

on the amendment moved by Mr Mackin (Deputy Leader of the  
Opposition). Question put on amendment. Second reading.  
Speaker to report a message from the Governor-General recommending  
appropriation.  
Consideration in detail, third reading, by leave.  
At 2 p.m.  
Speaker to call on —  
Questions without notice — Speaker  
Presentation of documents — Speaker

Ministers  
Ministerial statements, leave — Speaker  
DISCUSSION OF MATTER OF — Speaker  
Terms will be circulated to Members of the House.  
SPECIAL BUSINESS — Mr Abbott (Leader of the House) 9 August 2005  
That the House do adjourn until Tuesday, 9 August, at 10.30 a.m. hour of  
2.00 p.m., unless the Speaker fix an alternative day for the House to move for  
meeting.

# APPENDICES

LEAVE OF ABSENCE — Mr Abbott (Leader of the House) 9 August 2005  
leave of absence to all Members of the House.  
Reports from Main Committee  
Speaker to present reports from the Main Committee.  
Reports from committees  
COMMITTEE OF MEMBERS' INTERESTS — Mr Ciobo (Chair — Moncrieff) to  
present the following document from the Committee of Members'  
Interests:  
Register of Members' Interests — Notifications of alterations of interests  
and Statements of Registrable Interests received during the period 10  
February 2005 to 22 June 2005.  
PUBLICATIONS COMMITTEE — Mrs Draper (Chair — Makin) to present  
report (copies available to Members in Chamber).  
Mrs Draper, by leave, to move that the report be agreed to.  
Business — continued  
Small Business Employment (Small Business Employment  
second reading; sec

## APPENDICES

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# APPENDIX 1 — PERFORMANCE INFORMATION



The following tables summarise the performance of the Department of the House of Representatives in 2004–05.

## SUMMARY OF OVERALL PERFORMANCE IN RELATION TO OUTCOME 1, 2004–05

### Outcome 1: The House of Representatives fulfils its role as a representative and legislative body

Intermediate outcome: Chamber and Main Committee operate effectively

Performance indicator	Performance	How measured
Number of sittings of the House and Main Committee	The House sat on 51 occasions (78 occasions) The Main Committee met on 31 occasions (46 occasions)	Trends over time, taking into account the parliamentary cycle
Hours of sitting	The House sat for 493 hours including suspensions (e.g. overnight during an extended sitting) or 467 hours excluding suspensions (743 hours including suspensions or 695 hours excluding suspensions) The Main Committee met for 151 hours including suspensions or 123 hours excluding suspensions (172 hours including suspensions or 154 hours excluding suspensions)	
Legislation processed <ul style="list-style-type: none"> <li>• number of bills</li> <li>• number of amendments</li> </ul>	215 (195) bills (including those received from the Senate) were introduced and 139 (191) passed both Houses and were assented to 7 bills originating in the House and 15 bills received from the Senate (24 bills) were amended by the House of Representatives 11 (53) bills were amended by the Senate and agreed to by the House of Representatives	

Note: Comparable performance information for 2003–04, where available, is shown in brackets.

Intermediate outcome: Community understanding of, and interaction with, the work of the House of Representatives and the Commonwealth Parliament

Performance indicator	Performance	How measured
Increased community awareness and involvement	We received visits from 111,261 students from 3,312 schools (108,367 students from 3,193 schools). 602 persons (695 persons) attended seminars (fewer seminars held due to the election period). Two issues (five issues) of <i>About the House</i> magazine were published (fewer issues published due to the election period). Fortnightly advertisements about the work of the House and committees were placed in <i>The Australian</i> .	Trends over time

Note: Comparable performance information for 2003–04, where available, is shown in brackets.

Intermediate outcome: An operating system of parliamentary committees

Performance indicator	Performance	How measured
Number of committees	30 (31)	Trends over time,
Number of committee meetings	490 (929)	taking into account the
Hours of committee meetings	732 (1,574)	parliamentary cycle
Number of committee reports presented	62 (119)	

Note: Comparable performance information for 2003–04, where available, is shown in brackets

Intermediate outcome: Maintain international and regional relationships with other parliaments, parliamentary bodies and organisations

Performance indicator	Performance	How measured
Number of official and unofficial visits to Australia	There were 11 (14) official and 27 (34) unofficial parliamentary delegation visits to Australia from overseas parliaments.	Trends over time,
Level of participation in parliamentary organisations	Of eligible senators and members, 56 per cent (50 per cent) were members of the Commonwealth Parliamentary Association (CPA), while 74 eligible former senators and members were life members of the CPA and 2 were associate members. Of eligible senators and members, 77 per cent (77 per cent) were members of the Inter-Parliamentary Union. Of eligible senators and members, 36 per cent (36 per cent) were members of the Asia Pacific Parliamentary Forum.	taking into account the parliamentary cycle

<b>Performance indicator</b>	<b>Performance</b>	<b>How measured</b>
The degree of focus on priority areas of Australia's bilateral relationships within the visit programs	22 visits were from countries in the Asia-Pacific region and four visits were from the United States of America.	Evaluation taking account of advice received from the departments of Foreign Affairs and Trade and Prime Minister and Cabinet
Level of activity with regard to training for parliamentary staff from overseas parliaments	The department maintained its support for training and development of colleagues from other parliaments. The most significant input into training of parliamentary staff from overseas was the 2004 Interparliamentary Study Program which had participants from 11 countries. Departmental staff also supported training for staff associated with parliaments such as the Vietnam National Assembly, the House of Representatives of Thailand, and Tanzania.	Trends over time, taking into account the parliamentary cycle

Note: Comparable performance information for 2003-04, where available, is shown in brackets.

Intermediate outcome: Members receive approved services to fulfil their parliamentary duties

<b>Performance indicator</b>	<b>Performance</b>	<b>How measured</b>
Members satisfied that support services enable them to fulfil their parliamentary duties	All members (19 in total) participating in the Members' Survey 2005 were asked if they were satisfied overall with the support services they received from the department to help them fulfil their parliamentary duties. Members were unanimously satisfied with the department's support in this regard and complimented the professionalism and courtesy of staff. The response to the 2005 Survey was identical to the results from last year's survey.	Trends over time

Note: Comparable performance information for 2003-04, where available, is shown in brackets.

## SUMMARY OF PERFORMANCE IN RELATION TO ADMINISTERED ITEMS, 2004–05

Administered item: Members' salaries and allowances

Performance indicator	Performance	How measured
<i>Quality:</i> All variations and salary increases are processed with an accuracy rate of at least 99 per cent	All variations and salary increases were processed with an accuracy rate of at least 99 per cent (99 per cent).	Target is to be met
<i>Quantity:</i> 150 payments processed monthly with an annual budget of \$21.859 million	1,846 (1,800) payments were processed for the year at a cost of \$5.49 (\$5.41) per transaction. 1 (one) pay increase was processed. Salary and allowance expenses for members were \$21.15 million (\$20.79 million).	

Note: Performance information for 2003–04, where available, is shown in brackets.

Administered item: Citizenship Visits Program

Performance indicator	Performance	How measured
<i>Quality:</i> Subsidy payments are processed within seven days of receiving payment request	Subsidy payments were processed within two days (two days) of receiving a completed payment request.	Target is to be met
<i>Quantity:</i> 14,000 student visitors with an annual subsidy budget of \$0.59 million (Senate contribution of \$0.59 million)	18,741 eligible student visitors were subsidised, at an average subsidy payment of \$70 per student (18,190 students at an average of \$67.18)—costs were shared with the Department of the Senate. Total expenses were \$1.30 million.	

Note: Performance information for 2003–04, where available, is shown in brackets.

Administered item: Holders of Public Office

Performance indicator	Performance	How measured
<i>Quality:</i> All variations are processed with less than a 1 per cent error rate	All variations were processed with an accuracy rate of 99 per cent (99 per cent).	Target is to be met
<i>Quantity:</i> 7 average staffing level (ASL) with an annual salary budget of \$0.62 million	5.33 ASL (5.72 ASL) at an average of \$87,880 (\$80,100) per ASL. Total expenses of \$0.25 million (\$0.54 million) were expended on termination payments to staff who discontinued their service following the federal election.	

Note: Performance information for 2003–04, where available, is shown in brackets.

## SUMMARY OF PERFORMANCE IN RELATION TO EACH OUTPUT, 2004–05

### Output Group 1.1: Chamber and Main Committee

<b>Output: Advice and services to enable the Chamber and Main Committee to meet and address business as scheduled</b>		
<b>Performance indicator</b>	<b>Performance</b>	<b>How measured</b>
<i>Quality 1:</i> Members and others are highly satisfied with the advice and services provided by Clerks at the Table	100 per cent (94 per cent – the remainder were ‘not applicable’) of members surveyed were satisfied with advice and service provision; 89 per cent (88 per cent) were ‘extremely’ or ‘highly’ satisfied.	Trends over time, measured through formal and informal feedback
<i>Quality 2:</i> Members and others are highly satisfied with the quality and timeliness of the following support services: <ul style="list-style-type: none"> <li>• provision of documents of the House (including bills)</li> <li>• programming and procedural advice</li> <li>• questions on notice</li> <li>• presentation of petitions</li> </ul>	100 per cent (93 per cent – the remainder were not applicable) of members surveyed were satisfied with the quality and timeliness of support services; 79 per cent (87 per cent) were ‘extremely’ or ‘highly’ satisfied.	Trends over time, measured through formal and informal feedback
<i>Quantity:</i> Hours sat by House and Main Committee	The House sat for 467 (695) hours. The Main Committee met for 123 (154) hours.	Trends over time
<b>Output: Processing and drafting of bills</b>		
<b>Performance indicator</b>	<b>Performance</b>	<b>How measured</b>
<i>Quality 1:</i> Processing deadlines met with no errors	All deadlines were met and there were no significant errors (as in 2003–04).	Trends over time
<i>Quality 2:</i> Members are satisfied that drafting meets their intentions in a timely way	All members surveyed who had used legislative and drafting services were satisfied with advice and service provision (as in 2003–04).	Trends over time, measured through formal and informal feedback
<i>Quantity 1:</i> Number of bills processed to third reading/ assent stage within deadlines	100 per cent (100 per cent).	Trends over time, taking into account the parliamentary cycle
<i>Quantity 2:</i> Number of bills/amendments drafted within timeframe required	100 per cent (100 per cent).	Trends over time, taking into account the parliamentary cycle

<b>Output: Creating and processing the records and papers of the parliament</b>		
<b>Performance indicator</b>	<b>Performance</b>	<b>How measured</b>
<i>Quality:</i> Votes officer's minutes for House and Main Committee accurate and current to within five minutes	The minutes were accurate and available through the parliamentary computing network, current to within five minutes on all occasions.	Trends over time
<i>Quantity:</i> Number of documents and disallowable instruments processed	15,637 (4,101 <sup>a</sup> )	Trends over time

<b>Output: Collection, analysis and publication of procedural and statistical information</b>		
<b>Performance indicator</b>	<b>Performance</b>	<b>How measured</b>
<i>Quality 1:</i> Accuracy and relevance of information; timeliness of information	Informal feedback and statements made in the House indicate a high level of satisfaction with the information provided.	Trends over time, measured through formal and informal feedback
<i>Quality 2:</i> Quality of publications	Internal and external users indicated a high level of satisfaction with the new standing orders, updated Infosheets and the 5th edition of <i>House of Representatives Practice</i> .	Trends over time, measured through formal and informal feedback

<b>Total price for 1.1:</b> <b>\$4.12 million</b>	<b>\$3.14 million (\$0.54 million)</b>
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Note: Performance information for 2003–04, where available, is shown in brackets.

a The figure of 4,101 has been revised to include papers tabled during debate, which were not included in the figure of 3,549 reported in the 2003–04 Annual Report.

## Output Group 1.2: Community awareness

<b>Output: Services to increase public knowledge and awareness of, and interaction with, the work of the House of Representatives and the Commonwealth Parliament</b>		
<b>Performance indicator</b>	<b>Performance</b>	<b>How measured</b>
<i>Quality 1:</i> 90 per cent of participants completing seminar evaluations are satisfied with the seminar program	Each seminar conducted received an overall rating of 'extremely satisfied' from seminar participants who completed evaluations.	Seminar evaluations, trends over time
<i>Quality 2:</i> Quality of publications	There was an increase in subscriptions to around 15,000 (14,000 in 2003–04). Positive feedback was received through telephone calls and e-mails from readers.	<i>About the House</i> magazine survey, trends over time
<i>Quantity 1:</i> Number of people subscribing to email alert service	1,400 (950) individuals and organisations	Trends over time
<i>Quantity 2:</i> Number of student visitors	111,261 (108,367) student visitors	Trends over time

<b>Total price for 1.2:</b> <b>\$1.13 million</b>	<b>\$1.27 million (\$1.41 million)</b>
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Note: Performance information for 2003–04, where available, is shown in brackets.

Output Group 1.3: Committee services

**Output: Procedural, research, analytical and administrative support for the conduct of inquiries and other activities of committees and the publication of the final report**

<b>Performance indicator</b>	<b>Performance</b>	<b>How measured</b>
Quality: Rate of satisfaction of committee members with advice and services provided through discussions with and surveys of key clients	89 per cent (94 per cent) of members surveyed were 'satisfied' to 'extremely satisfied' with the general non-inquiry support provided by the Committee Office.	Trends over time measured through formal and informal feedback
Quantity: Number of full year inquiries completed per year	40 (47) full year equivalent committee inquiries were conducted.	Trends over time, taking into account the parliamentary cycle
<b>Total price for 1.3: \$10.73 million</b>	<b>\$9.35 million (\$2.03 million)</b>	

Note: Performance information for 2003–04, where available, is shown in brackets.

## Output group 1.4: Interparliamentary relations

### Output: Advice and support to facilitate the conduct of the Parliament's international and regional affairs

Performance indicator	Performance	How measured
<i>Quality 1:</i> Rate of satisfaction of delegates with regard to arrangements for overseas visits by Australian parliamentary delegations	All outgoing parliamentary delegations were debriefed after their visits. Satisfaction with the visit programs was high. Feedback on administrative arrangements assisted with improvements to the effectiveness of visits. Representatives from the Department of Foreign Affairs and Trade and other relevant agencies were invited to the debrief meetings.	Trends over time and surveys from debriefing meetings with delegates and other stakeholders
<i>Quality 2:</i> Rate of satisfaction of Presiding Officers with arrangements for incoming parliamentary delegations, participation in parliamentary organisations and quality of policy advice	Feedback from the Presiding Officers in relation to visit programs, participation in parliamentary organisations and the quality of policy advice was positive.	Feedback from Presiding Officers
<i>Quality 3:</i> Rate of satisfaction of delegates with arrangements for incoming parliamentary delegations	Positive feedback was received on the quality and conduct of programs for incoming delegations. Feedback was sought from delegates and their diplomatic missions in Australia.	Feedback and surveys from diplomatic representatives in Australia and Australian diplomatic missions overseas
<i>Quality 4:</i> Timeliness of provision of passport and visa services	All passports and visas were provided within required timeframes.	Trends over time
<b>Total price for 1.4:</b>		
<b>\$1.92 million</b>	<b>\$1.98 million (\$2.03 million)</b>	

Note: Performance information for 2003–04, where available, is shown in brackets.

Output Group 1.5: Members' services

<b>Output: Services and advice to members</b>		
<b>Performance indicator</b>	<b>Performance</b>	<b>How measured</b>
<i>Quality:</i> High level of client satisfaction—number of clients satisfied with services and advice received—measured through surveys or by direct feedback	95 per cent (100 per cent) of members surveyed were satisfied with services provided; 84 per cent (74 per cent) were 'extremely' or 'highly' satisfied.	Trends over time, measured through formal and informal feedback
<i>Quantity:</i> Number of accommodation-related services provided to members	283 (298) routine maintenance requests were actioned. The target for emergency requests was 'action within five minutes'; this target was reached in relation to 100 per cent (100 per cent) of the 359 (351) emergency requests received. Furniture movement requests targets are set at three levels: Priority 1 within three hours–93 Priority 2 within 12 hours–108 Priority 3 within 24 hours–78 Priority 4 within two to five days–320 Total–599 (518). All were processed within the agreed timeframes. 2,750 (4,800) transport requests were processed with 99 per cent accuracy.	Trends over time, taking into account the parliamentary cycle
<b>Total price for 1.5:</b> <b>\$3.55 million</b>	<b>\$3.17 million (\$2.30 million)</b>	

Note: Performance information for 2003–04, where available, is shown in brackets.



## APPENDIX 2 — BUSINESS OF THE HOUSE AND MAIN COMMITTEE



### Meetings of the House of Representatives, 2004–05

<b>Events</b>	<b>Spring 2004</b>	<b>Autumn/ Winter 2005</b>	<b>Total</b>
Sitting weeks	5	9	14
Sitting days	18	33	51
Hours of sitting <sup>a</sup>			
including suspensions (e.g. meal breaks)	186	307	493
excluding suspensions	168	299	467
Sittings after midnight	1	1	2
Bills introduced	99	116	215
Private members' business items debated	6	22	28
Committee reports presented	28	42	70
Days on which			
the adjournment motion was debated	16	30	46
grievance debate occurred	3	6	9
matters of public importance were discussed	13	24	37
private members' business occurred	2	6	8
Divisions	25	73	98
Closures of question agreed to	2	6	8
Closures of member agreed to	6	20	26
Bills guillotined	–	–	–

a Hours of sitting are rounded to the nearest whole hour.

## Meetings of the Main Committee, 2004–05

<b>Events</b>	<b>Spring 2004</b>	<b>Autumn/ Winter 2005</b>	<b>Total</b>
Number of meetings	9	22	31
Hours of meeting (excluding suspensions) <sup>a</sup>	31	92	123
Bills referred	16	16	32
Committee and delegation reports referred	–	3	3
Other papers debated	1	7	8
Adjournment motion debated	4	9	13

a Hours of meeting are rounded to the nearest whole hour.

## Bills and amendments dealt with by the House of Representatives (including the Main Committee), 2001 to 2005

<b>Event</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
Total government bills (including bills brought from the Senate)	161	239	153	223	109
Introduced in					
the House	139	230	145	207	96
the Senate	22	9	8	16	13
Second reading amendments moved	47	37	45	49	27
Consideration in detail amendments moved					
Government	871	766	160	71	48
Opposition	65	165	85	76	23
Independent member/minor party	13	6	8	5	–
Private Government member	–	5	1	–	–
Consideration in detail amendments passed					
Government	871	766	160	71	48
Opposition	21	11	1	–	1
Independent member/minor party	–	1	–	–	–
Total private members' bills	19	15	21	9	7

Note: Totals shown are for complete years, except those for 2005, which are totals up to and including 30 June 2005.

Questions in writing dealt with by the House of Representatives, 2001–02 to 2004–05

	<b>2001–02</b>	<b>2002–03</b>	<b>2003–04</b>	<b>2004–05</b>
Questions in writing to ministers	814	1,494	1,560	1,954
Answers to questions in writing	357	1,078	1,228	951

Note: The responsibility for responding to questions in writing rests with the individual ministers to whom the questions are put.

Petitions dealt with by the House of Representatives, 2001–02 to 2004–05

	<b>2001–02</b>	<b>2002–03</b>	<b>2003–04</b>	<b>2004–05</b>
Petitions presented	222	324	555	245
Total signatures	128,969	335,045	468,250	138,606



## APPENDIX 3 — COMMITTEE ACTIVITY



The following table summarises the activities of the House of Representatives committees and joint committees of the Fortieth Parliament and the Forty-first Parliament in 2004–05.

### Committee activity, 2004–05

<b>Committee</b>	<b>Meetings</b>	<b>Inquiries active at 30 June 2005</b>	<b>Reports tabled</b>
Aboriginal and Torres Strait Islander Affairs (House)	8	1	0
Agriculture, Fisheries and Forestry (House)	16	2	0
ASIO, ASIS and DSD (Joint)	20	3	4
Australian Crime Commission (Joint) <sup>a</sup>	13	0	2
Broadcasting of Parliamentary Proceedings (Joint)	0	0	0
Communications, Information Technology and the Arts (House)	9	1	0
Corporations and Financial Services (Joint) <sup>a</sup>	24	2	3
Economics, Finance and Public Administration (House)	15	1	1
Education and Vocational Training (House) (formerly Education and Training)	12	1	0
Electoral Matters (Joint)	11	2	0
Employment, Workplace Relations and Workforce Participation (House) (formerly Employment and Workplace Relations)	19	1	1
Environment and Heritage (House)	15	1	0
Family and Human Services (House) (formerly Family and Community Affairs)	47	3	0
Foreign Affairs, Defence and Trade (Joint)	51	7	3
Health and Ageing (House) (formerly Ageing)	15	1	1
Industry and Resources (House)	12	1	0
Legal and Constitutional Affairs (House)	19	3	2
Members' Interests (House)	2	0	1

<b>Committee</b>	<b>Meetings</b>	<b>Inquiries active at 30 June 2005</b>	<b>Reports tabled</b>
Migration (Joint)	11	1	1
National Capital and External Territories (Joint)	15	2	5
Native Title and the Aboriginal and Torres Strait Islander Land Account (Joint) <sup>a</sup>	10	1	1
Privileges (House)	5	0	1
Procedure (House)	11	2	2
Public Accounts and Audit (Joint)	31	2	3
Publications (House meets with Senate committee)	7	0	7
Public Works (Joint)	45	10	11
Science and Innovation (House)	10	1	0
Selection (House)	9	0	9
Transport and Regional Services (House)	16	1	0
Treaties (Joint)	12	4	4

a Joint committees supported by the Department of the Senate.



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## APPENDIX 4 — COMMITTEE REPORTS AND INQUIRIES

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The following tables provide details of the activities of House of Representatives committees and joint committees in 2004–05.

### Scrutiny committees, 2004–05

<b>Committee</b>	<b>Reports</b>	<b>Inquiries active at 30 June 2005</b>
Aboriginal and Torres Strait Islander Affairs, Standing	None	Indigenous employment (reference received 14 March 2005)
Agriculture, Fisheries and Forestry, Standing	None	The impact on agriculture of pest animals (reference received 24 March 2004, re-referred 21 January 2005) Rural skills training and research (reference received 16 March 2005)

Committee	Reports	Inquiries active at 30 June 2005
ASIO, ASIS and DSD, Joint Statutory	<p><i>Review of the listing of six terrorist organisations</i> Presented 7 March 2005 PP 67 (2005)</p> <p><i>Review of the administration, expenditure and financial statements of ASIO, ASIS and DSD</i> Presented 14 March 2005 PP 83 (2005)</p> <p><i>Review of the listing of Tanzim Qa'idat al-Jihad fi Bilad al-Rafidayn (the al-Zarqawi network) as a terrorist organisation under the Criminal Code Act 1995</i> Presented 25 May 2005 PP 123 (2005)</p> <p><i>Annual report of committee activities 2004–2005</i> Presented 30 May 2005 PP 124 (2005)</p>	<p>Division 3 Part III of the <i>ASIO Act 1979</i> (required to report by 22 January 2006)</p> <p>The listing of seven terrorist organisations (reference received 24 May 2005)</p> <p>The listing of four terrorist organisations (reference received 2 June 2005)</p>
Australian Crime Commission, Joint Statutory <sup>a</sup>	<p><i>Examination of the Annual Report for 2002-03 of the National Crime Authority and the Australian Crime Commission</i> Deemed to have been presented 31 October 2004 PP 223 (2004)</p> <p><i>Examination of the Annual Report for 2003-04 of the Australian Crime Commission</i> Presented 23 June 2005 PP 145 (2005)</p>	None
Communications, Information Technology and the Arts, Standing	None	The uptake of digital television in Australia (reference received 16 March 2005)
Corporations and Financial Services, Joint Statutory <sup>a</sup>	<p><i>Inquiry into the Australian Accounting Standards</i> tabled in compliance with the <i>Corporations Act 2001</i> on 30 August and 16 November 2004 Presented 10 February 2005 PP 4 (2005)</p> <p><i>Inquiry into the exposure draft of the Corporations Amendment Bill (No. 2) 2005</i> Presented 16 June 2005 PP 152 (2005)</p> <p><i>Property Investment Advice—Safe as Houses?</i> Presented 23 June 2005 (to the Senate)</p> <p>Presentation to the House of Representatives scheduled for 5 September 2005</p>	<p>The regulation of the timeshare industry (reference received 8 December 2004)</p> <p>Corporate responsibility (reference received 22 June 2005)</p>

<b>Committee</b>	<b>Reports</b>	<b>Inquiries active at 30 June 2005</b>
Economics, Finance and Public Administration, Standing	<i>Review of the Reserve Bank of Australia annual report 2004</i> (First report) Presented 7 April 2005 PP 114 (2005)	Improving superannuation savings of people over 40 years of age (reference received 30 May 2005)
Education and Vocational Training, Standing (formerly Standing Committee on Education and Training)	None	Teacher education (reference received 17 February 2005)
Electoral Matters, Joint Standing	None	Conduct of the 2004 federal election and matters related thereto (reference received 2 December 2004) Disclosure of donations to political parties and candidates (reference received 30 November 2004)
Employment, Workplace Relations and Workforce Participation, Standing (formerly Standing Committee on Employment and Workplace Relations)	<i>Working for Australia's future: Increasing participation in the workforce</i> Presented 14 March 2005 PP 81 (2005)	Independent contractors and labour hire arrangements (reference received 9 December 2004)
Environment and Heritage, Standing	None	Sustainable cities 2025 (reference received 8 August 2003, re-referred 24 January 2005)
Family and Human Services, Standing (formerly Standing Committee on Family and Community Affairs)	None	Balancing work and family (reference received 9 February 2005) Adoption of children from overseas (reference received 16 February 2005) The impact of illicit drug use on families (reference received 16 February 2005)

<b>Committee</b>	<b>Reports</b>	<b>Inquiries active at 30 June 2005</b>
Foreign Affairs, Defence and Trade, Joint Standing	<p><i>Expanding Australia's trade and investment relations with the Gulf states</i> Presented 7 March 2005 PP 98 (2005)</p> <p><i>Review of the Defence annual report 2002–2003</i> Presented 11 August 2004 PP 424 (2004)</p> <p><i>Australia's engagement with the World Trade Organisation</i> Presented 2 July 2004 PP 397 (2004)</p>	<p>Australian Defence Force regional air superiority (reference received 14 June 2005)</p> <p>The operation of the free trade agreements with Singapore, Thailand and the United States (reference adopted 15 June 2005)</p> <p>Australia's relationship with the Republic of Korea (reference received 7 April 2005)</p> <p>Australia's trade and investments relations with North Africa (reference received 23 May 2005)</p> <p>Defence Annual Report 2003–2004 (reference received adopted 7 December 2004)</p> <p>Australia's human rights dialogue process (reference received 2 December 2004)</p> <p>Australia's Defence relations with the United States (reference received 2 December 2004)</p>
Health and Ageing, Standing (formerly Standing Committee on Ageing)	<p><i>Future Ageing: Report on a draft report of the Fortieth Parliament: Inquiry into long-term strategies to address the ageing of the Australian population over the next 40 years</i> Presented 7 March 2005 PP 66 (2005)</p>	<p>Health funding (reference received 16 March 2005)</p>
Industry and Resources, Standing	None	<p>Developing Australia's non-fossil fuel energy industry (reference received 16 March 2005)</p>

Committee	Reports	Inquiries active at 30 June 2005
Legal and Constitutional Affairs, Standing	<p><i>Bankruptcy Legislation Amendment (Anti-avoidance and Other Measures) Bill 2004</i> Presented 23 July 2004 PP 190 (2004)</p> <p><i>Inquiry into crime in the community: victims, offenders and fear of crime</i> (two volumes) Presented 11 August 2004 PP 215 (2004)</p>	<p>Harmonisation of legal systems (reference received 7 February 2005)</p> <p>Federal implications of Northern Territory Statehood (reference received 9 May 2005)</p> <p>Exposure draft of the Family Law Amendment (Shared Parental Responsibility) Bill 2005 (reference received 23 June 2005)</p>
Migration, Joint Standing	<p><i>Report of the inspections of Baxter Immigration Detention Facility and Port Augusta Residential Housing Project, April 2005</i> Presented to the Senate 23 June 2005 Presented to the House of Representatives 5 September 2005</p>	<p>Skills recognition, upgrading and licensing (reference received 19 April 2005)</p>
National Capital and External Territories, Joint Standing	<p><i>Antarctica: Australia's Pristine Frontier: Report on the adequacy of funding for Australia's Antarctic Program</i> Presented 23 June 2005 PP 332 (2005)</p> <p><i>Indian Ocean Territories: Review of the annual reports of the Department of Transport and Regional Services and the Department of the Environment and Heritage (Australia's external territories)</i> Presented 31 August 2004 PP 237 (2004)</p> <p><i>Difficult choices: Inquiry into the role of the National Capital Authority in determining the extent of redevelopment of the Pierces Creek Settlement in the ACT</i> Presented 31 August 2004 PP 236 (2004)</p> <p><i>A national capital, a place to live: Inquiry into the role of the National Capital Authority</i> Presented 2 July 2004 PP 188 (2004)</p> <p><i>Norfolk Island—Review of the annual reports of the Department of Transport and Regional Services and the Department of Environment and Heritage (Australia's external territories)</i> Presented 2 July 2004 PP 189 (2004)</p>	<p>Governance on Norfolk Island: Part 2—Financial sustainability of current governance (reference received 9 December 2004)</p> <p>Current and future governance arrangements for the Indian Ocean Territories (reference received 11 May 2005)</p>

Committee	Reports	Inquiries active at 30 June 2005
Native Title and the Aboriginal and Torres Strait Islander Land Fund, Joint Statutory <sup>a</sup>	<p>Examination of Annual Reports for 2003–04 Presented House of Representatives 20 June 2005 Presented Senate 23 June 2005 PP 143 (2005)</p>	<p>Native title representative bodies (reference received 8 March 2004)</p>
Public Accounts and Audit, Joint	<p><i>Annual report 2003–2004</i> Presented 11 August 2004 PP 195 (2004) <i>Review of Auditor-General’s reports 2003–2004, first and second quarters</i> Presented 13 August 2004 PP 218 (2004) <i>Access of Indigenous Australians to Law and Justice Services</i> Presented 22 June 2005 PP 166 (2005)</p>	<p>Review of Auditor-General’s reports (ongoing statutory responsibility) Further review of aviation security in Australia (reference adopted 25 May 2005)</p>
Public Works, Joint Standing	<p><i>Fit-out of new leased premises for the Department of Industry, Tourism and Resources in Civic, ACT</i> Presented 16 March 2005 PP 85 (2005) <i>Sixty-eighth annual report</i> Presented 16 March 2005 PP 84 (2005) <i>New Housing for Defence Housing Authority at McDowall, Brisbane</i> Presented 25 May 2005 PP 121 (2005) <i>Provision of facilities for Maribyrnong Immigration Detention Centre—Additional accommodation and related works, Maribyrnong, Victoria</i> Presented 25 May 2005 PP 122 (2005) <i>Development of on-base housing for Defence at Puckapunyal, Victoria</i> Presented 1 June 2005 PP 129 (2005) <i>Defence Science and Technology Organisation ordnance breakdown facility, Port Wakefield, South Australia</i> Presented 1 June 2005 PP 130 (2005) <i>Australia House Defence and Lightwells Refurbishment, Australian High Commission, London</i> Presented 22 June 2005 PP 161 (2005)</p>	<p>RAAF Amberley Redevelopment Stage 2, Queensland (reference received 23 June 2005) Relocation of selected RAAF College units to RAAF Base East Sale, Victoria, and RAAF Base Wagga Wagga, New South Wales (reference received 23 June 2005) CSIRO minerals laboratory extensions, Waterford, Perth (reference received 16 June 2005) Refurbishment of Royal Australian Mint Building, Canberra (reference received 16 June 2005) Office replacement of the Bureau of Meteorology at Willis Island, Coral Sea, Queensland (reference received 2 June 2005) Operational upgrade of the Darwin Detention Facility, Northern Territory (reference received 11 May 2005)</p>

<b>Committee</b>	<b>Reports</b>	<b>Inquiries active at 30 June 2005</b>
Public Works, Joint Standing <i>continued</i>	<p><i>Mid-life upgrade of existing Chancery at the Australian High Commission, Singapore</i> Presented 22 June 2005 PP 162 (2005)</p> <p><i>New Consulate-General Building, Bali, Indonesia</i> Presented 22 June 2005 PP 163 (2005)</p> <p><i>Construction of Chancery, Vientiane, Laos</i> Presented 22 June 2005 PP 164 (2005)</p> <p><i>Reserve Bank of Australia Business Resumption Site</i> Presented 22 June 2005 PP 165 (2005)</p>	<p>CSIRO Entomology Bioscience Laboratory at Black Mountain, Canberra (reference received 11 May 2005)</p> <p>Redevelopment of Kokoda Barracks, Canungra, Queensland (reference received 11 May 2005)</p> <p>Holsworthy program—Special Operations Working Accommodation and Base Redevelopment Stage 1, Holsworthy, New South Wales (reference received 11 May 2005)</p> <p>Upgrade Patrol Boat Facilities, Darwin Naval Base, Northern Territory (reference received 11 May 2005)</p>
Science and Innovation, Standing	None	Inquiry into pathways to technological innovation (reference received 18 March 2005)
Transport and Regional Services, Standing	None	Inquiry into integration of regional rail and road networks and their interface with ports (reference received 16 March 2005)
Treaties, Joint Standing	<p><i>Report 62—Treaties tabled 30 March 2004</i> Presented 5 August 2004 PP 185 (2004)</p> <p><i>Report 63—Treaties tabled 7 December 2004</i> Presented 14 December 2004 PP 16 (2005)</p> <p><i>Report 64—Treaties tabled 7 December 2004 (2)</i> Presented 10 May 2005 PP 105 (2005)</p> <p><i>Report 65—Treaties tabled 7 December 2004 (3) and 8 February 2005</i> Presented 20 June 2005 PP 155 (2005)</p>	<p>Treaties tabled on 7 December 2004</p> <p>Treaties tabled on 15 March 2005</p> <p>Treaties tabled on 11 May 2005</p> <p>Treaties tabled on 21 June 2005</p>

PP = Parliamentary Paper

a Committees supported by the Department of the Senate.

Internal committees, 2004–05

Committee	Purpose	Reports/Inquiries
Broadcasting of Parliamentary Proceedings, Joint	The committee meets when required to consider the general principles applying to radio broadcasting of proceedings; the committee has more limited jurisdiction in relation to televising of proceedings	None
House	The committee usually meets with the equivalent Senate committee as the Joint House Committee, serviced by the Department of Parliamentary Services	None
Library	The committee usually meets with the equivalent Senate committee as the Joint Library Committee, serviced by the Department of Parliamentary Services	None
Members' Interests	The committee's role is to consider the arrangements for the Register of Members' Interests and any complaints and to report annually on its operations	<i>Report on operations of the Committee for 2004</i> Presented 17 February 2005 PP 51 (2005)
Privileges	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	<i>Report concerning the alleged threats to Mr Latham MP and Mr Murphy MP</i> Presented 16 February 2005 PP 50 (2005)
Procedure, Standing	The committee's role is to inquire into and report on the practices and procedures of the House	<i>The Anticipation Rule</i> Presented 14 March 2005 PP 82 (2005)  <i>Media coverage of House proceedings: Interim report</i> Presented 9 August 2004 Current inquiries: Media coverage of House proceedings [reference received 4 March 2004; re-adopted 12 May 2005] Certain procedures relating to House committees [reference adopted 16 June 2005]
Publications, Standing	The committee presents reports making recommendations relating to the inclusion in the Parliamentary Paper Series of papers presented to Parliament	The committee presented seven reports
Selection	The committee presents reports that set out the timetable and order of business for the consideration of private members' business and committee and delegation reports on the following sitting Monday	The committee presented nine reports



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## APPENDIX 5 — OFFICIAL INCOMING PARLIAMENTARY DELEGATIONS

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<b>Date</b>	<b>Delegation</b>	<b>Country represented</b>
7 August 2004 to 15 August 2004	Parliamentary delegation from Ireland	Ireland
8 August 2004 to 12 August 2004	Parliamentary delegation from the Commonwealth Parliamentary Association United Kingdom Branch	United Kingdom
9 August 2004 to 15 August 2004	Parliamentary delegation from the Democratic Socialist Republic of Sri Lanka	Sri Lanka
6 February 2005 to 13 February 2005	Parliamentary delegation from the European Parliament	Austria, Belgium, Cyprus, France, Germany, Poland, Slovakia, Spain, United Kingdom
15 March 2005 to 20 March 2005	Parliamentary visit by the President of the House of Representatives of the Republic of Cyprus, His Excellency Mr Demetris Christofias	Cyprus
16 March 2005 to 21 March 2005	Parliamentary delegation from Finland	Finland
8 May 2005 to 13 May 2005	Parliamentary delegation from the State of Kuwait	Kuwait
9 May 2005 to 14 May 2005	Parliamentary delegation from the Turkish Grand National Assembly	Turkey
24 May 2005	Visit by His Excellency Mr Wu Bangguo	China
23 May 2005 to 26 May 2005	Parliamentary visit by the Justice and Electoral Select Committee of the New Zealand Parliament (Australia–New Zealand Committee Exchange Program)	New Zealand
18 June 2005 to 23 June 2005	Parliamentary delegation from the Kingdom of Cambodia	Cambodia



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## APPENDIX 6— UNOFFICIAL INCOMING PARLIAMENTARY DELEGATIONS

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<b>Date</b>	<b>Delegation</b>	<b>Country represented</b>
9 August 2004 to 11 August 2004	Parliamentary delegation from the United States (Australian Political Exchange Council)	United States
11 August 2004	Senator Richard Shelby and Congressman Robert Cramer from the United States	United States
11 August 2004 to 12 August 2004	Parliamentary delegation from the Interim Committee on National Security of the Parliament of Canada	Canada
12 August 2004	Congressional delegation from the United States	United States
31 August 2004	The Hon. Arefaine Berhe Ghebremedhin, Minister for Agriculture from the Parliament of Eritrea	Eritrea
22 September 2004 to 23 September 2004	Mr Lou Jiwei, Vice Minister of Finance of the People's Republic of China	China
25 October 2004	Parliamentary delegation from the Committee on Public Administration, Regional Development and the Environment of the Senate of the Czech Republic	Czech Republic
2 December 2004	Dr Ibolya David, Deputy Speaker of the Hungarian National Assembly	Hungary
7 December 2004	Parliamentary delegation from the National Assembly of Vietnam	Vietnam
7 December 2004 to 11 December 2004	The Hon. Francis Ole Kaparo, Speaker of the Kenyan National Assembly	Kenya
9 December 2004	Mr David Coltart, Justice Spokesman for the Opposition, Movement for Democratic Change, Parliament of Zimbabwe	Zimbabwe

<b>Date</b>	<b>Delegation</b>	<b>Country represented</b>
9 February 2005	Mr Ivan Vucic, Member of the Croatian Parliament	Croatia
15 February 2005 to 17 February 2005	Parliamentary delegation from Papua New Guinea (Australian Political Exchange Council)	Papua New Guinea
21 February 2005	Parliamentary delegation from the Committee for Economic and Budgetary Affairs of the National Assembly of Vietnam	Vietnam
3 March 2005	Parliamentary delegation from the Special Select Committee of the Parliament of Malaysia	Malaysia
7 March 2005	Parliamentary delegation from the Senate Standing Committee on Military Affairs	Thailand
15 March 2005	His Excellency Mr Alaeddin Boroujerdi, Chairman, National Security and Foreign Policy Commission of the Islamic Republic of Iran	Iran
29 March 2005	Parliamentary committee from the Kingdom of Sweden	Sweden
31 March 2005 to 1 April 2005	Parliamentary delegation from the House of Commons Standing Committee on Procedure and House Affairs	Canada
4 May 2005	Parliamentary delegation from the Public Accounts Committee of the People's Republic of Bangladesh	Bangladesh
9 May 2005	Mr Jin Shinobu Murai, Member of the House of Representatives of the Parliament of Japan	Japan
10 May 2005 to 12 May 2005	The ninth delegation from the International Youth Cooperation Development Centre (CYDECO) of Vietnam (Australian Political Exchange Council)	Vietnam
11 May 2005 to 12 May 2005	Dr Hidayat Nur Wahid, Chairman of the Peoples Consultative Assembly (MPR) of the Republic of Indonesia	Indonesia
23 May 2005 to 26 May 2005	Parliamentary delegation by members of the Regional Representatives Council (DPD) of the Republic of Indonesia	Indonesia
31 May 2005 to 1 June 2005	The Hon. F James Sensenbrenner Jr, Chairman of the Judiciary Committee, United States Congress	United States
20 June 2005 to 22 June 2005	Parliamentary delegation from the Parliamentary Select Committee on a Pacific Economic Community	Papua New Guinea
21 June 2005	Parliamentary delegation from the Budget Committee of the Parliament of Germany	Germany



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## APPENDIX 7 — OUTGOING PARLIAMENTARY DELEGATIONS

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Date	Event	Delegation members
11 July 2004 to 25 July 2004	Parliamentary delegation to Mozambique and Kenya	Mrs Kay Elson MP Delegation Leader Ms Kelly Hoare MP Deputy Leader Senator Marise Payne
28 August 2004 to 19 September 2004	Parliamentary delegation to Canada and the United States	Senator John Hogg Delegation Leader Senator Tsebin Tchen Deputy Leader Senator Geoffrey Buckland
3 November 2004 to 11 November 2004	Representation at the Commonwealth Parliamentary Association (CPA)-World Trade Organisation trade workshop for Asian parliamentarians in Singapore	Senator the Hon. Peter Cook
3 November 2004 to 4 December 2004	Parliamentary delegation to attend the United Nations General Assembly in the United States	Mr Rodney Sawford MP Senator John Tierney
14 December 2004 to 19 December 2004	Parliamentary delegation to Papua New Guinea, Solomon Islands, New Caledonia, New Zealand and Vanuatu	The Hon. Bruce Billson MP Delegation Leader Mrs Kay Hull MP Deputy Leader Mr Steven Ciobo MP Senator Brian Greig Senator Gavin Marshall Mr Bob Sercombe MP

<b>Date</b>	<b>Event</b>	<b>Delegation members</b>
8 January 2005 to 15 January 2005	Parliamentary delegation to the Thirteenth Asia Pacific Parliamentary Forum (APPF) in Vietnam	The Hon. David Hawker MP Delegation Leader The Hon. Graham Edwards MP Deputy Leader Senator Alan Eggleston Ms Kirsten Livermore MP Mr Alby Schultz MP
31 March 2005 to 15 April 2005	Parliamentary delegation to the 112th Inter-Parliamentary Union Conference, in the Philippines, and bilateral visit to the Solomon Islands	Mrs Kay Hull MP Delegation Leader Mrs Julia Irwin MP Deputy Leader The Hon. Bronwyn Bishop MP Senator Grant Chapman Senator Julian McGauran Mr Bob McMullan MP
7 April 2005 to 20 April 2005	Parliamentary delegation to China and Mongolia	The Hon. David Hawker MP Delegation Leader Senator the Hon. Nick Bolkus Deputy Leader Mr Luke Hartsuyker MP Senator Linda Kirk Mrs Margaret May MP The Hon. Peter Slipper MP Senator the Hon. Judith Troeth
17 April 2005 to 3 May 2005	Parliamentary delegation to Russia and Italy	Senator the Hon. Paul Calvert Delegation Leader Ms Jill Hall MP Deputy Leader Senator Jacinta Collins Mrs Kay Elson MP Senator Jeannie Ferris The Hon. Jackie Kelly MP Senator the Hon. Ross Lightfoot
1 May 2005 to 6 May 2005	Visit to New Zealand by the Senate Legal and Constitutional and Legislation and References Committees (Australia–New Zealand Committee Exchange Program)	Senator the Hon. Nick Bolkus Delegation Leader Senator Marise Payne Deputy Leader Senator Linda Kirk Senator Nigel Scullion Senator Natasha Stott Despoja
23 May 2005 to 31 May 2005	Representation at the CPA Study Group on the Administration of Parliament in Tanzania	Senator the Hon. Judith Troeth
4 June 2005 to 7 June 2005	Representation at the Inter-Parliamentary Union–United Nations Discussion in the United States	Mr Bob McMullan MP
4 June 2005 to 12 June 2005	Representative to attend the CPA Wilton Park Conference in the United Kingdom	The Hon. Simon Crean MP

<b>Date</b>	<b>Event</b>	<b>Delegation members</b>
6 June 2005 to 9 June 2005	Additional parliamentary delegation to Indonesia	The Hon. Bruce Billson MP Delegation Leader Mr Bob Sercombe MP Deputy Leader Mr Phillip Barresi MP Senator Andrew Bartlett The Hon. Bronwyn Bishop MP Ms Catherine King MP The Hon. Peter Slipper MP Senator Ruth Webber
28 June 2005 to 13 July 2005	Visit to the United States by the Joint Standing Committee on Foreign Affairs, Defence and Trade	Senator Alan Ferguson Delegation Leader The Hon. Graham Edwards MP Deputy Leader Mrs Joanna Gash MP Mr Steve Gibbons MP Senator Steve Hutchins Senator David Johnston The Hon. Bruce Scott MP



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## APPENDIX 8 — OTHER PARLIAMENTARY VISITORS

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Date	Event	Country represented
26 July 2004 to 5 August 2004	Inter-Parliamentary Study Program 2004	Botswana, Greece, Hong Kong, Japan, Jordan, Kenya, Nigeria, Solomon Islands, Sri Lanka, Tuvalu and the United States (the Northern Territory Parliament was also represented)
29 November 2004	Visit by staff of the ministries of finance of Fiji, Samoa and Tonga	Fiji, Samoa, Tonga
6 December 2004 to 10 December 2004	Visit by parliamentary staff from the Vietnam National Assembly	Vietnam
6 January 2005– 10 January 2005	Visit by Mr Anders Forsberg, Secretary General of the Swedish Riksdag and Vice-President of the Association of Secretaries General of Parliaments	Sweden
2 February 2005	Visit by parliamentary staff from the Kingdom of Thailand	Thailand
15 March 2005 to 17 March 2005	Visit by parliamentary staff from the Kingdom of Thailand	Thailand
27 April 2005	Visit by parliamentary staff from the Joint Finance Commission of Tanzania	Tanzania
10 May 2005 to 11 May 2005	Visit by the Central Party School as part of the China–Australia Governance Program	China
14 June 2005 to 15 June 2005	Visit by staff of the Bureau of Human Resources of the House of Representatives of Thailand	Thailand
16 June 2005	Visit by Dr Andras Hajdu, State Secretary of the Ministry of Foreign Affairs	Hungary
16 June 2005	Visit by senior public sector managers	Indonesia



## APPENDIX 9 — PUBLICATIONS



### House of Representatives website

Title	Description
<a href="http://www.aph.gov.au/house">www.aph.gov.au/house</a>	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 from the site

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

Title	Description
<i>About the House</i>	Magazine containing news of the House and its members; two issues were produced during the year
<i>A House for the Nation</i>	CD-ROM and documentary on 100 years of Australia's House of Representatives (1901–2001), May 2003
<i>Chamber Seating Plan</i>	Seven revisions made in 2004–05

Committee Office pamphlets:

- *Appearing as a witness at a parliamentary committee public hearing*, May 2002
- *Preparing a submission to a parliamentary committee inquiry*, May 2002
- *Dealing with parliamentary committees: Community service standards*, September 2000
- *Committee support standards*, September 2000
- *Public hearings schedule*, revised weekly

<i>Guide to Procedures</i>	A concise introduction to the procedures of the House of Representatives, August 1999. Changes since August 1999 listed on website
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Title	Description
<i>House of Representatives Facts and Figures: Forty-first Parliament</i>	A document produced primarily for use by Parliament House visitors' guides, October 2004
House of Representatives Infosheets:	
1 <i>Questions</i> , revised December 2004	
2 <i>A Typical Sitting Day</i> , revised December 2004	
3 <i>The Speaker</i> , revised December 2004	
4 <i>Committees</i> , revised December 2004	
5 <i>Parliamentary Privilege</i> , revised December 2004	
6 <i>Opportunities for Private Members</i> , revised December 2004	
7 <i>Making Laws</i> , revised December 2004	
8 <i>Elections for the House of Representatives</i> , revised December 2004	
9 <i>A New Parliament</i> , revised December 2004	
10 <i>The Budget and Financial Legislation</i> , revised December 2004	
11 <i>Petitions</i> , revised December 2004	
12 <i>Finding out about the House</i> , revised December 2004	
13 <i>The Constitution</i> , revised December 2004	
14 <i>Making Decisions: Debate and Division</i> , revised December 2004	
15 <i>The Work of a Member of Parliament</i> , revised December 2004	
16 <i>The Main Committee</i> , revised December 2004	
17 <i>Citizens' Right of Reply</i> , revised December 2004	
18 <i>Double Dissolution</i> , revised December 2004	
19 <i>The House, Government and Opposition</i> , revised December 2004	
20 <i>The Australian System of Government</i> , revised December 2004	
21 <i>The Clerk and Other Officials</i> , revised December 2004	
<i>House of Representatives Practice</i> , Fifth Edition, 2005	The official authority for issues of practice and procedure
<i>Images of the House</i>	A vivid pictorial record of the people and events that shaped the House from 1901 to 2001, June 2002
<i>List of Members</i>	16 revisions made in 2004–05

Title	Description
Members' Guides, November 2004	
<ul style="list-style-type: none"> <li>• <i>Parliamentary Privilege—some short notes for Members of the House</i></li> <li>• <i>Members' Guide to Questions on Notice</i></li> <li>• <i>Members' Guide to Private Members' Bills and Amendments</i></li> <li>• <i>Members' Guide to Presenting a Petition</i></li> <li>• <i>Members' Guide to Raising a Matter for Debate</i></li> </ul>	
<i>Members' Handbook</i>	A guide to services and facilities for members of the House of Representatives, October 2004
<i>Procedural Digests</i>	8 issues in 2004–05
<i>Register of Committee Reports</i>	A complete list of all House of Representatives and joint committee reports from 1901 to the current day. The Register can be browsed by parliament, committee name, or subject
<i>Standing and Sessional Orders of the House of Representatives</i>	The permanent rules of procedure together with other rules of procedure which have effect only to the end of the session, as at 8 February 2005
<i>Work of the Session</i>	A summary of the business of the House and its committees, published after each period of sittings, being this year: Fortieth Parliament, Autumn and Winter sittings 2004, Spring sittings 2004, Forty-first Parliament, Spring sittings 2004
<i>Your Key to the House</i>	A guide to the House of Representatives, May 2002

Publications of an administrative nature

Title	Description
<i>Department of the House of Representatives Annual Report 2003–04</i>	The annual report on the operations of the department, presented to the House pursuant to the <i>Parliamentary Service Act 1999</i>
<i>Department of the House of Representatives Certified Agreement 2004–05</i>	
<i>Department of the House of Representatives Corporate Plan 2002–05</i>	
<i>Department of the House of Representatives Portfolio Budget Statements 2005–06</i>	
<i>Department of the House of Representatives Service Charter: Community service standards, May 2002</i>	



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## APPENDIX 10 — STAFFING STATISTICS

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This appendix contains summary information on the department's staffing in 2004–05.

### LOCATION AND CLASSIFICATION OF STAFF

Included in the figures in the following table are the sessional staff and parliamentary assistants employed by the department. These staff are employed in order to accommodate variations to working patterns during the sittings of the House and are generally not employed when the House is not sitting. Other non-ongoing staff are also included in the table.

Staff by location, as at 30 June 2003, 2004, 2005

Location	2003	2004	2005
Executive	4	6	5
Executive support/project staff	4	5	6
Table Office	15	14	12
Chamber Research Office	7	6	6
Parliamentary Relations Office	9	10	7
Liaison and Projects Office	4	4	4
Committee Office	74	64	70
Serjeant-at-Arms' Office	23	25	22 <sup>a</sup>
Security Controller's Office	59	–	–
Finance Office	5	7	5
Information Systems and Publishing Office	15	16	17 <sup>b</sup>
People Strategies Office	9	7	6
Totals	228	164	160
Staff of Speaker/Deputy Speaker/Second Deputy Speaker	7	7	7

a Includes six sessional staff and five parliamentary assistants.

b Includes two sessional staff.

Non-ongoing staff (excluding sessional staff) by location, as at 30 June 2005

Location	Staff
Table Office	1
Liaison and Projects Office	1
Committee Office	5
Serjeant-at-Arms' Office	1
Finance Office	2
Information Systems and Publishing Office	2
<b>Total</b>	<b>12</b>

Staff by classification and equal employment opportunity group, 30 June 2005

Classification group	Female	Male	ATSI <sup>b</sup>	% NESB <sup>b</sup>	% PWD <sup>b</sup>			
Executive <sup>a</sup>	33	28	–	–	2	3.3	1	1.6
Parliamentary Service Level 4–6	28	14	1	2.4	2	4.8	1	2.4
Parliamentary Service Level 1–3	32	25	–	–	4	7.0	2	3.5
<b>Totals</b>	<b>93</b>	<b>67</b>	<b>1</b>	<b>0.6</b>	<b>8</b>	<b>5.0</b>	<b>4</b>	<b>2.5</b>

ATSI = Aboriginal and Torres Strait Islander; NESB = non-English-speaking background; PWD = people with disabilities.

a Senior Executive Service Band 1–2 and Executive Band 1–2 staff.

b Not all departmental staff participated in the survey conducted to collect the above information.

## Separations

A total of 39 staff left the department in 2004–05 (32 in 2003–04). The reasons for separation, with comparative figures for 2003–04, are detailed below.

The department's turnover rate for the year was 8.9 per cent of ongoing staff (5.5 per cent in 2003–04).

### Separations, 2003–04 and 2004–05

Reason	2003–04	2004–05
Resignation	6	4
Medical incapacity	–	–
Early age	1	2
Cessation of non-ongoing employment	25	27
Voluntary retrenchment	–	6
Death	–	–
<b>Totals</b>	<b>32</b>	<b>39</b>



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## APPENDIX 11 — MEMBERS' SURVEY 2005

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A members' survey was initiated by the Department of the House of Representatives in June 2005 to identify levels of satisfaction with services provided by the department. The survey was identical to last year's survey. This information is required for internal and external reporting purposes and as a benchmark for service provision.

Thirty members were randomly selected for survey and interview by an independent consultant. Members were assured of confidentiality in the survey. A total of 19 surveys (63 per cent) were completed and 16 members were available for interview.

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 and complimented the professionalism and courtesy of staff. The responses to the other questions asked in the survey and during interviews are described below. The result is an overwhelming endorsement that the department is providing quality service, with a 98 per cent satisfaction rate overall. The satisfaction rate last year was 97 per cent.

### Members' satisfaction levels with departmental services

Service area	Extremely satisfied	Highly satisfied	Satisfied	Not satisfied
Advice and services received from the Clerk at the Table in the Chamber and Main Committee	10 (6)	6 (8)	2 (1)	– (–)
Advice and services received from other staff in relation to Chamber and Main Committee duties	12 (6)	3 (7)	4 (1)	– (–)
Quality and availability of procedural and statistical publications and support in obtaining such information	4 (3)	13 (7)	2 (5)	– (–)

Service area	Extremely satisfied	Highly satisfied	Satisfied	Not satisfied
Procedural advice, research, analytical drafting and administrative support services in relation to committee inquiries and publication of the final report	5 (7)	5 (3)	6 (5)	1 (-)
Rating of the House of Representatives magazine <i>About the House</i>	3 (4)	6 (7)	8 (2)	- (-)
Advice and support received in relation to overseas parliamentary delegation visits	5 (5)	5 (3)	- (3)	- (-)
Services in relation to pay entitlements supplied by the department	5 (3)	7 (7)	7 (6)	- (-)
Services provided by the Serjeant-at-Arms' Office	6 (6)	10 (5)	2 (4)	1 (-)
In-house printing services	1 (3)	9 (6)	5 (5)	2 (-)
Information on Member's home page on the Parliament House internet site	3 (2)	4 (4)	9 (4)	- (2)

Note: Not every member who completed the survey had used the full range of services. Figures in brackets are from the 2004 survey.

The participants in the survey were also asked a question about their satisfaction level with the legislative drafting support they receive. Seven of the members responding stated they were satisfied with the service, compared with eight last year. The remainder stated they had not used the service.

In relation to suggestions for change, there were some comments on the need for better access to newspapers, more efficient technology, child-care facilities during sitting periods, an additional television for staff, greater choice of communication for committee hearings, better access to transport and a compact list of members. There were no substantial suggestions for discontinuing any services.

The department has identified some service provision issues for further investigation and they will be addressed in the forthcoming year.



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## APPENDIX 12 — CONTACT DIRECTORY

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### Office holders and Senior Executive officers

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#### **Speaker of the House of Representatives, the Hon. David Hawker MP**

<i>Parliament House</i>	Phone (02) 6277 4000	Fax (02) 6277 2050
<i>Electorate office</i>	Phone (03) 5572 1100	Fax (03) 5572 1141
Email	David.Hawker.MP@aph.gov.au	

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#### **Deputy Speaker, the Hon. Ian Causley MP**

<i>Parliament House</i>	Phone (02) 6277 4016	Fax (02) 6277 8453
<i>Electorate office</i>	Phone (02) 6621 9909	Fax (02) 6621 9959
Email	Ian.Causley.MP@aph.gov.au	

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#### **Second Deputy Speaker, Harry Jenkins MP**

<i>Parliament House</i>	Phone (02) 6277 4852	Fax (02) 6277 8436
<i>Electorate office</i>	Phone (03) 9467 8055	Fax (03) 9467 1407
Email	Harry.Jenkins.MP@aph.gov.au	

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#### **Clerk of the House, Ian Harris**

Phone (02) 6277 4111	Fax (02) 6277 2006	Email Ian.Harris. Reps@aph.gov.au
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#### **Deputy Clerk, Bernard Wright**

Phone (02) 6277 4222	Fax (02) 6277 2006	Email B.Wright. Reps@aph.gov.au
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#### **Clerk Assistant (Table), Robyn McClelland**

Phone (02) 6277 4777	Fax (02) 6277 4517	Email Robyn.McClelland. Reps@aph.gov.au
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