



Appendixes

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1. Chamber and Federation Chamber

This appendix contains summary information on the business of the Chamber and Federation Chamber in 2020–21.

Sittings of the House of Representatives, 2020–21

Events	Spring 2020	Autumn–Winter 2021	Total
Sitting weeks	8	10	18
Sitting days	31	36	67
Hours of sitting: ^a			
» including suspensions	285	324	609
» excluding suspensions	274	319	593
Sittings after midnight	0	0	0
Government bills introduced	86	70	156
Private members' bills introduced	11	17 ^b	28
Private members' motions moved	17	12	29
Committee reports presented	80	58	138
Days on which:			
» the adjournment motion was debated	27	31	58
» matters of public importance were discussed	24	29	53
» private members' business occurred	7	6	13
Divisions	168	192	360
Closure of question agreed to	34	13	47
Closure of member agreed to	41	73	114
Bills subject to debate management motions	1	0	1

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

b. Includes two private senators' bills.

Meetings of the Federation Chamber, 2020–21

Events	Spring 2020	Autumn–Winter 2021	Total
Number of meetings	31	32	63
Hours of meeting (excluding suspensions) ^a	110	122	232
Bills referred ^b	7	6	13
Private members' bills debated	1	0	1
Private members' motions moved	44	62	106
Committee reports presented	0	0	0
Committee and delegation reports referred	24	9	33
Days on which:			
» the adjournment motion was debated	7	9	16
» grievance debate occurred	6	7	13
» private members' business occurred	7	8	15

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

b. Bills referred to the Federation Chamber on more than one occasion are only counted once.

Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2016–17 to 2020–21

Events	2016–17	2017–18	2018–19	2019–20	2020–21
Government bills introduced:					
» initiated in the House	206	172	112	196	142
» initiated in the Senate	7	15	13	17	14
» total	213	187	125	213	156
Private members' bills introduced ^a	35	35	30	35	28
Second reading amendments moved	40	45	37	110	105
Consideration in detail amendments moved:					
» government	58	453	471	32	606
» opposition	44	44	63	89	98
» non-aligned	71	9	32	18	47
» amendments to private members' bills	0	93	0	0	0
Consideration in detail amendments passed:					
» government	58	453	471	32	606
» opposition	0	3	2	3	0
» non-aligned	1	0	10	0	1
» 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 46th Parliament, 2020–21. Only House and joint committees supported by the Department of the House of Representatives are listed.

Committee	Meetings	Inquiries active as at 30 June 2021	Reports presented ^a
Scrutiny committees			
Agriculture and Water Resources	22	1	2
Communications and the Arts	16	1	0
Economics	31	5	2
Electoral Matters	19	0	5
Employment, Education and Training	13	1	1
Environment and Energy	23	2	3
Foreign Affairs, Defence and Trade	31	8	5
Health, Aged Care and Sport	22	1	0
Indigenous Affairs	22	1	1
Industry, Innovation, Science and Resources	29	1	1
Infrastructure, Transport and Cities	16	1	1
Intelligence and Security	83	13	9 ^b
Mental Health and Suicide Prevention	9	1	1
Migration	30	1	3
National Capital and External Territories	17	3	1
National Redress Scheme	18	1	0
Northern Australia	43	2	1
Public Accounts and Audit	28	5	5
Public Works	31	7	7
Regional Australia	26	1	0
Road Safety	3	1	0
Social Policy and Legal Affairs	38	2	2 ^c
Tax and Revenue	17	3	0
Trade and Investment Growth	20	1	1
Treaties	13	4	6

Committee	Meetings	Inquiries active as at 30 June 2021	Reports presented ^a
Internal committees			
Appropriations and Administration	7	0	3
Broadcasting of Parliamentary Proceedings	0	0	0
Petitions	21	0	15
Privileges and Members' Interests	5	0	1
Procedure	30	0	2
Publications (House)	0	0	0
Selection	18	0	18

- 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 Parliamentary Joint Committee on Intelligence and Security also presented three further reports by oral statement.
- c. The Standing Committee on Social Policy and Legal Affairs also made one statement discharging the requirement to provide a report.

3. Committee inquiries and reports

This appendix provides details of inquiries conducted and reports presented by the parliamentary committees supported by the Department of the House of Representatives in 2020–21.

Scrutiny committees – inquiries active as at 30 June 2021

Inquiries active as at 30 June 2021
Agriculture and Water Resources, Standing Committee on
Inquiry into the Australian aquaculture sector
Communications and the Arts, Standing Committee on
Australia's creative and cultural industries and institutions
Economics, Standing Committee on
Review of the Australian Competition and Consumer Commission annual report 2019
Review of the Australian Prudential Regulation Authority annual report 2019
Review of the Australian Securities and Investments Commission annual report 2019
Review of the four major banks and other financial institutions
Review of the Reserve Bank of Australia annual report 2020
Electoral Matters, Joint Standing Committee on
There were no active inquiries as at 30 June 2021.
Employment, Education and Training, Standing Committee on
Inquiry into adult literacy and its importance
Environment and Energy, Standing Committee on the
Inquiry into the Australian Local Power Agency Bill 2021 and Australian Local Power Agency (Consequential Amendments) Bill 2021
Inquiry into the current circumstances, and the future need and potential for dispatchable energy generation and storage capability in Australia
Foreign Affairs, Defence and Trade, Joint Standing Committee on
Inquiry into Australia activating greater trade and investment with Pacific island countries
Inquiry into certain aspects of the Department of Foreign Affairs and Trade annual report 2019–20 – child and forced marriage
Inquiry into certain aspects of the Department of Foreign Affairs and Trade annual report 2019–20 – Myanmar
Inquiry into expanding membership of the Comprehensive and Progressive Agreement for Trans-Pacific Partnership

Inquiries active as at 30 June 2021
Inquiry into strengthening Australia's relationships with countries in the Pacific region
Inquiry into the Department of Defence annual report 2019–20
Inquiry into the human rights of women and girls in the Pacific
Remediation of PFAS-related impacts ongoing scrutiny and review
Health, Aged Care and Sport, Standing Committee on
Inquiry into approval processes for new drugs and novel medical technologies in Australia
Implementation of the National Redress Scheme, Joint Select Committee on
Second interim report on implementation of the National Redress Scheme
Indigenous Affairs, Standing Committee on
Pathways and participation opportunities for Indigenous Australians in employment and business
Industry, Innovation, Science and Resources, Standing Committee on
Inquiry into developing Australia's space industry
Infrastructure, Transport and Cities, Standing Committee on
Inquiry into procurement practices for government-funded infrastructure
Intelligence and Security, Parliamentary Joint Committee on
Inquiry into extremist movements and radicalism in Australia
Inquiry into national security risks affecting the Australian higher education and research sector
Review of Administration and Expenditure No. 18 (2018–2019) – Australian Intelligence Agencies
Review of Administration and Expenditure No. 19 (2019–2020) – Australian Intelligence Agencies
Review of AFP powers
Review of Part 14 of the <i>Telecommunications Act 1997</i> – Telecommunications Sector Security Reforms
Review of the amendments made by the <i>Telecommunications and Other Legislation Amendment (Assistance and Access) Act 2018</i>
Review of the Counter-Terrorism Legislation Amendment (High Risk Terrorist Offenders) Bill 2020
Review of the Intelligence Oversight and Other Legislation Amendment (Strengthening Information Provisions) Bill 2020
Review of the Migration and Citizenship Legislation Amendment (Strengthening Information Provisions) Bill 2020
Review of the re-listing of Jama'at Mujahideen Bangladesh (JMB) and the listing of Neo-Jama'at Mujahideen Bangladesh (Neo-JMB) as terrorist organisations under the Criminal Code
Review of the Security Legislation Amendment (Critical Infrastructure) Bill 2020 and Statutory Review of the <i>Security of Critical Infrastructure Act 2018</i>
Review of the Surveillance Legislation Amendment (Identify and Disrupt) Bill 2020

Inquiries active as at 30 June 2021
Mental Health and Suicide Prevention, Select Committee on
Mental health and suicide prevention
Migration, Joint Standing Committee on
Inquiry into Australia's skilled migration program
National Capital and External Territories, Joint Standing Committee on the
Availability and access to enabling communications infrastructure in Australia's external territories
Inquiry into economic, social and environmental sustainability in the Indian Ocean Territories
Review of the National Capital Authority: biannual public briefings
Northern Australia, Joint Standing Committee on
Inquiry into the opportunities and challenges of the engagement of traditional owners in the economic development of Northern Australia
Inquiry into the destruction of 46,000-year-old caves at the Juukan Gorge in the Pilbara region of Western Australia
Public Accounts and Audit, Joint Committee of
Governance in the stewardship of public resources: Inquiry into Auditor-General's Reports 11, 31, 39 (2019–20) and 2 and 9 (2020–21)
Inquiry into Commonwealth financial statements 2019–20
Inquiry into the Defence major projects report 2019–20
Regulatory activities: Inquiry into Auditor-General's reports 33, 47, 48 (2019–20) and 5 and 8 (2020–21)
Review of the <i>Auditor-General Act 1997</i>
Public Works, Parliamentary Standing Committee on
Australian Nuclear Science and Technology Organisation intermediate level solid waste storage facility Lucas Heights, NSW
Christmas Island stormwater, landslide and rockfall mitigation works project
Commonwealth Scientific and Industrial Research Organisation, construction of National Collections Building, Black Mountain Science and Innovation Park, ACT
Department of Agriculture, Water and the Environment Scientific Research Station modernisation, Macquarie Island
Expansion of the National Sea Simulator at the Australian Institute of Marine Science, Townsville, Qld
Inquiry into Home Affairs 101 George Street Parramatta Fit-Out
United States Force Posture Initiatives Northern Territory training areas and ranges upgrades
Regional Australia, House Select Committee on
Inquiry into matters affecting Regional Australia

Inquiries active as at 30 June 2021
Road Safety, Joint Select Committee on
Inquiry into road safety
Social Policy and Legal Affairs, Standing Committee on
Inquiry into constitutional reform and referendums
Inquiry into homelessness in Australia
Tax and Revenue, Standing Committee on
Inquiry into the Commissioner of Taxation annual report 2018–19
Inquiry into the development of the Australian corporate bond market
Inquiry into the tax treatment of employee share schemes
Trade and Investment Growth, Joint Standing Committee on
Inquiry into the prudential regulation of investment in Australia's export industries
Treaties, Joint Standing Committee on
Certain aspects of the treaty-making process in Australia
Minamata Convention on Mercury
OCCAR-managed programmes participation agreement
Regional Comprehensive Economic Partnership Agreement

Scrutiny committees – reports presented during 2020–21

Reports presented	Date presented and parliamentary paper (PP) number
Agriculture and Water Resources, Standing Committee on	
<i>Aussie logs for Aussie jobs</i>	23 March 2021; PP: 93/2021
<i>Growing Australia. Inquiry into growing Australian agriculture to \$100 billion by 2030</i>	3 February 2021; PP: 18/2021
Communications and the Arts, Standing Committee on	
No reports were presented during 2020–21.	
Economics, Standing Committee on	
<i>Review of the Australian Prudential Regulation Authority annual report 2019 (second report)</i>	9 December 2020; PP: 584/2020
<i>Review of the Australian Securities and Investments Commission annual report 2019</i>	9 December 2020; PP: 585/2020

Reports presented	Date presented and parliamentary paper (PP) number
Electoral Matters, Joint Standing Committee on	
<i>Electoral Legislation Amendment (Miscellaneous Measures) Bill 2020</i>	25 August 2020; PP: 197/2020
<i>Commonwealth Electoral Amendment (Ensuring Fair Representation of the Northern Territory) Bill 2020</i>	16 October 2020; PP: 468/2020
<i>Report on the conduct of the 2019 federal election and matters related thereto</i>	10 December 2020; PP: 583/2020
<i>Review of the Electoral Legislation Amendment (Electoral Funding and Disclosure Reform) Act 2018</i>	27 May 2021; PP: 142/2020
<i>Report of the inquiry on the future conduct of elections operating during times of emergency situations</i>	24 June 2021; PP: 178/2021
Employment, Education and Training, Standing Committee on	
<i>Education in remote and complex environments</i>	11 November 2020; PP: 486/2020
Environment and Energy, Standing Committee on the	
<i>Parliamentary delegation to India – 3 to 7 November 2019</i>	31 August 2020; PP: 215/2020
<i>Advisory report on the National Greenhouse and Energy Reporting Amendment (Transparency in Carbon Emissions Accounting) Bill 2020</i>	31 August 2020; PP: 214/2020
<i>Tackling the feral cat pandemic: a plan to save Australian wildlife</i>	4 February 2021; PP: 19/2021
Foreign Affairs, Defence and Trade, Joint Standing Committee on	
<i>Inquiry into PFAS remediation in and around Defence bases – second progress report</i>	31 August 2020; PP: 200/2020
<i>Inquiry into targeted sanctions to address human rights abuses</i>	7 December 2020; PP: 546/2020
<i>Inquiry into the implications of the COVID-19 pandemic for Australia's foreign affairs, defence and trade</i>	8 December 2020; PP: 545/2020
<i>Inquiry into Australia's defence relationships with Pacific island nations</i>	12 May 2021; PP: 97/2021
<i>Australia's response to the coup in Myanmar</i>	24 June 2021; PP: 179/2021
Health, Aged Care and Sport, Standing Committee on	
No reports were presented during 2020–21.	
Implementation of the National Redress Scheme, Joint Select Committee on	
No reports were presented during 2020–21.	
Indigenous Affairs, Standing Committee on	
<i>Inquiry into food pricing and food security in remote Indigenous communities</i>	7 December 2020; PP: 578/2020
Industry, Innovation, Science and Resources, Standing Committee on	
<i>From rubbish to resources: building a circular economy</i>	7 December 2020; PP: 577/2020

Reports presented	Date presented and parliamentary paper (PP) number
Infrastructure, Transport and Cities, Standing Committee on	
<i>Fairer funding and financing of faster rail</i>	9 December 2020; PP: 579/2020
Intelligence and Security, Parliamentary Joint Committee on	
<i>Inquiry into the impact of the exercise of law enforcement and intelligence powers on the freedom of the press</i>	26 August 2020; PP: 198/2020
<i>Review of the Australian Citizenship Amendment (Citizenship Cessation) Bill 2019</i>	1 September 2020; PP: 216/2020
<i>Review of the re-listing of Islamic State East Asia as a terrorist organisation under the Criminal Code^a</i>	7 October 2020; PP: 262/2020
<i>Review of the listing and re-listing of three organisations as terrorist organisations under the Criminal Code^a</i>	7 October 2020; PP: 263/2020
<i>Annual report of committee activities 2019–2020</i>	7 October 2020; PP: 263/2020
<i>Review of the mandatory data retention regime</i>	28 October 2020; PP: 450/2020
<i>Advisory report on the Australian Security Intelligence Organisation Amendment Bill 2020</i>	3 December 2020; PP: 555/2020
<i>Review of the listing and re-listing of two organisations as terrorist organisations under the Criminal Code</i>	7 December 2020; PP: 550/2020
<i>Review of 'Declared Areas' Provisions Sections 119.2 and 119.3 of the Criminal Code</i>	24 February 2021; PP: 43/2021
<i>Advisory report on the Telecommunications Legislation Amendment (International Production Orders) Bill 2020</i>	12 May 2021; PP: 133/2021
<i>Review of the re-listing of Jaish-e-Mohammad as a terrorist organisation under the Criminal Code^a</i>	12 May 2021; PP: 134/2021
<i>Review of the listing of Sonnenkrieg Division as a terrorist organisation under the Criminal Code^a</i>	16 June 2021; PP: 165/2021
<i>Report on the review of the re-listing of Hizballah's External Security Organisation as a terrorist organisation under the Criminal Code</i>	23 June 2021; PP: 194/2021
Mental Health and Suicide Prevention, Select Committee on	
<i>Mental health and suicide prevention – interim report</i>	15 April 2021; PP: 120/2021
Migration, Joint Standing Committee on	
<i>Interim report of the Inquiry into the Working Holiday Maker program</i>	15 September 2020; PP: 255/2020
<i>Final report of the Inquiry into the Working Holiday Maker program</i>	30 November 2020; PP: 530/2020
<i>Interim report of the Inquiry into Australia's Skilled Migration program</i>	18 March 2021; PP: 89/2021

Reports presented	Date presented and parliamentary paper (PP) number
National Capital and External Territories, Joint Standing Committee on the	
<i>Report of the delegation to the Antarctic Parliamentarians Assembly – London, United Kingdom, 1–4 December 2019</i>	19 October 2020; PP: 436/2020
Northern Australia, Joint Standing Committee on	
<i>Never Again: Inquiry into the destruction of 46,000 year old caves at the Juukan Gorge in the Pilbara region of Western Australia – interim report</i>	9 December 2020; PP: 564/2020
Public Accounts and Audit, Joint Committee of	
<i>Report 480.1: Annual report (2019–20)</i>	19 October 2020; PP: 465/2020
<i>Report 482: Review of the operations of the Parliamentary Budget Office 2019–20</i>	19 October 2020; PP: 466/2020
<i>Report 483: Inquiry into the 2018–19 Defence major projects report and the future submarine project – transition to design</i>	7 December 2020; PP: 548/2020
<i>Report 484: The administration of government grants</i>	7 December 2020; PP: 549/2020
<i>Report 485: Cyber resilience</i>	9 December 2020; PP: 570/2020
Public Works, Parliamentary Standing Committee on	
<i>4/2020: Referrals made April 2020 and June 2020</i>	19 August 2020; PP: 178/2020
<i>5/2020: Referral made May 2020</i>	28 September 2020; PP: 227/2020
<i>6/2020: Referrals made September and October 2020</i>	7 December 2020; PP: 547/2020
<i>1/2021: Referral made April 2020</i>	22 February 2021; PP: 57/2021
<i>2/2021: Referrals made November and December 2020</i>	17 March 2021; PP: 87/2021
<i>Eighty-fourth annual report</i>	17 March 2021; PP: 86/2021
<i>3/2021: Referral made April 2021</i>	21 June 2021; PP: 172/2021
Regional Australia, House Select Committee on	
No reports were presented during 2020–21.	
Social Policy and Legal Affairs, Standing Committee on	
<i>Shelter in the storm – COVID-19 and homelessness – Interim report of the inquiry into homelessness in Australia</i>	7 October 2020; PP: 261/2020
<i>Inquiry into family, domestic and sexual violence</i>	12 May 2021; PP: 119/2021
<i>Ending Indefinite and Arbitrary Immigration Detention 2021 (private member's bill)^b</i>	22 June 2021
Tax and Revenue, Standing Committee on	
No reports were presented during 2020–21.	

Reports presented	Date presented and parliamentary paper (PP) number
Trade and Investment Growth, Joint Standing Committee on	
<i>Diversify Australia's trade and investment profile</i>	17 March 2021; PP: 92/2021
Treaties, Joint Standing Committee on	
<i>Report 189: Capital increase WBG IBRD; Capital increase WBG IFC; Amendments CMS; Termination IPPA – Indonesia</i>	6 August 2020; PP: 167/2020
<i>Report 190: Matters relating to two treaties with Hong Kong</i>	7 October 2020; PP: 264/2020
<i>Report 191: IMF NAB; IMF BBA; IMF PRGT</i>	7 October 2020; PP: 265/2020
<i>Report 192: Military training – Singapore; Digital economy agreement – Singapore</i>	8 December 2020; PP: 553/2020
<i>Report 194: Certifications – Iceland, Liechtenstein and Norway; Amendments 2020 – CITES</i>	16 March 2021; PP: 74/2020
<i>Report 195: Film co-production – Malaysia; Radio regulations – WRC-19; Tax information exchange – Timor-Leste</i>	11 May 2021; PP: 121/2021

a. Report presented by oral statement.

b. Statement discharging requirement to provide a report.

Internal committees – their purpose and reports presented by them during 2020–21

Committee purpose and reports presented
Appropriations and Administration, Standing Committee on
The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations, Staffing and Security.
Reports presented:
» <i>Report No 19: Budget estimates 2020–21</i> , presented on 8 October 2020; PP: 266/2020
» <i>Report No 20: Annual report 2019–20</i> , presented on 8 October 2020; PP: 267/2020
» <i>Report No 21: Budget estimates 2021–22</i> , presented on 13 May 2021; PP: 132/2020
Broadcasting of Parliamentary Proceedings, Joint Committee on the
The committee meets when required to consider the general principles applying to the radio broadcasting and, in certain circumstances, the televising of proceedings of parliament by the Australian Broadcasting Corporation.
No reports were presented during 2020–21.

Committee purpose and reports presented

Petitions, Standing Committee on

The committee receives and processes petitions, and inquires into and reports to the House on any matter relating to petitions and the petitions system. Information on how to go about petitioning the House of Representatives is available at the petitions page on the Parliament of Australia website.

Reports presented:

- » *Report 14: Petitions and ministerial responses*, presented on 24 August 2020
- » *Report 15: Petitions and ministerial responses*, presented on 31 August 2020
- » *Report 16: Petitions and ministerial responses*, presented on 19 October 2020
- » *Report 17: Petitions and ministerial responses*, presented on 26 October 2020
- » *Report 18: Petitions and ministerial responses*, presented on 9 November 2020
- » *Report 19: Petitions and ministerial responses*, presented on 30 November 2020
- » *Report 20: Petitions and ministerial responses*, presented on 7 December 2020
- » *Report 21: Petitions and ministerial responses*, presented on 15 February 2021
- » *Report 22: Petitions and ministerial responses*, presented on 22 February 2021
- » *Report 23: Petitions and ministerial responses*, presented on 15 March 2021
- » *Report 24: Petitions and ministerial responses*, presented on 22 March 2021
- » *Report 25: Petitions and ministerial responses*, presented on 12 May 2021
- » *Report 26: Petitions and ministerial responses*, presented on 24 May 2021
- » *Report 27: Petitions and ministerial responses*, presented on 21 June 2021
- » *Report on the inquiry into aspects of petitioning security and accessibility*, presented on 24 June 2021; PP: 177/2021

Privileges and Members' Interests, Standing Committee of

The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversee arrangements for the maintenance of the register of members' interests and the register of members' qualifications, and consider any specific complaints about the registering of interests.

Reports presented:

- » *Report concerning the registration and declaration of members' interests during 2020*, presented on 18 February 2021; PP: 56/2021

Procedure, Standing Committee on

The committee's role is to inquire into and report on the practices and procedures of the House and its committees.

Reports presented:

- » *Inquiry into the practices and procedures put in place by the House in response to the COVID-19 pandemic*, presented on 7 December 2020; PP: 576/2020
- » *Inquiry into the practices and procedures relating to Question Time*, presented on 13 May 2021; PP: 131/2021

Publications, Standing Committee on

The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of documents presented to parliament.

No reports were presented during 2020–21.

Committee purpose and reports presented

Selection Committee

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.

Reports presented:

- » *24 August 2020*
- » *26 August 2020*
- » *7 October 2020 (Report No. 19)*
- » *7 October 2020 (Report No. 20)*
- » *21 October 2020*
- » *28 October 2020*
- » *11 November 2020*
- » *2 December 2020*
- » *3 February 2021*
- » *17 February 2021*
- » *24 February 2021*
- » *17 March 2021*
- » *24 March 2021*
- » *25 March 2021*
- » *12 May 2021*
- » *26 May 2021*
- » *16 June 2021*
- » *24 June 2021*

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 as a witness at a committee public 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

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> |

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

Guide to Procedures, sixth edition

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

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

House of Representatives Practice, seventh edition

The official authority for issues of practice and procedure, 2018

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 speeches</i> | 8. <i>Bills</i> |
| 2. <i>Registration of Members' interests</i> | 9. <i>Raising a matter in the House</i> |
| 3. <i>Register of Members' qualifications</i> | 10. <i>Private Members' motions</i> |
| 4. <i>Introduction to the Chamber environment</i> | 11. <i>Private Members' bills and amendments</i> |
| 5. <i>Etiquette in the Chamber</i> | 12. <i>Procedural motions</i> |
| 6. <i>House business documents and guidance</i> | 13. <i>Parliamentary privilege</i> |
| 7. <i>Motions, debate and voting</i> | 14. <i>Presenting a petition</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 19 September 2019

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. Correction of material errors

There are three errors to be corrected in the *Department of the House of Representatives Annual Report 2019–20*:

- » The number of hours of committee meetings supported in 2019–20 was reported on page 18 as 728. The actual figure was 790.
- » The number of seminars conducted in 2019–20 was reported on page 22 as 11. The actual figure was seven.
- » The number of transport coordination services provided to members in 2019–20 was reported on page 24 as 16,630. The actual figure was 17,811.

6. Contact directory

This appendix contains the contact details of House of Representatives office holders and the department's senior executive officers as at 30 June 2021.

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 Llew O'Brien MP	Parliament House	Phone (02) 6277 2301
	Electorate office	Phone (07) 4121 2936
	Email	llew.obrien.mp@aph.gov.au
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7. List of requirements

Section 17AJ(d) of the Public Governance, Performance and Accountability Rule 2014 requires the table below to be included in annual reports as an aid of access.

PGPA Rule reference	Part of report (print version)	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. 173–182	Alphabetical index.	Mandatory
17AJ(c)	p. 172	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	pp. 165–171	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. 2–5	A review by the accountable authority of the entity.	Mandatory
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	p. 6	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	pp. 6–8	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	p. 9	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	p. 6	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(aa)(i)	p. 12	Name of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(ii)	p. 12	Position title of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(iii)	p. 93	Period as the accountable authority or member of the accountable authority within the reporting period.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AE(1)(b)	Not applicable	An outline of the structure of the portfolio of the entity.	Portfolio departments – mandatory
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
17AD(c) Report on the performance of the entity			
Annual performance statements			
17AD(c)(i); 16F	pp. 12–26	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory
17AD(c)(ii) Report on financial performance			
17AF(1)(a)	p. 27	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	p. 28	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			
Corporate governance			
17AG(2)(a)	p. 80	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

PGPA Rule reference	Part of report (print version)	Description	Requirement
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
17AG(2)(c)	pp. 68–81	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	Not applicable – see p. 80	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
Audit Committee			
17AG(2A)(a)	p. 69	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory
17AG(2A)(b)	pp. 69–71	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	pp. 69–71	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory
17AG(2A)(d)	p. 72	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	p. 72	The remuneration of each member of the entity's audit committee.	Mandatory
External scrutiny			
17AG(3)	p. 82	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	p. 82	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. 82	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

PGPA Rule reference	Part of report (print version)	Description	Requirement
Management of human resources			
17AG(4)(a)	pp. 83–97	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(aa)	pp. 83–85	Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: <ul style="list-style-type: none"> » statistics on full-time employees » statistics on part-time employees » statistics on gender » statistics on staff location. 	Mandatory
17AG(4)(b)	pp. 83–85	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)	p. 91	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
17AG(4)(c)(i)	p. 91	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)	p. 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

PGPA Rule reference	Part of report (print version)	Description	Requirement
Assets management			
17AG(5)	p. 98	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. 98	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory
Reportable consultancy contracts			
17AG(7)(a)	p. 98	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. 98	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
17AG(7)(c)	p. 98	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. 99	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
Reportable non-consultancy contracts			
17AG(7A)(a)	pp. 99–100	A summary statement detailing the number of new reportable non-consultancy contracts entered into during the period; the total actual expenditure on such contracts (inclusive of GST); the number of ongoing reportable non-consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AG(7A)(b)	p. 100	A statement that 'Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.'	Mandatory
Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts			
17AGA	pp. 98–100	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory
Australian National Audit Office access clauses			
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
Exempt contracts			
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
Small business			
17AG(10)(a)	p. 100	A statement that '[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website.'	Mandatory
17AG(10)(b)	p. 100	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AG(10)(c)	Not applicable	If the entity is considered by the Department administered by the Finance Minister as material in nature – a statement that '[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website.'	If applicable, mandatory
Financial statements			
17AD(e)	pp. 102–144	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
Executive remuneration			
17AD(da)	pp. 93–95	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2-3 of the Rule.	Mandatory
17AD(f)	Other mandatory information		
17AH(1)(a)(i)	Not applicable	If the entity conducted advertising campaigns, a statement that 'During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website.'	If applicable, mandatory
17AH(1)(a)(ii)	p. 100	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, mandatory
17AH(1)(b)	Not applicable	A statement that 'Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website].'	If applicable, mandatory
17AH(1)(c)	p. 82	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	Not applicable – see p. 82	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory
17AH(1)(e)	p. 163	Correction of material errors in previous annual report.	If applicable, mandatory
17AH(2)	pp. 68, 81, 100	Information required by other legislation.	Mandatory

Abbreviations and acronyms

ABC	Australian Broadcasting Corporation
AC	Companion of the Order of Australia
AFP	Australian Federal Police
ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
APRA	Australia Prudential Regulation Authority
ASEAN	Association of Southeast Asian Nations
CH	Companion of Honour
DPS	Department of Parliamentary Services
EB	Executive Band
GST	goods and services tax
ICT	information and communications technology
LCCDC	Liaison Committee of Chairs and Deputy Chairs
MIKTA	Mexico, Indonesia, Republic of Korea, Turkey and Australia
MP	Member of Parliament
NATO	North Atlantic Treaty Organization
PFAS	poly-fluoroalkyl substances
PGPA	Public Governance, Performance and Accountability
PHIAC	Private Health Insurance Administration Council
PP	parliamentary paper
PSL	Parliamentary Service Level
QR code	quick response code
RAAF	Royal Australian Air Force
SES	Senior Executive Service
SME	small and medium-sized enterprise
WHS Act	<i>Work Health and Safety Act 2011</i>

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