: 171/2015</p> <p><i>Roundtable on surrogacy</i> Presented: 24 March 2015 PP: 93/2015</p> <p><i>Revisiting recognition: report on the roundtable with Australian South Sea Islanders</i> Presented: 24 March 2015 PP: 92/2015</p> <p><i>Eyes in the sky: inquiry into drones and the regulation of air safety and privacy</i> Presented: 14 July 2014 PP: 153/2014</p>	<p>Inquiry into the Child Support Program</p> <p>Roundtable on constitutional law and Australian citizenship</p>
Tax and Revenue, Standing Committee on	<p><i>2014 annual report of the Australian Taxation Office (first report)</i> Presented: 1 June 2015 PP: 151/2015</p> <p><i>Tax disputes</i> Presented: 26 March 2015 PP: 97/2015</p> <p><i>2013 annual report of the Australian Taxation Office (second report)</i> Presented: 24 November 2014 PP: 340/2014</p>	<p>Inquiry into the 2014 annual report of the Australian Taxation Office</p> <p>Inquiry into the tax expenditures statement</p>
Trade and Investment Growth, Joint Select Committee on	Nil	Inquiry into the business experience in utilising Australia's free trade agreements
Treaties, Joint Standing Committee on	<p><i>Report 150: Treaties tabled on 3 March, 5 March and 12 May 2015</i> Presented: 16 June 2015 PP: 169/2015</p> <p><i>Report 149: Treaty tabled on 10 February 2015</i> Presented: 16 June 2015 PP: 168/2015</p> <p><i>Report 148: Treaties tabled on 10 February 2015</i> Presented: 12 May 2015 PP: 124/2015</p> <p><i>Report 147: Treaties tabled on 18 June, 24 November, 2 December 2014 and 25 February 2015</i> Presented: 26 March 2015 PP: 96/2015</p>	<p>Treaty tabled on 28 October 2014</p> <p>Treaties tabled on 16 June 2015</p> <p>Treaty tabled on 17 June 2015</p> <p>Treaty tabled on 23 June 2015</p>

Committee	Reports	Inquiries active at 30 June 2015
Treaties, Joint Standing Committee on (continued)	<p><i>Report 146: Treaty tabled on 30 September 2014</i> Presented: 10 February 2015 PP: 35/2015</p> <p><i>Report 145: Treaties tabled on 26 August and 2 September 2014</i> Presented: 25 November 2014 PP: 418/2014</p> <p><i>Report 144: Treaty tabled on 14 July 2014</i> Presented: 28 October 2014 PP: 233/2014</p> <p><i>Report 143: Treaties tabled on 17 June and 15 July 2014</i> Presented: 24 September 2014 PP: 203/2014</p> <p><i>Report 142: Treaty tabled on 13 May 2014</i> Presented: 4 September 2014 PP: 193/2014</p> <p><i>Report 141: Treaties tabled on 19 March and 13 May 2014</i> Presented: 15 July 2014 PP: 154/2014</p>	

<sup>a</sup> Joint committees supported by the Department of the Senate.

#### Internal committees, Forty-fourth Parliament, 2014–15

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.	<p><i>Report No. 9: Budget estimates 2015–2016 for the Department of the House of Representatives</i> Presented: 14 May 2015 PP: 136/2015</p> <p><i>Report No. 8: Annual report 2013–2014</i> Presented: 14 May 2015 PP: 135/2015</p> <p>'Proposed Parliament House security upgrade works: perimeter security enhancements', oral report by Madam Speaker, 26 March 2015</p>
Broadcasting of Parliamentary Proceedings, Joint Committee on the	The committee meets when required to consider the general principles applying to the radio broadcasting and, in certain circumstances, the televising of proceedings of parliament by the Australian Broadcasting Corporation.	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.

## Internal committees (continued)

Committee	Purpose	Reports and current inquiries
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.	<p><i>Report concerning the registration and declaration of members' interests during 2014</i> Presented: 26 March 2015 PP: 98/2015</p> <p><i>Report concerning an application from Mr Marcus Lee for the publication of a response to a reference made in the House of Representatives</i> Presented: 12 February 2015 Inquiry into whether in the course of his statement of 21 May 2012, the Honourable Member for Dobell deliberately misled the House</p>
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	<p><i>Role of the Federation Chamber: celebrating 20 years of operation</i> Presented: 22 June 2015 PP: 174/2015</p> <p><i>Use of electronic devices in the Chamber and Federation Chamber</i> Presented: 24 September 2014 PP: 201/2014</p> <p>Inquiry into the maintenance of the Standing and Sessional Orders Inquiry into the consideration bill in detail of the main appropriation bill</p>
Publications, Parliamentary Joint Committee on	The committee inquires into matters relating to parliamentary and government publications.	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.	The committee presented 10 reports.
Selection Committee	The committee's role is to determine the program of business for committee and delegation business and private members' business for each sitting Monday and to select bills for referral to committees.	The committee presented 18 reports.

# 7 Publications

This appendix contains summary information on Department of the House of Representatives publications in 2014–15.

Type	Title
House of Representatives pages on Parliament of Australia website	<p><b><a href="http://www.aph.gov.au/house">www.aph.gov.au/house</a></b>            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</p>
Publications directly related to the work of the House and its committees	<p><b>About the House</b>            Magazine containing news of the House and its members. Two hard-copy and two digital issues were produced during the year</p> <p><b>Committee Office brochures</b></p> <ul style="list-style-type: none"> <li>■ <i>Appearing at a public hearing: notes to help those appearing as a witness at a parliamentary committee hearing</i>, June 2014</li> <li>■ <i>Committee support standards</i>, June 2014</li> <li>■ <i>Dealing with parliamentary committees</i>, June 2014</li> <li>■ <i>Making a submission: notes to help those intending to make a submission to a parliamentary committee inquiry</i>, June 2014</li> </ul> <p><b>A House for the nation</b>            History project including CD-ROM, documentary and study guide on 100 years of Australia's House of Representatives (1901–2001)</p> <p><b>House of Representatives facts and figures: Forty-fourth Parliament, second edition</b>            A document produced primarily for use by Parliament House visitors' guides, December 2014</p> <p><b>House of Representatives guide to procedures, fifth edition</b>            A concise introduction to the procedures of the House of Representatives, January 2014</p> <p><b>House of Representatives infosheets</b></p> <ol style="list-style-type: none"> <li>1 <i>Questions</i>, February 2014</li> <li>2 <i>A typical sitting day</i>, February 2014</li> <li>3 <i>The Speaker</i>, January 2014</li> <li>4 <i>Committees</i>, February 2014</li> <li>5 <i>Parliamentary privilege</i>, February 2014</li> <li>6 <i>Opportunities for private members</i>, May 2014</li> <li>7 <i>Making laws</i>, August 2014</li> <li>8 <i>Elections for the House of Representatives</i>, February 2014</li> <li>9 <i>A new parliament</i>, February 2014</li> <li>10 <i>The Budget and financial legislation</i>, February 2014</li> <li>11 <i>Petitions</i>, February 2014</li> <li>12 <i>Finding out about the House</i>, February 2014</li> <li>13 <i>The Constitution</i>, February 2014</li> <li>14 <i>Making decisions—debate and division</i>, March 2014</li> <li>15 <i>The work of a member of parliament</i>, February 2014</li> <li>16 <i>The Federation Chamber</i>, August 2014</li> <li>17 <i>Citizens' right of reply</i>, February 2014</li> <li>18 <i>Double dissolution</i>, February 2014</li> <li>19 <i>The House, government and opposition</i>, February 2014</li> <li>20 <i>The Australian system of government</i>, February 2014</li> <li>21 <i>The Clerk and other officials</i>, February 2014</li> <li>22 <i>Political parties</i>, January 2014</li> </ol> <p><b>House of Representatives practice, sixth edition</b>            The official authority for issues of practice and procedure, 2012</p>

Type	Title
Publications directly related to the work of the House and its committees	<p><b>Images of the House</b> A pictorial record of the people and events that shaped the House from 1901 to 2001, June 2002</p> <hr/> <p><b>Members' notes</b></p> <ol style="list-style-type: none"> <li>1 <i>First speech</i>, January 2014</li> <li>2 <i>The registration of members' interests</i>, August 2014</li> <li>3 <i>Introduction to the Chamber environment</i>, January 2014</li> <li>4 <i>Etiquette in the Chamber</i>, January 2014</li> <li>5 <i>House business documents and guidance</i>, January 2014</li> <li>6 <i>Motions, debate and voting</i>, March 2014</li> <li>7 <i>Bills</i>, August 2014</li> <li>8 <i>Raising a matter in the House</i>, February 2014</li> <li>9 <i>Private members' motions</i>, January 2014</li> <li>10 <i>Private members' bills and amendments</i>, January 2014</li> <li>11 <i>Procedural motions</i>, January 2014</li> <li>12 <i>Parliamentary privilege</i>, January 2014</li> <li>13 <i>Presenting a petition</i>, March 2014</li> </ol> <hr/> <p><b>Members' handbook</b> A guide to services and facilities for members of the House of Representatives, 2013</p> <hr/> <p><b>Procedural Digest</b> A record of procedural events in the House of Representatives, published each sitting week or fortnight</p> <hr/> <p><b>Procedural publications and research papers</b> <i>Does a chamber need a majority to be effective?</i> address to the Australasian Study of Parliament Group, ACT Chapter, David Elder, Clerk of the House of Representatives, May 2015 (available online at <a href="http://www.aph.gov.au/ProceduralPublications">www.aph.gov.au/ProceduralPublications</a>)</p> <hr/> <p><b>The Speaker of the House of Representatives, second edition</b> An illustrated history of the office, role and duties of the Speaker, April 2008</p> <hr/> <p><b>Standing Orders of the House of Representatives</b> The permanent rules of procedure, as at 26 March 2015 Amendments to the standing orders were made on 13 February 2014, 19 March 2014 and 26 March 2015</p> <hr/> <p><b>Statistical Digest</b> A statistical record of the work of the House of Representatives, published each sitting week or fortnight</p> <hr/> <p><b>Work of the Session</b> A periodic summary of the business of the House and its committees, published twice a year: Autumn and Winter 2014 and Spring 2014</p> <hr/> <p><b>Working with parliamentary committees, June 2014</b></p> <ul style="list-style-type: none"> <li>■ <i>A guide for committee chairs</i></li> <li>■ <i>A guide for members</i></li> <li>■ <i>A guide for members' staff</i></li> </ul> <hr/>
Publications of an administrative nature	<p><b>Department of the House of Representatives annual report 2013–14</b> The annual report on the operations of the department, presented to the House pursuant to the <i>Parliamentary Service Act 1999</i></p> <hr/> <p><i>Department of the House of Representatives Corporate Plan 2013–16</i> <i>Department of the House of Representatives Enterprise Agreement 2012–15</i> <i>Department of the House of Representatives Portfolio Budget Statements 2015–16</i> <i>Department of the House of Representatives Service Charter: Community Service Standards</i>, April 2013</p> <hr/>



# 8 Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2014–15.

Date	Visit	Delegation members
6–10 July 2014	Attendance at the International Intelligence Review Agencies Conference, London	The Hon Philip Ruddock MP The Hon Dan Tehan MP
22–30 July 2014	Parliamentary delegation to Indonesia and Thailand by members of the Parliamentary Standing Committee on Public Works	Mrs Karen Andrews MP <i>Delegation Leader</i> Senator Alex Gallacher Mr Ian Goodenough MP Mr Graham Perrett MP
28 July – 6 August 2014	Parliamentary delegation to the People's Republic of China by members of the House of Representatives Standing Committee on Economics	Ms Kelly O'Dwyer MP <i>Delegation Leader</i> Mr Scott Buchholz MP Mr Pat Conroy MP Dr Peter Hendy MP
2–17 August 2014	Parliamentary delegation to Seychelles, South Africa and Zimbabwe	The Hon Warren Entsch MP <i>Delegation Leader</i> Senator David Bushby Senator Sue Lines Dr Andrew Southcott MP Senator Penny Wright
9–20 September 2014	Visit to Japan, Laos, Malaysia, Republic of Korea and Vietnam	The Hon Bronwyn Bishop MP <i>Speaker of the House of Representatives</i>
13–19 September 2014	Parliamentary delegation to observe the Fiji elections	Mrs Karen Andrews MP Mr Ewen Jones MP Ms Michelle Landry MP Mrs Louise Markus MP Ms Michelle Rowland MP The Hon Matt Thistlethwaite MP
14–19 September 2014	Parliamentary delegation to attend the ASEAN Inter-Parliamentary Assembly, Vientiane, Laos	Dr Dennis Jensen MP Mr Graham Perrett MP
14 September – 12 December 2014	Parliamentary delegation to attend the United Nations General Assembly, New York	The Hon Alan Griffin MP The Hon Sharman Stone MP
3–18 October 2014	Parliamentary delegation to attend the 131st Assembly of the Inter-Parliamentary Union, Geneva	The Hon Bronwyn Bishop MP <i>Speaker of the House of Representatives and Delegation Leader</i> Senator Cory Bernardi Ms Nola Marino MP Senator Glenn Sterle Mr Tony Zappia MP
8–22 November 2014	Parliamentary Delegation to Japan and the Republic of Korea	Mr Don Randall MP <i>Delegation Leader</i> Senator Sean Edwards Senator Alex Gallacher Mr Ken O'Dowd MP Mr Tim Watts MP

<b>Date</b>	<b>Visit</b>	<b>Delegation members</b>
9–20 November 2014	Parliamentary delegation to Jordan, Lebanon and Turkey	Mr Chris Hayes MP The Hon Philip Ruddock MP
17–21 November 2014	Parliamentary delegation to observe the Solomon Islands elections	Ms Sharon Claydon MP Mr Bert van Manen MP
7–18 December 2014	Parliamentary delegation to Canada and Singapore by members of the Senate Standing Committee on Economics	Senator Sean Edwards <i>Delegation Leader</i> Senator Matthew Canavan Senator the Hon Kim Carr Senator Christopher Ketter
10–20 January 2015	Visit to France, Germany and the United Kingdom	Senator the Hon Stephen Parry <i>President of the Senate</i>
10–24 January 2015	Parliamentary delegation to attend the 23rd Asia Pacific Parliamentary Forum, Quito, Ecuador, bilateral visit to Peru and visit to Argentina by the Speaker	The Hon Bronwyn Bishop MP <i>Speaker of the House of Representatives and Delegation Leader</i> Mr Ewen Jones MP Senator the Hon Ian Macdonald Senator Anne McEwen Ms Joanne Ryan MP
1–6 February 2015	Parliamentary delegation to attend the Magna Carta to Commonwealth Charter Conference, London	Senator Gavin Marshall The Hon Bruce Scott MP
6–12 March 2015	Visit to Malaysia and Singapore	Senator the Hon Stephen Parry <i>President of the Senate</i>
27 March – 2 April 2015	Parliamentary delegation to attend the 132nd Inter-Parliamentary Union Assembly, Hanoi, Vietnam	The Hon Bronwyn Bishop MP <i>Speaker of the House of Representatives and Delegation Leader</i> Senator Cory Bernardi Senator Sue Lines Ms Nola Marino MP Senator Glenn Sterle
11–25 April 2015	Visit to Fiji, Papua New Guinea, New Zealand and Tonga	Senator the Hon Stephen Parry <i>President of the Senate</i>
6–12 June 2015	Parliamentary delegation to Canada	Mrs Natasha Griggs MP <i>Delegation Leader</i> Mr Laurie Ferguson MP Senator Zed Seselja Mr Bert van Manen MP

# 9 Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2014–15.

Date	Delegation	Country represented
13–17 July 2014	Parliamentary delegation from New Zealand	New Zealand
27 August – 4 September 2014	Parliamentarians from Latin America	Mexico, Paraguay
21–26 September 2014	Parliamentary delegation from Turkey	Turkey
21–26 September 2014	Parliamentary delegation from Samoa	Samoa
29 September – 3 October 2014	The Rt Hon John Bercow MP, Speaker of the House of Commons	United Kingdom
5–16 October 2014	Mr Hannes Germann, President of the Council of States of Switzerland	Switzerland
23–31 October 2014	Parliamentary delegation from the Federal Republic of Germany	Germany
19–26 November 2014	ASEAN parliamentary delegation	Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Philippines, Singapore, Thailand, Vietnam
18–25 February 2015	Parliamentary delegation from the Republic of Trinidad and Tobago	Trinidad and Tobago
1–6 March 2015	Parliamentary delegation from the Republic of Fiji	Fiji

# 10 Other incoming parliamentary visits

This appendix contains summary information on other incoming parliamentary visits in 2014–15.

Date	Visit	Country represented
14–15 July 2014	Members of the Committee for Financial and Budgetary Affairs from the National Assembly of Vietnam	Vietnam
8 August 2014	Parliamentary delegation from the People's Republic of China	People's Republic of China
25–26 August 2014	The Rt Hon Sir Alan Haselhurst MP, Chairperson of the Commonwealth Parliamentary Association	Commonwealth nations
2–3 October 2014	Parliamentary delegation from Nigeria	Nigeria
27–30 October 2014	Speaker, Clerk and staff of the National Assembly of Malawi	Malawi
20–21 November 2014	Parliamentary delegation from Myanmar (national and regional parliaments)	Myanmar
1–3 December 2014	Members of the Joint Parliamentary Committee on Parliamentary Broadcasting and Library from Kenya	Kenya
8 January 2015	Delegation of the National Assembly of the Republic of Korea	Republic of Korea
15 January 2015	Speaker and Clerk of the Legislative Assembly of Telangana, India	India
7–10 February 2015	Parliamentary Delegation from Canada (Commonwealth Parliamentary Association Branch)	Canada
11–12 February 2015	Members of the Parliamentary Committee for Economic Affairs and Energy from Germany	Germany
23 February 2015	Parliamentary delegation from Kenya	Kenya
25–27 February 2015	Parliamentary delegation from Papua New Guinea	Papua New Guinea
2 March 2015	Parliamentary delegation from the Islamic Republic of Iran	Iran
26 March 2015	Members of the Parliamentary Health Committee from the Republic of Korea	Republic of Korea
27 March 2015	Members of the Standing Senate Commission on Compatriots Living Abroad from Czech Republic	Czech Republic
14 May 2015	Indian Young Parliamentarian delegation	India
25 May 2015	Parliamentary delegation from the National Assembly of the Republic of Korea	Republic of Korea
28 May 2015	Goodwill Parliamentarian delegation from India	India
22–23 June 2015	Members of the Foreign Affairs and Defence Committee of the Parliament of Timor-Leste	Timor-Leste

# 11 Parliamentary staff and other visits

This appendix contains summary information on parliamentary staff and other visits in 2014–15.

Date	Visit	Country represented
28 August 2014	APEC 22nd Delegation from the People's Republic of China	People's Republic of China
28–29 August 2014	Staff of the Parliament of Bhutan	Bhutan
20–30 October 2014	Ms Lilian Topic, Executive Officer, Rural and Regional Committee, Parliament of Victoria	Australia
23–24 October 2014	Parliamentary staff from Pakistan (national and regional parliaments)	Pakistan
9 December 2014	Staff of the Regional Representative Council, Republic of Indonesia	Indonesia
11 February 2015	Mr Janan Ganesh	United Kingdom
11–18 March 2015	Inter-Parliamentary Study Program	Brazil, Federated States of Micronesia, Germany, Kiribati, Mongolia, Myanmar, People's Republic of China, Thailand, Zimbabwe
18 March 2015	Mr Nay Chi Win	Myanmar
24–25 March 2015	Members of the 9th Australian Political Exchange Council delegation from the Philippines	Philippines
13 May 2015	Journalists from Indonesia	Indonesia
25–29 May 2015	Staff of the Parliament of Bahrain	Bahrain
2 June 2015	Staff of the Independent Electoral Commission of Botswana	Botswana
17–21 June 2015	Mr Martin Chungong, Secretary-General of the Inter-Parliamentary Union	(International organisation)

# 12 Agency resource statement and resources for outcome

## Agency resource statement, 2014–15

	Actual available appropriations for 2014–15 \$'000 (A)	Payments made 2014–15 \$'000 (B)	Balance remaining 2014–15 \$'000 (A)–(B)
<b>Ordinary annual services<sup>a</sup></b>			
Departmental appropriation <sup>b</sup>	39,770	24,681	15,089
<b>Total</b>	<b>39,770</b>	<b>24,681</b>	<b>15,089</b>
Administered expenses			
Outcome 1	325	304	21
<b>Total</b>	<b>325</b>	<b>304</b>	<b>21</b>
<b>Total ordinary services</b>	<b>40,095</b>	<b>24,985</b>	<b>15,110</b>
<b>Special accounts<sup>c</sup></b>			
Opening balance	2,503		
Appropriation receipts <sup>d</sup>	62		
Payments made		15	
<b>Total special accounts</b>	<b>2,565</b>	<b>15</b>	<b>2,550</b>
<b>Total resourcing and payments for the Department of the House of Representatives</b>	<b>37,530</b>	<b>24,970</b>	

a Appropriation (Parliamentary Departments) Act (No. 1) 2014–15, prior year departmental appropriation and section 74 retained revenue receipts.

b Includes an amount of \$0.649 million in 2014–15 for the departmental capital budget. For accounting purposes this amount has been designated as 'contributions by owners'. Also includes an amount of \$0.062 million that has been credited to the Inter-parliamentary Relations Special Account for interest equivalency payments.

c Does not include money held in accounts such as Services for Other Entities and Trust Moneys Special Accounts.

d Appropriation receipts from departmental appropriation for 2014–15 included above.

### 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)	7,326
Payments made on behalf of the Australian Public Service Commission (disclosed in the respective agency resource statement)	38,104

## Expenses and resources for Outcome 1

	Budget <sup>a</sup> 2014–15 \$'000 (A)	Actual expenses 2014–15 \$'000 (B)	Variation 2014–15 \$'000 (A)–(B)
<b>Outcome 1: Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role</b>			
<b>Program 1: Other departmental</b>			
<b>Departmental expenses</b>			
Departmental appropriation <sup>b</sup>	20,821	21,682	(861)
Retained revenue receipts <sup>c</sup>	1,113	1,201	(88)
Special accounts	62	16	46
Expenses not requiring appropriation in the budget year	2,744	2,768	(24)
<b>Total for Program 1</b>	<b>24,740</b>	<b>25,667</b>	<b>(927)</b>
<b>Program 2: Administered</b>			
<b>Administered expenses</b>			
Administered appropriation	325	330	(5)
<b>Total for Program 2</b>	<b>325</b>	<b>330</b>	<b>(5)</b>
<b>Total expenses for Outcome 1</b>	<b>25,065</b>	<b>25,997</b>	<b>(932)</b>
	<b>2013–14</b>	<b>2014–15</b>	
<b>Average staffing level (number)</b>	<b>155</b>	<b>155</b>	

a Full-year budget, including any subsequent adjustment made to the 2014–15 Budget.

b *Appropriation (Parliamentary Departments) Act (No. 1) 2014–15*.

c Section 74 retained revenue receipts.

# 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 2015.

## 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 (03) 9333 8377  
Email Rob.Mitchell.MP@aph.gov.au

### Clerk of the House, Mr David Elder

Phone (02) 6277 4111 Fax (02) 6277 2006  
Email Clerk.Reps@aph.gov.au

### Deputy Clerk, Ms Claressa Surtees

Phone (02) 6277 4222 Fax (02) 6277 2006  
Email DepClerk.Reps@aph.gov.au

### Clerk Assistant (Table), Ms Catherine Cornish

Phone (02) 6277 4777 Fax (02) 6277 4517  
Email Catherine.Cornish.Reps@aph.gov.au

### Clerk Assistant (Committees), Ms Robyn McClelland

Phone (02) 6277 4399 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* Department of the House of Representatives  
PO Box 6021  
Parliament House  
Canberra ACT 2600  
*Internet* [www.aph.gov.au/house](http://www.aph.gov.au/house)



# 14 List of requirements

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Review by Clerk	Mandatory	2–4
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Overview of department's performance and financial results	Suggested	2–4, 8
Outlook for following year	Suggested	4
Significant issues and developments—portfolio	Portfolio departments—suggested	Not applicable
<b>Departmental overview</b>		
Role and functions	Mandatory	5
Organisational structure	Mandatory	5, 6
Outcome and program structure	Mandatory	5, 7
Where outcome and program structures differ 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
<b>Report on performance</b>		
Review of performance during the year in relation to programs and contribution to outcomes	Mandatory	10–45
Actual performance in relation to deliverables and key performance indicators set out in Portfolio Budget Statements, Portfolio Additional Estimates Statements or other portfolio statements	Mandatory	114–18
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	10–45
Trend information	Mandatory	10, 11, 12, 13, 14, 15, 16, 23, 24, 27, 31, 42, 43, 45
Significant changes in nature of principal functions or services	Suggested	None to report
Performance of purchaser–provider arrangements	If applicable, suggested	51
Factors, events or trends influencing departmental performance	Suggested	20, 25, 34, 38, 44
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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	8
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Training and development undertaken and its impact	Suggested	3–4, 19, 32, 55–6
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Statistics on staffing	Mandatory	119–20
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Enterprise or collective agreements, individual flexibility arrangements, determinations, common law contracts and Australian workplace agreements	Mandatory	57
Performance pay	Mandatory	None to report
<b>Assets management</b>		
Assessment of effectiveness of assets management	If applicable, mandatory	58
<b>Purchasing</b>		
Assessment of purchasing against core policies and principles	Mandatory	58
<b>Consultants</b>		
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	58–9

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Absence of provisions in contracts allowing access by the Auditor-General	Mandatory	59
<b>Exempt contracts</b>		
Contracts exempted from publication in AusTender	Mandatory	59
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Ecologically sustainable development and environmental performance (section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> )	Mandatory	59
Compliance with the agency's obligations under the <i>Carer Recognition Act 2010</i>	If applicable, mandatory	Not applicable
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