



DEPARTMENT *of the* HOUSE *of* REPRESENTATIVES



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## PARLIAMENT of AUSTRALIA HOUSE of REPRESENTATIVES

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18 October 2012

Ms Anna Burke MP  
Speaker of the House of Representatives  
Parliament House  
CANBERRA ACT 2600

Dear Ms Burke

I have pleasure in submitting to you, for presentation to the House, the annual report of the Department of the House of Representatives for the year ended 30 June 2012, pursuant to section 65 of the *Parliamentary Service Act 1999*.

I am satisfied that the department has prepared fraud risk assessments and fraud control plans, and has in place appropriate fraud prevention, detection, investigation, reporting and data collection procedures and processes, that meet the specific needs of the department and comply with the Commonwealth Fraud Control Guidelines.

Yours sincerely

BC Wright

## About this report

The Department of the House of Representatives provides services that allow the House to fulfil its role as a representative and legislative body of the Australian Parliament.

This annual report details our activities during the 2011–12 financial year.

The **overviews** section includes a report by the Clerk of the House of Representatives, Bernard Wright, who is also the Chief Executive of our department. The departmental overview describes our purpose, role, organisational structure, and outcome and program structure.

The **performance** section describes the main activities of our five program components, and measures our performance against our targets during the year.

The **management and accountability** section spells out our approach to corporate governance, the management of our people and assets, and our obligations under various laws. This section also provides an outlook on the next financial year.

The **appendixes** give detailed information about our work for the House, its committees and visitors, and about our publications and our staffing.

The **financial statements** show how we spent the money allocated to us by the parliament.

Finally, to aid in navigating and interpreting the report, there is a list of abbreviations and acronyms and an index.

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