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*Preparations in the Chamber for the address to Parliament by Prime Minister Hon. James Marape, Prime Minister of Papua New Guinea.*

*Image: David Foote, Auspic/DPS.*

# 1. Chamber and Federation Chamber

This appendix contains summary information on the business of the Chamber and Federation Chamber in 2023–24.

Sittings of the House of Representatives, 2023–24

Events	Spring 2023	Autumn and winter 2024	Total
Sitting weeks	8	9	17
Sitting days	30	32	62
Hours of sitting: <sup>a</sup>			
» Including suspensions	288	304	592
» Excluding suspensions	283	299	582
Sittings after midnight	0	0	0
Government bills introduced	66	70	136
Private members' bills introduced	14	11	25
Private members' motions moved	19	16	35
Committee reports presented	62	61	123
Days on which:			
» The adjournment motion was debated	26	30	56
» Matters of public importance were discussed	20	30	50
» Private members' business occurred	7	6	13
Divisions	109	129	238
Closure of questions agreed to	8	9	17
Closure of member agreed to	0	4	4
Bills subject to debate management motions	4	8	12

a. Hours are rounded to the nearest hour.

## Meetings of the Federation Chamber, 2023–24

Events	Spring 2023	Autumn and winter 2024	Total
Number of meetings	29	29	58
Hours of meeting (excluding suspensions) <sup>a</sup>	102	126	228
Bills referred	28	50	78
Private members' bills debated	0	0	0
Private members' motions moved	58	47	105
Committee reports presented	0	0	0
Committee and delegation reports referred	19	7	26
Days on which:			
» The adjournment motion was debated	8	6	14
» Grievance debate occurred	7	7	14
» Private members' business occurred	7	5	12

a. Hours are rounded to the nearest hour.

## Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2019–20 to 2023–24

Events	2019–20	2020–21	2021–22	2022–23	2023–24
Government bills introduced:					
» Initiated in the House	196	142	101	157	130
» Initiated in the Senate	17			7	6
» Total	213	156	14	164	136
Private members' bills introduced <sup>a</sup>	35	28	115	22	25
Second reading amendments moved	110	105	55	30	30
Consideration in detail amendments moved:					
» Government	32	606	551	216	502
» Opposition	89	98	76	111	32
» Crossbench	18	47	38	382	268
» Private government member	0	0	11	0	0
» Amendments to private members' bills	0	0	0	0	0
Consideration in detail amendments passed:					
» Government	32	606	551	216	502
» Opposition	3	0	0	0	0
» Crossbench	0	1	1	135	19
» Private government member	0	0	0	0	0
» 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 47th Parliament, 2023–24. Only House and joint committees supported by the Department of the House of Representatives are listed.

Committee	Meetings	Inquiries active as at 30 June 2024	Reports presented <sup>a</sup>
<b>Scrutiny Committees</b>			
Aboriginal and Torres Strait Islander Affairs	12	1	1
Agriculture	28	1	2
Climate Change, Environment, Energy and Water	19	1	1
Communications and the Arts	15	1	1
Economics	54	6	1
Electoral Matters	9	1	1
Employment, Education and Training	31	2	1
Foreign Affairs, Defence and Trade	87	3	4
Health, Aged Care and Sport	32	1	0
Implementation of the National Redress Scheme	16	1	0
Industry, Science and Resources	18	1	1
Intelligence and Security	50	8	14
Migration	14	2	0
National Capital and External Territories	18	2	2
Public Accounts and Audit	24	4	8
Public Works	36	9	10
Regional Development Infrastructure and Transport	24	1	1
Social Policy and Legal Affairs	18	1	2
Trade and Investment Growth	18	1	3
Treaties	14	10	7
Workforce Australia Employment Services	9	0	1

Committee	Meetings	Inquiries active as at 30 June 2024	Reports presented <sup>a</sup>
<b>Internal committees</b>			
Appropriations and Administration	10	0	3
Broadcasting of Parliamentary Proceedings	0	0	0
Petitions	18	0	16
Privileges and Members' Interests	2	0	1
Procedure	20	1	1
Publications (House)	0	0	0
Selection	13	0	13

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.

## 3. Committee reports and inquiries

This appendix provides details of reports presented and inquiries conducted by the parliamentary committees supported by the Department of the House of Representatives in 2023–24.

Name of inquiry	Date report presented (if applicable)
<b>Aboriginal and Torres Strait Islander Affairs (Joint)</b>	
Inquiry into the application of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) in Australia	Final report presented 28 November 2023
Inquiry into economic self-determination and opportunities for First Nations Australians	Ongoing inquiry
<b>Agriculture (House)</b>	
Inquiry into food security in Australia	Final report presented 7 December 2023
Inquiry into Export Control Amendment (Ending Live Sheep Exports by Sea) Bill 2024	Final report presented 24 June 2024
Inquiry into Australian agriculture in Southeast Asian Markets	Ongoing inquiry
<b>Climate Change, Environment, Energy and Water (House)</b>	
Inquiry into plastic pollution in Australia's oceans and waterways	Final report presented 28 May 2024
Inquiry into the transition to electric vehicles	Ongoing inquiry
<b>Communications and the Arts (House)</b>	
Inquiry into co-investment in multi-carrier regional mobile infrastructure	Final report presented 15 November 2023
Inquiry into the challenges and opportunities within the Australian live music industry	Ongoing inquiry
<b>Economics (House)</b>	
Inquiry into promoting economic dynamism, competition and business formation	Final report presented 26 March 2024
Reviews of the Australian Competition and Consumer Commission Annual Reports 2021, 2022 and 2023	Ongoing inquiry
Review of the Australian Prudential Regulation Authority Annual Report 2021, 2022 and 2023	Ongoing inquiry
Reviews of the Australian Securities and Investments Commission Annual Report 2021, 2022 and 2023	Ongoing inquiry
Review of the Reserve Bank of Australia Annual Report 2022 and 2023	Ongoing inquiry
Review of Australia's Four Major Banks	Ongoing inquiry
Inquiry into insurers' responses to 2022 major floods claims	Ongoing inquiry

Name of inquiry	Date report presented (if applicable)
<b>Electoral Matters (Joint)</b>	
Inquiry into the 2022 federal election	Final report presented 27 November 2023
Inquiry into civics education, engagement, and participation in Australia	Ongoing inquiry
<b>Employment, Education and Training (House)</b>	
Inquiry into the Perceptions and Status of Vocational Education and Training	Final report presented 25 March 2024
Inquiry into the use of generative artificial intelligence in the Australian education system	Ongoing inquiry
Inquiry into the Digital Transformation of Workplaces	Ongoing inquiry
<b>Foreign Affairs, Defence and Trade (Joint)</b>	
Inquiry into the rights of women and children	Final report presented 30 November 2023
Inquiry into supporting democracy in our region	Final report presented 16 November 2023
Inquiry into the Department of Defence Annual Report 2021–22	Final report presented 14 September 2023
Inquiry into the Department of Defence Annual Report 2022–23	Ongoing inquiry
Inquiry into Australia's tourism and international education sectors	Ongoing inquiry Interim report tabled 18 October 2023
Inquiry into Australia's response to the priorities of Pacific Island countries and the Pacific region	Ongoing inquiry
<b>Health, Aged Care and Sport (House)</b>	
Inquiry into Diabetes	Ongoing inquiry
<b>Implementation of the National Redress Scheme (Joint)</b>	
Capability and Culture of the NDIA	Final report presented 13 November 2023
Inquiry into the operation of the National Redress Scheme	Ongoing inquiry
<b>Industry, Science and Resources (House)</b>	
Developing Advanced Manufacturing in Australia	Final report presented 30 November 2023
Food and beverage manufacturing in Australia	Ongoing inquiry

Name of inquiry	Date report presented (if applicable)
<b>Intelligence and Security (Joint)</b>	
Review of the 2023 relisting of three organisations as terrorist organisations under the Criminal Code	Final report presented 26 September 2023
Review of the Foreign Influence Transparency Scheme Amendment Rules 2023	Report by statement presented 11 September 2023
Review of the relisting of Islamic State East Asia as a terrorist organisation under the Criminal Code	Report by presented on 19 October 2023
Review of the Counter-Terrorism and Other Legislation Amendment Bill 2023	Final report presented 19 October 2023
Review of the Counter-Terrorism Legislation Amendment (Prohibited Hate Symbols and Other Measures) Bill 2023	Final report presented 15 November 2023
Review of the 2023 relisting of two organisations as terrorist organisations under the Criminal Code	Final report presented 6 December 2023
Review of the Defence Amendment (Safeguarding Australia's Military Secrets) Bill 2023	Final report presented 14 March 2024
Review of the National Security Legislation Amendment (Comprehensive Review and Other Measures No. 3) Bill 2023	Final report presented 21 March 2024
Review of Subdivision C of Division 3 of Part 2 of the Australian Citizenship Act 2007 (citizenship cessation determinations)	Final report presented 21 March 2024
Review of the amendments made by the Australian Citizenship Amendment (Citizenship Repudiation) Bill 2023	Final report presented 21 March 2024
Review of the Foreign Influence Transparency Scheme Act 2018	Final report presented 27 March 2024
Review of Administration and Expenditure No. 21 (2021–22) – Australian Intelligence Agencies	Final report presented 26 June 2024
Review of Administration and Expenditure No. 22 (2022–23) – Australian Intelligence Agencies	Ongoing inquiry
Review of Division 3 of Part III of the Australian Security Intelligence Organisation Act 1979	Ongoing inquiry
Review of post-sentence terrorism orders: Division 105A of the Criminal Code Act 1995	Ongoing inquiry
Review of the Counter-Terrorism Legislation Amendment (Declared Areas) Bill 2024	Ongoing inquiry
Review of the Crimes and Other Legislation Amendment (Omnibus No. 1) Bill 2024	Ongoing inquiry
Review of the Intelligence Services Legislation Amendment Bill 2023	Ongoing inquiry
Review of the listing of Ansar Allah as a terrorist organisation under the Criminal Code	Ongoing inquiry



Name of inquiry	Date report presented (if applicable)
Review of the Migration Amendment (Clarifying International Obligations for Removal) Act 2021	Ongoing inquiry
<b>Migration (Joint)</b>	
Ending Arbitrary and Indefinite Detention Bill inquiry	Ongoing inquiry
Migration, Pathway to Nation Building	Ongoing inquiry
<b>National Capital and External Territories (Joint)</b>	
Inquiry into the importance of Antarctica to Australia's national interests	Ongoing inquiry
Review of the National Capital Authority Annual Report 2022–23	Ongoing inquiry
<b>Public Accounts and Audit (Joint)</b>	
Inquiry into the Defence Major Projects Report 2020–21 and 2021–22 and Procurement of Hunter Class Frigates	Final report presented 26 June 2024
Inquiry into procurement at Services Australia and the National Disability Insurance Agency	Final report presented 26 June 2024
Inquiry into probity and ethics in the Australian public sector	Final report tabled 26 June 2024
Inquiry into the Annual Performance Statements 2021–22	Final report presented 17 October 2023
Commonwealth procurement: Inquiry into Auditor-General Reports 6, 15, 30, 42 (2021–22) and 5 (2022–23)	Interim report presented 13 September 2023 Final report presented 26 June 2024
Inquiry into Commonwealth Financial Statements 2022–23	Ongoing inquiry
Inquiry into Policy and Program Design and Implementation	Ongoing inquiry
Inquiry into the 2022–23 Major Projects Report	Ongoing inquiry
Inquiry into the failed visa privatisation process and the implementation of other public sector IT procurements and projects	Ongoing inquiry
<b>Public Works (Joint)</b>	
Department of Defence — Facilities to Support JP9101 Phase 1 Enhanced Defence High Frequency Communications System — 'Project Phoenix'	Final report presented 8 August 2023
Department of Defence — Fishermans Bend Redevelopment	Final report presented 12 September 2023
National Capital Authority — Commonwealth Avenue Bridge, Canberra, ACT, Renewal project	Final report presented 29 September 2023
Department of Defence—Edinburgh Defence Precinct Mid-Term Refresh	Final report presented 14 November 2023

Name of inquiry	Date report presented (if applicable)
<b>Public Works (Joint)</b>	
Department of Defence—Armoured Fighting Vehicles Facilities Program — Stage 2	Final report presented 14 November 2023
National Capital Authority—Scrivener Dam Dissipator Strengthening project	Final report presented 14 November 2023
Australian Taxation Office—Proposed Fit-out of New Leased Premises at 15 Sydney Avenue, Barton, ACT	Final report presented 14 November 2023
Department of Defence — Defence Fuel Transformation Program—Tranche 2 Facilities project	Final report presented 28 November 2023
Airservices Australia — PFAS Remediation of Former Fire Training Ground at Launceston Airport, Tasmania	Final report presented 19 March 2024
Department of Defence — RAAF Base Learmonth Redevelopment Enabling KC-30A Operations, Exmouth, Western Australia	Final report presented 26 March 2024
Department of Defence — RAAF Base Darwin—Mid-term Refresh	Final report presented 26 March 2024
Department of Defence — Facilities to Support Advanced Growler Phase 6	Final report presented 28 May 2024
Australian Nuclear Science and Technology Organisation — Nuclear Medicine Facility project	Final report presented 14 May 2024
Australian Institute of Marine Science — Remediation of AIMS Cape Cleveland Wharf, Queensland	Ongoing inquiry
Department of Defence — Albury Wodonga Military Area Redevelopment project	Ongoing inquiry
Department of Defence — Canberra Defence Precinct Tranche 1 Australian Defence Force Academy Living-in Accommodation project	Ongoing inquiry
Department of Defence — RAAF Base Wagga Redevelopment project	Ongoing inquiry
Department of Defence — Submarine Rotational Force—West, Priority Works, HMAS Stirling, Western Australia	Ongoing inquiry
Department of Finance — Proposed Fit-out of New Commonwealth Parliament Offices at One Festival Tower, Adelaide, South Australia	Ongoing inquiry
Department of Finance — Proposed Fit-out of New Commonwealth Parliament Offices, Perth, Western Australia	Ongoing inquiry
Department of Veterans' Affairs — Proposed Fit-out of New Leased Premises at 18 Marcus Clarke Street, Canberra	Ongoing inquiry
Parks Australia — Mutitjulu Essential Services project	Ongoing inquiry
<b>Regional Development Infrastructure and Transport (House)</b>	
Inquiry into the implications of severe weather events on the national regional, rural, and remote road network	Final report presented 15 December 2023
Inquiry into local government sustainability	Ongoing inquiry

Name of inquiry	Date report presented (if applicable)
<b>Social Policy and Legal Affairs (House)</b>	
Inquiry into the Administrative Review Tribunal Bill 2023 and the Administrative Review Tribunal (Consequential and Transitional Provisions No.1) Bill 2023	Final report presented 23 February 2024
Inquiry into the recognition of unpaid carers	Final report presented 27 March 2024
Inquiry into family violence orders	Ongoing inquiry
<b>Trade and Investment Growth (Joint)</b>	
Inquiry into the Australian Government's approach to negotiating trade and investment agreements	Interim report presented 6 February 2024 Final report presented 1 May 2024
Inquiry into Australia's transition to a green energy superpower	Final report presented 11 October 2023
<b>Treaties (Joint)</b>	
Agreement between the Government of Australia and the Government of the Democratic Republic of Timor-Leste on Cooperation in the Field of Defence and the Status of Visiting Forces	Final report presented 3 August 2023
Agreement between Australia and the Republic of Serbia on Social Security	Final report presented 3 August 2023
Protocol Amending the Marrakesh Agreement Establishing the World Trade Organization Agreement on Fisheries Subsidies	Final report presented 6 September 2023
Audiovisual Co-production Agreement between the Government of Australia and the Government of the Republic of India	Final report presented 18 October 2023
Amendments to the Annex of the Convention on Facilitation of International Maritime Traffic	Final report presented 11 December 2023
Acts of the Universal Postal Union adopted by the 2nd Extraordinary Congress: Tenth Additional Protocol to the Constitution of the Universal Postal Union and Second Additional Protocol to the General Regulations of Universal Postal Union	Final report presented 20 March 2024
Acts of the Universal Postal Union adopted by the 27th Universal Postal Congress: Eleventh Additional Protocol to the Constitution of the Universal Postal Union, Third Additional Protocol to the General Regulations of the Universal Postal Union, the Universal Postal Convention, the Final Protocol to the Universal Postal Convention, the Postal Payment Services Agreement and the Final Protocol to the Postal Payment Services Agreement	Final report presented 20 March 2024
Second Protocol to Amend the Agreement Establishing the ASEAN-Australia-New Zealand Free Trade Area (AANZFTA)	Final report presented 15 May 2024
Nairobi International Convention on the Removal of Wrecks	Final report presented 26 June 2024

Name of inquiry	Date report presented (if applicable)
<b>Treaties (Joint)</b>	
Australia-Tuvalu Falepili Union	Ongoing inquiry
Agreement between the Government of Australia and the Government of the Republic of Fiji on Cooperation in the Field of Defence and the Status of Visiting Forces	Ongoing inquiry
Agreement between the Government of Australia and the Government of the United States of America on Technology Safeguards Associated with United States Participation in Space Launches from Australia	Ongoing inquiry
Amendments to Appendices I, II and III of the Convention on International Trade in Endangered Species of Wild Fauna and Flora	Ongoing inquiry
Protocol on the Accession of the United Kingdom of Great Britain and Northern Ireland to the Comprehensive and Progressive Agreement for Trans-Pacific Partnership and associated side-letters	Ongoing inquiry
Agreement Between the Government of Australia and the Government of Papua New Guinea on a Framework for Closer Security Relations	Ongoing inquiry
International Labour Organization Convention No. 187: Promotional Framework for Occupational Safety and Health Convention	Ongoing inquiry
International Labour Organization Convention No. 191: Safe and Healthy Working Environment (Consequential Amendments) Convention	Ongoing inquiry
Indo-Pacific Economic Framework for Prosperity Agreement relating to Supply Chain Resilience	Ongoing inquiry
Exchange of Notes to extend the Exchange of Notes constituting an Agreement between the Government of Australia and the Government of the United States of America to Amend and Extend the Agreement concerning the Conduct of Scientific Balloon Flights for Civil Research Purposes of 16 February 2006	Ongoing inquiry
<b>Workforce Australia Employment Services (House)</b>	
Inquiry into Workforce Australia Employment Services	Final report presented 30 November 2023

Internal committees – their purpose and reports presented by them during 2023–24

### Committee purpose and reports presented

#### Appropriations and Administration (House)

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.

Three inquiry reports were presented during 2023–24:

- » Report No 27 - Annual Report 2022–2023 (report tabled March 2024)
- » Report No 28 - Additional Estimates 2023–2024 (report tabled February 2024)
- » Report No 29 - Budget Estimates 2024–2025 (report tabled May 2024)

#### Broadcasting of Parliamentary Proceedings (Joint)

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 2023–24.

#### Petitions (House)

The committee receives and processes petitions, and inquiries 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.

Sixteen reports were presented during 2023–24:

- » The committee receives and processes petitions, and inquiries 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.
- » Sixteen reports were presented during 2023–24:
- » Report 12: Petitions and ministerial responses, presented on 31 July 2023
- » Report 13: Petitions and ministerial responses, presented on 7 August 2023
- » Report 14: Ministerial responses, presented on 4 September 2023
- » Report 15: Petitions and ministerial responses, presented on 11 September 2023
- » Report 16: Petitions and ministerial responses, presented on 16 October 2023
- » Report 17: Petitions and ministerial responses, presented on 13 November 2023
- » Report 18: Petitions and ministerial responses, presented on 27 November 2023
- » Report 19: Ministerial responses, presented on 7 December 2023
- » Report 20: Petitions and ministerial responses, presented on 12 February 2024
- » Report 21: Petitions and ministerial responses, presented on 26 February 2024
- » Report 22: Ministerial response, presented on 29 February 2024
- » Report 23: Petitions and ministerial responses, presented on 18 March 2024
- » Report 24: Petitions and ministerial responses, presented on 25 March 2024
- » Report 25: Petitions and ministerial responses, presented on 14 May 2024
- » Report 26: Petitions and ministerial responses, presented on 3 June 2024
- » Report 27: Petitions and ministerial responses, presented on 24 June 2024

## Committee purpose and reports presented

### Privileges and Members' Interests (House)

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, the register of members' qualifications and the members' training program register, and consider any specific complaints about the registering of interests.

One report was presented during 2023–24:

- » Report concerning the registration and declaration of Members' interests during 2023 (report tabled February 2024)

### Procedure (House), Standing Committee on

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

One report was presented during 2023–24:

- » Inquiry into recommendations 10 and 27 of Set the standard: Report on the *Independent Review into Commonwealth Parliamentary Workplaces* (report tabled 7 August 2023)

### Publications (Joint), Standing Committee on

Committee considers documents presented to the House that are not covered by the resolutions of the House (of 28 March 2018) and Senate (of 8 February 2018) – or for which the House and Senate have not already made a determination – and recommends to the House whether they should be included in the Parliamentary Papers Series.

No reports were presented during 2023–24.

### Selection Committee (House)

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.

Thirteen reports were presented during 2023–24.

The reports presented were presented on:

- » 2 August 2023
- » 9 August 2023
- » 6 September 2023
- » 13 September 2023
- » 18 October 2023
- » 15 November 2023
- » 7 February 2024
- » 14 February 2024
- » 28 February 2024
- » 20 March 2024
- » 29 May 2024
- » 5 June 2024
- » 26 June 2024

## 4. Publications

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

### Parliament of Australia website: [www.aph.gov.au](http://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

#### *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*

A document produced primarily for use by Parliament House visitor guides and updated as needed. In the 47th Parliament there have been two editions. A third is in production.

#### *House of Representatives Infosheet series*

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

#### *Guide to Procedures, sixth edition*

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

#### *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

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

### *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. First speeches   | 8. Bills                                  |
| 2. Registration of members' interests   | 9. Raising a matter in the House          |
| 3. Register of members' qualifications relating to sections 44 and 45 of the Constitution | 10. Private members' motions              |
| 4. Introduction to the Chamber environment  | 11. Private members' bills and amendments |
| 5. Etiquette in the Chamber   | 12. Procedural motions                    |
| 6. House business documents and guidance  | 13. Parliamentary privilege               |
| 7. Motions, debate and voting   | 14. Presenting a petition                 |

### *Members' Handbook*

An introduction to the role of a Member of the House of Representatives and a guide to public resources, services and facilities, 2022 (since updated electronically)

### *House of Representatives Procedural Digest*

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

### *House of Representatives Standing Orders*

The permanent rules of procedure, as at 2 August 2022

### *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 and deputy chairs
- » A guide for Members and their 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. Incoming parliamentary delegations

This appendix contains summary information on incoming parliamentary delegations in 2023–24.

Date	Delegation	Country represented
3 August 2023	Working visit by Mr Le Quang Huy, Chair of the Committee for Science, Technology and Environment	Vietnam
7–10 August 2023	Guest of Parliament visit by the Vice Chair of the National People's Congress	People's Republic of China
6 Sept 2023	Working visit by Hon Allan Bird, Governor for East Sepik and members of the Electoral Commission Committee	Papua New Guinea
27 Sept 2023	Working visit by the President of the Senate	Thailand
19–20 Oct 2023	Working visit by the Deputy President of the Senate	Malaysia
23–24 Oct 2023	Working Visit by parliamentarians from the Bundestag	Germany
13 Nov 2023	Working visit by Mr Aso Taro (current member of parliament and former Prime Minister)	Japan
14 Nov 2023	Working visit by the NATO PA sub-Committee on Transatlantic Economic Relations (ESCTER) and sub-Committee on NATO Partnerships (PCNP)	Multiple countries representing NATO membership
30 Nov 2023	Working visit by the Chair of National Assembly	Nepal
7 Feb 2024	Working visit by members of the Parliament Business Committee	Kiribati
23 Feb - 1 March	Guest of Parliament visit by the Speaker of the National Parliament	Republic of Fiji
18 Mar 2024	Working visit by members of the Public Accounts Committee	Kiribati
21–28 June 2024	Guest of Parliament visit by the Speaker of the National Parliament	Papua New Guinea

## 6. Parliamentary capacity building

This appendix contains summary information on activities supporting parliamentary capacity building in 2023–24.

Date	Activity	Country
30 June - 9 July 2023	Floating Budget Mission sponsored by the United Nations Development Programme	Fiji
2023–2024	Pacific Parliamentary Partnership Fund annual round	Bougainville Cook Islands Fiji Niue Samoa Solomon Islands Tonga
March 2024	Inter-Parliamentary Study Program for Parliamentary Officials	Canada European Parliament Germany Japan Palau Philippines Singapore Sweden United Kingdom Vanuatu

## 7. Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2023–24.

Date	Visit	Delegation members
1 to 5 July 2023	Presiding Officer visit to the Solomon Islands for the Presiding Officers and Clerks Conference	President of the Senate Speaker of the House of Representatives Clerk of the Senate Clerk of the House of Representatives
12 to 19 July 2023	Joint Standing Committee for Foreign Affairs, Defence and Trade visit to Solomon Islands and Papua New Guinea	Mr Josh Burns MP Ms Kate Thwaites MP Mr Andrew Wallace MP
15 to 22 July 2023	Presiding Officer led delegation to Israel and Palestine	The Hon Milton Dick MP Dr Michelle Anandah-Rajah MP Ms Tania Lawrence MP Mr Ross Vasta MP Ms Zoe Daniel MP
21 to 29 July	Presiding officer visit to the United Kingdom and the Republic of Ireland	Hon Milton Dick MP
5 to 9 August	Parliamentary delegation to the 44th ASEAN Inter-Parliamentary Assembly in Indonesia	Ms Zaneta Mascarenhas MP The Hon Dr David Gillespie MP
14 to 16 August	Parliamentary Joint Committee for Intelligence and Security visit to New Zealand	Mr Peter Khalil MP Hon Andrew Hastie MP Senator James Paterson Senator Marielle Smith
21 to 26 August	Presiding Officer visit to Tonga for the Pacific Islands Parliament Group Conference	Senator the Hon Sue Lines
28 August to 3 September	Parliamentary delegation to New Caledonia, Vanuatu and Fiji	Ms Louise Miller-Frost MP Mr Luke Gosling OAM MP Ms Dai Le MP Mr Terry Young MP Dr Anne Webster MP
11 September to 22 October	Parliamentary delegation to the United Nations General Assembly	Mr Rob Mitchell MP Mr Andrew Wallace MP

Date	Visit	Delegation members
23 September to 6 October	Select Committee on Workforce Australia Employment Services visit to France, Republic of Ireland, Netherlands and Denmark	Mr Julian Hill MP Ms Rebekha Sharkie MP
29 September to 6 October	Parliamentary delegation to Ghana for the 66th CPA Commonwealth Parliamentary Conference	Sen the Hon Sue Lines Ms Sharon Claydon MP The Hon Karen Andrews MP
1 to 2 October	Presiding Officer visit to Singapore	Hon Milton Dick MP
2 to 12 October	Parliamentary Delegation to Nepal and India	The Hon Milton Dick MP Ms Libby Coker MP Ms Joanne Ryan MP Senator Dean Smith Senator Ralph Babet
6 to 9 October	Parliamentary delegation to 69th Annual Session of the NATO Parliamentary Assembly	Mr Luke Gosling OAM MP Senator the Hon David Fawcett
7 to 12 October	Presiding Officer visit to India	Senator the Hon Sue Lines
12 to 14 October	Presiding Officer attendance at the 9th G20 Speakers' Consultations in India	Senator the Hon Sue Lines Hon Milton Dick MP
23 to 27 October	Parliamentary delegation to the 147th Inter-Parliamentary Union (IPU) Assembly in Angola	The Hon Milton Dick MP Senator Deborah O'Neill Mr Julian Hill MP Hon Warren Entsch MP Senator the Hon Linda Reynolds CSC
28 October to 3 November	Parliamentary delegation to the USA	Mr Josh Wilson MP Ms Meryl Swanson MP Ms Zali Steggall OAM MP Hon Melissa Price MP Hon Mark Coulton MP
31 October to 9 November	Parliamentary delegation to Sweden and the United Kingdom	Ms Anne Stanley MP Hon Shayne Neumann MP Hon Scott Buchholz MP Hon Karen Andrews MP
19 to 21 November	Parliamentary delegation to the 9th MIKTA Speakers' Consultations	Senator Andrew McLachlan

Date	Visit	Delegation members
19 to 23 November	Parliamentary Delegation to Malaysia	Hon Shayne Neumann MP Mr Sam Lim MP Senator Fatima Payman Ms Angie Bell MP Hon Melissa Price MP Dr Helen Haines MP
23 to 26 November	Parliamentary delegation to the 31st Asia-Pacific Parliamentary Forum in the Philippines	Mr Steve Georganas MP Ms Tracey Roberts MP Mrs Bridget Archer MP The Hon Michelle Landry MP
10 to 16 December	Joint Standing Committee on Treaties visit to India and Singapore	Mr Josh Wilson MP Mr Matt Burnell MP Sen the Hon Matthew Canavan
9 to 13 March	Presiding Officer attendance at the 75th Anniversary of the Commonwealth, United Kingdom	Senator the Hon Sue Lines
23 to 27 March	Parliamentary delegation to the 148th Inter-Parliamentary Union Assembly	Sen Deborah O'Neill Mr Julian Hill MP Sen the Hon Linda Reynolds Hon Warren Entsch MP
8 to 12 April	Senate Select Committee on Australia's Disaster Resilience visit to New Zealand	Senator Jacqui Lambie Senator Tony Sheldon Senator Perin Davey
4 to 12 May	Presiding Officer visit to Mexico for the 10th MIKTA Speakers' Consultations and visit to Colombia	Hon Milton Dick MP
7 to 8 May	Presiding Officer participation in the Commonwealth Parliamentary Association mid-year Executive Committee meetings – Virtual participation in meetings hosted from London	Senator the Hon Sue Lines
13 to 21 June	Standing Committee on Climate Change, Energy, Environment and Water visit to the Republic of Korea and Japan	Mr Tony Zappia MP Hon Dr David Gillespie MP

## 8. 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 2024.

### Contact details

<b>Speaker of the House of Representatives</b> Hon Milton Dick MP	<b>Parliament House</b>	<b>Phone</b> (02) 6277 4000
	<b>Electorate office</b>	<b>Phone</b> (07) 3879 6440
	<b>Email</b> milton.dick.mp@aph.gov.au	
<b>Deputy Speaker</b> Ms Sharon Claydon MP	<b>Parliament House</b>	<b>Phone</b> (02) 6277 4285
	<b>Electorate office</b>	<b>Phone</b> (02) 4926 1555
	<b>Email</b> sharon.claydon.mp@aph.gov.au	
<b>Second Deputy Speaker</b> Mr Ian Goodenough MP	<b>Parliament House</b>	<b>Phone</b> (02) 6277 4651
	<b>Electorate office</b>	<b>Phone</b> (08) 9300 2244
	<b>Email</b> ian.goodenough.mp@aph.gov.au	
<b>Clerk of the House</b> Ms Claressa Surtees	<b>Phone</b> (02) 6277 4111	
	<b>Email</b> clerk.reps@aph.gov.au	
<b>Deputy Clerk</b> Mr Peter Banson	<b>Phone</b> (02) 6277 4222	
	<b>Email</b> depclerk.reps@aph.gov.au	
<b>Clerk Assistant (Table)</b> Mr Justin Baker	<b>Phone</b> (02) 6277 4777	
	<b>Email</b> justin.baker.reps@aph.gov.au	
<b>Clerk Assistant (Procedure)</b> Mr Glenn Worthington	<b>Phone</b> (02) 6277 4396	
	<b>Email</b> glenn.worthington.reps@aph.gov.au	
<b>Clerk Assistant (Committees)</b> Mr Russell Chafer	<b>Phone</b> (02) 6277 4399	
	<b>Email</b> russell.chafer.reps@aph.gov.au	
<b>Serjeant-at-Arms</b> Ms Peggy Danaee	<b>Phone</b> (02) 6277 4444	
	<b>Email</b> saa.reps@aph.gov.au	
<b>Departmental addresses</b>	<b>Post</b> Department of the House of Representatives PO Box 6021 Parliament House Canberra ACT 2600	
	<b>Internet</b> <a href="http://www.aph.gov.au/dhr">www.aph.gov.au/dhr</a>	

## 9. Corrections to previous annual reports

Annual Report Page Number	Issue	Correction																														
2022–23 Report Page 65	The attendance record for Ms Emily Purvis, Independent Member for the department's Audit and Risk Committee, incorrectly identified her as being absent for December 2022 meeting.	<p>The following table replaces Table 10: Audit and Risk Committee meeting attendance 2022–23 on page 65 of the Department of the House of Representatives 2022–23 Annual Report. The following version includes the accurate attendance record for Ms Emily Purvis.</p> <p><b>Audit and Risk Committee meeting attendance, 2022–23</b></p> <table border="1"> <thead> <tr> <th>Member</th> <th>Sept 2022</th> <th>Dec 2022</th> <th>Mar 2023</th> <th>Jun 2023</th> </tr> </thead> <tbody> <tr> <td><b>Paul Groenewegen</b> <i>(Chair to January 2023)</i></td> <td>✓</td> <td>✓</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td><b>Stephen Sheehan</b> <i>(Chair from January 2023)</i></td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td><b>Alistair Nicholson</b> <i>Independent Member</i></td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td><b>Emily Purvis</b> <i>Independent Member</i></td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td><b>Dermot Walsh</b> <i>(to December 2022)</i></td> <td>✓</td> <td>✓</td> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table>	Member	Sept 2022	Dec 2022	Mar 2023	Jun 2023	<b>Paul Groenewegen</b> <i>(Chair to January 2023)</i>	✓	✓	N/A	N/A	<b>Stephen Sheehan</b> <i>(Chair from January 2023)</i>	✓	✓	✓	✓	<b>Alistair Nicholson</b> <i>Independent Member</i>	✓	✓	✓	✓	<b>Emily Purvis</b> <i>Independent Member</i>	✓	✓	✓	✓	<b>Dermot Walsh</b> <i>(to December 2022)</i>	✓	✓	N/A	N/A
Member	Sept 2022	Dec 2022	Mar 2023	Jun 2023																												
<b>Paul Groenewegen</b> <i>(Chair to January 2023)</i>	✓	✓	N/A	N/A																												
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<b>Emily Purvis</b> <i>Independent Member</i>	✓	✓	✓	✓																												
<b>Dermot Walsh</b> <i>(to December 2022)</i>	✓	✓	N/A	N/A																												
2022–23 Report Page 51	The number of onsite educational programs was incorrectly reported as 2,247, and the increase from 2021–22 was incorrectly reported as 74%.	The correct figure for the number of onsite education programs was 2,076. The correct increase from 2021–22 was 286%.																														

# 11. List of requirements

List of requirements for annual reports for non-corporate Commonwealth entities

PGPA Rule Reference	Part of Report	Description	Requirement
<b>17AD(g) Letter of transmittal</b>			
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
<b>17AD(h) Aids to access</b>			
17AJ(a)	p. v	Table of contents (print only).	Mandatory
17AJ(b)	p. 165	Alphabetical index (print only).	Mandatory
17AJ(c)	p. 164	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	p. 156	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
<b>17AD(a) Review by accountable authority</b>			
17AD(a)	p. 2	A review by the accountable authority of the entity.	Mandatory
<b>17AD(b) Overview of the entity</b>			
17AE(1)(a)(i)	p. 7	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	pp. 7–8	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	p. 10	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	p. 10	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(aa)(i)	pp. 8–9	Name of the accountable authority or each member of the accountable authority	Mandatory
17AE(1)(aa)(ii)	pp. 8–9	Position title of the accountable authority or each member of the accountable authority	Mandatory
17AE(1)(aa)(iii)	p. 80	Period as the accountable authority or member of the accountable authority within the reporting period	Mandatory



PGPA Rule Reference	Part of Report	Description	Requirement
17AE(1)(b)	N/A	An outline of the structure of the portfolio of the entity.	Portfolio departments mandatory
17AE(2)	N/A	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
<b>17AD(c)</b>	<b>Report on the Performance of the entity</b>		
	<i>Annual performance Statements</i>		
17AD(c)(i); 16F	p. 12	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. 26	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	p. 27	A table summarising the total resources and total payments of the entity.	Mandatory
17AF(2)	N/A	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.
<b>17AD(d)</b>	<b>Management and Accountability</b>		
	<i>Corporate Governance</i>		
17AG(2)(a)	p. iii	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	Description	Requirement
17AG(2)(b)(iii)	p. 68	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)	p. 60	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	N/A	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
<i>Audit Committee</i>			
17AG(2A)(a)	p. 61	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory
17AG(2A)(b)	pp. 61–62	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	pp. 61–62	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory
17AG(2A)(d)	p. 62	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	p. 62	The remuneration of each member of the entity's audit committee.	Mandatory
<i>External Scrutiny</i>			
17AG(3)	p. 71	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	p. 71	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. 71	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)	N/A	Information on any capability reviews on the entity that were released during the period.	If applicable, mandatory
<i>Management of Human Resources</i>			
17AG(4)(a)	p. 72	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(4)(aa)	pp. 72–73	Statistics on the entity's employees on an ongoing and non ongoing basis, including the following: (a) statistics on full time employees; (b) statistics on part time employees; (c) statistics on gender (d) statistics on staff location	Mandatory
17AG(4)(b)	pp. 72–73	Statistics on the entity's APS employees on an ongoing and non ongoing basis; including the following: » 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. 79	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. 79	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. 79	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	p. 80	A description of non salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	N/A	Information on the number of employees at each classification level who received performance pay.	If applicable, mandatory
17AG(4)(d)(ii)	N/A	Information on aggregate amounts of performance pay at each classification level.	If applicable, mandatory
17AG(4)(d)(iii)	N/A	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, mandatory
17AG(4)(d)(iv)	N/A	Information on aggregate amount of performance payments.	If applicable, mandatory
<i>Assets Management</i>			
17AG(5)	p. 83	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
<i>Purchasing</i>			
17AG(6)	p. 83	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory
<i>Reportable consultancy contracts</i>			
17AG(7)(a)	pp. 83–84	A summary statement detailing the number of new reportable consultancy contracts entered into during the period; the total actual expenditure on all such contracts (inclusive of GST); the number of ongoing reportable 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
17AG(7)(b)	p. 83	A statement that “ <i>During [reporting period], [specified number] new reportable consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$[specified million].</i> ”	Mandatory
17AG(7)(c)	p. 83	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. 84	A statement that “ <i>Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website.</i> ”	Mandatory
<i>Reportable non-consultancy contracts</i>			
17AG(7A)(a)	p. 84	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
17AG(7A)(b)	p. 85	A statement that “ <i>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.</i> ”	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AD(daa)		<i>Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts</i>	
17AGA	N/A	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory
<i>Australian National Audit Office Access Clauses</i>			
17AG(8)	p. 85	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)	N/A	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
<i>Small business</i>			
17AG(10)(a)	p. 85	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. 85	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory
17AG(10)(c)	N/A	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

PGPA Rule Reference	Part of Report	Description	Requirement
<i>Financial Statements</i>			
17AD(e)	p. 88	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
<i>Executive Remuneration</i>			
17AD(da)	p. 81	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2–3 of the Rule.	Mandatory
<b>17AD(f)</b> <i>Other Mandatory Information</i>			
17AH(1)(a)(i)	N/A	If the entity conducted advertising campaigns, a statement that <i>“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.”</i>	If applicable, mandatory
17AH(1)(a)(ii)	p. 85	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, mandatory
17AH(1)(b)	N/A	A statement that <i>“Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity’s website].”</i>	If applicable, mandatory
17AH(1)(c)	p. 71	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	p. 71	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. 155	Correction of material errors in previous annual report	If applicable, mandatory
17AH(2)	p. 163	Information required by other legislation	Mandatory

## 12. Information required by other legislation

Legislative reference	Part of report
Section 516A, <i>Environment Protection and Biodiversity Conservation Act 1999</i>	pp. 69–70
Section 4, <i>Work Health and Safety Act 2011</i>	pp. 81–82
Paragraph 11.1 (ba), <i>Legal Services Directions 2017</i>	p.86

# Abbreviations and acronyms

<b>Acronym</b>	<b>Meaning</b>
AANZFTA	ASEAN-Australia-New Zealand Free Trade Area
ABC	Australian Broadcasting Corporation
ACT	Australian Capital Territory
ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
APS	Australian Public Service
ASEAN	Association of Southeast Asian Nations
BRAD	Business records and documents
CO2-e	Carbon dioxide equivalence
CPA	Commonwealth Parliamentary Association
DPS	Department of Parliamentary Services
EB	Executive band
EIP	Events in Progress
EPBC	Environment Protection and Biodiversity Conservation
ESCTER	Economics and Security Committee Transatlantic Economic Relations
FOI	Freedom of Information
GST	Goods and services tax
HRAP	Human Resources Advisory Panel
ICT	Information and communications technology
IPRO	International Parliamentary Relations Office
IPSP	Inter-Parliamentary Study Program
IPU	Inter-Parliamentary Union
LGBTQIA+	Lesbian, gay, bisexual, queer, intersex and asexual and other sexually or gender diverse
MIKTA	Mexico, Indonesia, Republic of Korea, Türkiye, Australia
MoU	Memorandum of Understanding
MP	Member of Parliament
NATO	North Atlantic Treaty Organisation
NSW	New South Wales
NT	Northern Territory
PAAG	Parliament of Australia Human Resources Advisory Panel
PCNP	Political Committee NATO Partnerships
PEO	Parliamentary Education Office
PGPA	Public Governance, Performance and Accountability



<b>Acronym</b>	<b>Meaning</b>
PIP	Parliamentary Information Portal
PIPG	Pacific Islands Parliamentary Group
PSL	Parliamentary Service Level
PWSS	Parliamentary Workplace Support Service
Qld	Queensland
RAP	Reconciliation Action Plan
SA	South Australia
SES	Senior Executive Service
SIG	Strategic ICT Groups
SME	Small and medium enterprises
Tas	Tasmania
TOPS	Table Offices Production System
TPL	Teacher Professional Learning
UNDRIP	United Nations Declaration on the Rights of Indigenous Peoples
USA	United States of America
Vic	Victoria
WA	Western Australia
WHS	Work Health and Safety

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