



Appendixes

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1. Business of the House and Federation Chamber

This appendix contains summary information on the business of the House and Federation Chamber in 2018–19.

Meetings of the House of Representatives, 2018–19

Events	Spring 2018	Autumn– Winter 2019	Total
Sitting weeks	8	3	11
Sitting days	32	10	42
Hours of sitting: ^a			
» including suspensions	283	92	375
» excluding suspensions	280	91	371
Sittings after midnight	0	0	0
Government bills introduced ^b	68	57	125
Private members' bills introduced ^c	22	8	30
Private members' motions moved	11	1	12
Committee reports presented	67	60	127
Days on which:			
» the adjournment motion was debated	31	8	39
» matters of public importance were discussed	23	8	31
» private members' business occurred	8	1	9
Divisions	67	18	85
Closure of question agreed to	6	3	9
Closure of member agreed to	4	0	4
Bills subject to debate management motions	0	0	0

a. Hours are rounded to the nearest hour. Discrepancies in totals are due to rounding.

b. Includes 13 Senate bills.

c. Includes two private senators' bills.

Meetings of the Federation Chamber, 2018–19

Events	Spring 2018	Autumn– Winter 2019	Total
Number of meetings	32	9	41
Hours of meeting (excluding suspensions) ^a	99	31	130
Bills referred	2	5	7
Private members' bills debated	2	1	3
Private members' motions moved	40	8	48
Committee reports presented	0	0	0
Committee and delegation reports referred	21	8	29
Other documents debated	3	1	4
Days on which:			
» the adjournment motion was debated	8	3	11
» grievance debate occurred	8	2	10
» private members' business occurred	9	1	10

a. Hours are rounded to the nearest hour. Discrepancies in totals are due to rounding.

Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2014–15 to 2018–19

Events	2014–15	2015–16	2016–17	2017–18	2018–19
Government bills introduced (including bills brought from the Senate)	191	141	213	187	125
» Initiated in the House	181	136	206	172	112
» Initiated in the Senate	10	5	7	15	13
Private members' bills introduced ^a	12	21	35	35	30
Second-reading amendments moved	22	16	40	45	37
Consideration-in-detail amendments moved:					
» government	215	60	58	453	471
» opposition	62	38	44	44	63
» non-aligned	26	21	71	9	32
» amendments to private members' bills	0	0	0	93	0
Consideration-in-detail amendments passed:					
» government	215	60	58	453	471
» opposition	4	2	0	3	2
» non-aligned	0	0	1	0	10
» amendments to private members' bills	0	0	0	0	0

a. Includes private senators' bills.

2. Committee activity

This appendix tallies the activities of the House of Representatives and joint committees of the Forty-fifth Parliament, 2018–19. Only House and joint committees supported by the Department of the House of Representatives are listed.

Committee	Meetings	Inquiries active at 30 June 2019	Reports presented ^a
Scrutiny committees			
Agriculture and Water Resources	11	0	1
Communications and the Arts	13	0	1
Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples ^b	25	0	2
Economics	35	0	7
Electoral Matters	18	0	4
Employment, Education and Training	17	0	1
Environment and Energy	8	0	2
Foreign Affairs, Defence and Trade	142	0	7
Health, Aged Care and Sport	18	0	5
Indigenous Affairs	16	0	1
Industry, Innovation, Science and Resources	17	0	1
Infrastructure, Transport and Cities	12	0	3
Intelligence and Security	54	0	10
Intergenerational Welfare Dependence ^c	14	0	2
Migration	13	0	2
National Capital and External Territories	12	0	2
Northern Australia	8	0	0
Public Accounts and Audit	19	0	8
Public Works	23	0	3
Social Policy and Legal Affairs	7	0	1
Tax and Revenue	7	0	2
Trade and Investment Growth	9	0	2
Treaties	13	0	7

Committee	Meetings	Inquiries active at 30 June 2019	Reports presented ^a
Internal committees			
Appropriations and Administration	2	0	2
Broadcasting of Parliamentary Proceedings	0	0	0
Petitions	13	0	11
Privileges and Members' Interests	10	0	2
Procedure	7	0	1
Publications (House)	0	0	0
Publications (Joint)	0	0	0
Selection	10	0	10

- a. The Parliamentary Standing Committee on Public Works and the Joint Standing Committee on Treaties often present reports that incorporate multiple completed inquiries. Statistics detailed here tally the number of reports presented only and not the number of completed inquiries.
- b. The Joint Select Committee on Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples is a select committee that presented its final report on 29 November 2018 and has therefore expired.
- c. The Select Committee on Intergenerational Welfare Dependence is a select committee that presented its final report on 22 March 2019 and has therefore expired.

3. Committee reports and inquiries

This appendix provides details of inquiries conducted and reports presented by the parliamentary committees supported by the department in 2018–19. The inquiries listed are those that were active at the end of the Forty-fifth Parliament and lapsed upon the dissolution of the parliament on 11 April 2019. Details of inquiries completed during the year are captured in the list of reports presented.

Scrutiny committees—inquiries conducted and reports presented during 2018–19

Inquiries conducted	Reports presented
Agriculture and Water Resources, Standing Committee on	
» Impact on the agricultural sector of vegetation and land management policies, regulations and restrictions	» <i>Super-charging Australian agriculture</i> —presented 11 December 2018; PP: 27/2019
Communications and the Arts, Standing Committee on	
	» <i>Report on the inquiry into the Australian music industry</i> —presented 2 April 2019; PP: 84/2019
Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples, Joint Select Committee on	
Committee expired on 29 November 2018 upon presentation of its final report.	» <i>Interim report</i> —presented 27 July 2018; PP: 235/2018
	» <i>Final report</i> —presented 29 November 2018; PP: 569/2018
Economics, Standing Committee on	
» Banking Amendment (Rural Finance Reform) Bill 2019	» <i>Review of the Australian Securities and Investments Commission annual report 2017</i> —presented 10 September 2018; PP: 299/2018
	» <i>Review of the Australian Competition and Consumer Commission annual report 2017</i> —presented 15 October 2018; PP: 313/2018
	» <i>Review of the Reserve Bank of Australia annual report 2017</i> —presented 15 October 2018; PP: 314/2018
	» <i>Review of the four major banks (Fourth report)</i> —presented 12 February 2019; PP: 26/2019
	» <i>Report on the inquiry into impediments to business investment</i> —presented 4 April 2019; PP: 116/2019

Inquiries conducted	Reports presented
	<ul style="list-style-type: none"> » <i>Report on the inquiry into the implications of removing refundable franking credits</i>—presented 4 April 2019; PP: 117/2019 » <i>Review of the Reserve Bank of Australia annual report 2018 (First report)</i>—presented 4 April 2019; PP: 115/2019
Electoral Matters, Joint Standing Committee on	
	<ul style="list-style-type: none"> » <i>Report on the conduct of the 2016 federal election and matters related thereto (including matters raised during review of Australian Electoral Commission annual report 2016–17)</i>—presented 5 December 2018; PP: 603/2018 » <i>Second advisory report on the Electoral Legislation (Electoral Funding and Disclosure Reform) Bill 2017</i>—presented 15 October 2018; PP 316/2018 » <i>Advisory report: Commonwealth Electoral Amendment (Lowering Voting Age and Increasing Voter Participation) Bill 2018</i>—presented 29 March 2019; PP: 80/2019 » <i>Status report: Inquiry into the Australian Electoral Commission annual report 2017–18</i>—presented 29 March 2019; PP: 81/2019
Employment, Education and Training, Standing Committee on	
<ul style="list-style-type: none"> » Status of the teaching profession 	<ul style="list-style-type: none"> » <i>Australian Government funding arrangements for non-NHMRC research</i>—presented 26 November 2018; PP: 599/2018
Environment and Energy, Standing Committee on	
	<ul style="list-style-type: none"> » <i>Inquiry into the management and use of Commonwealth environmental water</i>—presented 7 December 2018; PP: 24/2018 » <i>Cane toads on the march: Inquiry into controlling the spread of cane toads</i>—presented 26 March 2019; PP: 82/2019

Inquiries conducted	Reports presented
Foreign Affairs, Defence and Trade, Joint Standing Committee on	
<ul style="list-style-type: none"> » Australia's trade and investment relationship with the United Kingdom (lapsed at dissolution) » Review of the Defence annual report 2016–17 (lapsed at dissolution) » The status of the human right to freedom of religion or belief (lapsed at dissolution) » The strategic effectiveness and outcomes of Australia's aid program in the Indo-Pacific and its role in supporting our regional interests (lapsed at dissolution) 	<ul style="list-style-type: none"> » <i>Contestability and consensus: A bipartisan approach to more effective parliamentary engagement with Defence</i>—presented 26 November 2018; PP: 598/2018 » <i>Inquiry into the management of PFAS contamination in and around Defence bases</i>—presented 3 December 2018; PP: 580/2018 » <i>Compassion, not commerce: An inquiry into human organ trafficking and organ transplant tourism</i>—presented 3 December 2018; PP: 594/2018 » <i>From little things big things grow: Supporting Australian SMEs go global: An inquiry into access to free trade agreements by small and medium enterprises</i>—presented 14 February 2019; PP: 37/2019 » <i>First report: Inquiry into Australia's aid program in the Indo-Pacific</i>—presented 3 April 2019; PP: 104/2019 » <i>Inquiry into transition from the Australian Defence Force (ADF)</i>—presented 3 April 2019; PP: 101/2019 » <i>Second interim report: Freedom of religion and belief, the Australian experience: Inquiry into the status of the human right to freedom of religion or belief</i>—presented 3 April 2019; PP: 100/2019
Health, Aged Care and Sport, Standing Committee on	
	<ul style="list-style-type: none"> » <i>Report on the inquiry into biotoxin-related illnesses in Australia</i>—presented 17 October 2018; PP: 386/2018 » <i>Report on the inquiry into the quality of care in aged care facilities in Australia</i>—presented 22 October 2018; PP: 419/2018 » <i>Advisory report on the Aged Care Amendment (Staffing Ratio Disclosure) Bill 2018</i>—presented 7 December 2018; PP: 28/2018 » <i>Bedtime reading: Inquiry into sleep health awareness in Australia</i>—presented 4 April 2019; PP: 106/2019

Inquiries conducted	Reports presented
Health, Aged Care and Sport, Standing Committee on	
	<ul style="list-style-type: none"> » <i>Report on the Inquiry into the 2017–18 Annual Reports of the Department of Health and Australian Hearing</i>—presented 4 April 2019; PP: 107/2019
Indigenous Affairs, Standing Committee on	
	<ul style="list-style-type: none"> » <i>Report on the impact of inauthentic art and craft in the style of First Nations peoples</i>—presented 19 December 2018; PP: 25/2018
Industry, Innovation, Science and Resources, Standing Committee on	
	<ul style="list-style-type: none"> » <i>Keep it in the regions: Mining and resources industry support for businesses in regional economies</i>—presented 3 December 2018; PP: 601/2018
Infrastructure, Transport and Cities, Standing Committee on	
	<ul style="list-style-type: none"> » <i>Building up and moving out: Inquiry into the Australian Government's role in the development of cities</i>—presented 17 September 2018; PP: 303/2018 » <i>Parliamentary delegation to China—2 to 6 July 2018</i>—presented 19 September 2018 » <i>Innovating transport across Australia</i>—presented 2 April 2019; PP: 93/2019
Intelligence and Security, Joint Statutory Committee on	
<ul style="list-style-type: none"> » Review of Administration and Expenditure No. 17 (2017–2018) (lapsed at dissolution) » Review of the amendments made by the <i>Telecommunications and Other Legislation Amendment (Assistance and Access) Act 2018</i> (lapsed at dissolution) » Review of the Australian Citizenship renunciation by conduct and cessation provisions (lapsed at dissolution) » Review of the Counter-Terrorism Legislation Amendment Bill 2019 (lapsed at dissolution) » Review of the Identity-matching Services Bill 2018 and the Australian Passports Amendment (Identity-matching Services) Bill 2018 (lapsed at dissolution) » Review of the mandatory data retention regime (lapsed at dissolution) 	<ul style="list-style-type: none"> » <i>Annual report of committee activities 2017–18</i>—presented 20 September 2018; PP: 308/2018 » <i>Review of the re-listing of five organisations and the listing of two organisations as terrorist organisations under the Criminal Code</i>—presented 20 September 2018; PP: 309/2018 » <i>Advisory report on the Office of National Intelligence Bill 2018 and the Office of National Intelligence (Consequential and Transitional Provisions) Bill 2018</i>—presented 24 October 2018; PP: 466/2018 » <i>Advisory report on the Intelligence Services Amendment Bill 2018</i>—presented 4 December 2018; PP: 592/2018 » <i>Advisory report on the Telecommunications and Other Legislation Amendment (Assistance and Access) Bill 2018</i>—presented 5 December 2018; PP: 604/2018

Inquiries conducted	Reports presented
Intelligence and Security, Joint Statutory Committee on (continued)	
	<ul style="list-style-type: none"> » <i>Advisory report on the Crimes Legislation Amendment (Police Powers at Airports) Bill 2018</i>—presented 13 February 2019; PP: 31/2019 » <i>Review of Administration and Expenditure No. 16 (2016–2017): Australian Intelligence Agencies</i>—presented 13 February 2019; PP: 32/2019 » <i>Advisory report on the Australian Citizenship Amendment (Strengthening the Citizenship Loss Provisions) Bill 2018</i>—presented 14 February 2019; PP: 36/2018 » <i>Advisory report on the Counter-Terrorism (Temporary Exclusion Orders) Bill 2019</i>—presented 3 April 2019; PP: 102/2019 » <i>Review of the Telecommunications and Other Legislation Amendment (Assistance and Access) Act 2018</i>—presented 3 April 2019; PP: 103/2019
Intergenerational Welfare Dependence, Select Committee on	
Committee expired on 22 March 2019 upon presentation of its final report.	<ul style="list-style-type: none"> » <i>Discussion paper</i>—presented 20 August 2018; PP: 270/2018 » <i>Living on the edge: Inquiry into intergenerational welfare dependence</i>—presented 22 March 2019; PP: 78/2019
Migration, Joint Standing Committee on	
	<ul style="list-style-type: none"> » <i>Report of the inquiry into efficacy of current regulation of Australian migration and education agents</i>—presented 21 February 2019; PP: 53/2019 » <i>The report of the inquiry into review processes associated with visa cancellations made on criminal grounds</i>—presented 21 February 2019; PP: 52/2019
National Capital and External Territories, Joint Standing Committee on	
» Review of the National Capital Authority: Biannual public briefings	<ul style="list-style-type: none"> » <i>Commonwealth approvals for ACT light rail</i>—presented 22 October 2018; PP: 455/2018 » <i>Telling Australia's story—and why it's important: Report on the inquiry into Canberra's national institutions</i>—presented 3 April 2019; PP: 98/2019

Inquiries conducted	Reports presented
Northern Australia, Joint Standing Committee on	
<ul style="list-style-type: none"> » Opportunities and challenges of the engagement of traditional owners in the economic development of northern Australia 	<ul style="list-style-type: none"> » No reports were presented during 2018–19.
Public Accounts and Audit, Joint Committee on	
<ul style="list-style-type: none"> » Australian Government contract reporting—Inquiry based on Auditor-General's Report No. 19 (2017–18) (lapsed at dissolution) 	<ul style="list-style-type: none"> » <i>Report 472: Commonwealth procurement (second report)</i>—presented 18 October 2018; PP: 387/2018
<ul style="list-style-type: none"> » Cyber resilience—Inquiry based on Auditor-General's Report No. 53 (2017–18) (lapsed at dissolution) 	<ul style="list-style-type: none"> » <i>Report 473: Defence major projects report (2016–17)—Inquiry based on Auditor-General's report 26 (2017–18)</i>—presented 19 September 2018; PP: 306/2018
	<ul style="list-style-type: none"> » <i>Report 474: Annual report 2017–18</i>—presented 15 August 2018; PP: 247/2018
	<ul style="list-style-type: none"> » <i>Report 475: Defence first principles review, naval construction and mental health in the AFP—Inquiries based on Auditor-General's reports 31, 34 and 39 (2017–18)</i>—presented 18 February 2019; PP: 39/2019
	<ul style="list-style-type: none"> » <i>Report 476: Australian Government funding—Inquiry based on Auditor-General's reports 18 and 50 (2017–18)</i>—presented 18 February 2019; PP: 40/2019
	<ul style="list-style-type: none"> » <i>Report 477: Commonwealth financial statements—second report, and foreign investment in real estate—Inquiries based on Auditor-General's reports 24 and 48 (2017–18)</i>—presented 4 April 2019; PP: 112/2019
	<ul style="list-style-type: none"> » <i>Report 478: Issuing of a certificate under section 37 of the Auditor-General's Act 1997—Inquiry based on Auditor-General's Report No. 6 (2018–19)</i>—presented 4 April 2019; PP: 113/2019
	<ul style="list-style-type: none"> » <i>Report 479: Australian Government security arrangements—Inquiry based on Auditor-General's reports 38 and 43 (2017–18)</i>—presented 4 April 2019; PP: 114/2019

Inquiries conducted	Reports presented
Public Works, Parliamentary Standing Committee on	
<ul style="list-style-type: none"> » Commonwealth Scientific and Industrial Research Organisation's Sydney consolidation project (lapsed at dissolution) » Fit-out of leased premises for the Australian Taxation Office at 6–20 Gladstone Street, Moonee Ponds, Victoria (lapsed at dissolution) » Fit-out of leased premises for the Australian Federal Police at 140 Lonsdale Street, Melbourne, Victoria (lapsed at dissolution) » National Museum of Australia proposed gallery development stage 1: Life in Australia (lapsed at dissolution) » Point Wilson waterside infrastructure remediation project, Point Wilson, Victoria (lapsed at dissolution) 	<p>Note: The Parliamentary Standing Committee on Public Works often presents reports that cover multiple inquiries.</p> <ul style="list-style-type: none"> » <i>Referrals made May 2018 (3rd report of 2018)</i>—presented 20 August 2018; PP: 262/2018 » <i>Referrals made August and September 2018 (4th report of 2018)</i>—presented 3 December 2018; PP: 583/2018 » <i>Referrals made October 2018 (1st report of 2019)</i>—presented 18 February 2019; PP: 41/2019
Social Policy and Legal Affairs, Standing Committee on	
<ul style="list-style-type: none"> » Social Security Commission Bill 2018 	<ul style="list-style-type: none"> » <i>Breaking barriers: A national adoption framework for Australian children</i>—presented 26 November 2018; PP: 597/2018
Tax and Revenue, Standing Committee on	
	<ul style="list-style-type: none"> » <i>Taxpayer engagement with the tax system</i>—presented 10 September 2018; PP: 298/2018 » <i>2017 annual report of the Australian Taxation Office: Fairness, functions and frameworks—Performance review</i>—presented 21 February 2019; PP: 55/2019
Trade and Investment Growth, Joint Standing Committee on	
	<ul style="list-style-type: none"> » <i>Trade and the digital economy</i>—presented 20 September 2018; PP: 310/2018 » <i>Austrade's role in attracting investment in Australia</i>—presented 18 February 2019; PP: 38/2019

Inquiries conducted	Reports presented
Treaties, Joint Standing Committee on	
<ul style="list-style-type: none"> » Air Services—PNG (lapsed at dissolution) » Air Services—Thailand (lapsed at dissolution) » Air Services—Timor-Leste (lapsed at dissolution) » Free Trade Agreement between Australia and Hong Kong, China (lapsed at dissolution) » MH17—Netherlands (lapsed at dissolution) » MRA—UK (lapsed at dissolution) » Oil Stocks—Hungary (lapsed at dissolution) » Trade in Wine—UK (lapsed at dissolution) » Work diplomatic families—Italy (lapsed at dissolution) 	<p>Note: The Joint Standing Committee on Treaties often presents reports that cover multiple inquiries.</p> <ul style="list-style-type: none"> » <i>Report 180: Peru FTA; EU Framework Agreement; Timor Treaty-Maritime Boundaries; WIPO Australian Patent Office; Scientific Technical Cooperation: Italy and Brazil</i>—presented 15 August 2018; PP: 257/2018 » <i>Report 181: Comprehensive and progressive agreement for Trans-Pacific Partnership</i>—presented 22 August 2018; PP: 265/2018 » <i>Report 182: Oil stocks contracts: Netherlands</i>—presented 18 September 2018; PP: 304/2018 » <i>Report of the committee visit to India and Indonesia—2 to 10 August 2018</i>—presented 18 October 2018; PP: 388/2018 » <i>Report 183: Aspects of the Peru-Australia Free Trade Agreement revisited</i>—presented 21 November 2018; PP: 550/2018 » <i>Report 184: Nuclear cooperation UK</i>—presented 27 November 2018; PP: 600/2018 » <i>Report 185: Defence support—France; WTO government procurement; Prisoner transfers—United Arab Emirates</i>—presented 22 March 2019; PP: 77/2019

Internal committees—their purposes, and inquiries conducted and reports presented by them during 2018–19

Committee purpose	Inquiries conducted and reports presented
Appropriations and Administration, Standing Committee on	
<p>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>	<ul style="list-style-type: none"> » <i>Report No. 16: Annual report 2017–2018</i>—presented 25 October 2018; PP: 483/2018 » <i>Report No. 17: Budget estimates 2019–2020</i>—presented 4 April 2019; PP: 105/2019
Broadcasting of Parliamentary Proceedings, Joint Committee on the	
<p>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.</p>	<p>No reports were presented during 2018–19.</p>
Petitions, Standing Committee on	
<p>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.</p>	<ul style="list-style-type: none"> » <i>Report 26: Petitions and ministerial responses</i>—presented 13 August 2018 » <i>Report 27: Petitions and ministerial responses</i>—presented 20 August 2018 » <i>Report 28: Petitions and ministerial responses</i>—presented 10 September 2018 » <i>Report 29: Petitions and ministerial responses</i>—presented 17 September 2018 » <i>Report 30: Petitions and ministerial responses</i>—presented 15 October 2018 » <i>Report 31: Petitions and ministerial responses</i>—presented 22 October 2018 » <i>Report 32: Petitions and ministerial responses</i>—presented 26 November 2018 » <i>Report 33: Petitions and ministerial responses</i>—presented 3 December 2018 » <i>Report 34: Petitions and ministerial responses</i>—presented 18 February 2019 » <i>Your voice can change our future: The inquiry into the future of petitioning in the House</i>—presented 21 February 2019; PP: 54/2019 » <i>Report 35: Petitions and ministerial responses</i>—presented 4 April 2019

Committee purpose	Inquiries conducted and reports presented
Privileges and Members' Interests, Standing Committee on	
<p>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 the Citizenship Register, and consider any specific complaints about the registering of interests.</p>	<ul style="list-style-type: none"> » <i>Report concerning an application from Mr Roman Quaedvlieg for the publication of a response to a reference made in the House of Representatives</i>—presented 25 October 2018 » <i>Register of Members' Interests—Consideration of proposal by a Member</i>—presented 14 February 2019; PP: 33/2019 » <i>Report concerning the registration and declaration of members' interests during 2018</i>—presented 14 February 2019; PP: 34/2019 » Development of a foreign influence transparency scheme to apply to parliamentarians (lapsed at dissolution)
Procedure, Standing Committee on	
<p>The committee's role is to inquire into and report on the practices and procedures of the House.</p>	<ul style="list-style-type: none"> » <i>Maintenance of the Standing Orders: Final report</i>—presented 4 December 2018; PP: 602/2018
Publications, Standing Committee on	
<p>The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of documents presented to parliament.</p>	<p>No reports were presented during 2018–19.</p>
Selection Committee	
<p>The committee was established to determine the program of committee and delegation business and private members' business for each sitting Monday and to select bills for referral to committees.</p>	<p>During 2018–19 the committee presented 10 reports, on:</p> <ul style="list-style-type: none"> » 15 August 2018 » 22 August 2018 » 12 September 2018 » 19 September 2018 » 17 October 2018 » 24 October 2018 » 28 November 2018 » 13 February 2019 » 21 February 2019 » 3 April 2019

4. Publications

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

Parliament of Australia website: www.aph.gov.au

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

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

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

About the House newsletter

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

Committee Office brochures

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

House of Representatives facts and figures: Forty-sixth Parliament, first edition

A document produced primarily for use by Parliament House visitor guides

Guide to Procedures, sixth edition

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

House of Representatives Infosheet series

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

House of Representatives Practice, seventh edition

The official authority for issues of practice and procedure, 2018

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

House Review

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

Last Week in the House

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

Members' Notes

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

New Members' Handbook

A guide to services and facilities for new members of the House, 2019

House of Representatives Procedural Digest

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

The Speaker of the House of Representatives

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

House of Representatives Standing Orders

The permanent rules of procedure, as of 4 December 2017

House of Representatives Statistical Digest

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

Work of the Session

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

Working with parliamentary committees

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

Publications of an administrative nature

Department of the House of Representatives annual reports

Department of the House of Representatives corporate plans

Department of the House of Representatives Portfolio Budget Statements

Department of the House of Representatives Enterprise Agreement 2017–2020

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

5. Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2018–19.

Date	Delegation	Country represented
19–24 August 2018	Visit to Australia by a delegation from New Zealand (Social Services and Community Committee)	New Zealand
18–22 September 2018	Visit to Australia by a parliamentary delegation from the Kingdom of Saudi Arabia (Saudi–Australia Friendship Committee)	Saudi Arabia
22–27 October 2018	Visit to Australia by a parliamentary delegation from Chile	Chile
21–28 November 2018	Visit to Australia by a parliamentary delegation from Association of Southeast Asian Nations (ASEAN) member countries	Brunei, Cambodia, Malaysia, Philippines, Vietnam
24 November–1 December 2018	Visit to Australia by a parliamentary delegation from Ireland	Ireland

6. Other incoming parliamentary delegations

This appendix contains summary information on other incoming parliamentary delegations in 2018–19.

Date	Delegation	Country (or body) represented
2 August 2018	Visit to the parliament by a delegation of staff from the US Congress	United States
9 August 2018	Visit to the parliament by Mr Hirotaka Akamatsu, Vice Speaker of the House of Representatives of the parliament of Japan	Japan
14 August 2018	Visit to the parliament by the Australian Political Exchange Council, 17th delegation from Japan	Japan
15 August 2018	Visit to the parliament by Mr Won Yoo-chul, President of the Republic of Korea–Australia Parliamentary Friendship Group	Republic of Korea
20 August 2018	Visit to the parliament by a delegation from the Budget and Financial Affairs Committee of the National Assembly of Vietnam	Vietnam
23 August 2018	Visit to the parliament by a delegation from the Ethnic and Minority Affairs Committee of the National Assembly of Vietnam	Vietnam
10 September 2018	Visit to the parliament by the Hon Habib El Malki, Speaker of the parliament of Morocco	Morocco
12 September 2018	Visit to the parliament by the Australian Political Exchange Council, 22nd delegation from Vietnam	Vietnam
19 September 2018	Visit to the parliament by a delegation from the Public Accounts Committee of the Sarawak State Legislative Assembly	Malaysia
15 October 2018	Visit to the parliament by Mr Michael Müller, President of the Bundesrat and Governing Mayor of Berlin	Germany
15–16 October 2018	Visit to the parliament by a delegation from the Senate of the Dominican Republic	Dominican Republic
18 October 2018	Visit to the parliament by the Australian Political Exchange Council, 35th delegation from the United States	United States
22 October 2018	Visit to the parliament by Mrs Ivanna Klympush-Tsintsadze, Vice Prime Minister for European and Euro-Atlantic Integration, and delegation of the parliament of Ukraine	Ukraine

Date	Delegation	Country (or body) represented
22 October 2018	Visit to the parliament by the Hon Sue Hickey MP, Speaker of the Tasmanian House of Assembly	Australia (Tasmania)
26 November 2018	Visit to the parliament by the Polish–Australian Parliamentary Group	Poland
26 November 2018	Visit to the parliament by the Judicial Affairs Committee from the National Assembly of Vietnam	Vietnam
28 November 2018	Visit to the parliament by the Australian Political Exchange Council, 26th delegation from China	China
29 November 2018	Visit to the parliament by Nepali Supreme Court Justices	Nepal
3 December 2018	Visit to the parliament by the Rt Hon Enele Sosene Sopoaga, Prime Minister of Tuvalu	Tuvalu
4 December 2018	Visit to the parliament by Ms Chak Sopheap, Executive Director of the Cambodian Centre for Human Rights	Cambodia
10 December 2018	Visit to the parliament by staff of the National Assembly Secretariat of Korea	Republic of Korea
11–12 February 2019	Visit to the parliament by HE Dato' Lim Jock Hoi, ASEAN Secretary General	ASEAN
12 February 2019	Visit to the parliament by ministerial staff of the parliament of Malaysia	Malaysia
12 February 2019	Visit to the parliament by a delegation from the national parliament of Timor-Leste	Timor-Leste
14 February 2019	Visit to the parliament by Mr Gérald Darmanin, Minister of Public Action and Accounts, and delegation from the parliament of France	France
20 February 2019	Visit to the parliament by the Standing Committee on Devolution and Intergovernmental Relations of the Senate of Kenya	Kenya
20 February 2019	Visit to the parliament by a delegation from the national parliament of Timor-Leste	Timor-Leste
5 March 2019	Visit to the parliament by Mr Henrik Hololei, Director-General for Mobility and Transport, European Commission	European Commission

7. Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2018–19.

Date	Visit	Delegation members
2–6 July 2018	Parliamentary delegation to mainland China and Hong Kong by members of the House of Representatives Standing Committee on Infrastructure, Transport and Cities	Mr John Alexander OAM MP <i>Delegation leader</i> Mr Andrew Giles MP Mr Ted O'Brien MP Mr Trent Zimmerman MP
9–13 July 2018	Parliamentary delegation to attend the Presiding Officers and Clerks Conference, New Zealand	Hon Tony Smith MP <i>Speaker of the House of Representatives</i> Senator the Hon Scott Ryan <i>President of the Senate</i>
15–25 July 2018	Parliamentary delegation to ASEAN countries (Vietnam, Thailand and Brunei)	Mr Rowan Ramsey MP <i>Delegation leader</i> Mr Ian Goodenough MP Mr Julian Hill MP Senator Barry O'Sullivan
23–25 July 2018	Visit to Vietnam by the Speaker of the House of Representatives	Hon Tony Smith MP <i>Speaker of the House of Representatives</i>
29 July–4 August 2018	Parliamentary delegation to Indonesia	Mr Ken O'Dowd MP <i>Delegation leader</i> Ms Sharon Claydon MP Senator Patrick Dodson Senator Dean Smith
30 July–2 August 2018	Parliamentary delegation to Honolulu, Hawaii, by members of the Joint Standing Committee on Foreign Affairs, Defence and Trade	Senator David Fawcett <i>Delegation leader</i> Mr Nick Champion MP Senator Linda Reynolds Hon Warren Snowdon MP
1–10 August 2018	Parliamentary delegation to India and Indonesia by members of the Joint Standing Committee on Treaties	Hon Stuart Robert MP <i>Delegation leader</i> Mr Michael Danby MP Mrs Nola Marino MP

Date	Visit	Delegation members
3–7 September 2018	Parliamentary delegation to attend the 39th General Assembly of the ASEAN Inter-Parliamentary Assembly (AIPA), Singapore	Senator the Hon Scott Ryan <i>President of the Senate and delegation leader</i> Mr Steve Georganas MP
9–10 September 2018	Parliamentary delegation to attend the International Congress of Women's Parliamentary Caucuses, Ireland	Senator Deborah O'Neill Senator Amanda Stoker
15–17 September 2018	Visit to Bali, Indonesia, for the 2018 Mexico, Indonesia, Republic of Korea, Turkey and Australia (MIKTA) Speakers' Consultation	Senator Sue Lines <i>Deputy President of the Senate</i>
19 September– 19 December 2018	Parliamentary delegation to attend the United Nations General Assembly (UNGA), New York, United States	Hon Jenny Macklin MP Ms Ann Sudmalis MP
22 September– 1 October 2018	Parliamentary delegation to Mexico and Peru	Mrs Nola Marino MP <i>Delegation leader</i> Senator Kimberley Kitching Senator David Leyonhjelm Hon Dr John McVeigh MP
24 September– 4 October 2018	Parliamentary delegation to New Zealand and Canada by the Senate Standing Committee on Community Affairs	Senator Rachel Siewert <i>Delegation leader</i> Senator Derryn Hinch Senator Deborah O'Neill
27–28 September 2018	Parliamentary delegation to the 10th Asia–Europe Parliamentary Partnership Meeting (ASEP 10), Brussels	Senator the Hon Scott Ryan <i>President of the Senate and delegation leader</i> Senator Sue Lines Hon Jane Prentice MP
29 September– 4 October 2018	Visit to London by the President of the Senate	Senator the Hon Scott Ryan <i>President of the Senate</i>
8–18 October 2018	Parliamentary delegation to attend the 139th Assembly of the Inter-Parliamentary Union (IPU), Geneva, and bilateral visit to Romania	Senator the Hon Ian Macdonald <i>Delegation leader</i> Senator Helen Polley Hon Jane Prentice MP Mr Josh Wilson MP
22–24 October 2018	Parliamentary delegation to attend the 37th Commonwealth Parliamentary Association (CPA) Australia and Pacific Regional Conference, Cook Islands	Senator Catryna Bilyk Mr Andrew Wallace MP

Date	Visit	Delegation members
28 October– 1 November 2018	Parliamentary delegation to Timor-Leste	Mr Ken O'Dowd MP <i>Delegation leader</i> Ms Sharon Claydon MP Senator Patrick Dodson Senator Rex Patrick
10–14 January 2019	Visit to Valletta, Malta, to attend the Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC), and visit to London by the Speaker of the House of Representatives	Hon Tony Smith MP <i>Speaker of the House of Representatives</i>
13–18 January 2019	Parliamentary delegation to attend the Asia Pacific Parliamentary Forum (APPF), Siem Reap, Cambodia	Senator the Hon Scott Ryan <i>President of the Senate and delegation leader</i> Mr Patrick Gorman MP Hon Luke Hartsuyker MP Ms Joanne Ryan MP
19 February– 1 March 2019	Visit to the United States by the President of the Senate	Senator the Hon Scott Ryan <i>President of the Senate</i>
2–15 March 2019	Parliamentary delegation to the United Kingdom and New Zealand by members of the Senate Standing Committee on Regulations and Ordinances	Senator John Williams <i>Delegation leader</i> Senator Gavin Marshall
9–14 June 2019	Parliamentary delegation to attend the S. Rajaratnam School of International Studies–World Trade Organization (RSIS–WTO) Parliamentarian Workshop, Singapore	Senator the Hon Scott Ryan <i>President of the Senate</i>

8. Parliamentary capacity-building

This appendix contains summary information on parliamentary capacity-building activities supported by the Department of the House of Representatives in 2018–19.

Date	Program and activity	Country or legislature represented
10 July 2018	<p>Pacific Parliamentary Partnerships Fund</p> <p>An executive committee meeting was supported at the New Zealand parliament</p>	–
23–27 July 2018	<p>Fiji Parliamentary Support Program</p> <p>Two officers of the Fijian parliament were supported to undertake a program to enhance knowledge of parliamentary committees at the Victorian parliament</p>	Fiji
24–25 July 2018	<p>Study Visit Program</p> <p>Japanese academics visited parliament for a program on the Australian Parliament's processes for the dissemination of information, particularly in relation to online streaming and the provision of video libraries</p>	Japan
6–10 August 2018	<p>Fiji Parliamentary Support Program</p> <p>Three officers of the Fijian parliament were supported to undertake a program to enhance knowledge of library and research services at the Victorian parliament</p>	Fiji
10–14 August 2018	<p>Study Visit Program</p> <p>Members of the parliament of Ghana's Information and Communications Technology (ICT) Steering Committee visited the parliament for a program on the use of ICT in the operations of the parliament</p>	Ghana
20–24 August 2018	<p>Fiji Parliamentary Support Program</p> <p>Two officers of the Fijian parliament were supported to undertake a program to enhance knowledge of parliamentary information technology (IT) requirements at the Victorian parliament</p>	Fiji
27–31 August 2018	<p>Fiji Parliamentary Support Program</p> <p>Two officers of the Fijian parliament were supported to undertake a program to enhance knowledge of corporate asset and project management at the Victorian parliament</p>	Fiji
18–20 September 2018	<p>Parliamentary strengthening</p> <p>Visit to the parliament by HE Dato' Mohamad Ariff bin Md Yusof MP, Speaker of the House of Representatives, and delegation from the parliament of Malaysia</p>	Malaysia

Date	Program and activity	Country or legislature represented
24–28 September 2018	<p>Fiji Parliamentary Support Program</p> <p>The Communication and Public Engagement Manager of the Victorian parliament was assisted to facilitate a workshop to review the Fijian parliament's outreach strategy and resources</p>	Fiji
1–5 October 2018	<p>Fiji Parliamentary Support Program</p> <p>Four senior officers of the Victorian parliament were supported to conduct strategic planning workshops and related meetings at the Fijian parliament</p>	Fiji
1–5 October 2018	<p>Study Visit Program</p> <p>Staff of the lower house (Lok Sabha) of the Indian parliament visited the Australian Parliament for a study program on parliamentary procedure and administration</p>	India
30 October–2 November 2018	<p>Fiji Parliamentary Support Program</p> <p>A library officer from the Fijian parliament was supported to attend the Association of Parliamentary Librarians of Asia and the Pacific (APLAP) conference in Tokyo</p>	Fiji
22–27 November 2018	<p>Inter-Parliamentary Study Program for Speakers of Pacific parliaments</p> <p>A program offering professional development and networking opportunities was delivered to five Speakers and two Deputy Speakers of parliaments in the Pacific region</p>	Bougainville, Cook Islands, Nauru, New Zealand, Niue, Samoa, Solomon Islands
29 November 2018	<p>Study Visit Program</p> <p>A program on the role of the Senate in law-making, the powers of the state and federal parliaments and Australia's electoral system was delivered to two Nepalese Supreme Court Justices</p>	Nepal
4–6 December 2018	<p>Fiji Parliamentary Support Program</p> <p>A former member of the Victorian parliament was assisted to contribute to an induction program for newly elected members of the Fijian parliament</p>	Fiji
7–10 December 2018	<p>Parliamentary strengthening</p> <p>A member of parliament, assisted by the Clerk Assistant (Procedure), presented at a seminar on Malaysian parliamentary reform and associated meetings</p>	Malaysia
8 February 2019	<p>Pacific Parliamentary Partnerships Fund</p> <p>Four laptop computers were supplied and an officer of the parliament of Kiribati attended Microsoft Certified Solutions Associate (MCSA) Windows Server training in Sydney</p>	Kiribati

Date	Program and activity	Country or legislature represented
12 February 2019	Parliamentary strengthening Visit to the parliament by ministerial staff of the parliament of Malaysia	Malaysia
12 February 2019	Parliamentary strengthening Visit to the parliament by a delegation from the national parliament of Timor-Leste	Timor-Leste
25 February–6 March 2019	Parliamentary strengthening Four senior officers of the Department of the House of Representatives participated in a study visit program at the Indian lower house (Lok Sabha)	India
28 February 2019	Pacific Parliamentary Partnerships Fund A heavy-duty multifunction printer was supplied	Tonga
10–13 March 2019	Parliamentary strengthening The Deputy Clerk gave presentations on the parliament's committee system to a seminar at the parliament of Malaysia	Malaysia
19–27 March 2019	Parliamentary strengthening The Clerk Assistant (Table) assisted with executive and mid-level management training at the Myanmar parliament in a program funded by the United Nations Development Program (UNDP)	Myanmar
26 March–2 April 2019	Inter-Parliamentary Study Program A study program for 16 senior officers from 15 overseas parliaments and one Australian state parliament was held at the Australian Parliament, focusing on parliamentary practice and procedure, and administration	Azerbaijan, Canada, Chile, China, European Parliament, Fiji, Georgia, Ireland, Malaysia, New Zealand, Papua New Guinea, Philippines, Samoa, Sweden, Timor-Leste, Tasmania (Australia)
13 May 2019	Pacific Parliamentary Partnerships Fund Two multifunction printers were supplied	Bougainville
20–22 May 2019	Fiji Parliamentary Support Program Four whips and deputy whips from the Fijian parliament were assisted to undertake whips training at the Victorian parliament	Fiji
19 June 2019	Pacific Parliamentary Partnerships Fund An executive sub-committee meeting was supported at the Australian Parliament	–
28 June 2019	Pacific Parliamentary Partnerships Fund Three projectors and two projector screens were supplied	Fiji

9. Contact directory

This appendix contains the contact details of House of Representatives office holders and the department's senior executive officers as at 30 September 2019.

Speaker of the House of Representatives, Hon Tony Smith MP	Parliament House	Phone (02) 6277 4000
	Electorate office	Phone (03) 9727 0799
	Email	tony.smith.mp@aph.gov.au
Deputy Speaker, Mr Kevin Hogan MP	Parliament House	Phone (02) 6277 4746
	Electorate office	Phone (02) 6621 4044
	Email	kevin.hogan.mp@aph.gov.au
Second Deputy Speaker, Mr Rob Mitchell MP	Parliament House	Phone (02) 6277 4117
	Electorate office	Phone (03) 9333 0440
	Email	rob.mitchell.mp@aph.gov.au
Clerk of the House, Ms Claressa Surtees	Phone	(02) 6277 4111
	Email	clerk.reps@aph.gov.au
Deputy Clerk, Ms Catherine Cornish	Phone	(02) 6277 4222
	Email	depclerk.reps@aph.gov.au
Clerk Assistant (Table), Mr Peter Banson	Phone	(02) 6277 4777
	Email	peter.banson.reps@aph.gov.au
Clerk Assistant (Procedure), (Vacant)	Phone	(02) 6277 4396
	Email	–
Clerk Assistant (Committees), Mr Stuart Woodley	Phone	(02) 6277 4399
	Email	stuart.woodley.reps@aph.gov.au
Serjeant-at-Arms, Mr James Catchpole	Phone	(02) 6277 4444
	Email	james.catchpole.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

10. List of requirements

Section 17AJ(d) of the *Public Governance, Performance and Accountability Act 2013* requires the table below to be included in annual reports as an aid of access.

PGPA Rule Reference	Part of Report	Description	Requirement
17AD(g)	Letter of transmittal		
17AI	p. iii	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory
17AD(h)	Aids to access		
17AJ(a)	p. v	Table of contents.	Mandatory
17AJ(b)	pp. 173–180	Alphabetical index.	Mandatory
17AJ(c)	p. 172	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	pp. 167–171	List of requirements.	Mandatory
17AJ(e)	p. ii	Details of contact officer.	Mandatory
17AJ(f)	p. ii	Entity's website address.	Mandatory
17AJ(g)	p. ii	Electronic address of report.	Mandatory
17AD(a)	Review by accountable authority		
17AD(a)	pp. 2–7	A review by the accountable authority of the entity.	Mandatory
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	p. 8	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	pp. 8–10	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	p. 11	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	p. 8	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(b)	Not applicable	An outline of the structure of the portfolio of the entity.	Portfolio departments —mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AE(2)	Not applicable	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, mandatory
17ADI	Report on the performance of the entity		
<i>Annual performance statements</i>			
17ADI(i); 16F	pp. 14–28	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory
17AD(c)(ii)	<i>Report on financial performance</i>		
17AF(1)(a)	p. 29	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	p. 30	A table summarising the total resources and total payments of the entity.	Mandatory
17AF(2)	Not applicable	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, mandatory
17AD(d)	Management and accountability		
<i>Corporate governance</i>			
17AG(2)(a)	p. 81	Information on compliance with section 10 (fraud systems).	Mandatory
17AG(2)(b)(i)	p. iii	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory
17AG(2)(b)(ii)	p. iii	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory
17AG(2)(b)(iii)	p. iii	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(2)(c)	pp. 74–82	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	p. 82	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, mandatory
External scrutiny			
17AG(3)	p. 83	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	p. 83	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, mandatory
17AG(3)(b)	p. 83	Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, mandatory
17AG(3)(c)	Not applicable	Information on any capability reviews on the entity that were released during the period.	If applicable, mandatory
Management of human resources			
17AG(4)(a)	pp. 84–95	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(b)	pp. 84–86	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: <ul style="list-style-type: none"> » statistics on staffing classification level; » statistics on full-time employees; » statistics on part-time employees; » statistics on gender; » statistics on staff location; » statistics on employees who identify as Indigenous. 	Mandatory
17AG(4)(c)	pp. 91–92	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(4)(c)(i)	pp. 91–92	Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory
17AG(4)(c)(ii)	p. 92	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	pp. 89–92	A description of non-salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	Not applicable—see p. 91	Information on the number of employees at each classification level who received performance pay.	If applicable, mandatory
17AG(4)(d)(ii)	Not applicable—see p. 91	Information on aggregate amounts of performance pay at each classification level.	If applicable, mandatory
17AG(4)(d)(iii)	Not applicable—see p. 91	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, mandatory
17AG(4)(d)(iv)	Not applicable—see p. 91	Information on aggregate amount of performance payments.	If applicable, mandatory
Assets management			
17AG(5)	p. 96	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory
Purchasing			
17AG(6)	p. 96	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory
Consultants			
17AG(7)(a)	pp. 96–97	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	Mandatory
17AG(7)(b)	p. 97	A statement that “During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]”.	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(7)(c)	pp. 96–97	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory
17AG(7)(d)	p. 97	A statement that “Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.”	Mandatory
<i>Australian National Audit Office access clauses</i>			
17AG(8)	Not applicable	If an entity entered into a contract with a value of more than \$100,000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor’s premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, mandatory
<i>Exempt contracts</i>			
17AG(9)	Not applicable	If an entity entered into a contract or there is a standing offer with a value greater than \$10,000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, mandatory

Abbreviations and acronyms

AASB	Australian Accounting Standards Board
ABC	Australian Broadcasting Corporation
AFP	Australian Federal Police
ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
ASEAN	Association of Southeast Asian Nations
CBOC	Corporate Business Operation Centre
CPA	Commonwealth Parliamentary Association
DPS	Department of Parliamentary Services
EB	Executive Band
EU	European Union
FTA	free-trade agreement
GST	goods and services tax
HDRS	House Division Recording System
ICT	information and communications technology
IPRO	International and Parliamentary Relations Office
ISO	International Organization for Standardization
JSCOT	Joint Standing Committee on Treaties
MRA	mutual recognition agreement
PBIS	Parliamentary and Business Information Services Office
PBS	Portfolio Budget Statements
PEO	Parliamentary Education Office
PFAS	poly-fluoroalkyl substances
PGPA	Public Governance, Performance and Accountability
PNG	Papua New Guinea
PSC	Parliamentary Skills Centre
PSL	Parliamentary Service Level
SCID	Shared Committee Information Database
SES	Senior Executive Service
SME	small and medium-sized enterprise
UK	United Kingdom
UNDP	United Nations Development Program
WHS	Work Health and Safety
WIPO	World Intellectual Property Organization
WTO	World Trade Organization

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