

## Appendix 3—Compliance with requirements for government agencies

This appendix provides the department's 2011–12 reports against particular legislated requirements. It also includes a signed statement by the Clerk certifying that the department complies with the Commonwealth Fraud Control Guidelines.

<p><b>Section 74 of the Occupational Health and Safety Act 1991 and section 38 of the Work Health and Safety Act 2011</b></p>	<p>In 2011–12, within the department there were:</p> <ul style="list-style-type: none"> <li>no accidents or incidents that required the giving of notice under section 68 of the Act</li> <li>no investigations or notices under sections 29, 46 or 47 of the <i>Occupational Health and Safety Act 1991</i> or sections 90, 191 and 195 of the <i>Work Health and Safety Act 2011</i>.</li> </ul> <p>Further information about these arrangements for the department can be found in the 'Management and accountability' chapter.</p>
<p><b>Privacy Act 1988</b></p>	<p>The department is not subject to most of the provisions of the <i>Privacy Act 1988</i>. The provisions relating to tax file numbers apply, and the department has common law obligations in relation to the handling of personal information. It is the department's policy to observe, as far as practicable, the Privacy Principles set out in the Act.</p>
<p><b>Section 311A of the Commonwealth Electoral Act 1918</b></p>	<p>In 2011–12, the department paid a total of \$236,974 for advertising. Of the total, \$222,302 was in relation to Senate and joint committee activities, and the balance was for minor advertising (including one recruitment notice), delivered through Adcorp Australia, the government contractor.</p> <p>No market research, polling, direct mail or creative advertising organisations were engaged during the year.</p>
<p><b>Section 516A of the Environment Protection and Biodiversity Conservation Act 1999</b></p>	<p>Most aspects of the Parliament's, and hence the department's, environmental management, are coordinated by the Department of Parliamentary Services.</p>
<p><b>Legal Services Directions 2005</b></p>	<p>In 2011–12, the department expended \$27,143 on legal services. This amount does not include \$141,492 for the provision of independent legal advice supporting the work of the legislative scrutiny committees. There was no expenditure on counsel during the year.</p> <p>In accordance with the <i>Legal Services Directions 2005</i>, the Clerk of the Senate certified to the Office of Legal Services Coordination the department's compliance with certain matters under paragraph 11.2 of the directions.</p>



AUSTRALIAN SENATE

CLERK OF THE SENATE

PARLIAMENT HOUSE  
CANBERRA ACT 2600  
TEL: (02) 6277 3350  
FAX: (02) 6277 3199  
E-mail: clerk.sen@aph.gov.au

**ANNUAL REPORT 2011-12  
FRAUD CONTROL CERTIFICATION**

In accordance with Section 5.8 of the Commonwealth Fraud Control Guidelines 2011, issued by the Minister for Home Affairs pursuant to Regulation 16A of the *Financial Management and Accountability Regulations 1997*, I, Rosemary Laing, Clerk of the Senate, hereby certify to the President of the Senate that I am satisfied that:

- current fraud risk assessments and fraud control plans have been prepared;
- appropriate fraud prevention, detection, investigation, reporting and data collection procedures and processes in place, and
- all reasonable measures to minimise the incidence of fraud and to investigate and recover the proceeds of fraud have been taken.

Rosemary Laing

17 September 2012