

DEPARTMENT OF THE
HOUSE OF REPRESENTATIVES

Annual Report

2015–16

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Back cover image: Detail of the Mace.

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PARLIAMENT of AUSTRALIA
HOUSE of REPRESENTATIVES

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14 October 2016

The Hon Tony Smith MP
Speaker of the House of Representatives
Parliament House
Canberra ACT 2600

Dear Mr Speaker

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 2016, 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 and reporting mechanisms that meet the specific needs of the department, and that I have taken all reasonable measures to appropriately deal with fraud relating to the department.

Yours sincerely

David Elder
Clerk of the House

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 2015–16 financial year.



Overviews

The overviews section includes a report by the Clerk of the House of Representatives, David Elder, who is also the chief executive of our department. The departmental overview describes our purpose, role, organisational structure, and outcome and program structure.



Performance

The performance section describes the main activities we engaged in to achieve our purpose during the reporting year.



Management and accountability

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.



Financial statements

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



Appendixes

The appendixes give detailed information about our performance against our targets during the year; our work for the House, its committees and visitors; and our publications and staffing.



List of abbreviations and acronyms and index

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

Contents

Letter of transmittal **iii**

About this report **iv**

Our department—a snapshot **vii**

Part 1 Overviews **1**

Clerk's review	2
Departmental overview	4
Financial performance	7

Part 2 Performance **9**

Chamber and Federation Chamber	10
Community awareness	23
Committee support	31
Inter-parliamentary relations and capacity-building	44
Members' services and corporate support	48
Schools hospitality	55

Part 3 Management and accountability **57**

Corporate governance	58
External scrutiny	63
Management of people	65
Management of financial resources	71
Outlook	74

Part 4 Financial statements **75**

Appendixes **117**

1 Annual performance statements	118
2 Staffing statistics	124
3 Business of the House and Federation Chamber	128
4 Committee activity	131
5 Committee reports and inquiries	133
6 Publications	145
7 Outgoing parliamentary delegations	149
8 Official incoming parliamentary delegations	152
9 Other incoming parliamentary delegations	153
10 Parliamentary staff and other visits	155
11 Agency resource statement	156
12 Contact directory	157
13 List of requirements	158

Abbreviations and acronyms **164**

Index **165**

Figures

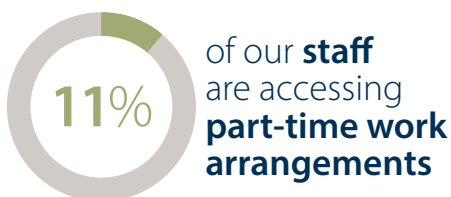
1	Organisational structure at 30 June 2016	5
2	Outcome and program structure, 2015–16	6
3	Financial performance, 2011–12 to 2015–16	8
4	Government and private members' business and business of the House (Chamber and Federation Chamber), 2012 to 2016	13
5	Number of reports tabled by committees supported by the Committee Office, 2010–11 to 2015–16	33
6	Number of committee meetings (public and private) supported by the Committee Office, 2010–11 to 2015–16	33
7	Staff survey satisfaction elements, 2012 to 2016	66

Tables

1	Performance summary, Chamber and Federation Chamber, 2013–14 to 2015–16	11
2	Questions in writing to ministers and answers to questions in writing, 2011–12 to 2015–16	13
3	Number of bills introduced in the House, and number of bills assented to, 2011–12 to 2015–16	15
4	Private members' bills introduced and amendments moved (Chamber and Federation Chamber), 2011–12 to 2015–16	16
5	Petitions and signatories to petitions, 2011–12 to 2015–16	18
6	Committees supported by the Chamber and Federation Chamber activity, 2015–16	19
7	Committees of the Forty-fourth Parliament supported by the Committee Office	31
8	Students visiting Parliament House, by location and year, 2011–12 to 2015–16	55
9	Expenditure on training and development programs, 2014–15 and 2015–16	67
10	Average staff attendance at training courses, 2014–15 and 2015–16	68
11	Salary scales of staff covered by the 2012–2015 enterprise agreement, at 1 December 2014	69

Our department—a snapshot

Our staff



Our community

 **38,200**
Twitter followers

 **5,009**
Facebook followers

 **2,375**
YouTube followers

The House—we supported

 **592 hours**
of the House sitting over
60 sitting days

 **132 hours**
of meetings held in the
Federation Chamber

 **131 divisions**
conducted in the House

 **162 bills**
introduced

 **710 meetings**
of
34 committees,
which presented
128 reports

Our world—we supported



24 visits to the parliament
by incoming delegations
representing **51 countries**

23 outgoing delegations,
which represented the
parliament in **34 countries**



Part 1

Overviews

Clerk's review	2
Departmental overview	4
Financial performance	7

David Elder, Clerk of the House, and duty deputy clerk Stephen Boyd advising the Member for Rankin, the Hon Dr Jim Chalmers MP, at the table in the House of Representatives Chamber.
Photo: David Foote, Auspic/DPS

Clerk's review

The financial year ending 30 June 2016 was particularly eventful for the Department of the House of Representatives. I am pleased to report that the department performed strongly throughout the year against budget and other performance measures. The staff of the department worked admirably during periods of change and uncertainty in the final year of the Forty-fourth Parliament, and I am confident the House was well supported by the department in discharging its legislative and representative functions.

The year was marked by three significant changes in senior leadership: in the Australian Parliament, the Australian Government and the Australian Parliamentary Service. First, the Hon Tony Smith MP was elected Speaker of the House of Representatives on 10 August 2015 following the resignation of the Hon Bronwyn Bishop MP. A change in the speakership in the course of a parliament is an event of particular significance for the department, and immediate priority was given to supporting the new Speaker and helping familiarise him with his role and functions.

Second, on 15 September 2015, the Hon Malcolm Turnbull MP took office as Prime Minister of Australia. A change such as this will affect the department in many ways—from subtle differences in what might be described as the 'atmospherics' of Parliament House, to more concrete effects, such as the need to move members between office suites in Parliament House following new appointments to the ministry. Where a reshuffle is extensive or involves senior members of the government, as occurred twice in the final months of the Forty-fourth Parliament, logistics can be challenging and labour intensive for the staff of the Serjeant-at-Arms' Office. The changes to the ministry resulted in many changes to the chair and membership of parliamentary committees, which had a major impact on the department's work in supporting committees.

Third, in December 2015, Rob Stefanic was appointed Secretary of the Department of Parliamentary Services. Mr Stefanic comes to the role with extensive experience in parliamentary and public sector administration. I welcome his appointment and the constructive, professional way he and his staff have engaged with me and the department. A collaborative, strategy-focused approach was also in evidence during the regular meetings of the heads of the four parliamentary departments, which I have been pleased to chair this calendar year.

In addition to these leadership changes, a number of other significant and unusual parliamentary events had an impact on the work of the department during the reporting year, not least the prorogation of the parliament on 15 April 2016 and the commencement of a second session on 18 April 2016. While it is reasonably common for parliament to be prorogued immediately before a general election, the last time members and senators had assembled for a second session following prorogation was in 1977.

Most notable, however, was the manner in which the Forty-fourth Parliament came to an end. On 9 May 2016, the Governor-General dissolved both the Senate and the House of Representatives in preparation for a general election on 2 July 2016. This was only the seventh 'double dissolution' in Australia since 1901 and the first since 1987.

I am pleased to report that the department responded well to these unusual events. Legal and administrative machinery exists to facilitate leadership changes at the highest levels of government and to resolve disputes between the two Houses of the parliament—and the changes I refer to were all soundly based in constitutional law, convention and parliamentary practice.

It is also true, however, that this machinery is seldom used. I was very pleased that the department was able to play a role in ensuring that the work of the House of Representatives and the parliament continued smoothly throughout the reporting year as these unusual events unfolded. This is due in no small part to the expertise, professionalism and resilience of all my colleagues.

The 2015–16 reporting year also saw a number of pleasing developments in the corporate sphere of the department's operations. We have for many years undertaken a process of benchmarking our leadership and human resources practices against standards set by the UK-based organisation Investors in People. I am delighted to report that, in August 2015, following a review by an Investors in People assessor, the department's accreditation was upgraded from bronze to silver in recognition of our sound approach to people management and development. Our accreditation at a higher level reflects the effort we put into improving our performance in 2015, in part in response to the issues identified by the Investors in People review.

In 2015–16, for the first time, the department conducted a series of interviews with members of the House who had announced their intention not to stand for re-election. The aim of the interviews was to obtain the members' candid reflections on their time in parliament, give them an opportunity to make suggestions for improving the function of the House and committee system and (given our annual members' survey could not be conducted this year due to the dissolution of the parliament in early May) offer feedback on the department's effectiveness in supporting the work of the House and its committees. The findings of the 19 interviews conducted will inform our briefings of senior parliamentary office-holders when the Forty-fifth Parliament commences. I thank the members interviewed, who were so generous with their time.

The past 12 months have also been a professionally satisfying period for me as Clerk. In January 2016, I accompanied the Speaker to the 23rd Conference of Speakers and Presiding Officers of the Commonwealth in Kota Kinabalu, Malaysia. This biennial event is an opportunity for Presiding Officers to discuss topics of mutual interest and build relationships with their Commonwealth counterparts. The 23rd conference was a great success.

I conclude by acknowledging the spike in workload for most areas of the department as a result of the Forty-fourth Parliament drawing to an end somewhat earlier than expected. The challenge was met by staff providing support to the Chamber as legislative priorities evolved and by colleagues in the Committee Office who helped to conclude a large number of inquiries and finalise reports at short notice. I commend the staff of the department for their hard work during the 2015–16 reporting year and look forward to the challenges and opportunities that will come with the opening of the Forty-fifth Parliament early in 2016–17.

Departmental overview

Purpose

The department's purpose, as set out in its corporate plan, is:

To support the House of Representatives, and the wider Parliament, in the role of a representative and legislative body by providing advice and services of a high standard.

Role and functions

The *Parliamentary Service Act 1999* provides for a non-partisan parliamentary service to serve the Australian Parliament. The Department of the House of Representatives is established by and operates under the Act, together with three other parliamentary departments: the Department of the Senate, the Department of Parliamentary Services and the Parliamentary Budget Office.

During 2015–16, the department continued in its role as a service department for the parliament, supporting the work of the House of Representatives, its members and committees, and some joint committees (comprising members of both the House and the Senate). The department also continued to provide assistance to the House and the parliament in maintaining relationships with state and territory, and international counterparts.

Organisational structure

The department is managed by its Executive: the Clerk, Deputy Clerk, Clerk Assistant (Table), Clerk Assistant (Committees) and Serjeant-at-Arms. Their work is carried out through nine offices.

The department's organisational structure changed in one respect during the year. In October 2015, the Clerk Assistant (Table) assumed responsibility from the Deputy Clerk for the work of the International and Parliamentary Relations Office.

Figure 1 shows the department's organisational structure at 30 June 2016.

Outcome and program structure

The department's outcome and program structure for the reporting year is set out in its 2015–16 Portfolio Budget Statements.

The department has one outcome:

Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.

The department has two programs:

- » Program 1: Departmental—supports five activities
- » Program 2: Administered—supports one activity.

Figure 2 shows the department's outcome and program structure and the activities under each program.

Figure 1 Organisational structure at 30 June 2016

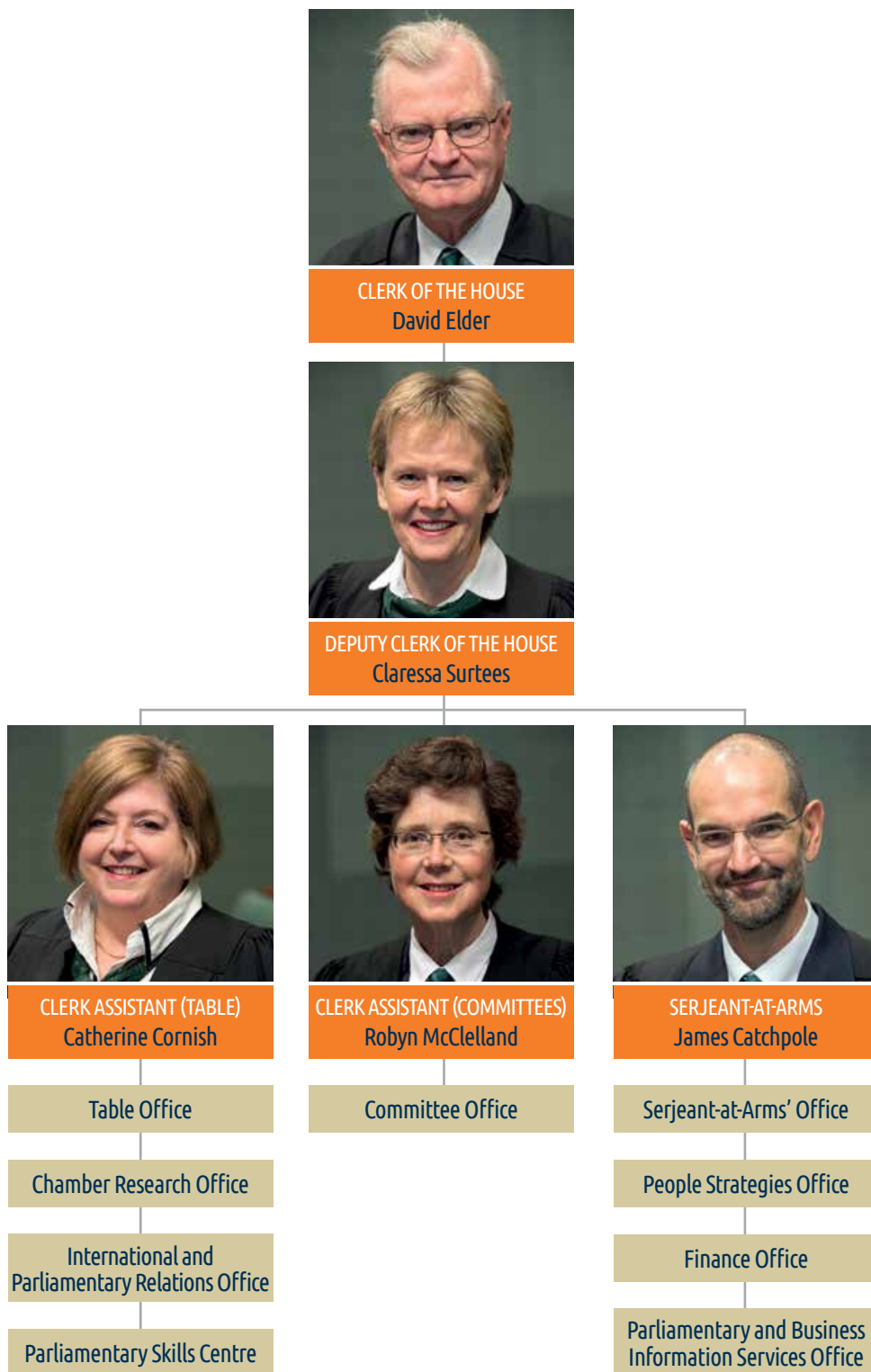
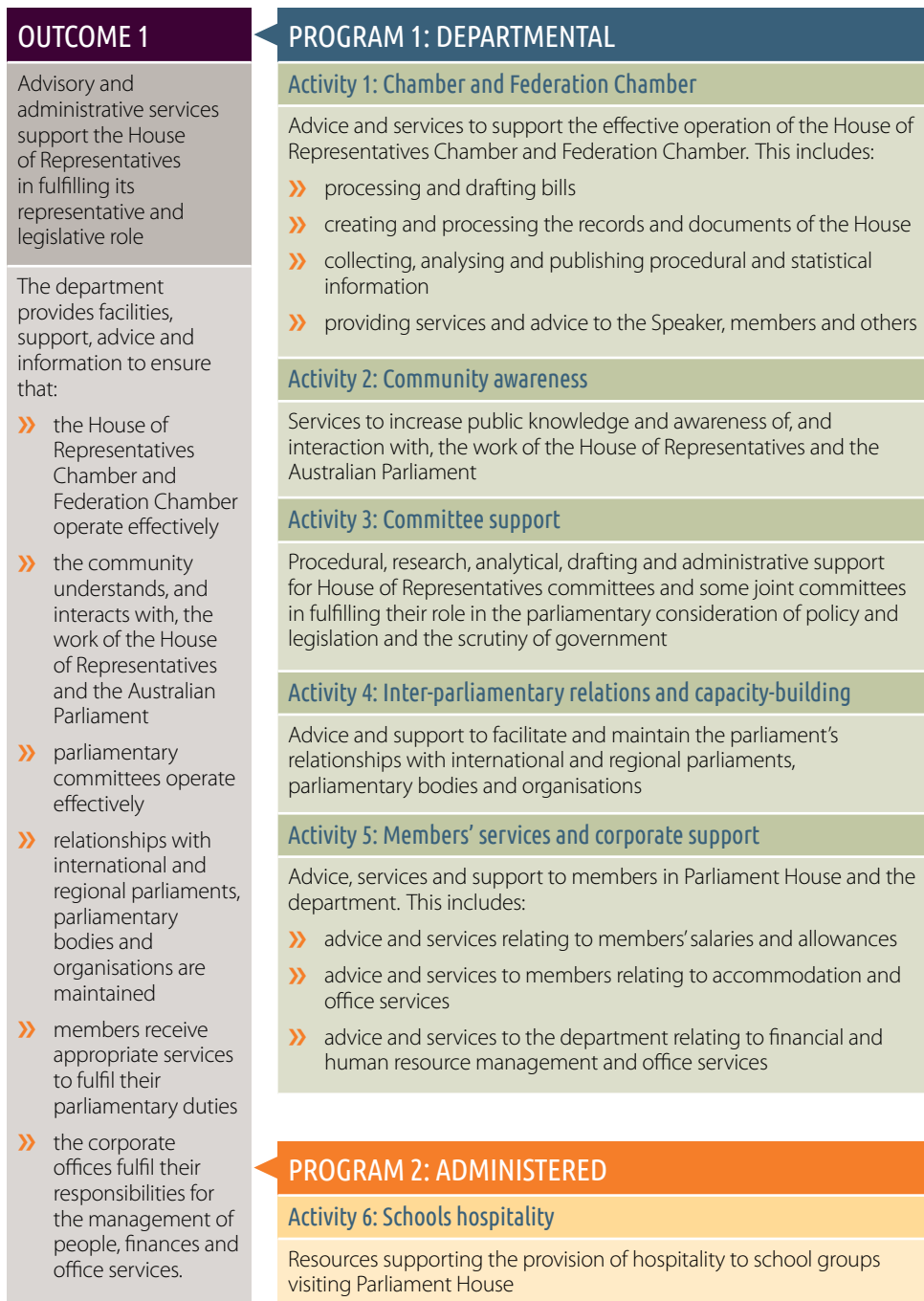


Figure 2 Outcome and program structure, 2015–16



Financial performance

The department ended the 2015–16 financial year reporting a deficit attributable to the Australian Government of \$2.038 million. The net cash position (after deducting depreciation and amortisation expenses of \$0.896 million) was a deficit of \$1.142 million.

There were two reasons for this result:

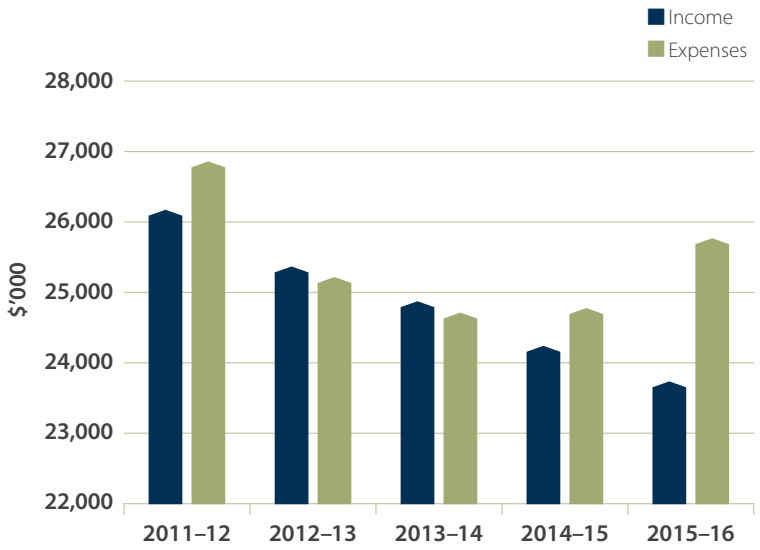
- » Employee benefits expenses increased due to a change to the calculation of on-costs and a decrease in the 10-year Treasury (government) bond rate used to determine the present value of employee provisions.
- » The 2016–17 federal budget included a measure for supplementary funding of \$1.061 million for the department for 2015–16; however, the *Supply (Parliamentary Departments) Act (No. 1) 2016–17* did not include the measure. The measure was included in Appropriation (Parliamentary Departments) Bill (No. 1) 2016–17, which had not passed the parliament before the simultaneous dissolution for the 2016 election. Under section 38(2) of the Public Governance, Performance and Accountability (Financial Reporting) Rule 2015, the department was not able to recognise the supplementary funding for 2015–16 of \$1.016m as revenue in the statement of comprehensive income.

Through the 2015–16 federal budget, the department was able to secure supplementary funding to support the work of committees. A total of \$1.5 million was provided over three years commencing in 2014–15 and lapsing in 2016–17. The increase in funding was very welcome; however, financial resourcing pressures still remain. The decrease in the department's own-source revenue was a result of external funding contracts from the Department of Foreign Affairs and Trade for Pacific parliamentary development programs being completed. The amount of revenue recognised in relation to these programs corresponds to the amount of expenses incurred during the financial year.

Cyclical revaluation of the heritage and cultural and plant and equipment asset classes resulted in a revaluation surplus of \$0.772 million. Asset additions during the year relate to the office furniture replacement project. Replacement of furniture items in departmental offices is now complete. Replacement of items in the staff areas of members' offices commenced in late 2015. Total liabilities increased marginally as a result of the change to the calculation of employee provisions and a decrease in the payables relating to expenses for accrued salary and wages.

The estimates for 2016–17 indicate that the department has sufficient resources to continue to support members, the House and its committees. However, the department's budget will come under pressure again in 2017–18 and beyond if additional funding is not secured. The department will continue to innovate and keep pace with technological change in order to sustain the quality of service delivery.

Figure 3 Financial performance, 2011–12 to 2015–16





Part 2

Performance

Chamber and Federation Chamber	10
Community awareness	23
Committee support	31
Inter-parliamentary relations and capacity-building	44
Members' services and corporate support	48
Schools hospitality	55

*Departmental employee James Rees
leading a tour of the House of Representatives
Chamber during Parliament House Open Day,
19 September 2015.*

Photo: David Foote, Auspic/DPS

Chamber and Federation Chamber

The Clerk's Office, Table Office and Chamber Research Office work together to support the day-to-day operations of the Chamber and Federation Chamber, with other areas contributing as necessary.

During the reporting period the offices continued to:

- » advise the Speaker and members of the House of Representatives
- » advise on the programming of House business and provide procedural support
- » process and draft bills
- » prepare and publish the record of proceedings of the House
- » process, provide access to and manage the custody of the documents and records of the House
- » undertake procedural and parliamentary research
- » produce information and publications on House practice and procedure
- » maintain procedural and statistical records on the work of the House
- » provide secretariat support to several domestic committees.

The focus of these customary functions changed to some extent during the year. On 15 April 2016 the Governor-General prorogued the parliament, and on 18 April the second session of parliament commenced. The opening of the second session—the first since 1977, during the Thirtieth Parliament—was a significant event that required consultation and collaboration with a range of stakeholders. Supporting and providing advice on the second session also demanded considerable effort by the Chamber support offices—no staff member had had experience of preparing for and implementing the various procedural measures or of making the necessary adjustments to systems. While departmental records of the previous occurrences were available, our systems, particularly ICT, had since changed considerably, so adaptations were necessary. The systems were adapted and operated successfully. The unusual and additional nature of this work, often conducted in collaboration with other agencies, was acknowledged by members.

In 2015–16, the budget allocation for this activity was \$2.948 million and expenditure was \$3.166 million. Results against the performance criteria for the activity are summarised in Appendix 1. Staff levels, by location, are shown in Appendix 2.

An election year

The House was dissolved on 9 May 2016, ending the Forty-fourth Parliament. The dissolution of the House triggers a range of administrative actions, including finalisation of House records and preparation for the opening of the new parliament.

Performance summary

The focus of this program activity is on supporting the sittings of the House of Representatives Chamber and meetings of the Federation Chamber. Performance is usually measured in two ways: qualitatively, based on the annual survey of members; and quantitatively, based on information relating to the sittings of the House, meetings of the Federation Chamber and business conducted in the Chamber and Federation Chamber.

The annual survey of members was not completed because the House was dissolved earlier than expected. Anecdotal evidence suggests a continuing high level of satisfaction with the department's support of the Chamber and Federation Chamber. The valedictory speeches of a number of members who were not contesting the election indicated a strong regard for the advice and services we provide to assist members in their duties in the Chamber and Federation Chamber. This was consistent with comments made during interviews with retiring members conducted just prior to the election.

Statistics on the sittings of the House and meetings of the Federation Chamber for 2015–16 and the two preceding years are shown in Table 1.

There were 60 sitting days in 2015–16, a decrease of 17 days (22 per cent) on 2014–15. There was also a corresponding reduction in the number of sitting hours. In 2015–16 the House sat for 134 fewer hours than in the previous year (18.5 per cent less time), and the Federation Chamber met for 76 fewer hours than in the previous year (36.5 per cent less time). However, legislative activity continued at a high rate during the period relative to the decrease in sitting hours: 162 bills were introduced (compared to 203 in 2014–15) and 118 bills were passed by both Houses and assented to (compared to 168 in 2014–15).

Detailed information on the business of the House and the Federation Chamber is in Appendix 3 and in the department's publication *Work of the Session* (available on the Parliament of Australia website).

Table 1 Performance summary, Chamber and Federation Chamber, 2013–14 to 2015–16

Aspect of performance	2013–14 ^a	2014–15	2015–16 ^a
Number of sittings of the House	53	77	60
Number of meetings of the Federation Chamber	40	57	41
Hours of sittings of the House ^b	523	726	592
Hours of meetings of the Federation Chamber ^b	152	208	132
Number of bills introduced	182	203	162
Number of bills that passed both Houses and were assented to ^c	94	168	118

a Election year (refers to calendar year).

b Excludes suspensions; rounded to the nearest hour.

c Includes bills that passed both Houses in the financial year but were assented to in the following financial year.

Advice on practice and procedure

During proceedings, the Clerk, Deputy Clerk and other staff members provided immediate support and advice on the practice and procedure of the House to the Speaker, ministers, shadow ministers, members and others. They also provided detailed written advice on subjects such as the application of the standing orders and the practice of the House; the content of questions without notice; procedures for private members' business; delegated legislation and the disallowance process; the requirements of the Constitution and standing orders with respect to financial legislation; privilege matters; and requirements of the House for the registration of members' interests.

An unusual aspect of the advice and support was the request from a range of clients for information on the constitutional and procedural aspects of prorogation, a second session and a double dissolution election (which had last occurred in 1987). Again, while we were able to call on our records and analysis of previous such events, we needed to respond to current circumstances. The Clerk, Deputy Clerk and other staff members fully met the professional challenges that arose, including the heightened requirements for accurate and timely responses to requests.

Programming and coordination of business

During the year, we continued to provide advice and services to facilitate sittings of the House and meetings of the Federation Chamber by:

- » offering programming and procedural advice to ministers, shadow ministers, party whips, other members, their staff and others
- » preparing and publishing, each sitting day:
 - » the *Notice Paper*—a document listing all unresolved business before the House in the proposed order of consideration
 - » the *Daily Program* (also known as 'the Blue')—an informal agenda for the day
 - » procedural scripts for all items of business for use in the Chamber and Federation Chamber
- » providing staff from the Serjeant-at-Arms' Office to:
 - » support sittings of the House and meetings of the Federation Chamber
 - » oversee ceremonial and security arrangements
 - » ensure the availability of chamber papers
- » processing members' questions in writing to ministers, which involved:
 - » editing them for compliance with the standing orders
 - » publishing them in the *Notice Paper* for the next sitting day
 - » managing answers to questions
- » providing a captioning service for the televised and webcast proceedings of the Chamber and Federation Chamber
- » publishing *This Week in the House*, a weekly online forecast of expected business for the House; and its counterpart, *Last Week in the House*.

Table 2 provides details of the number of questions in writing to ministers that were processed by the House in the five years from 2011–12 to 2015–16.

Table 2 Questions in writing to ministers and answers to questions in writing, 2011–12 to 2015–16

	2011–12	2012–13	2013–14 ^a	2014–15	2015–16 ^a
Questions in writing ^b	678	411	201	633	1,310
Questions answered ^c	491	374	126	623	1,235

a Election year (refers to calendar year).

b Excludes questions withdrawn.

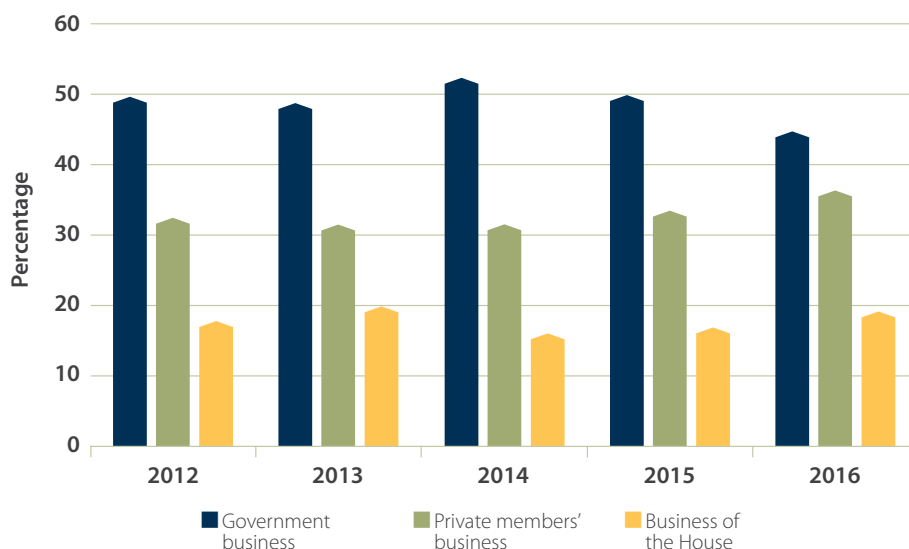
c The responsibility for responding to questions in writing rests with the ministers to whom the questions are put.

All sittings required the coordination of people, documents and actions, and the programming of the following categories of business:

- » government business (for example, government legislation)
- » private members' business (motions and bills proposed by private members)
- » House business (matters potentially involving all members—for example, question time, debate on committee reports and matters of privilege).

A longitudinal view of the amount of time the House (Chamber and Federation Chamber inclusive) devoted to each of these three types of business is shown in Figure 4.

Figure 4 Government and private members' business and business of the House (Chamber and Federation Chamber), 2012 to 2016



Note: Private members' business includes consideration of private members' motions and bills and other opportunities for private members, such as adjournment debates and discussion of matters of public importance.

Processing and drafting of bills

Legislation

Support for the legislative process in 2015–16 included our traditional responsibilities of:

- » receiving bills from the Office of Parliamentary Counsel and keeping them in custody under embargo before their introduction in the House
- » providing bills to ministers for introduction, and to all members in the Chamber after introduction
- » uploading bills, explanatory memorandums and proposed amendments to the Parliament of Australia website, and providing an over-the-counter service for access to hard copies of bills and associated material
- » processing all bills and amendments to bills:
 - » initiated in the House—from introduction to assent
 - » initiated in the Senate—from introduction in the House until passage by the House
- » providing a legislative drafting service for private members
- » preparing and delivering messages to the Senate—173 messages relating to the passage of bills (209 in 2014–15) and 18 other messages (21 in 2014–15)
- » preparing and issuing a Daily Bills List each sitting. The list provides cumulative information on the status of all bills before the parliament, or assented to in the current calendar year.

Chamber staff of both Houses continued to work with the developer of the bills system to maintain optimal levels of technical support. The Bills System Advisory Group continued its role of advising the Bills System Advisory Board on system enhancements and satisfying business requirements.

Queries on the bills and legislation collection on the website totalled 1.5 million during the year, representing 15.1 per cent of the 9.7 million queries on the website made through ParlInfo Search.

During the year, 162 bills were introduced (203 in 2014–15), a decrease of 20.2 per cent on the previous year. Of these, 156 were initiated in the House of Representatives and six were received from the Senate. A total of 118 bills passed both Houses (168 in 2014–15), of which 113 were initiated in the House of Representatives (158 in 2014–15) and five in the Senate (10 in 2014–15). Table 3 shows the number of bills introduced and assented to in the five years from 2011–12 to 2015–16.

In 2015–16, the House passed 136 bills (185 in 2014–15), an average of 2.3 bills for each sitting, compared with 2.4 bills on average in the previous year.

The House amended eight (5.9 per cent) of the bills it passed compared to 17 (9.2 per cent) in 2014–15. The Table Office incorporated the amendments into the text of the bills and arranged for their reprinting (as third-reading prints) before transmittal to the Senate. The House agreed to Senate amendments, made amendments requested by the Senate, or did both, in relation to 20 House bills (23 in 2014–15). After further processing by the Table Office, the bills were presented to the Governor-General for assent. The House made amendments to two bills in place of Senate amendments that were not agreed to. (One of those bills is included in the total, above, of House bills with Senate amendments agreed to by the House.)

The number of amendments moved during consideration in detail fell sharply, from 303 in 2014–15 to 119 in 2015–16. Of these, 62 were passed, of which two were opposition amendments. The House did not amend any bills initiated in the Senate in 2015–16 or in the previous year.

The Table Office prepared eight third-reading prints (17 in 2014–15) and 114 assent prints (158 in 2014–15). All documents accurately reflected the decisions of both Houses.

Table 3 Number of bills introduced in the House, and number of bills assented to, 2011–12 to 2015–16

	2011–12	2012–13	2013–14 ^a	2014–15	2015–16 ^a
Bills introduced	256	241	182	203	162
Bills assented to ^b	221	228	94	168	118

a Election year (refers to calendar year).

b Includes bills that passed both Houses in the financial year but were assented to in the following financial year.

Legislative drafting

The department drafts bills, amendments and second-reading (in-principle) amendments for private members, and ensures that these documents comply with the Constitution and the standing orders. The department also prepares bills and amendments in the correct form and arranges copies for circulation.

In 2015–16, 21 private members' bills were introduced (including one private Senator's bill). Of the 119 amendments moved during consideration in detail, 59 were private members' amendments, two of which were agreed to. Table 4 provides chamber statistics for private members' legislation for the last five financial years. The table does not reflect all of the department's work in this area, as some drafted material is not introduced into the House.

Since 2010, the department has had an arrangement with the Office of Parliamentary Counsel for one of its senior drafters to be seconded to the department. This arrangement continues to be mutually beneficial.

Table 4 Private members' bills introduced and amendments moved (Chamber and Federation Chamber), 2011–12 to 2015–16

	2011–12	2012–13	2013–14 ^a	2014–15	2015–16 ^a
Bills introduced	25	30	7	12	21
Second-reading amendments moved	17	9	36	22	16
Consideration in detail amendments moved ^b	732	923	66	303	119

a Election year (refers to calendar year).

b Includes government amendments.

Record of proceedings and House documents

Votes and Proceedings

The *Votes and Proceedings* continued to provide an accurate, comprehensive and concise record of proceedings. The draft document for each sitting is published on the Parliament of Australia website, usually within an hour of the adjournment of the House.

The *Votes and Proceedings* is prepared from the *Votes Officer's Minutes* (or *Live Minutes*), an electronic draft record of the proceedings of the Chamber and the Federation Chamber. The *Votes Officer's Minutes* are more detailed than the *Votes and Proceedings* and are compiled progressively throughout a sitting. The *Votes Officer's Minutes* enable anyone with access to the internet to follow events in the Chamber and Federation Chamber as they occur. Internal and external clients continued to rely on this service and provided positive feedback. In May we marked the 10th anniversary of the publication of the *Votes Officer's Minutes* on the internet, although the Table Office had made this available to Parliament House users three years before that time.

Table Offices Production System

The project to develop the Table Offices Production System (TOPS) was finalised in September 2015. Since then, further development has allowed information held on the system to be available to ParlWork, an application under development by the Department of Parliamentary Services, with the assistance of this department and the Department of the Senate (with both House departments providing the content). ParlWork is intended for use on hand-held devices and is scheduled for public release for the start of the Forty-fifth Parliament. It displays repurposed parliamentary information, including the *Live Minutes*, *Daily Program* and *Notice Paper* provided by the Table Office (alongside the Senate's equivalent documents, provided by the Senate Table Office). Questions in writing for the Forty-fifth Parliament will become available on ParlWork, together with any answers provided.

The Table Office made significant effort to prepare the requirements for ParlWork and test both TOPS and the new application itself—in collaboration with colleagues from the departments of Parliamentary Services and the Senate. Some additional benefits for TOPS users resulted from this development work. Another round of enhancement work for TOPS is being scoped and is expected to be delivered for testing in early 2017.

Documents

During the year, we processed all documents presented to the House and recorded their details in the *Votes and Proceedings* and the *Index to Papers Presented to Parliament*. We made copies available on request to members and their staff and others, principally in Parliament House. The original documents were added to the records of the House, which we continued to maintain. We also continued to review our requirement for tabling stock in light of the online availability of documents and the declining demand for hard copies.

In 2015–16, documents presented to the House numbered 3,023, a small decrease on 3,308 in the previous year.

Each sitting day the Table Office prepares and issues a Disallowable Instruments List in both electronic and hard-copy form. The list provides details of all instruments presented to the House that are subject to disallowance, by the number of sitting days remaining in which a notice of disallowance can be lodged.

Parliamentary Papers Series

The Parliamentary Papers Series consists of documents of a substantial nature presented to the parliament since 1901. An electronic repository for the series, instituted in 2013, enables centralised electronic access to the documents through the ParInfo Tabled Papers Register. The documents section of TOPS has helped to streamline the process of uploading parliamentary papers to the repository.

Printed copies of the papers are distributed to 27 external recipients. During the reporting period, the department took over responsibility for administering the distribution of the printed copies from CanPrint. The Presiding Officers advised that 2016 will be the final year the printed series is distributed to recipients.

The department is responsible for the custody and preservation of, and provision of access to, the official records of the House, including Acts, bills, the *Votes and Proceedings* and all documents presented to the House dating from 1901. The records are stored in an archive in the basement of Parliament House. We continue to monitor the suitability of the archive environment.

Petitions

The House petitioning process continues to enable Australians to raise issues with the House that are of interest to them. Table 5 shows the number of petitions presented to the House, and the number of signatories, for the past five years. In 2015–16, 87 petitions were presented, compared to 101 in 2014–15. The number of signatures dropped to 118,846 from 250,369 in the previous year.

Table 5 Petitions and signatories to petitions, 2011–12 to 2015–16

	2011–12	2012–13	2013–14 ^a	2014–15	2015–16 ^a
Number of petitions presented	183	125	75	101	87
Number of signatories	446,619	325,360	1,365,151	250,369	118,846

a Election year (refers to calendar year).

Research

The Chamber Research Office continued in its principal function of collecting, analysing and publishing procedural and statistical information on the work of the House and its committees.

In 2015–16, the office provided:

- » advice, and assistance with advice, to the Speaker, the Deputy Speaker and members on the application of the standing orders and House practice
- » secretariat services to the Standing Committee on Procedure
- » advice about and publications on House statistics, practice and procedure
- » information to the public, the media and other parliaments on the operations of the House.

The services of the office continued to be in high demand, reflecting sustained high levels of interest in the procedures and operations of the House.

Publications

The Chamber Research Office continued to produce regular publications outlining significant procedural events and popular statistics, catering to the wide variety of readers interested in the work of the House by varying the complexity and style of its publications. After each sitting fortnight the office published the *Procedural Digest*, an online, subject-based record of proceedings; the *Procedural Extracts*, a technical document; and the *Statistical Digest*, a statistical record of the work of the House. *Work of the Session*, a comprehensive six-monthly overview of the business of the House and committees, was published in August 2015 and, due to the prorogation of the first session of the parliament, in April 2016. Due to the dissolution of both Houses, another edition was published in May 2016 for the sittings of the second session of the parliament. Three infosheets in the series of 22 infosheets on the work of the House were updated in August 2015, and May and February 2016.

Together, these publications provide a current and concise record of the work of the House and the more significant aspects of that work. The department's publications, including the *Infosheet* series, are listed in Appendix 7.

The Chamber Research Office maintains, publishes and distributes the standing orders of the House. On 13 October 2015 and 2 February 2016, amendments to the standing orders were made by the House and published as addenda to the standing orders printed as at 26 March 2015.

Collaboration with the Department of the Senate

The Chamber Research Office continued its longstanding collaboration with colleagues in the Department of the Senate, including through participation in orientation seminars for the Australian National Internship Program and the Australian Defence Force parliamentary exchange program (discussed in more detail on page 27). Collaboration on a virtual tour of the House and the Senate came to fruition in September 2015, when the tour became available on the parliament's website.

Collaboration with other parliaments

Staff members are frequently asked to share their experiences and knowledge with counterparts from other parliaments. The office continued to participate, with colleagues and members from other parliaments, in study programs, meetings during delegation visits and capacity-building work. Colleagues from other parliaments continued to be interested in the longstanding practices of the office in recording, analysing and publishing information on the procedural work of the House.

Parliamentary committees

The department continued to provide effective secretariat and advisory support to a number of House committees and to one joint committee dealing with the powers and procedures of the House (see Table 6).

In 2015–16, these committees held 51 meetings and produced 32 reports. Details of meetings and reports are set out in Appendixes 4 and 5.

Table 6 Committees supported by the Chamber and Federation Chamber activity, 2015–16

House committees
Selection Committee
Standing Committee on Appropriations and Administration
Standing Committee of Privileges and Members' Interests
Standing Committee on Procedure
Standing Committee on Publications
Joint committee
Joint Committee on the Broadcasting of Parliamentary Proceedings

Selection Committee

Table Office staff supported the Selection Committee in fulfilling three important roles:

- » selecting and programming private members' business and committee and delegation business
- » setting speaking times for second-reading debates (the committee has not yet exercised this role)
- » considering all bills introduced and determining whether to refer bills directly to House or joint committees for inquiry.

The committee has 11 members: the Speaker (as chair), the chief whips of the three largest parties, four government members and three non-government members. The committee met 13 times during the reporting period.

Standing Committee on Appropriations and Administration

The Standing Committee on Appropriations and Administration considers, among other things, estimates of the funding required for the operation of the department each year. When conferring with its counterpart Senate committee—the Senate Standing Committee on Appropriations and Staffing—the House committee may consider estimates of the funding required for the operation of the Department of Parliamentary Services each year.

The committee has nine members: the Speaker (as chair), four government members and four non-government members. It is supported by the Clerk, the Serjeant-at-Arms and other officers of the department. During the year the committee met three times and presented two reports.

Standing Committee of Privileges and Members' Interests

The Standing Committee of Privileges and Members' Interests met 13 times during the reporting period and presented two reports to the House. One of the reports was presented under the resolution agreed to by the House to allow individual citizens to have published in Hansard a response to an adverse reference made to them in the House.

The other report, *Report into whether the former Member for Dobell, Mr Craig Thomson, in a statement to the House on 21 May 2012 deliberately misled the House*, followed an extensive process of inquiry by the committee. The task for the committee was to assess whether the findings against Mr Thomson by the Victorian criminal courts could be reconciled with his lengthy and deliberate address in the House. The committee's view is that they could not be reconciled and that Mr Thomson intended to mislead the House, which amounted to a contempt of the House. The committee recommended that the House find Mr Thomson guilty of a contempt of the House and reprimand him for his conduct. The House passed a resolution to this effect on 4 May 2016.

The committee presented two sets of alterations of members' interests during the period and in February 2016 reported on its operations in connection with the registration and declaration of members' interests in 2015.

Standing Committee on Procedure

The Standing Committee on Procedure usually meets once each sitting week. The committee was productive in 2015–16, presenting four reports. The committee demonstrated its responsiveness to concerns raised by the House, presenting reports into provisions for a more family-friendly Chamber and electronic voting in the Chamber. The committee also completed a major inquiry into the consideration in detail of the main appropriation bill, along with its regular inquiry into the maintenance of House standing orders. As always, these inquiries provided members and the public with a means of raising procedural issues of concern and interest. The reports provide a useful snapshot of technical issues being faced by the House and members, as well as offering options to the House for improvement and reform.

Standing Committee on Publications

The House Publications Committee held two meetings in 2015–16 and met with the Senate Publications Committee on eight other occasions. The committee presented 10 reports containing recommendations on which documents presented to parliament should be included in the Parliamentary Papers Series. All recommended documents were agreed for inclusion.

Joint Committee on the Broadcasting of Parliamentary Proceedings

The *Parliamentary Proceedings Broadcasting Act 1946* requires ABC radio and, in some circumstances, ABC television to broadcast the proceedings of parliament. It is the statutory role of the Joint Committee on the Broadcasting of Parliamentary Proceedings to advise parliament on general principles for the allocation of radio broadcasting time between the House and the Senate chambers and to determine a more detailed schedule of broadcasting allocations. The committee is supported by the Serjeant-at-Arms' Office.

Under the Parliamentary Proceedings Broadcasting Act, the committee has nine members, including the Speaker of the House and the President of the Senate. By tradition, the Speaker is chair and the President is vice-chair. The committee meets when required and did not meeting during the reporting period.

Procedural training

The department continued to use a range of measures to support its staff to develop the specialised knowledge and skills necessary to the application of parliamentary law, practice and procedure. Measures included:

- » sitting debriefs following each sitting week or fortnight, focusing on matters of procedural interest
- » regular parliamentary briefings and training provided by senior departmental staff
- » specialist briefings for training and coaching departmental staff who undertake duty as Clerks and Deputy Clerks in the Chamber and Federation Chamber
- » shadowing opportunities that enable staff to learn specialist skills such as the preparation of House procedures, the *Notice Paper* and the *Votes and Proceedings*. With sufficient experience gained by trainee staff, the use of shadowing allows chamber support staff to finish work earlier on some sitting nights and provides a back-up in the event of staffing absences or turnover
- » opportunities for participation in parliamentary conferences, including the annual Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) professional development seminar
- » participation in the Graduate Certificate in Parliamentary Law and Practice, currently taught by the University of Tasmania under the auspices of ANZACATT.

Improving performance

Procedural training and development continued to be a priority during the year. The complexities that needed to be addressed in the circumstances of prorogation, a second session and a double dissolution election provided us with a rich period of learning and development that we will capitalise on.

Outlook

Further improvements were made to TOPS and associated workflows and some efficiencies have been realised, while implementation of some enhancements were delayed. The introduction of ParlWork had its advantages and disadvantages in regard to workflows and optimising the potential of TOPS.

The year saw a return to the long-term pattern of chamber support activity, although the time available for meetings of the Federation Chamber continued to be underused.

Our focus in 2016–17 will continue to be on providing high-quality services to meet the needs of the Speaker, members and other clients. Given the number of members who decided not to contest the election, there will be a large number of new members in the Forty-fifth Parliament. The opening of the new parliament and assistance in the orientation of new members will be a feature of the first half of the coming year. The election period provides an opportunity to review and refresh our procedural publications to ensure their continuing relevance to the needs of members as well as the wider community.

Community awareness

The community awareness activity aims to demonstrate the value of the department's work by promoting its activities, engaging the community in key issues and educating the public in the work and procedure of the House and its committees.

In 2015–16 the budget allocation for the activity was \$1.254 million and expenditure was \$0.500 million. Results against the performance criteria for the activity are summarised in Appendix 1. Staff levels, by location, are shown in Appendix 2.

Performance summary

In 2015–16 the department continued to promote the work of the House and its committees by developing engaging communication products, events and seminars.

In order to meet continued demand for information about the work of the House, the quarterly *About the House* magazine will be replaced by a fortnightly email publication delivering regular pieces of news and information.

The department's social media platforms saw sustained growth, and the face-to-face seminar program received consistently positive feedback from participants.

The department contributed to the education of school-aged children by supporting the Parliamentary Education Office and school tours of Parliament House. We continued to engage younger audiences through the My First Speech competition and to raise awareness of the work of the House and parliament through various internship and exchange programs.

Electronic media

The department continued to engage with the community through social media platforms. The department's Twitter handle, @AboutTheHouse, achieved sustained growth and recently reached 37,000 followers. Given its real-time nature, the platform continues to be a useful tool for engaging with the public and the media.



(@AboutTheHouse Twitter mentions, 18 April 2016)

The department's Facebook following grew to 4,600 in 2015–16 and the platform is proving to be a valuable tool for publishing more descriptive information about the work of the House and its committees. The department also trialled a new Instagram platform in order to promote the work of the Joint Standing Committee on Electoral Matters.

The About the House YouTube channel grew to 2,240 subscribers during the reporting period. Question time remains the most popular content on the YouTube channel and is posted each sitting day.

YouTube is also used to broadcast committee inquiry information and highlights from the House.

Seminars

The department continued to use its seminar program to raise awareness of its work, particularly among staff in government departments.

The department offers four seminar topics: 'About parliament', 'About the budget', 'About legislation' and 'About committees'. Five seminars with a total of 154 participants were held in 2015–16.

The department is also able to tailor seminars to the needs of particular organisations or agencies. In 2015–16 three such custom seminars were held: for the Department of Communications and the Arts, for the Department of Health and for the Loddon Murray Leadership Group. There were a total of 66 participants.

Formal evaluation of the seminar program continues to garner positive feedback.

Competitions and events

My First Speech is an annual nationwide competition open to Australian students enrolled in years 10 to 12. In 2015 (the fourth year of the competition) entries were received from all over the country.

Muthukkumarasamy Mohanapiriyam from AB Paterson College on Queensland's Gold Coast won the 2015 competition, followed by Rachel Aquino from Chatswood High in New South Wales and Anna Pryse-Smith from Ballarat Grammar in Victoria.



My First Speech Competition, 2015. Left to right: Speaker of the House of Representatives, the Hon Tony Smith MP; winner, Muthukkumarasamy Mohanapiriyam; the Hon Catherine King MP; second-place winner, Rachel Aquino; the Hon Stuart Robert MP; third-place winner, Anna Pryse-Smith; Senator the Hon Simon Birmingham; John Alexander OAM MP.

The students were asked to imagine themselves as a newly elected member of parliament and to write and present on video a three-minute speech either about issues important to their electorate or about something they would like to communicate to the federal parliament and the Australian people.

Judges were Member for Longman and Assistant Minister for Innovation the Hon Wyatt Roy MP; Member for Griffith, Terri Butler MP; and Member for Melbourne, Adam Bandt MP.

Competition winners presented their speeches at Parliament House in front of the Speaker of the House of Representatives, the Hon Tony Smith MP, as well as other members, senators and guests.

Parliament House Open Day

Over 5,000 visitors attended the Parliament House Open Day on 19 September 2015. The event was organised by the Department of the Senate with assistance from the Department of the House of Representatives and the Department of Parliamentary Services.

The 2015 Open Day coincided with the 800-year anniversary of Magna Carta. The Australian Parliament is home to the only original copy of Magna Carta in the southern hemisphere. For this reason, the Open Day focused on the two themes of Magna Carta and the House at Work.

The Speaker's University Challenge was one of the key events of Open Day. The Australian Defence Force Academy (ADFA) and the Australian National University (ANU) debating societies argued whether Magna Carta is still relevant today. The ANU, arguing in the affirmative, took away a spectacular trophy made by the ANU School of Art's Glass Workshop.

Other highlights of the day were tours of the Chamber and the Speaker's suite, areas not usually accessible to the public.



2015 Speaker's University Challenge. Speaker of the House of Representatives the Hon Tony Smith MP (third from left) with the ADFA and ANU debating teams, Australian Parliament House Open Day 2015.



Open Day 2015. The Speaker of the House of Representatives, the Hon Tony Smith MP, answers questions in the Speaker's suite.



Open Day 2015. Over 5,000 people visited the building. Some of the younger guests enjoyed getting to know some of our national emblems, pictured here in the Marble Foyer.

Parliamentary assistants program

In 2015–16 the parliamentary assistants program, run by the Serjeant-at-Arms' Office, entered its 16th year. The program offers university students part-time employment in the House of Representatives to promote understanding of, and engagement with, the work of the parliament. (For further details see page 53).

Parliamentary internship program

The Australian National Internship Program has operated since 1993 under an agreement between the Vice-Chancellor of the Australian National University and the Australian Parliament's Presiding Officers. Australian and international students enrolled at the university under the program undertake an internship placement of about 10 weeks as part of their formal course of undergraduate study.

In the second semester of 2015, 20 of the 37 students enrolled in the program were placed with a member or senator. In the first semester of 2016, another 46 interns joined the program, of whom 18 were placed with a member or senator.

The departments of the House of Representatives and the Senate, as well as the Parliamentary Library, assist the program. The House and Senate departments provide an orientation seminar for all students before they take up their placements at Parliament House and elsewhere.

During the placement each student completes a research project on a subject agreed with their host. The report is assessed by the university and counts towards the student's degree.

In 2015–16 the program continued to give students from around Australia and from other countries the opportunity to extend and complement their academic studies by studying and working in the parliamentary environment.

Parliamentary exchange program for the Australian Defence Force

Each year, a small number of Australian Defence Force representatives spend a week at Parliament House, hosted by a member or senator. This arrangement began in 2003 as an expansion of a program begun in 2001, under which members and senators take up a short placement with Defence personnel and participate in their working lives. Arrangements for participation by members and senators are made through the Assistant Minister for Defence in conjunction with the Department of Defence.

In August 2016 the program saw members and senators hosting 16 Defence Force representatives.

The departments of the House of Representatives and the Senate collaborate to support the exchange program and provide orientation seminars on the work of the chambers and committees.

Public visits to the Chamber of the House

In 2015–16 public interest in the sittings of the House continued to be high. Over the 70 sitting days, 55,435 people attended the galleries. Visitor numbers peaked at more than 1,000 per day on 18 occasions, including budget day (brought forward by one week to 3 May 2016 due to the impending double dissolution), when 1,216 people visited the chamber, slightly down from 1,410 in 2014–15; and budget reply night, when 1,327 people visited, down from 1,403 in 2014–15.

These special events in particular required close coordination between the Serjeant-at-Arms' Office, the Australian Federal Police and the Parliamentary Security Service, because of the heightened security environment.

Parliamentary Education Office

Administered by the Department of the Senate, the Parliamentary Education Office (PEO) is a joint office and receives part funding from the department. Its mission is to provide parliamentary education services to schools, teachers and students. It also provides parliamentary education support services to members and senators.

The two departments liaise closely on the PEO's strategic direction and the content of its teaching, educational material and online resources through the PEO Advisory Committee, jointly chaired by the Deputy Speaker and Deputy President. The committee may also advise the Presiding Officers on the support needs of members and senators in relation to parliamentary education. The committee met in November 2015. The Clerk Assistant (Table) attended as an observer.

Programs at Parliament House

In the reporting year, 89,087 students from around Australia participated in the PEO's experiential role-play program at Parliament House. This was a 1 per cent decrease on 2014–15, a normal amount of variation and to be expected in a near-capacity program. Attendance figures reflect the program's continued popularity. The cumulative total of students who have participated in role-play programs since the building opened in 1988 passed two million in 2016. In 2015–16 the PEO also conducted a number of activities targeting students, trainee and qualified teachers, school principals and parliamentary visitors.

In late 2015 the PEO acquired a second regular teaching space, the APH Public Alcove. This additional room ensures secure accommodation for the simultaneous delivery of two role-play programs and brings many further benefits.

Modifications were made to the PEO's operating procedures for managing school groups to make adjustments for the second teaching space and to ensure overall compliance with the enhanced security requirements at Parliament House.

In collaboration with the Parliamentary Skills Centre, the PEO made a significant contribution to the Pacific Women's Parliamentary Partnerships Project, managed by the Parliamentary Skills Centre, through written resources and conference presentations. The project aims to increase the level of gender awareness within the parliamentary cultures of many Pacific nations (see page 45 for more information.)

The parliamentary venue management system, which includes school tour bookings, continues to undergo refinement. When fully functional, the system will provide improved information and services to schools and tour operators that book student programs at Parliament House.

Outreach activities

The PEO continued to invest in a comprehensive range of outreach strategies to be able to provide parliamentary education services to a broad student population, not just those able to travel to Canberra.

The PEO website (www.peo.gov.au) remains a highly effective and popular vehicle for disseminating parliamentary education material and resources to teachers and students located around Australia. PEO website patronage increased in 2015–16 to 1,357,684 visitor sessions, a 50 per cent increase on 2014–15. The increase may reflect the addition of considerable new content and improved functionality, which has broadened audience appeal and allows the site to better support the draft national curriculum in civics and citizenship. The introduction of rolling advertisements on the homepage for web content is also likely to have expanded the website's appeal.

During the year, the PEO continued to revise and update web content and developed significant new content, including the new video, 'Get involved', which was designed to inform and encourage young people to be active citizens. The reporting year saw expanded resources supporting the national curriculum, as well as improvements to the interactive website 'Your questions on notice', which allows students to ask questions of parliamentary educators. 'To our last shilling: Australian Parliament and World War 1', an online resource acknowledging the role of the parliament in World War 1, was expanded to include fact sheets. The PEO website resource 'Parliament now' continued to develop and present up-to-date information about current parliamentary events and the achievements and statistics of the Forty-fourth Parliament.

In recognition of its national responsibilities, the PEO continued to explore the potential of new technology for the remote delivery of PEO programs and resources, including interactive videoconferencing. This is on track to be introduced early in the new financial year.

School visit program

The PEO continued its work with members and senators on a limited scale through a targeted school visit program called Parliament Alive. In 2015–16, visits took place in 60 schools in northern Queensland, suburban Sydney and regional New South Wales. More than 4,000 students participated in programs delivered in their classrooms. These activities gave students an invaluable opportunity to learn first-hand about the role and work of their federal member or senator.

Educational resources

The PEO continued to produce a wide range of educational resources, both in print and online, including several new educational videos for students and teachers. It also developed a series of lesson plans for teachers, based on the draft national curriculum in civics and citizenship. Demand for PEO publications and resources from both teachers and parliamentarians continued to be strong in the course of the year.

A new personalised resource for members and senators, 'Representing you', was developed to support member and senator interaction with students in their electorates and states and territories. PEO publications and resources were regularly reviewed and updated during the year to ensure their currency, accuracy and relevance.

Outlook

The department will continue to enhance its community engagement in 2016–17 by working to increase the number of digital subscriptions to social media accounts and the new *About the House* newsletter. It will also work to improve the profile of committee activities by investigating more effective ways of engaging with the media and the community, and developing tailored communication strategies.

The department will build on its popular seminar program by investigating more topics and different approaches to delivery, and will continue to encourage youth engagement with the House through activities such as the My First Speech competition. Another special event scheduled for 2017 will celebrate the 30th anniversary of House of Representatives committee system. This will provide a new opportunity to engage the public in the work of the House and a possible forum for the Speaker's University Challenge.

The Serjeant-at-Arms' Office will maintain its close working relationship with the PEO and Visitor Services in providing the best possible service to the various individuals, groups and schools visiting Parliament House.

Committee support

The Committee Office supports parliamentary committees in examining policy and legislation and scrutinising the executive. In the 2015–16 financial year, the office supported the work of 11 House standing committees, 10 joint committees (including two joint select committees) and one domestic committee (Petitions) (see Table 7).

These committees were supported by nine Committee Office secretariats. Expenditure on these services in 2015–16 was \$8.527 million, which was \$0.818 million above the budget allocation of \$7.709 million. Staff levels are shown in Appendix 2.

Table 7 Committees of the Forty-fourth Parliament supported by the Committee Office

House committees	Joint committees
Standing Committee on Agriculture and Industry	Joint Committee of Public Accounts and Audit
Standing Committee on Communications and the Arts (since 13 October 2015)	Joint Select Committee on Northern Australia ^a
Standing Committee on Economics	Joint Select Committee on Trade and Investment Growth ^a
Standing Committee on Education and Employment	Joint Standing Committee on Electoral Matters
Standing Committee on the Environment	Joint Standing Committee on Foreign Affairs, Defence and Trade
Standing Committee on Health	Joint Standing Committee on Migration
Standing Committee on Indigenous Affairs	Joint Standing Committee on the National Capital and External Territories
Standing Committee on Infrastructure and Communications (until 13 October 2015)	Joint Standing Committee on Treaties
Standing Committee on Infrastructure, Transport and Cities (since 13 October 2015)	Parliamentary Joint Committee on Intelligence and Security
Standing Committee on Petitions	Parliamentary Standing Committee on Public Works
Standing Committee on Social Policy and Legal Affairs	
Standing Committee on Tax and Revenue	

^a Each of these committees was continued for the life of the parliament.

Note: Five House domestic committees (Appropriations, Procedure, Publications, Selection and Privileges) and the Joint Committee on the Broadcasting of Parliamentary Proceedings are supported by other areas of the department and are discussed on pages 19 to 21.

On 13 October 2015, by resolution of the House, the Committee on Infrastructure and Communications was abolished. In its place two new committees were created—the Standing Committee on Communications and the Arts, and the Standing Committee on Infrastructure, Transport and Cities. This was the first occasion when House standing orders were amended mid-parliament to change the structure of the general-purpose standing committees.

Committee Office activity

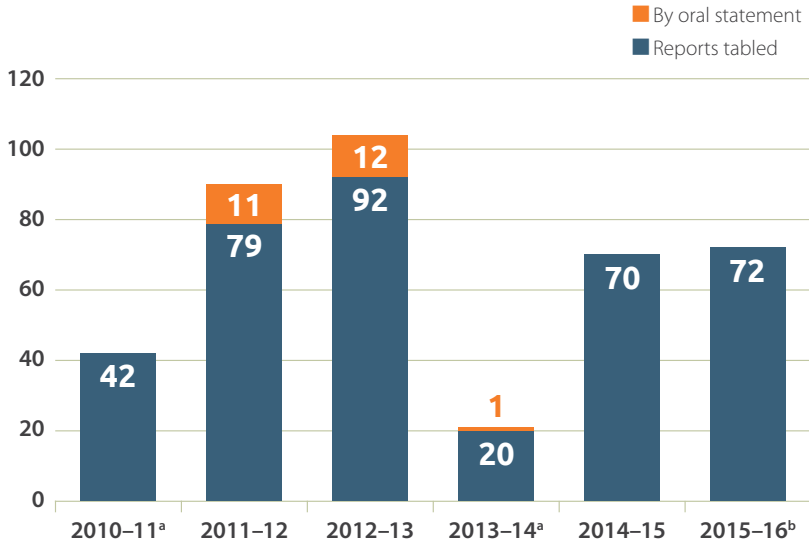
In 2015–16 Committee Office staff continued to support the diverse work of committees. This involved:

- » supporting committees' private meetings and public hearings
- » providing procedural and inquiry-related advice for committees and stakeholders
- » fielding inquiries from interested stakeholders about the purpose and progress of inquiries
- » assisting witnesses and the general public to participate in committee inquiries
- » undertaking research and analysing evidence received by committees
- » drafting chairs' reports
- » facilitating the adoption and tabling of the committees' reports
- » undertaking projects during the election period to strengthen the framework to support the committees.

Figure 5 shows that committees supported by the Committee Office tabled 72 reports in the 2015–16 financial year (until 10 May 2016). Figure 6 shows that these committees held 555 meetings (public and private) over the period. Appendix 4 presents a breakdown of this activity by committee.

Figure 5 shows that these committees tabled 142 reports in the second and third (financial) years of the Forty-fourth Parliament. This compares with 171 reports (excluding reports by oral statement) tabled in the previous two full financial years of the Forty-third Parliament—the higher level of reporting reflecting the unusually large number of bills inquiries conducted. The level of reporting in the Forty-fourth Parliament is consistent with trend levels.

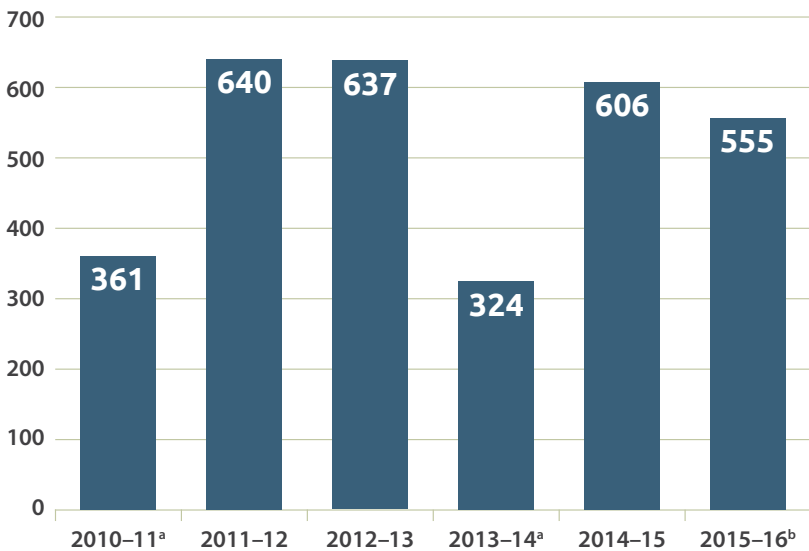
Figure 5 Number of reports tabled by committees supported by the Committee Office, 2010–11 to 2015–16



^a Election year (refers to calendar year).

^b The Forty-fourth Parliament ended with the dissolution of both Houses on 9 May 2016.

Figure 6 Number of committee meetings (public and private) supported by the Committee Office, 2010–11 to 2015–16



^a Election year (refers to calendar year).

^b The Forty-fourth Parliament ended with the dissolution of both Houses on 9 May 2016.

Committee work, the prorogation and dissolution of parliament

The Forty-fourth Parliament was unusual in that, for the first time since 1977, parliament was briefly prorogued and a second session was convened. Because of prorogation, House committees were unable to operate between 5.00 pm on Friday 15 April and 9.30 am on Monday 18 April. However, the prorogation had little practical impact on the work of the Committee Office.

The prospect (from at least 21 March 2016) of the dissolution of both Houses had a significant impact on the work of committees as they sought to conclude inquiries and present reports should the parliament come to an end earlier than anticipated. In the three months to 10 May 2016, committees tabled 43 reports (see Appendix 5), more than 60 per cent of the total number of reports presented in 2015–16.

On 1 July 2015, the committees supported by the Committee Office were conducting 41 ongoing inquiries. During 2015–16, the committees commenced 54 new inquiries and tabled 65 reports (including three interim reports) relating to 78 inquiries. As a result of the efforts of committees and secretariats, only 20 inquiries lapsed when the Houses were dissolved, of which six were inquiries by House committees and 14 were joint committee inquiries. The inquiry-related activities of committees are summarised in Appendix 5.

Changes in committee membership

The period was marked by many changes in the membership and chairs of committees. This was the result of several factors, including changes to the ministry in September and December 2015, and February 2016. There were 29 changes of chairs of committees that are supported by the Committee Office. The Joint Standing Committee on Electoral Matters had five different chairs in seven months and the House Standing Committee on Economics had three chairs during the year.

Government responses to committee reports

The government is obliged by resolution of the House to respond to recommendations contained in a report by a House or joint committee within six months of the report's presentation.

At the start of the year, 50 reports of committees supported by the Committee Office that required a government response had not yet received one. Of these, 34 had been outstanding for more than six months. From 25 June 2015 to 4 May 2016, the government tabled 30 responses to reports of committees supported by the Committee Office (28 in 2014–15). At year's end, 53 reports for committees supported by the Committee Office were yet to receive a response and, of these, 35 had been outstanding for more than six months.

Liaison Committee of Chairs and Deputy Chairs

The department supports the informal Liaison Committee of Committee Chairs and Deputy Chairs, which is chaired by the Deputy Speaker. The committee was established to provide a forum for discussion on matters of interest among chairs and deputy chairs and to provide advice to the Speaker on matters affecting parliamentary committees. The committee met three times during 2015–16: in September and November 2015, and March 2016.

In 2015–16, the committee continued its focus on helping committees to enhance their effectiveness, using avenues available to committees to require government responses to committee reports and updates on new technologies.

Performance of the Committee Office

A key performance indicator for the Committee Office is the level of satisfaction with committee advice and services reported in an annual survey of members. Because of the timing of the 2016 federal election, the survey did not take place in 2016. Feedback on members' satisfaction with the performance of staff in the Committee Office was, however, provided through other channels.

The Clerk Assistant (Committees) met individually with most committee chairs during the final quarter of 2015 and received generally positive feedback on the performance of committee secretaries and other secretariat staff. The Committee Office consistently met support standards for providing briefing material and draft reports to committees. Secretariats generally provided timely, accurate and clear advice to chairs and committee members, and arranged public hearings and supported meetings of committees effectively and efficiently.

Positive feedback on the work of secretariats was also received during filmed interviews with nine committee chairs and deputy chairs in March and May 2016. The footage is to be used during the induction of members, in presentations to visiting parliamentarians and staff, and in official seminars.

The satisfaction of members with the work of staff in the Committee Office was also indicated in statements members made when presenting reports. The box on page 36 shows a selection of these statements.

Comments from members acknowledging the work of secretariats in 2015–16

[The secretariat staff] were just so professional and so good. On behalf of the committee and the parliament, I thank them and their colleagues. I had not actually been involved in committee work for something like 10 years until I took over this committee recently. I had forgotten just how very good they are. I thank them.

The work of the secretariats of all committees is, I venture to say, very much unsung in this place. I know that people do acknowledge it, but, for people out there in the community who might be listening to this, the secretariats of the committees in parliament work very hard to ensure the smooth running of this place. I commend them for that.

Public Accounts and Audit is one of the premier committees of parliament, and it is served by a great secretariat that does brilliant work.

The committee's work is extraordinarily important. We are very ably supported by a very professional secretariat. I thank [the secretariat] for the support they have given us.

I also want to thank the secretariat for the professional support that they have given us and for the invaluable work that they do. Without their support we, as members of parliament, may struggle to bring forward such a comprehensive report.

I, too, at the start, give my sincere thanks to the committee secretariat, who have worked so diligently not just on this inquiry but throughout the course of this parliament. We are privileged to have access to people with tremendous research skills and a great depth of knowledge, and they have helped us to pull together the best reports that we possibly can. Given the breadth of the inquiries this committee takes on, the committee has to work tremendously hard to make sure that all of those inquiries, all of the hearings, run as smoothly as they do.

I also acknowledge the great contribution of all the members of the secretariat. As the chair's contribution made clear, this was a very extensive inquiry that presented some logistical challenges as well as some other challenges, and the work of the secretariat was invaluable and of the highest professional standard.

I give my appreciation to the inquiry secretariat who worked tirelessly to source appropriate witnesses and managed to pull together some very disparate evidence and submissions.

I thank the hard-working secretariat who helped us through this inquiry. They really sped things up so the committee, like many committees at the moment, could meet the timelines of this parliament, finish our report and present it to the parliament today before, inevitably it seems, it will be prorogued sometime soon.

I would especially like to thank the committee secretariat for their assistance in enabling the committee to develop this high-quality report in such a short time frame.

I would like to also express my sincere thanks to the secretariat for the fine work that they do to assist all members and senators on the committee.

Finally, I would like to thank the hardworking secretariat, who have been called on to go beyond the call of duty to ensure that the reports that we have delivered have been done on time and, I think, with serious detail and commitment to the task that was given to us.

Secretariat support for committee inquiries

Committee Office staff supported complex and demanding committee inquiries in 2015–16.

Handling email campaigns

Three committee inquiries supported by the department received substantial public interest: the inquiry into the Register of Environmental Organisations, and the inquiries into the China–Australia Free Trade Agreement and the Trans-Pacific Partnership.

The Standing Committee on the Environment's inquiry into the Register of Environmental Organisations commenced in February 2015. Significant volumes of submissions and other written contributions were received from stakeholder groups and members of the public, and public hearings were held throughout the year. More than 12,000 written contributions were received, largely by email, many of which were based on one of 22 different form letter templates, with some being facilitated by campaign-style websites. In all, the committee accepted 685 unique submissions to the inquiry, and noted a broad range of general correspondence relating to the inquiry.

The Joint Standing Committee on Treaties' inquiry into the Trans-Pacific Partnership received over 16,000 written contributions by email and hard-copy letters. Of these, 316 were received directly from individuals or organisations, while the remainder were generated through campaign-style websites. The committee accepted and published 3,348 contributions as formal submissions.

For both inquiries, the large volume of written contributions resulted in increased administrative workloads. The secretariats had facilitated appropriate levels of public engagement, and ensured the committees had access to the written evidence necessary to carry out their functions.

Supporting domestic public hearings and site visits

Secretariats in the Committee Office supported public hearings and site visits across the country.

- » As part of its inquiry into agricultural innovation, the Agriculture and Industry Committee visited the Alpine Valleys Dairy Pathways Project in the Kiewa Valley, the University of New England's Kirby SMART Farm in Armidale, and the Australian Centre for Field Robotics at the University of Sydney.
- » As part of its inquiry into the Register of Environmental Organisations, the Environment Committee conducted several site inspections, public hearings and roundtable discussions in Queensland, Tasmania, South Australia, Western Australia and Victoria.
- » As part of its inquiry into Smart ICT, the Infrastructure, Transport and Cities Committee visited BCE Surveying in Bunbury to inspect the company's mobile spatial imaging system.
- » In October 2015, the Public Works Committee conducted an inspection of proposed works at HMAS Stirling on Garden Island in Western Australia.

Managing organised protests

The Treaties Committee inquiry into the China–Australia Free Trade Agreement received considerable interest from key stakeholder groups. Six large demonstrations were held to coincide with the committee’s public hearings. Demonstrations were also staged to coincide with some public hearings of the inquiry into the Register of Environmental Organisations.

In both cases, the secretariats worked with stakeholder groups and the Australian Federal Police to ensure that the demonstrations did not prevent the orderly conduct of committee proceedings or endanger the public hearing participants.

Facilitating international visits

Committee Office staff supported several overseas committee visits over the reporting period.

In September 2015, the Joint Committee of Public Accounts and Audit visited New Zealand and Fiji. The secretariat supported several meetings with the joint committee’s counterparts and other public account and audit bodies in these countries. It drafted recommendations that identified areas of New Zealand’s oversight of public administration to be assessed for use in Australia.

In October 2015, the secretariat of the House Standing Committee on the Environment supported a committee visit to Singapore and Malaysia. The secretariat prepared a series



Members of the Parliamentary Standing Committee on Public Works with ADF personnel at HMAS Stirling, October 2015. The Department of Defence sought committee approval to upgrade and refurbish key infrastructure and facilities, some of which had been operating for nearly 40 years.

of meetings with relevant parliamentarians, public officials, academics and companies in these countries to help the committee to understand some of the key environmental challenges facing these nations.

In December 2015, the secretariat of the Trade Sub-Committee of the Joint Standing Committee on Foreign Affairs, Defence and Trade facilitated a committee visit to the United Arab Emirates, Saudi Arabia, Kuwait and Qatar. The secretariat assisted with the committee's busy program of meetings in these countries. It drafted a comprehensive report, tabled in May 2016, outlining the current state of, and future prospects for, Australia's trade with the Middle East.

Supporting significant legislative reforms

The secretariat of the Parliamentary Joint Standing Committee on Electoral Matters supported a significant bill inquiry proposing reform of the Senate voting system. The Commonwealth Electoral Amendment Bill 2016—the centrepiece of which was the abolition of group voting tickets—was touted as the biggest reform to Australia's electoral system in 30 years.

The committee's majority report recommended a significant amendment to the bill to allow for partial optional preferential voting below the line. This recommendation was accepted and the revised bill passed both Houses. The Australian Electoral Commission made the corresponding changes in time for the 2 July 2016 federal election.

The Parliamentary Joint Committee on Intelligence and Security conducted two bill inquiries on national security matters over the reporting period. Its advisory reports on



Joint Standing Committee on Foreign Affairs, Defence and Trade delegation members meet Saudi Arabian politicians following the December 2015 municipal council elections, which were the first elections in which women in Saudi Arabia were allowed to vote and stand for election. Left to right: Maria Vamvakinou MP; Dr Lama Al Sulaiman, the successful candidate for Jeddah Municipal Council election; Her Excellency Dr Thoraya Ahmed Obaid, the appointed member of the Kingdom of Saudi Arabia's Shura Council; two members of Dr Al Sulaiman's campaign team; and the Hon Dr Sharman Stone MP.

these bills made a significant contribution to parliamentary scrutiny. Indeed, of the six bills it scrutinised in the Forty-fourth Parliament, the committee made 48 recommendations to amend provisions or introduce further safeguards and oversight mechanisms.

Gathering evidence internationally

In his last speech in parliament, the Hon Philip Ruddock MP presented the report of the Joint Standing Committee on Foreign Affairs, Defence and Trade on its inquiry into Australia's advocacy for the abolition of the death penalty. The inquiry report, *A world without the death penalty*, tabled on 5 May 2016, concluded that the need for Australia to solidify its efforts towards global abolition has never been more pressing. The inquiry followed the executions carried out in 2015 of Australians in Indonesia, despite impassioned appeals, including from Australian parliamentarians and sympathetic Indonesians. To ensure the committee's access to the best evidence and information internationally, the secretariat assisted with the committee's extensive engagement with overseas-based witnesses, typically using videoconferencing, and contributions from foreign governments and their diplomatic representatives.

The 20th anniversary of the Treaties Committee

On 18 March 2016, the Joint Standing Committee on Treaties held a seminar in the Main Committee Room of Parliament House to mark its 20th anniversary. The chair and deputy chair of the committee gave presentations, as did the Department of Foreign Affairs and Trade and various academic experts. The committee secretariat organised the event and presented a statistical overview of the committee's work.



Left to right: Deputy Chair and Chair of the Joint Standing Committee on Treaties, the Hon Kelvin Thompson MP and the Hon Luke Hartsuyker (respectively), and committee member the Hon Melissa Parke MP at the seminar in March 2016 celebrating 20 years of the committee.

Information and communications technology projects

The improved use of ICT has been critical to increasing the efficiency of the Committee Office's work and enabling the committees and their many stakeholders to connect more effectively.

E-petitions

The department worked with the Department of Parliamentary Services in 2015–16 to develop the capacity for electronic petitions to be hosted on the Parliament of Australia website. This project is expected to be completed in time for commencement of the Forty-fifth Parliament. Subject to the House amending its standing orders to allow electronic petitions, the new system will make it easier for the public to petition the House, and also streamline secretariat support for the Petitions Committee.

SCID and Report Builder

The Committee Office continued to collaborate with the Department of the Senate on the Shared Committee Information Database (SCID), a data management and publishing tool. An exhibits module has been added to SCID that will provide greater flexibility in the recording of committee exhibits and allow staff to produce a comprehensive list of exhibits for committee reports.

Committee Office staff continued to test the new report template, Report Builder, carrying out several rounds of user acceptance testing during the reporting period. Report Builder will draw on information contained in SCID to include in committee reports and will produce reports in PDF, HTML and eBook format.

Videoconferencing facilities

In the past, the videoconferencing facilities available to committees even within Australia have often been unreliable. Moreover, tight travel budgets and time constraints have restricted committees' ability to take oral evidence from overseas witnesses and those in very remote parts of Australia.

Committee Room 1R3 in Parliament House in Canberra now has state-of-the-art Cisco-based videoconferencing facilities, which will be operational from the beginning of the Forty-fifth Parliament. A wide range of committees will benefit from the capacity to hold public hearings via videoconference with witnesses based in places where committees do not have the resources to travel.

Election period projects

Committee Office staff worked on a variety of projects during the election period following the dissolution of the House in May. These included:

- » updating and enhancing access to material in committee manuals
- » developing a discussion paper on committee secretariat staffing
- » reviewing the structure and content of committee reports
- » developing a system for committee member induction and training

- » coordinating the preparation and delivery of the induction seminar to new members before the Forty-fifth Parliament
- » streamlining the collection of the Committee Office's statistics
- » updating Committee Office guides for committee chairs, members and members' staff, and brochures and guidance material for prospective submitters to, and witnesses before, parliamentary committees
- » reviewing committees' experience with major email campaigns in the Forty-fourth Parliament with a view to coordinating their approach to these campaigns
- » planning for an event in 2017 to commemorate the 30th anniversary of the House committee system
- » delivering a Committee Office training and development seminar before commencement of the Forty-fifth Parliament
- » enhancing the professionalism and consistency of committee papers across secretariats, including standardising and developing templates for committee business documents and developing standard first meeting papers and committee resolutions.

The department also supported several Committee Office staff to undertake secondment opportunities with external agencies over the election period. One staff member was placed with the Bundestag (German lower house).



Departmental staff attending the annual planning day, 28 October 2015.

Improving performance

During the year the Committee Office focused on capability development. It exercised limited recruitment and continued training and development, effective performance management, and process improvement, particularly in the area of ICT. As a result, the Committee Office achieved some enhanced capability during the year.

As noted earlier, the department prioritised opportunities to develop leadership qualities in its staff. Between April 2015 and September 2015, 12 Committee Office staff at various classification levels participated in Yellow Edge leadership development programs. In September 2015, three staff gave presentations to the senior executive on what they had learned from these courses.

Outlook

Committee activity will resume after the new parliament first sits in August 2016. The first priority will be to support re-establishment of committees in the new parliament, and to settle secretariat staffing. Significant recruitment activity is planned from early August, to restore staffing numbers to trend levels following some turnover at the end of 2015–16. This will be followed by continuing investment in staff training and development to ensure all staff have the knowledge and skills to support committees to a high standard.

The Committee Office will be supported in the new parliament by a number of new ICT applications. Report Builder will enable a more flexible and streamlined platform from which to draft and publish reports. The new videoconferencing facilities will enable committees to take evidence reliably from wider sources than travel budgets and committee members' schedules have previously allowed.

CommDocs will continue to offer a secure, paper-free environment for committee members. The anticipated introduction of electronic petitioning of the House will require changes to website information, Petitions Committee processes, and secretariat administration.

In introducing new technologies and developing existing platforms, the department is committed to comprehensive training for Committee Office staff and committee members. This will be an ongoing priority for the Committee Office.

Inter-parliamentary relations and capacity-building

The Australian Parliament's international program focuses on strengthening its engagement and cooperation with parliaments internationally, with an emphasis on parliamentary relations with countries in the Asia–Pacific region.

The program's activities and projects in 2015–16 were coordinated primarily by the International and Parliamentary Relations Office (IPRO) and the Parliamentary Skills Centre (PSC), with input from all four parliamentary departments. IPRO and the PSC are joint offices administered by this department, and IPRO receives part funding from the Department of the Senate.

IPRO manages incoming and outgoing delegation programs, membership of inter-parliamentary organisations, and the international interests and travel of members and senators. The PSC is responsible for all parliamentary strengthening and capacity-building programs of the Australian Parliament.

In 2015–16, the budget allocation for the activity was \$1.751 million and expenditure was \$1.944 million. Results against the performance criteria for the activity are summarised in Appendix 1. Staff levels, by location, are shown in Appendix 2.

Performance summary

A comprehensive program of incoming and outgoing visits during the year strengthened bilateral links with several national parliaments. Activity declined in the second half of the year due to the prorogation of parliament, the second session of the Forty-fourth Parliament and the early dissolution of both Houses prior to a general election. The Australian Parliament continued to support the capacity-building of parliaments in the region and played an active role in the parliamentary associations to which it belongs.

Parliamentary engagement

During 2015–16, the department coordinated 23 official visits overseas, including bilateral visits to 11 countries; attendance at eight assemblies, conferences, workshops and seminars; and 11 other visits, including Presiding Officer visits and annual committee visits to New Zealand and the Asia–Pacific region (see Appendix 7). There were seven official visits by parliamentary delegations from other countries as guests of the Australian Parliament (see Appendix 8) and 30 other visits, including a range of capacity-building activities (see Appendixes 9 and 10).

A significant regional focus was maintained in the visits programs. Four of the seven official visits to Australia were from parliaments in our immediate region, including the annual visit by a combined delegation from ASEAN countries. Twelve of the 23 overseas visits were to countries in Asia or Oceania.

A priority for the outgoing visits in 2015–16 was to establish, or re-establish, links with parliaments in the region following their elections. The visits included a delegation to Australia's largest neighbour, Indonesia, following elections for both houses of its parliament; the first official Australian parliamentary delegation to Fiji in nine years, following the first elections in that country since a military coup in 2006; and an election observer mission to Myanmar to assist that country with its first openly contested poll since 1990.

In 2015–16, a parliamentary field visit was again included in the outgoing delegations program, following a successful trial in 2014. The destination for a field visit is chosen based on a policy issue, allowing a group of parliamentarians interested in a particular issue to broaden their knowledge and understanding and report back to the parliament.

The parliamentary field visit was made in October 2015 to the United States and Canada to examine energy security. The delegation noted in its report to parliament that 'field visits such as this allow parliamentarians the opportunity to look at an issue in some depth, and have mutual exchange of information with other countries on the issue at hand. It is a valuable opportunity that was appreciated by all participants.'

It is anticipated that two field visits will be a standard inclusion in the outgoing delegations program in non-election years, commencing in 2017.

The work of incoming and outgoing parliamentary delegations continued to be promoted on the Parliament of Australia website through publication of short articles and video interviews with delegation leaders.

Outgoing and incoming delegations gave positive feedback on the quality of the programs, both at debrief meetings and through correspondence. For example, Axel Voss MEP, leader of the European Parliament delegation to Australia in February 2016, expressed the delegation's appreciation for the 'very fruitful' program arranged for the visit and the 'outstanding [and] high-quality service' provided by departmental staff.

Parliamentary cooperation

The Australian Parliament maintained its strong commitment to regional and international parliamentary cooperation in 2015–16. Delegations attended the ASEAN Inter-Parliamentary Assembly, two Inter-Parliamentary Union assemblies, the Asia–Pacific Parliamentary Forum, the NATO Parliamentary Assembly, and the Conference of Speakers and Presiding Officers of the Commonwealth. (For more detail see Appendix 7.)

Parliamentary strengthening

The PSC has responsibility for administering the parliament's parliamentary strengthening activities. With a small staff, through the generous support of members, senators and colleagues from throughout the parliamentary service, the centre enables the parliament to engage in substantial collaboration in capacity-building with Pacific nation and other parliaments.

The centre continued to coordinate activities under both the Pacific Parliamentary Partnerships program and the Pacific Women's Parliamentary Partnerships Project (funded under the Australian Government's Pacific Women Shaping Pacific Development

Initiative). The major focus of the Pacific Parliamentary Partnerships program during the year was on capacity-building to support the re-establishment of the Fiji Parliament (in collaboration with the Victorian Parliament and the United Nations Development Programme). This program was extended until 30 June 2018. An agreement was made during the year to provide capacity-building support to the Parliament of Samoa in collaboration with the Tasmanian Parliament. The initiatives with the parliaments of Fiji and Samoa were made possible by funding from the Department of Foreign Affairs and Trade.

During the year, the major activities of the Pacific Women's Parliamentary Partnerships Project were the exchange of women members between Australian and Pacific parliaments; the annual Pacific Women's Parliamentary Partnerships Forum (which was held in Apia and considered women's economic empowerment); the attendance of Pacific parliamentary educators at the Australasian Parliamentary Educators' Conference in Wellington, followed by a workshop in Wellington for the parliamentary educators and Pacific clerks (to refine the gender equality learning program being developed by the project for use in Pacific parliaments); and scholarships for three Pacific parliamentary staff (from Nauru, Samoa, and Tonga), who undertook research attachments at the Parliamentary Library for a month.

The PSC continued to provide support for capacity-building programs while responding to requests for assistance from other parliaments and international organisations, including through collaborative work with colleagues in the Department of the Senate and the Department of Parliamentary Services. One highlight of professional development activities at the international level was the regular Inter-Parliamentary Study Program, which was coordinated by the PSC and took place over 10 days in February 2016. Participants were senior staff from the national parliaments of Fiji, France, Indonesia, Japan, New Zealand, Nigeria, the People's Republic of China, Solomon Islands and Vietnam, as well as the European Parliament.

Departmental staff and colleagues from all parliamentary departments, through the coordination of the PSC, contributed to study programs for members and staff of a number of parliaments, including Myanmar, Pakistan, Samoa, United Arab Emirates and Vanuatu.

Improving performance

Late in 2014–15, the approval process for additional outgoing delegations (that is, ad hoc additions to the formal delegations program for each year) was replaced with a devolved process whereby the Presiding Officers were authorised to directly approve, on the Prime Minister's behalf, up to 12 additional delegation places in each calendar year.

This streamlined process meant that in 2015–16 the parliament responded more promptly to valuable opportunities for international engagement. Examples were international discussions on counter-terrorism measures by members of the parliament's Joint Committee on Intelligence and Security, and participation by members of the Joint Standing Committee on Foreign Affairs, Defence and Trade at the United Nations' Universal Periodic Review of Australia's fulfilment of its human rights obligations. The latter visit allowed the parliament to respond positively to the current Inter-Parliamentary

Union Strategy and to a June 2014 resolution of the United Nations Human Rights Council, which emphasised the desirability of greater parliamentary involvement in the Universal Periodic Review process.

Following the restructure in 2014–15 of administrative support functions for the international program, attention turned in 2015–16 to better documenting rules and corporate knowledge to promote consistency in its administration. Updated manuals for delegation members and delegation secretaries were published, and work commenced on recording internal procedures in operational manuals for staff, with an expected publication date before the commencement of the Forty-fifth Parliament.

The digital app formerly used to provide briefing material to outgoing parliamentary delegations was replaced with an online portal that improves the speed at which international program staff can make new and updated information available to delegation members.

Outlook

As with the second half of 2015–16, incoming and outgoing delegation activity in the first half of 2016–17 will be relatively modest as a consequence of the federal election. A full program of delegation visits will resume from 2017. An indicative program of outgoing delegations for the Forty-fifth Parliament (2016–19) will be developed for the Presiding Officers' consideration and will continue to prioritise engagement with parliaments in the Asia–Pacific region.

An early priority for the 2016–17 incoming visits program will be the second annual MIKTA (Mexico, Indonesia, the Republic of Korea, Turkey and Australia) Speakers' Consultation, to be hosted by the Australian Parliament. MIKTA is an informal consultative partnership between the five countries, based on regular meetings between their foreign ministers. Australia is the host country in 2016. The Speakers' Consultation will enable the presiding officers of the five parliaments to exchange ideas and discuss issues of mutual concern, building on links established at the first Speakers' Consultation, held in the Republic of Korea in 2015.

Parliamentary strengthening programs administered through the PSC will remain a priority area for the international program, and initiatives and activities established under the Pacific Parliamentary Partnerships program and the Pacific Women's Parliamentary Partnerships Project will continue to be supported. As the Australian Parliament relies on funding from government—or other sources such as the United Nations Development Programme—to support much of its parliamentary capacity-building work with other parliaments, the extent to which the PSC is able to secure such funds will influence the level of the parliament's contributions. The PSC will continue to respond to invitations to the parliament to collaborate on parliamentary strengthening activities, giving due consideration to the limited resources available for such work (including staff with the requisite knowledge and skills), and it will continue to apply for funds when grants and other funding offers are available.

Members' services and corporate support

The members' services and corporate support activity includes:

- » providing a concierge service to members and their staff, as a primary point of contact for enquiries
- » paying members' salaries and allowances
- » providing the department with advice and support on financial and human resource management, as well as records management, publishing and office services
- » organising members' office accommodation, furniture and fittings; providing mail and courier services; and handling bookings for committee rooms and chamber galleries
- » maintaining and publishing key information about members and former members.

These responsibilities are undertaken by the four areas reporting to the Serjeant-at-Arms: the Finance Office, Parliamentary and Business Information Services Office, People Strategies Office and Serjeant-at-Arms' Office.

We liaise closely with colleagues from the Department of Finance and the Department of Parliamentary Services (DPS) on a range of matters.

We also work in partnership with colleagues in the other parliamentary departments on major projects, such as enhancing ICT systems that have a whole-of-parliament application. In addition, we represent the department and support the interests of the House and members on a number of interdepartmental committees and boards that provide whole-of-parliament governance.

The 2015–16 budget allocation for the activity was \$7.446 million and expenditure was \$8.488 million. Results against the performance criteria for the activity are summarised in Appendix 1. Staff levels, by location, are shown in Appendix 2.

Performance summary

A high priority for the program is to provide advice and support to the Speaker and the Speaker's Office on the control and management of the precincts, chamber and gallery security, and ceremonial and other events at Parliament House. We work closely with colleagues in the Department of the Senate, the Department of the Prime Minister and Cabinet, the Australian Federal Police (AFP) and DPS.

In 2014–15 there was a restructuring of security responsibilities at Parliament House. As a result, the AFP now has a key role on the Security Management Board and provides central oversight of all security arrangements at Parliament House. This approach was consolidated over the reporting period, with security-related matters being dealt with in a coordinated manner.

During the year, we continued to work on ICT projects to improve efficiency and service delivery. One example of this was the development of replacement support systems for the chambers, committees and members' services.

The office furniture replacement project continued in the reporting year. Following completion of its initial phase in October 2015, the project was extended to incorporate all members' staff offices in the House of Representatives wing. This work is well underway and will include the fit-out of 125 suites over two years.

Services and advice

Media services

The Serjeant-at-Arms and staff continued to work with the various media bureaus and the governing committee of the Parliamentary Press Gallery to ensure compliance with the rules for media-related activity in Parliament House and its precincts.

During the year, the Serjeant-at-Arms, the Usher of the Black Rod and their delegates liaised closely with the press gallery to balance media access, security and parliamentary requirements at major parliamentary events, including budget day and party room leadership ballots for the positions of Prime Minister, Deputy Prime Minister and Speaker.

On a day-to-day level, the Serjeant-at-Arms and delegates work with members' and ministers' offices, representatives of the press gallery, the AFP and the Parliamentary Security Service to ensure that media events on the precincts are conducted in compliance with the rules and with minimum inconvenience to all.

During the year, the Serjeant-at-Arms' Office responded to some 150 requests to film or photograph in the private areas of the building.



During a division. Left to right: Mark Coulton, MP, Chief Nationals Whip; Mike Gilby, Parliamentary Assistant; David Elder, Clerk of the House of Representatives; the Hon Tony Smith MP, Speaker of the House of Representatives; Claressa Surtees, Deputy Clerk of the House of Representatives; Trudi Elphick, Parliamentary Assistant; Jill Hall MP, Deputy Opposition Whip.

Information services

To help keep members and their staff informed about developments in the House, three editions of the members' bulletin, *House Update*, were published during the year. In addition, the annual series of briefings on procedural and other developments in the House continued. Nine briefings were held during the year, including two briefings specifically targeted at members' staff.

During 2015, the department continued to operate its drop-in centre every sitting Tuesday to enable members and their staff to get information or give feedback on any of the services it provided. Nine sessions were held, yielding eight queries. As in previous years, the sessions were staffed by senior departmental members and a customer service officer from DPS was invited to attend to increase the value of the service to members. No sessions were held during 2016 because of the very low take-up of the opportunity by members and it has been decided to discontinue the drop-in centre. Alternative ways of engaging with the issues of members and their staff will be pursued.

Accommodation services

The Serjeant-at-Arms' Office provides a concierge service for members and, as part of this, coordinates accommodation, capital works and routine maintenance services in the House of Representatives wing.

During the year, the office arranged 28 office relocations as a result of ministerial changes and changes to office-holder positions. This number was significantly more than in 2014–15. The office worked closely with the chief government whip to ensure the relocations were completed quickly. The office also coordinated 428 requests to supply and move furniture (significantly more than in the previous year). The requests arose from movements of members to and from the ministerial wing.

All tasks were performed within agreed timeframes and to agreed standards, and to the satisfaction of the whips and individual members.

Given the high number of senators in the first Turnbull ministry (and therefore fewer members in the ministry), there was a shortage of accommodation for the extra backbench members in the House of Representatives wing. As a result, one backbench member was accommodated in a vacant senator's suite and one in the ministerial wing. Plans have been drawn up to convert two rooms of departmental office accommodation into members' suites, and it is expected that the work will be completed before the recommencement of sittings in 2017.

Maintenance, access and transport services

Maintenance requests for work in members' suites are coordinated by the Serjeant-at-Arms' Office, and include both emergency and routine work. During the year, the office coordinated 164 emergency requests, which were all attended to promptly. In addition, the office coordinated 155 routine maintenance requests for repairs or alterations to suites or common areas. We take a proactive approach by performing office shutdowns and inspections over the autumn and winter recesses so that issues can be identified, reported and addressed while parliament is not sitting.

In 2015–16 the office coordinated 1,126 requests for assistance with telephone faults, relocations, and allocations of telephone numbers. This is a significant increase on the previous year as a result of the ministry changes and the furniture replacement project. Faults reported were referred to telephone support in DPS within five minutes of receipt, and appropriate timeframes for resolution were agreed with the affected areas.

As the area responsible for access to members' suites, the office approved 615 requests by DPS for access to suites and to general circulation areas for maintenance and services.

The Serjeant-at-Arms' Office provides a Transport Office to coordinate transport services for members, including managing the COMCAR shuttle service during sitting weeks. The shuttle service provides a readily available, secure car-with-driver service in Canberra for members. In 2015–16 the Transport Office managed 8,172 bookings from members, compared to 10,335 bookings in 2014–15. (Figures exclude unbooked shuttle trips from the House of Representatives entrance.) This was a 20 per cent decrease in bookings on the previous year, which did not include an election period.

Parliament House security

The Serjeant-at-Arms represents the department on the Security Management Board. The board is established pursuant to section 65A of the *Parliamentary Service Act 1999* to provide advice to the Presiding Officers on security policy and the management of security measures for Parliament House. The board met eight times in 2015–16. The department was consulted on a major program of work to improve physical security for the building, which will continue through 2016–17.

The department is also represented on two other security-related consultative groups. The Incident Planning and Response Committee is chaired by the National Manager Protection (AFP) and attended by representatives of the parliamentary departments and several external agencies. It meets prior to meetings of the Security Management Board in order to provide specialist advice to the board. The Joint Management Group is chaired by the Security Manager Parliament House (AFP) and attended by representatives of the parliamentary departments, the Department of Finance and the AFP. This group meets weekly to consider security-related matters and coordinate responses at the operational level.

This year for the first time, in collaboration with the other parliamentary departments, the department submitted a compliance report under the government's Protective Security Policy Framework. Through the compliance-checking process, the parliamentary departments are able to benchmark themselves against the government's physical, information and personnel security requirements and seek to introduce best practice standards.

The department also established a business continuity network to coordinate work area contingency plans in the event of business disruptions. The department ran a desktop exercise in November 2015 for several work groups to test their responses in the event that they had to operate off-site. Further exercises are planned for other areas of the department. These exercises are planned in cooperation with other parliamentary departments to ensure coordinated responses in the case of emergencies.

Security screening

Certain guests are exempt from security screening on entry to Parliament House. Approvals for any other exemptions are jointly made by the Serjeant-at-Arms and the Usher of the Black Rod. During the year, exemptions were approved for 26 groups and individuals (compared to 40 in 2014–15).

Information and communications technology

The department continued to work within the revised ICT service delivery framework, under which DPS provides most of the department's ICT functions. The department represents its interests by participating in a range of advisory and management committees, and through the DPS customer engagement model.

The Joint Management Committee, which comprises senior parliamentary department staff, continued to oversee the service-level agreement and met four times during the reporting period. The Serjeant-at-Arms is the department's representative on the committee.

Software and hardware services

Projects continued to develop ICT support systems for committees and members' services during the year. These systems included:

- » the Table Offices Production System (see page 16)
- » the Parliamentary Procedural Records System
- » the e-petitions system (see page 41)
- » the Shared Committee Information Database (see page 41).

Work continued on developing the Report Builder template, which will simplify the production of committee reports. Output will be in .xml format that can be repurposed into other formats, such as PDF for printing, and HTML and eBook for electronic distribution on the website.

The department continues to work with the Department of the Senate and DPS to determine ongoing support arrangements for the venue management system, following the completion of project activities.

The department also continues to use e-Trim to file and manage records electronically, while opportunities to upgrade and enhance the system are being investigated. With electronic recordkeeping now well established, the department is investigating ways of improving access to and searching e-Trim records across its intranets.

Internet and intranet services

In June 2016 the department launched new intranet portals for members and departmental staff. The new sites provide greater accessibility to information, in particular providing ready access to tailored committee information for members. The site has also adopted the standard technology used across all parliamentary websites and intranets, making them collectively more efficient to support.

The department developed a new web portal to provide electronic information for participants in outgoing delegations, resulting in significant cost reductions to the department, and worked with DPS to introduce a video-on-demand solution on the website to deliver information about the House and its committees.

Printing

The department's in-house printing service produced about 1.9 million impressions in 2015–16 (a decrease of 0.5 million on 2014–15). The decrease reflects the earlier than anticipated election period, which reduced the production of routine chamber documents and associated departmental printing requirements.

Parliamentary assistants program

The parliamentary assistants program, managed by the Serjeant-at-Arms' Office, entered its 16th year. Parliamentary assistants are university students who perform the duties of messengerial attendants for an average of 10 hours per week. Rosters are planned around student commitments and the requirements of the House.

Six students took part in the program in 2015–16: three were existing assistants, and three were new appointments. The new assistants came from New South Wales and Victoria, and all were studying at universities in Canberra. Former parliamentary assistants were also engaged in the Serjeant-at-Arms' Office to work at the front counter and in other areas of members' services.

Members' salaries

All processing of members' salaries and entitlements by the People Strategies Office was in accordance with legislation and administrative decisions. The Remuneration Tribunal determined an increase in members' salaries—Determination 2015/22—taking effect on 1 January 2016. Support was provided to two new members after their bi-elections. Annual expenditure on members' salaries and other entitlements was \$44.817 million.

Corporate support

Operational performance indicators for finance, human resources and other corporate support services were met, and the department was in compliance with internal and external governance and reporting requirements. Also during the year:

- » the department's business continuity network was established and met, and work began on updating office-level business resumption plans for each work group
- » leadership training and development programs continued to be provided for staff at the parliamentary service level and for the Executive.

Outlook

In 2016–17 the department will continue to provide advice and services of a high standard to support the Speaker, members in Parliament House and the department.

We anticipate that important priorities for the members' services and corporate support activity during the year will be:

- » monitoring performance under the memorandum of understanding and related service-level agreement with DPS for the provision of ICT support
- » continuing the rollout of the venue management system in conjunction with the Department of the Senate and DPS
- » continuing the second phase of the furniture replacement project to install new furniture into members' staff offices
- » reviewing departmental performance information and reporting, in accordance with the *Public Governance, Performance and Accountability Act 2013*
- » progressing the implementation of e-Trim through the remaining areas of the department
- » further developing capability, including through the documentation of systems and processes and use of supplementary and back-up resources
- » drafting and negotiating a new enterprise agreement for departmental staff.



David Elder, Clerk of the House, places the dissolution notice of the Forty-fourth Parliament with the assistance of Donna Cattnach and Beverley Breen, parliamentary attendants.

Schools hospitality

The department receives a special appropriation to provide modest hospitality to school groups visiting Parliament House. School visits are coordinated by the Serjeant-at-Arms' Office, working in partnership with the Parliamentary Education Office (PEO) and Visitor Services. In 2015–16 the administered appropriation for the schools hospitality activity was \$0.324 million, and expenditure (including accrued expenses) was \$0.317 million. Results against the performance criteria for the activity are summarised in Appendix 1. Staff levels, by location, are shown in Appendix 2.

Performance summary

In 2015–16 there was a decrease in the number of school students participating in educational tours of Parliament House, with 115,744 students recorded—down from 120,216 in the previous year. The number of students from the Northern Territory, Tasmania, Queensland and New South Wales decreased; all other states recorded higher numbers than in the previous financial year (see Table 8).

This reflects a return to more normal numbers after the high of 2014–15.

Table 8 Students visiting Parliament House, by location and year, 2011–12 to 2015–16

Year	ACT	NSW	NT	Qld	SA	Tas.	Vic.	WA	Other	Total
2011–12	1,637	66,036	899	17,389	5,059	1,676	17,312	4,706	80	114,794
2012–13	1,657	67,955	881	16,395	4,742	1,471	17,245	5,064	241	115,651
2013–14	1,859	62,597	835	18,193	5,390	1,581	17,766	5,488	–	113,709
2014–15	2,158	67,385	819	19,489	5,061	1,750	18,531	5,023	–	120,216
2015–16	3,004	64,438	654	16,056	5,849	1,621	18,950	5,159	13	115,744

All students visiting in 2015–16 participated in a guided tour and visited both chambers, 82 per cent (95,006) received hospitality and 76 per cent (89,087) participated in a PEO program. (See pages 28–30 for more information on the PEO's activities.)

Improving performance

From July 2015, bookings were taken on a rolling monthly basis for the following two calendar years. This new process was developed in conjunction with stakeholders to bring our booking schedule into line with the national cultural and educational institutions on the visits program and has been well received.

Outlook

By 30 June 2016, we had booked 106,775 students from 1,671 schools for the following 12 months. Last year at the same time we had 103,380 students booked from 1,578 schools.



Part 3

Management and accountability

Corporate governance	58
External scrutiny	63
Management of people	65
Management of financial resources	71
Outlook	74

*David Elder, Clerk of the House,
Mark Fraser LVO OAM, Official Secretary to
the Governor-General, and Dr Rosemary Laing,
Clerk of the Senate, certifying copies of the
Governor-General's proclamation dissolving
the parliament, 9 May 2016.*

Photo: Penny Bradfield, Auspic/DPS

Corporate governance

The Speaker of the House of Representatives is accountable to the House of Representatives for the department. The Clerk of the House of Representatives, who is responsible for leading the department, reports to the Speaker.

Legislation

During 2015–16, the department's operations were governed by the *Parliamentary Service Act 1999* and the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). Other legislation, including the *Fair Work Act 2009*, also applies to the operations of the department. These Acts set out the Clerk's responsibilities for managing the department.

Executive and senior management

The department's Executive comprises the Clerk of the House, the Deputy Clerk and three Senior Executive Service Band 1 staff—the Clerk Assistant (Committees), the Clerk Assistant (Table) and the Serjeant-at-Arms—each of whom is responsible for one or more of the department's offices (see Figure 1 on page 5). The senior managers of the department are the Executive and staff at the Executive Band 2 Level.

Management committees

Executive

The Executive held 11 formal meetings during the year. As well as standing items on finance and people strategies, the Executive discussed:

- » corporate and business planning matters
- » the department's organisational structure
- » the department's guidelines for staff on making public comment and contact with the media
- » matters relating to the negotiation of a new enterprise agreement
- » recommendations made by the internal auditor
- » security matters
- » the development of a strategic workforce plan for the department
- » the outcomes of the 2015 staff survey.

Audit Committee

The department's Audit Committee met five times in 2015–16 (9 July, 23 September, 9 December, 17 February and 18 May). The committee comprised the Clerk Assistant (Table) as chair, the Clerk Assistant (Committees) and three independent members. At 30 June 2016, the independent members were Tim Courtney, of the Australian Electoral Commission; Susan McNeilly, of the Office of Parliamentary Counsel; and Dermot Walsh, of the Office of the Commonwealth Ombudsman. The Serjeant-at-Arms attends committee meetings as an adviser, together with representatives of the Australian National Audit Office, the department's internal audit team and the Chief Financial Officer.

At the meeting on 23 September 2015, the Chief Financial Officer presented the Audit Committee with the department's financial statements for 2014–15, the outcome of the final audit undertaken by the Australian National Audit Office and a 2014–15 certificate of compliance. The committee agreed that the chair, on behalf of the committee, provide assurance to the Clerk that the financial statements and audit were in order and recommended as appropriate for sign-off.

The department's internal auditor, appointed in May 2015 for a term of three years, is Bellchambers Barrett Pty Ltd. During the reporting year, the auditor developed annual and three-year strategic audit plans, and completed a follow-up review of previous audit recommendations and a review of compliance with Australian Government better practice guidance on credit card usage. At 30 June 2016, two further audits were underway and an annual audit plan for 2016–17 had been developed.

Consultative Committee

The Consultative Committee is an important mechanism for communicating and consulting with staff on workplace issues. Chaired by the Deputy Clerk, the committee has four departmental representatives, two elected staff representatives and two union-nominated representatives.

The committee met six times during 2015–16. Standing agenda items for the meetings are:

- » implementation and monitoring of the enterprise agreement
- » proposals for change and developments affecting staff
- » review of implemented changes
- » reports on departmental activities.

Additional matters discussed during the year included:

- » car parking shortages at Parliament House
- » the departmental staff survey
- » office accommodation and equipment
- » election period arrangements.

Corporate plan

The department's corporate plan for 2015–16 was published in August 2015, as required under the PGPA Act. In accordance with the Act, the corporate plan covers the reporting period and out years to 2018–19. It sets out the purpose of the department, the activities undertaken to achieve that purpose, and measures used by the department to assess its performance. The plan describes the environment in which the department operates and the key strategies it has for achieving its purpose. It also summarises the department's risk management and oversight systems.

The department's corporate plan is available on the Parliament of Australia website. A report on the department's performance against the measures set out in the 2015–16 corporate plan is in Appendix 1. At 30 June 2016, a corporate plan for 2016–17 was in preparation and will be published by the statutory deadline.

A departmental business plan, an operational complement to the corporate plan, was issued in late 2015 and remained in force for the rest of the reporting year.

Members' survey

An annual survey of members is undertaken by the department in May–June each year. It surveys a sample of 30 randomly selected members on the quality of all services provided by the department.

The 2016 survey was not held as the 2016 election period coincided with the usual time for the survey to take place. Before it conducts a survey in 2017, the department plans to evaluate the ways in which parliamentary departments in other jurisdictions seek feedback from their members—with a view to refreshing the approach the department takes to obtaining feedback from members, including the conduct of a survey. Obtaining feedback from members remains one of the department's key accountability requirements, as it provides a direct assessment of the quality of services being offered to members by the department.

Accountability mechanisms

The department's main formal external accountability mechanisms are the Portfolio Budget Statements and the annual report, prepared pursuant to section 65 of the Parliamentary Service Act. The annual report for 2014–15 assessed performance against the targets set in the Portfolio Budget Statements 2014–15 and presented the department's financial statements. The department's annual report and Portfolio Budget Statements were provided to all members and published on the Parliament of Australia website.

The department has not identified any instances of significant non-compliance with the finance law during 2015–16. The finance law incorporates the PGPA Act, any rules and instruments created under the PGPA Act, and appropriation and supply acts.

Risk management and fraud control

The department's risk management policy, fraud control plan and accompanying risk assessments were in place during 2015–16. As in previous years, new staff were informed at regular induction programs of their financial management responsibilities and the department's fraud risk assessment and fraud control.

No losses of public money and no instances of fraud were identified during the year.

Business continuity

A departmental business continuity plan was in force throughout the reporting year, complemented by office-level business resumption plans. The department's business continuity network, which assists staff to manage the risk of business interruptions, met twice in 2015–16. The network oversees the department's program of business continuity exercises. An exercise involving business-critical units of the department was conducted during the reporting year, and a further exercise is planned for later in 2016.

Ethical standards

The Parliamentary Service Values and Code of Conduct in the Parliamentary Service Act provide staff with a framework for ethical conduct. The department promotes sound ethical behaviour. All staff who are new to the department are advised about what it

means to work in a values-based environment and how ethical standards apply to their day-to-day work.

Service charter

The department's service charter for members and the community continued to provide the basis for the standards of service that members and the public can expect from the department. The charter is available on the Parliament of Australia website.

Social justice and equity

The department's role is to support the House of Representatives rather than to deliver services directly to the public. Accordingly, contributing to social justice within the broader community is not a direct responsibility of the department. However, the department works indirectly towards achieving social justice through the work of the House of Representatives itself, its members and its committees and in enabling community access to them.

Inter-parliamentary departmental collaboration

Meetings of heads of parliamentary departments

Formal quarterly meetings between the Clerk, the Clerk of the Senate, the Secretary of the Department of Parliamentary Services and the Parliamentary Budget Officer continued during the reporting year. Meetings were held on 26 August 2015, 18 November 2015, 17 February 2016 and 18 May 2016. Responsibility for chairing the meetings rotates between the departments on an annual calendar basis. The Clerk of the House is the chair for 2016.

Matters discussed in 2015–16 included:

- » a strategic plan for parliamentary administration
- » the Reconciliation Action Plan
- » award modernisation
- » Parliament House Open Day 2015
- » capital projects relating to the chambers
- » client surveys
- » parliamentary pass policy
- » amendments to the Parliamentary Service Act
- » accommodation review
- » enterprise bargaining.

Parliamentary Administration Advisory Group

The Parliamentary Administration Advisory Group supports the parliamentary departmental heads by overseeing and advising on the implementation of corporate services matters and on initiatives of common interest across the parliamentary departments.

The group's members are the Serjeant-at-Arms, the Usher of the Black Rod, the Chief Operating Officer of the Department of Parliamentary Services and the Assistant Parliamentary Budget Officer of the Corporate Strategy Branch of the Parliamentary Budget Office. Responsibility for chairing the group rotates annually in line with the chairing of the departmental heads meeting. In 2015–16, the group held four formal meetings and discussed:

- » work health and safety policies in the four parliamentary departments
- » proposed amendments to the Parliamentary Service Determination 2013
- » the monitoring of proposed amendments to the *Public Service Act 1999*, including for their potential impact on the Parliamentary Service Act
- » modernisation of the Parliamentary Departments Staff Award 1998.

Other forums

The department's Executive played an active role in a number of forums across the parliamentary departments throughout the reporting year—in particular, in relation to ICT and redesign of the Parliament of Australia website.

Reconciliation Action Plan

The department convened a committee to develop a second Reconciliation Action Plan for the Australian Parliamentary Service for 2016–18. The plan was approved by Reconciliation Australia on 11 June 2016 and is scheduled to be launched by the heads of the four parliamentary departments on 8 July 2016.

Purchaser–provider arrangements

The department does not have any purchaser–provider arrangements for selling services to, or buying services from, an Australian Government agency.

The department receives certain building and ICT services from the Department of Parliamentary Services, and audit services from the Australian National Audit Office. These services are accounted for in the department's financial statements as resources received free of charge.

The department has agreements in place with the Department of the Senate for the provision of inter-parliamentary services (by this department) and parliamentary education services (by the Department of the Senate). The department runs parliamentary education seminars on a fee-for-service basis for government agencies.

Ecologically sustainable development and environmental reporting

The Department of Parliamentary Services is responsible for managing Parliament House and the parliamentary precincts. The Department of Parliamentary Services reports in accordance with section 516A of the *Environment Protection and Biodiversity Conservation Act 1999* in its annual report, which is available from the Parliament of Australia website.

External scrutiny

The department's operations are primarily administrative and are therefore not usually subject to formal external scrutiny.

Freedom of information

The department is excluded from the application of the *Freedom of Information Act 1982*, under section 68A of the Parliamentary Service Act.

Public interest disclosure

The Clerk, as the principal officer of the department for the purposes of the *Public Interest Disclosure Act 2013*, has established procedures and appointed authorised officers for facilitating and dealing with public interest disclosures relating to the department in accordance with that Act.

Judicial and administrative decisions

No judicial decisions or decisions of administrative tribunals or the Australian Information Commissioner during 2015–16 had, or are anticipated to have, a significant effect on the operations of the department.

Reports by the Auditor-General, parliamentary committees or the Commonwealth Ombudsman

The Australian National Audit Office audited the department's 2014–15 financial statements and provided an unqualified audit report.

During the reporting year, the Clerk made submissions and/or provided evidence to the:

- » House of Representatives Standing Committee on Procedure's inquiry into the consideration in detail of the main appropriation bills
- » House of Representatives Standing Committee on Procedure's inquiry into the provisions for nursing mothers
- » House of Representatives Standing Committee on Procedure's inquiry into the conduct of question time
- » Joint Standing Committee on Electoral Matters' inquiry into the delivery of electoral education
- » Human Rights Sub-Committee, Joint Standing Committee on Foreign Affairs, Defence and Trade's inquiry into human rights issues confronting women and girls in the Indian Ocean – Asia–Pacific region
- » New South Wales Legislative Council's Select Committee on the Legislative Committee System—preparing for the next 25 years
- » Canadian House of Commons Standing Committee on Procedure and House Affairs' inquiry into initiatives towards a family-friendly House of Commons
- » House of Representatives Standing Committee on Procedure's inquiry into procedures for counting and reporting the vote in a division
- » New South Wales Legislative Council's Procedure Committee's inquiry into young children accompanying members into the House.

The department continued to support the Standing Committee on Appropriations and Administration's consideration of the department's funding requirements. The Clerk and other departmental staff provided the committee with information on the department's budget position and attended the committee's meetings to enable the committee to discharge its responsibilities under Standing Order 222A. On 5 May 2016, the committee tabled *Report No. 10: Annual report 2014–15* and *Report No. 11: Budget estimates 2016–17*.

In the annual report, the committee noted that it had met four times during the period covered and concluded that it had played a positive and responsible role in assessing the department's funding requirements and bringing them to the attention of the government. In the budget estimates report, the committee noted that it had considered an alternative funding model for the department based on the concept of a base-line budget and a number of funding proposals. As in previous reports, the committee commended the department's careful financial management over many years and indicated that it would continue to monitor closely the department's financial position.

No investigations by the Commonwealth Ombudsman in 2015–16 involved the department.

Privacy

While not an agency to which the *Privacy Act 1988* applies, the department abides by the principles of the legislation in its dealings with employees and the handling of their records.

Disability reporting mechanisms

The National Disability Strategy 2010–2020 sets out a 10-year national policy framework to improve the lives of people with disability, promote participation and create a more inclusive society. A high-level two-yearly report will track progress against each of the six outcome areas of the strategy and present a picture of how people with disability are faring. The first of these reports was published in 2014 on the Department of Social Services website (www.dss.gov.au).

Management of people

Staffing numbers

At 30 June 2016, the department had 147 employees—129 ongoing and 18 non-ongoing. As at 30 June 2015, the number of staff was 151, comprising 125 ongoing and 26 non-ongoing. Further information on staffing levels can be found in Appendix 2.

Investors in People Standard

The department has held accreditation against the Investors in People Standard since 2002. The standard is an international quality framework with 10 indicators that set a level of good practice and a basis for the continuous improvement of an agency's performance through the management of its people.

Investors in People has additional evidence requirements that agencies may elect to be assessed against. In 2015 the department met more than 90 of the additional evidence requirements and was awarded 'Investors in People Silver'. The department's next accreditation in 2018 will be against the new Investors in People standard: Leading-Supporting-Improving.

Staff survey

In June 2016, the department conducted its eleventh annual staff survey. As in previous years, most staff participated in the survey. The survey measures the quality of the department's leadership, the level of staff satisfaction with pay and conditions of service, and the strengths of the department.

The results are taken into account in the department's ongoing development of its strategy for attracting and retaining staff.

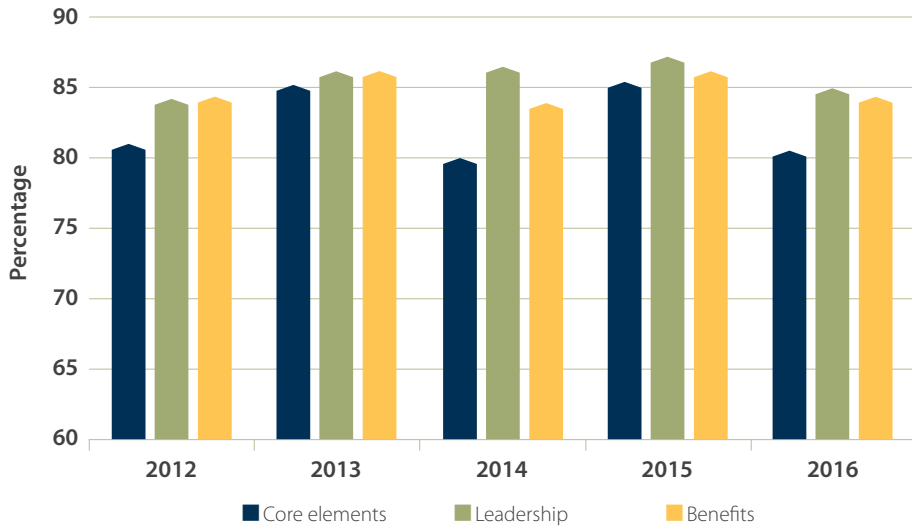
The department has established three internal benchmarks based on the results of the survey. These benchmarks, or index scores, correspond to the total percentage of staff selecting 'strongly agreed' and 'agreed' in response to specific sets of questions. The three benchmarks are as follows:

- » The 'core elements' satisfaction index measures the extent to which the department provided the core elements needed to attract, focus and keep the most talented staff (satisfaction rate of 81 per cent in 2016 and an average 84 per cent over the last five years).
- » The 'leadership' satisfaction index measures the level of satisfaction of staff with their managers against the department's leadership statement (satisfaction rate of 86 per cent in 2016 and an average of 87 per cent over the last five years).
- » The 'benefits' satisfaction index measures the level of staff satisfaction with pay and working conditions (satisfaction rate of 85 per cent in 2016 and an average of 86 per cent over the last five years).

The department will be reviewing and benchmarking the survey against other similar surveys before the next one is conducted.

Figure 7 shows the performance of the satisfaction elements in the last five years. A satisfaction rating of 80 per cent or above is considered high.

Figure 7 Staff survey satisfaction elements, 2012 to 2016



People strategies: planning and delivery

Organisational reviews

The department conducts organisational reviews, as required, to ensure that workloads in all areas are matched with the number of staff required to perform the work and that the classification levels or work value requirements of individual jobs are appropriate to the work being conducted.

Recruitment of staff

The department advertised to fill four ongoing vacancies during 2015–16 (compared with seven in 2014–15), of which one was filled by an external applicant.

Retention of staff

Fourteen ongoing and 17 non-ongoing staff left the department in 2015–16. The turnover rate was 9.8 per cent for ongoing staff (8.8 per cent in 2014–15). Appendix 2 includes details of separations.

Exit interviews with staff leaving the department continued to be conducted by senior executive service (SES) managers. Three such interviews were conducted during the year.

Graduate placement program

The department, in conjunction with the Department of the Senate, the Department of Parliamentary Services and the Parliamentary Budget Office, conducts the annual Parliament of Australia Graduate Program. The program involves three-month placements of people from the graduate programs of Australian Government agencies. It allows the department to have the services of enthusiastic new recruits and enables participants to return to their home departments with valuable experiences of parliamentary operations.

The program continued to draw a high level of interest from individual graduates and a range of agencies. Seven graduates undertook three-month placements in the department in 2015–16.

Feedback from graduates confirmed that the program is highly successful and that the objectives of the placements were met.

Alumni

The department formed an alumni association of former staff in 2008. On 30 June 2016, there were 206 members. The association issued two newsletters during the year. Some members of the association assisted with the Parliament House Open Day on 19 September 2015.

On 8 October 2015, the annual general meeting of the association was held, attended by 15 association members. At the meeting, two co-chairs were elected and the membership of the alumni board was increased by self-nomination of attendees. The board met once in 2015–16. A reception for members of the association and staff was held on 27 November 2015.

Training and development

Table 9 shows the department's training and development expenditure as a percentage of expenditure on salaries in 2014–15 and 2015–16. It also shows the average number of person-days spent on training and the average staffing level in both years. The average number of training days for staff remained at 3.1 days of off-the-job training per person per year. The fluctuation in staff training days generally reflects the stages of the parliamentary cycle.

Table 9 Expenditure on training and development programs, 2014–15 and 2015–16

	2014–15	2015–16
Expenditure as a percentage of annual payroll	1.14%	0.8%
Average training days per person	3.1	3.1
Average staffing level	155.6	153

Table 10 compares the average attendance of staff at training courses in 2014–15 and 2015–16. It also shows the average staffing level and total number of training days attended in 2015–16 for each classification.

Table 10 Average staff attendance at training courses, 2014–15 and 2015–16

Classification	Average staffing level	Total number of training days attended	Average number of training days attended	
	2015–16	2015–16	2014–15	2015–16
Senior Executive Service	5.9	16.3	3.9	2.8
Executive Band 2	21.7	46.1	1.8	2.1
Executive Band 1	39.9	84.9	2.1	2.1
Parliamentary Service Level 6	26.2	62.8	2.7	2.4
Parliamentary Service Level 5	6.0	12.4	3.4	2.1
Parliamentary Service Level 4	28.7	89.6	4.3	3.1
Parliamentary Service Level 3	9.6	9.3	2.2	1.0
Parliamentary Service Level 2	15	9.3	0.8	2.6
Not specified	120	–	–	–
Total	153	480.6	3.1	3.1

Leadership development

The department has invested in leadership development with a range of external providers for over a decade and has trend data from staff surveys on leadership for the entire period. In 2015–16, staff participated in leadership programs designed for specific parliamentary service levels. Programs were conducted for Executive Band 1, Parliamentary Service Level 6 and Parliamentary Service Level 4 and 5 staff.

Workplace diversity

The workplace diversity program aligns the department's workplace diversity strategies and actions with the Parliamentary Service Values.

New staff continued to receive training, as soon as practicable after their commencement, in the prevention of discrimination, bullying and harassment.

Knowledge management

The Knowledge Management Steering Committee met three times during 2015–16. The committee comprised staff from all areas of the department and was chaired by the Clerk Assistant (Table), supported by the Parliamentary and Business Information Services Office. The committee continued to oversee the department's commitment to knowledge management processes.

The committee monitored the department's ICT activities, including key business systems and web portals, and the department's progress on the National Archives of Australia Digital Continuity 2020 Policy. In addition, the committee commenced work to implement a new project management framework for the department.

Studybank

Thirteen staff participated in the department's Studybank program during the year (compared with 12 staff in 2014–15). Collectively, they received financial assistance of \$25,389 (compared with \$13,969 in 2015), along with a total of 70.1 days of study leave on full pay.

Performance assessment

All eligible staff participated in the annual work performance assessment cycle, which was completed on 31 October 2015. The cycle consists of setting individual work objectives, conducting performance assessments, preparing individual development plans and providing feedback to supervisors. The individual development plans are compiled and the development requirements of staff are reviewed. These plans and requirements form the basis for the training program for the next calendar year.

Employment framework

The Department of the House of Representatives Enterprise Agreement 2012–2015 covers all staff except SES. The department's SES staff are covered by determinations made under section 24(1) of the Parliamentary Service Act.

In April 2015, a notice of employee representational rights was issued to staff, commencing the bargaining process for a new enterprise agreement.

Staff salary scales under the agreement are summarised in Table 11.

Table 11 Salary scales of staff covered by the 2012–2015 enterprise agreement, at 1 December 2014

Classification	Salary scale (\$)
Executive Band 2	132,608–140,509
Executive Band 1	102,457–114,286
Parliamentary Service Level 6	82,570–93,709
Parliamentary Service Level 5	76,320–80,758
Parliamentary Service Level 4	67,474–73,001
Parliamentary Service Level 3	61,044–65,576
Parliamentary Service Level 2	54,250–59,235
Parliamentary Service Level 1	47,955–52,473

Salaries expenditure

In 2015–16, departmental salaries and allowances totalled \$19.208 million (\$18.04 million in 2014–15).

Work health and safety

The department's aim under the health and safety management arrangements is to create and maintain a safe and healthy working environment. During 2015–16 work was undertaken on producing a work health and safety management system.

Workstation assessments are conducted for staff on request. These include education on the correct set-up of workstations—for example, the height of the desk at both sitting and standing positions. Workstation information is provided in orientation sessions for new staff.

In October 2015 the Presiding Officers wrote to the heads of the parliamentary departments requesting that a working group be established to review:

- » the approach taken by each parliamentary department to work health and safety issues
- » whether each agency's approach is at best practice levels
- » any benefits to be gained from a joint consideration of work health and safety issues at Parliament House.

A report on these matters was provided through the Parliamentary Administration Advisory Group to the parliamentary departmental heads confirming the appropriateness of the approaches of each department to work health and safety. The working group also provided a whole-of-parliament work health and safety risk assessment and has made recommendations to further support work health and safety risk practices across the parliament.

The working group will continue to meet quarterly to ensure its recommendations are implemented.

The department's Comcare premium rate for 2015–16 was 0.45 per cent of payroll, a decrease from the 2014–15 rate of 0.6 per cent.

During the year, no dangerous occurrences required notification under section 37 of the *Work Health and Safety Act 2011*, no investigations were carried out, and no directions or notices were received by the department under section 191 of the Act.

No compensation claims were received from staff in 2015–16.

Management of financial resources

Asset management

The department's asset management strategy focuses on efficient asset utilisation and allows the department to identify underperforming assets. The department operates within a controlled environment at Parliament House and the risk of loss for the majority of assets is minimal.

A stocktake of furniture and fittings and portable and attractive assets was completed during 2015–16. During the stocktake process, Finance Office staff conducted a visual assessment for impairment. A verification of impairment testing was performed in conjunction with asset counting. The department undertook a full revaluation of plant and equipment and heritage and cultural assets, which resulted in a revaluation surplus of \$0.772 million.

The furniture replacement project continued during 2015–16. The first phase of the project (encompassing departmental offices and certain parliamentary office holders' suites) was completed. A combination of cash reserves and departmental capital budget funding was used to replace these furniture items. The second phase of the project (involving staff areas of members' offices) commenced in late 2015. The estimated cost for this phase is \$4.031 million. The project is scheduled to be completed in 2017–18.

During 2015–16, the department redeveloped its intranet (RepsNet) and other bespoke systems. The department started developing an electronic petitions system and, in partnership with the Department of the Senate, continued to enhance the Shared Committee Information Database.

A review of the intangible assets category was conducted to verify assets in use by the following offices:

- » Committee Office
- » Finance Office
- » International and Parliamentary Relations Office
- » Parliamentary and Business Information Services Office
- » People Strategies Office.

There was no indication that any departmental assets were impaired to any extent approaching materiality.

Purchasing

Contracts were entered into for the provision of editing services for the department's annual report and an upgrade of the department's records management system. Other arrangements were entered into to provide expertise associated with the Pacific Parliamentary Partnerships program and Pacific Women's Parliamentary Partnerships Project activities. The department accessed existing panel arrangements for the procurement of training and leadership development programs.

The department continued to access whole-of-government contracts for the provision of travel and related services. The purchase of stationery and office supplies was made through the whole-of-government contract with Staples.

The department initiated a request for quote during the reporting period for the provision of a guillotine for its in-house print services. The current machine is beyond its useful life and requires replacement.

Consultants

The department engages consultants when it lacks specialist expertise or when independent research, review or assessment is required. Consultants are typically engaged to investigate or diagnose a defined issue or problem; carry out defined reviews or evaluations; or provide independent advice, information or creative solutions to assist in the department's decision-making.

Before engaging consultants, the department takes into account the skills and resources required for the task, the skills available internally, and the cost-effectiveness of engaging external expertise. The decision to engage a consultant is made in accordance with the *Public Governance, Performance and Accountability Act 2013*, the Public Governance, Performance and Accountability Rule 2014 and associated instruments, including the Commonwealth Procurement Rules and relevant internal policies.

During 2015–16, nine new consultancy contracts were entered into involving total actual expenditure of \$0.042 million. In addition, eight ongoing consultancy contracts were active in 2015–16, involving total actual expenditure of \$0.164 million.

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 (www.tenders.gov.au).

Competitive tendering and contracting

The department's contracting activities were disclosed through the government's AusTender system, as required. There were no instances during 2015–16 where contracts were let that did not provide for the Auditor-General to have access to the contractor's premises, or where the Clerk exempted a contract from being published on AusTender.

Procurement initiatives to support small business

The department supports small business participation in the Commonwealth Government procurement market. Participation statistics for small and medium enterprises and small enterprises are available on the Department of Finance's website at www.finance.gov.au/procurement/statistics-on-commonwealth-purchasing-contracts.

Consistent with paragraph 5.4 of the Commonwealth Procurement Rules, the department's procurement practices to support small and medium enterprises include:

- » using the Commonwealth contracting suite for low-risk procurements valued under \$200,000
- » facilitating on-time payments by using electronic funds transfers or payment cards.

Advertising and market research

Section 311A of the *Commonwealth Electoral Act 1918* requires the department to detail amounts paid to advertising agencies, market research organisations, polling organisations, direct mail organisations and media advertising organisations during the financial year.

The department did not conduct any advertising campaigns during 2015–16. Amounts paid to media advertising organisations or advertising agencies were under the reporting threshold of \$12,700.

Grants

The department did not administer any grant programs in 2015–16. Information on grants awarded in prior years is available at www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_House_of_Representatives/Grants.

Outlook

In 2016–17, the department will continue to support the House, committees and members and deliver services to its stakeholders and parliamentary partners. The department must continue to be capable of delivering advice and support of a high standard, and of anticipating and responding quickly to developments and changing requirements.

The department will continue to seek efficiencies, and to innovate, with an emphasis on ICT improvements. To ensure resilience, the department will test its business continuity and resumption plans, and will work in collaboration with the other parliamentary departments to ensure capability at a whole-of-parliament level. It will continue to monitor compliance with the Public Governance, Performance and Accountability Act, the Public Governance, Performance and Accountability Rule and other legislative instruments.

In 2016–17 the department will negotiate a new enterprise agreement with staff. The agreement-making process will be undertaken based on the government's bargaining framework.

The department will also continue to give priority to supporting and enhancing whole-of-parliament governance arrangements. These processes are important in ensuring that strategic priorities are addressed effectively and that the parliamentary departments work collegially to support the institution.



Part 4

Financial statements

Independent Auditor's Report	77
Certification	79
Overview	87
Financial Performance	90
Income and Expenses Administered on Behalf of Government	93
Financial Position	94
Assets and Liabilities Administered on Behalf of Government	101
Funding	103
People and relationships	108
Managing uncertainties	110
Major Budget Variances	116

Contents

Independent Auditor's Report	77		
Certification	79		
Primary financial statements			
Statement of Comprehensive Income	80		
Statement of Financial Position	81		
Statement of Changes in Equity	82		
Cash Flow Statement	83		
Administered Schedule of Comprehensive Income	84		
Administered Schedule of Assets and Liabilities	84		
Administered Reconciliation Schedule	85		
Administered Cash Flow Statement	86		
Overview	87		
Notes to the financial statements:			
1. Financial Performance	90	5. Funding	103
1.1 Expenses	90	5.1 Appropriations	103
1.2 Own-Source Revenue and Gains	91	5.2 Special Accounts	105
1.3 Other Comprehensive Income	92	5.3 Cash Flow Reconciliation	106
2. Income and Expenses Administered on Behalf of Government	93	6. People and relationships	108
2.1 Administered - Expenses	93	6.1 Employee Provisions	108
3. Financial Position	94	6.2 Senior Management Personnel Remuneration	108
3.1 Financial Assets	94	7. Managing uncertainties	110
3.2 Non-Financial Assets	96	7.1 Financial Instruments	110
3.3 Payables	100	7.2 Administered - Financial Instruments	113
4. Assets and Liabilities Administered on Behalf of Government	101	7.3 Fair Value Measurement	114
4.1 Administered - Financial Assets	101	8. Major Budget Variances	116
4.2 Administered - Payables	102	8.1 Departmental	116
		8.2 Administered	116

Independent Auditor's Report



INDEPENDENT AUDITOR'S REPORT

To the Speaker of the House of Representatives

I have audited the accompanying annual financial statements of the Department of the House of Representatives for the year ended 30 June 2016, which comprise:

- Statement by the Clerk of the House and Chief Financial Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement;
- Administered Schedule of Comprehensive Income;
- Administered Schedule of Assets and Liabilities;
- Administered Reconciliation Schedule;
- Administered Cash Flow Statement; and
- Notes to and forming part of the financial statements, including a Summary of Significant Accounting Policies.

Opinion

In my opinion, the financial statements of the Department of the House of Representatives:

- (a) comply with Australian Accounting Standards and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Department of the House of Representatives as at 30 June 2016 and its financial performance and cash flows for the year then ended.

Accountable Authority's Responsibility for the Financial Statements

The Clerk of the House is responsible under the *Public Governance, Performance and Accountability Act 2013* for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards and the rules made under that Act and is also responsible for such internal control as the Clerk of the House determines is necessary to enable the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the financial statements based on my audit. I have conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. These auditing standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Independent Auditor's Report

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Accountable Authority of the entity, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

In conducting my audit, I have followed the independence requirements of the Australian National Audit Office, which incorporate the requirements of the Australian accounting profession.

Australian National Audit Office



Sean Benfield
Audit Principal
Delegate of the Auditor-General
Canberra
9 September 2016

Certification

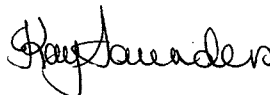
DEPARTMENT OF THE HOUSE OF REPRESENTATIVES STATEMENT BY THE CLERK OF THE HOUSE AND CHIEF FINANCIAL OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2016 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013 (PGPA Act)*, and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the Department of the House of Representatives will be able to pay its debts as and when they fall due.



D ELDER
Clerk of the House
9 September 2016



K SAUNDERS
Chief Financial Officer
9 September 2016

Statement of Comprehensive Income

for the period ended 30 June 2016

		2016	2015	Original Budget
	Notes	\$'000	\$'000	\$'000
NET COST OF SERVICES				
Expenses				
Employee Benefits	1.1A	19,208	18,039	17,454
Suppliers	1.1B	5,321	5,689	5,714
Depreciation and amortisation	3.2A	896	715	772
Write-Down and Impairment of Assets	1.1C	34	7	-
Losses from asset sales		6	0	9
Total expenses		25,465	24,450	23,949
Own-Source Income				
Own-source revenue				
Sale of Goods and Rendering of Services	1.2A	66	81	35
Other Revenue	1.2B	797	1,120	474
Total own-source revenue		863	1,201	509
Gains				
Other Gains	1.2C	1,895	2,047	2,000
Total gains		1,895	2,047	2,000
Total own-source income		2,758	3,248	2,509
Net (cost of)/contribution by services		22,706	21,202	21,440
Revenue from Government	1.2D	(20,668)	(20,672)	(20,668)
Surplus/(Deficit) before income tax on continuing operations		(2,038)	(530)	(772)
Surplus/(Deficit) after income tax on continuing operations		(2,038)	(530)	(772)

		2016	2015	Original Budget
	Notes	\$'000	\$'000	\$'000
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation surplus ¹	1.3A	772	-	-
Total other comprehensive income after income tax		772	-	-

¹ Detail of reclassification adjustments relating to items of other comprehensive income are disclosed in Note 1.3A. The above statement should be read in conjunction with the accompanying notes.

Statement of Financial Position

as at 30 June 2016

	Notes	2016 \$'000	2015 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
Cash and Cash Equivalents	3.1A	570	1,357	445
Trade and Other Receivables	3.1B	14,732	15,611	15,361
Total financial assets		15,302	16,968	15,806
Non-financial assets				
Heritage and cultural	3.2A	422	369	419
Plant and equipment	3.2A	6,505	4,893	6,528
Computer software	3.2A	2,218	2,654	2,453
Inventories	3.2C	16	18	20
Other Non-Financial Assets	3.2D	119	213	150
Total non-financial assets		9,280	8,147	9,570
Total assets		24,582	25,115	25,376
LIABILITIES				
Payables				
Suppliers	3.3A	334	338	619
Other Payables	3.3B	771	1,302	633
Total payables		1,105	1,640	1,252
Provisions				
Employee Provisions	6.1A	6,153	5,527	6,298
Total provisions		6,153	5,527	6,298
Total liabilities		7,258	7,167	7,550
Net assets		17,324	17,947	17,826
EQUITY				
Contributed equity		(11,035)	(11,677)	(11,035)
Reserves		14,210	13,437	13,737
Retained surplus/(Accumulated deficit)		14,150	16,188	15,124
Total equity		17,324	17,948	17,826

The above statement should be read in conjunction with the accompanying notes.

Statement of Changes in Equity

for the period ended 30 June 2016

	Notes	2016 \$'000	2015 \$'000	Original Budget \$'000
CONTRIBUTED EQUITY				
Opening balance				
Balance carried forward from previous period		(11,677)	(12,326)	(11,677)
Adjusted opening balance		(11,677)	(12,326)	(11,677)
Transactions with owners				
Departmental capital budget		642	649	642
Total transactions with owners		642	649	642
Transfers between equity components		-	-	-
Closing balance as at 30 June		(11,035)	(11,677)	(11,035)
RETAINED EARNINGS				
Opening balance				
Balance carried forward from previous period		16,188	16,718	15,896
Adjusted opening balance		16,188	16,718	15,896
Comprehensive income				
Surplus/(Deficit) for the period		(2,038)	(530)	(772)
Other comprehensive income		-	-	-
Total comprehensive income		(2,038)	(530)	(772)
Transfers between equity components		-	-	-
Closing balance as at 30 June		14,150	16,188	15,124
ASSET REVALUATION RESERVE				
Opening balance				
Balance carried forward from previous period		13,437	13,437	13,437
Adjusted opening balance		13,437	13,437	13,437
Comprehensive income				
Other comprehensive income		772	-	300
Total comprehensive income		772	-	300
Closing balance as at 30 June		14,209	13,437	13,737
TOTAL EQUITY				
Opening balance				
Balance carried forward from previous period		17,948	17,828	17,656
Adjusted opening balance		17,948	17,828	17,656
Comprehensive income				
Surplus/(Deficit) for the period		(2,038)	(530)	(772)
Other comprehensive income		772	-	300
Total comprehensive income		(1,267)	(530)	(472)
Transactions with owners				
Contributions by owners				
Departmental capital budget		642	649	642
Total transactions with owners		642	649	642
Closing balance as at 30 June		17,324	17,948	17,826

The above statement should be read in conjunction with the accompanying notes.

Cash Flow Statement

for the period ended 30 June 2016

	2016	2015	Original Budget
Notes	\$'000	\$'000	\$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations	21,781	22,929	22,491
Sale of goods and rendering of services	136	398	35
Revenue from external sources	596	570	474
Net GST received	260	225	51
Other	7	2	-
Total cash received	22,780	24,124	23,051
Cash used			
Employees	19,162	18,057	17,668
Suppliers	3,654	4,520	3,507
Net GST paid	-	-	258
Total cash used	22,816	22,577	21,433
Net cash from/(used by) operating activities	(37)	1,547	1,618
INVESTING ACTIVITIES			
Cash used			
Purchase of property, plant and equipment	1,333	1,043	2,005
Purchase of Intangibles	60	406	85
Total cash used	1,393	1,449	2,090
Net cash from/(used by) investing activities	(1,393)	(1,449)	(2,090)
FINANCING ACTIVITIES			
Cash received			
Contributed equity (DCB)	642	649	642
Total cash received	642	649	642
Cash used			
Net cash from/(used by) financing activities	642	649	642
Net increase/(decrease) in cash held	(788)	747	170
Cash and cash equivalents at the beginning of the reporting period	1,357	610	275
Cash and cash equivalents at the end of the reporting period	570	1,357	445
3.1A			

The above statement should be read in conjunction with the accompanying notes.

Administered Schedule of Comprehensive Income

for the period ended 30 June 2016

	Notes	2016 \$'000	2015 \$'000	Original Budget \$'000
NET COST OF SERVICES				
Expenses				
Suppliers	2.1A	317	330	324
Total expenses		317	330	324
Net (cost of)/contribution by services		(317)	(330)	(324)
Surplus/(Deficit)		(317)	(330)	(324)
Total comprehensive income/(loss)		(317)	(330)	(324)

The above schedule should be read in conjunction with the accompanying notes.

Administered Schedule of Assets and Liabilities

as at 30 June 2016

	Notes	2016 \$'000	2015 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
Trade and Other Receivables	4.1	4	2	5
Total financial assets		4	2	5
Total assets administered on behalf of Government		4	2	5
LIABILITIES				
Payables				
Suppliers	4.2A	-	26	4
Other Payables	4.2B	4	2	5
Total payables		4	28	9
Total liabilities administered on behalf of Government		4	28	9
Net assets/(liabilities)		-	(26)	(4)

The above schedule should be read in conjunction with the accompanying notes.

Administered Reconciliation Schedule

	Notes	2016 \$'000	2015 \$'000
Opening assets less liabilities as at 1 July		(22)	-
Adjustment for errors		(4)	-
Adjusted opening assets less liabilities		<u>(26)</u>	-
Net (cost of)/contribution by services			
Income		-	-
Expenses			
Payments to entities other than corporate Commonwealth entities		(317)	(330)
Appropriation transfers to OPA			
Transfers to OPA		343	308
Closing assets less liabilities as at 30 June		<u>-</u>	<u>(22)</u>

The above schedule should be read in conjunction with the accompanying notes.

Accounting Policy

Administered Cash Transfers to and from the Official Public Account

The Department does not collect Administered revenues. Cash is drawn from the OPA to make payments under Parliamentary appropriation on behalf of the Government. These transfers to and from the OPA are adjustments to the administered cash held by the Department on behalf of the Government and reported as such in the administered cash flow statement and in the administered reconciliation schedule.

Administered Cash Flow Statement

for the period ended 30 June 2016

	Notes	2016 \$'000	2015 \$'000
OPERATING ACTIVITIES			
Cash received			
Net GST received		24	19
Total cash received		24	19
Cash used			
Suppliers		369	330
Total cash used		369	330
Net cash from/(used by) operating activities		(345)	(311)

	Notes	2016 \$'000	2015 \$'000
Cash from Official Public Account			
Appropriations		343	308
GST Appropriations		24	19
Total cash from official public account		367	327
Cash to Official Public Account			
GST Appropriations		(22)	(16)
Total cash to official public account		345	311
Cash and cash equivalents at the end of the reporting period	4.1	-	-

This schedule should be read in conjunction with the accompanying notes.

Overview

Objectives of the Department of the House of Representatives

The Department is one of four parliamentary Departments supporting the Australian Parliament. It is a not-for-profit entity. The Department provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees as well as a range of services for Members in Parliament House.

The Department is structured to meet one outcome:

Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.

The continued existence of the Department in its present form is dependent on continuing appropriations by Parliament for the Department's administration and programs.

The Department's activities contributing to this outcome are classified as either Departmental or Administered.

Departmental activities involve the use of assets, liabilities, revenues and expenses controlled or incurred by the Department in its own right. Administered activities involve the management or oversight by the Department, on behalf of the Parliament, of items controlled or incurred by the Government.

Departmental activities are identified under five outputs:

- » Chamber and Federation Chamber;
- » Community Relations and Awareness;
- » Committee Services;
- » Inter-parliamentary Relations and Capacity Building; and
- » Members' Services and Corporate Support.

Basis of Preparation of the Financial Report

The financial statements are general purpose financial statements and are required by:

- » Section 42 of the *Public Governance, Performance and Accountability Act 2013*.

The financial statements have been prepared in accordance with:

- a) *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015* (FRR) for reporting periods ending on or after 1 July 2015; and
- b) Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost convention, except for certain assets and liabilities at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

Unless an alternative treatment is specifically required by an accounting standard or the FRR, assets and liabilities are recognised in the statement of financial position when and only when it is probable that future economic benefits will flow to the Department or a future sacrifice of economic benefits will be required and the amounts of the assets or liabilities can be reliably measured. However, assets and liabilities arising under executory contracts are not recognised unless required by an accounting standard. Liabilities and assets that are unrecognised are reported in the schedule of commitments or the contingencies note.

Unless alternative treatment is specifically required by an accounting standard, income and expenses are recognised in the statement of comprehensive income when and only when the flow, consumption or loss of economic benefits has occurred and can be reliably measured.

Subject to the Department serving the Parliament independently of the Executive Government of the Commonwealth, the Department acknowledges that the Australian Government continues to have regard to developments in case law, including the High Court's most recent decision on Commonwealth expenditure in *Williams v Commonwealth* [2014] HCA 23, as they contribute to the larger body of law relevant to the development of Commonwealth programs. In accordance with its general practice, the Government will continue to monitor and assess risk and decide on any appropriate actions to respond to risks of expenditure not being consistent with constitutional or other legal requirements.

New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

Early adoption of the amendment to AASB13 Fair Value Disclosures of Not-for-Profit Public Sector Entities (AASB 2015-7) has been applied to note 7.4, Fair Value Measurements.

All other new standards, revised standards, amending standards and interpretations that were issued prior to the sign-off date and are applicable to the current reporting period did not have a material effect, and are not expected to have a future material effect, on the Department's financial statements.

Future Australian Accounting Standard Requirements

The following new standards, revised standards, interpretations and amending standards were issued prior to the signing of the statement by the accountable authority and chief finance officer, were applicable to the current reporting period and had a material effect on the entity's financial statements:

Standard/ Interpretation	Application date	Nature of change in accounting policy, transitional provisions, and adjustment to financial statements
AASB 124 Related Parties	1 July 2016	DHoR will apply AASB 124 Related Party Disclosures starting from 1 July 2016. This Standard requires the disclosure of significant transactions with related parties. Related parties include key managers of the entity, relevant Ministers, and other Australian Government entities.

All other new standards, revised/amending standards and interpretations that were issued prior to the sign-off date and are applicable to future reporting periods are not expected to have a material effect, and are not expected to have a material effect on the Department's financial statements.

Taxation

The Department is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Reporting of Administered Activities

Administered revenues, expenses, assets, liabilities and cash flows are disclosed in the administered schedules and related notes.

Except where otherwise stated below, administered items are accounted for on the same basis and using the same policies as for Departmental items, including the application of Australian Accounting Standards.

Events After the Reporting Period

Departmental

There have been no significant events after balance date that may have an impact on the Department's operations.

Administered

There have been no significant events after balance date that may have an impact on the Department's operations.

Financial Performance

This section analyses the financial performance of the Department of House of Representatives for the year ended 2016.

1.1 Expenses		
	2016	2015
	\$'000	\$'000
1.1A: Employee Benefits		
Wages and salaries	14,139	14,108
Superannuation		
Defined contribution plans	802	787
Defined benefit plans	1,870	1,817
Leave and other entitlements	2,280	1,167
Separation and redundancies	117	160
Total employee benefits	19,208	18,039

Accounting Policy

Accounting policies for employee related expenses is contained in the People and Relationships section.

1.1B: Suppliers		
Goods and services supplied or rendered		
Staff Related Services	603	536
Travel	1,195	1,422
Office Services	2,980	3,305
Communication	117	143
Corporate Expenses	273	102
Grants	-	2
Total goods and services supplied or rendered	5,169	5,510
Goods supplied	356	402
Services rendered	4,813	5,108
Total goods and services supplied or rendered	5,169	5,510
Other suppliers		
Operating lease rentals in connection with		
Minimum lease payments	72	70
Workers compensation expenses	80	109
Total other suppliers	152	179
Total suppliers	5,321	5,689
Leasing commitments		
Operating leases 2015-16 included were effectively non-cancellable and comprise agreements for the provision of motor vehicles to senior executives and for departmental use.		
Commitments for minimum lease payments in relation to non-cancellable operating leases are payable as follows:		
Within 1 year	51	73
Between 1 to 5 years	37	25
Total operating lease commitments	88	98

1.2 Own-Source Revenue and Gains

	2016	2015
	\$'000	\$'000
Own-Source Revenue		
1.2A: Sale of Goods and Rendering of Services		
Sale of goods	26	29
Rendering of services	40	52
Total sale of goods and rendering of services	66	81

Accounting Policy

Revenue from the sale of goods is recognised when:

- » the risks and rewards of ownership have been transferred to the buyer;
- » the Department retains no managerial involvement nor effective control over the goods;
- » the revenue and transaction costs incurred can be reliably measured; and
- » it is probable that the economic benefits associated with the transaction will flow to the Department.

Revenue from rendering of services is recognised by reference to the stage of completion of contracts at the reporting date. The revenue is recognised when:

- the amount of revenue, stage of completion and transaction costs incurred can be reliably measured; and
- the probable economic benefits from the transaction will flow to the Department.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance amount. Collectability of debts is reviewed as at end of reporting period. Allowances are made when collectability of the debt is no longer probable.

1.2B: Other Revenue

Royalties	15	-
Funding from external sources	782	1,120
Total other revenue	797	1,120

1.2C: Other Gains

Resources received free of charge		
Remuneration of auditors	85	85
Rent of premises	1,803	1,960
Other financial income	7	2
Total other gains	1,895	2,047

Accounting Policy

Resources Received Free of Charge

Resources received free of charge are recognised as gains when, and only when, a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense. Resources received free of charge are recorded as either revenue or gains depending on their nature.

Contributions of assets at no cost of acquisition or for nominal consideration are recognised as gains at their fair value when the asset qualifies for recognition, unless received from another non-corporate or corporate Commonwealth entity as a consequence of a restructuring of administrative arrangements.

1.2D: Revenue from Government

Appropriations

Departmental appropriations	20,668	20,672
Total Revenue from Government	20,668	20,672

Accounting Policy**Revenue from Government**

Amounts appropriated for departmental appropriations for the year (adjusted for any formal additions and reductions) are recognised as Revenue from Government when the Department gains control of the appropriation, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned. Appropriations receivable are recognised at their nominal amounts.

1.3 Other Comprehensive Income

	2016	2015
	\$'000	\$'000
1.3A: Reclassification Adjustments		
Changes in asset revaluation surplus	772	-
Total reclassification adjustments	772	-

Income and Expenses Administered on Behalf of Government

This section analyses the activities that the Department of House of Representatives does not control but administers on behalf of Government. Unless otherwise noted, the accounting policies adopted are consistent with those applied for departmental reporting.

2.1 Administered - Expenses		
	2016	2015
	\$'000	\$'000
2.1A: Suppliers		
Goods and services supplied or rendered		
Hospitality Services	317	330
Total goods and services supplied or rendered	317	330
Services rendered	317	330
Total goods and services supplied or rendered	317	330
Total suppliers	317	330

Financial Position

This section analyses the Department of the House of Representatives assets used to conduct its operations and the operating liabilities incurred as a result.

Employee related information is disclosed in the People and Relationships section.

3.1 Financial Assets		
	2016	2015
	\$'000	\$'000
3.1A: Cash and Cash Equivalents		
Cash on hand or on deposit	570	1,357
Total cash and cash equivalents	570	1,357

Accounting Policy

Revenue from Government

Cash is recognised at its nominal amount. Cash and cash equivalents includes:

- cash on hand;
- demand deposits in bank accounts with an original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value; and
- cash in special accounts.

3.1B: Trade and Other Receivables		
Goods and services receivables		
Goods and services	290	67
Total goods and services receivables	290	67
Appropriations receivables		
Appropriation receivable - existing programs	11,801	12,459
Appropriation receivable - for departmental supplementation	-	500
Appropriation receivable - special account	2,547	2,501
Total appropriations receivables	14,348	15,460
Other receivables		
Cash held by salary packaging providers	46	35
GST inputs credits receivable	47	54
Total other receivables	94	89
Total trade and other receivables (gross)	14,732	15,617
Less impairment allowance	-	(5)
Total trade and other receivables (net)	14,732	15,611
Trade and other receivables (net) expected to be recovered		
No more than 12 months	14,732	15,611
Total trade and other receivables (net)	14,732	15,611
Trade and other receivables (gross) aged as follows		
Not overdue	14,449	15,599
Overdue by		
0 to 30 days	280	-
31 to 60 days	-	13
61 to 90 days	-	-
More than 90 days	2	5
Total trade and other receivables (gross)	14,732	15,617

Credit terms for goods and services were within 30 days (2015: 30 days).

3.1 Financial Assets (continued)

Reconciliation of the Impairment Allowance

Movements in relation to 2016

	Goods and services	Total
	\$'000	\$'000
As at 1 July 2015	(5)	(5)
Amounts written off	3	3
Amounts recovered and reversed	2	2
Increase/(Decrease) recognised in net cost of services	-	-
Total as at 30 June 2016	-	-

Movements in relation to 2015

	Goods and services	Total
	\$'000	\$'000
As at 1 July 2014	-	-
Amounts written off	-	-
Amounts recovered and reversed	-	-
Increase/(Decrease) recognised in net cost of services	(5)	(5)
Total as at 30 June 2015	(5)	(5)

Accounting Policy

Financial assets are assessed for impairment at the end of each reporting period.

3.2 Non-Financial Assets

3.2A: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment and Intangibles

Reconciliation of the opening and closing balances of property, plant and equipment for 2016

	Heritage and cultural ¹ \$'000	Property, Plant and equipment \$'000	Computer Software ² \$'000	Total \$'000
As at 1 July 2015				
Gross book value	369	5,522	3,914	9,805
Accumulated depreciation, amortisation and impairment	-	(629)	(1,260)	(1,889)
Total as at 1 July 2015	369	4,893	2,654	7,916
Additions				
Purchase	-	1,333	5	1,338
Internally developed	-	-	55	55
Revaluations and impairments recognised in other comprehensive income	53	719	-	772
Depreciation and amortisation	-	(426)	(470)	(896)
Disposals				
Other	-	(14)	(26)	(40)
Total as at 30 June 2016	422	6,505	2,218	9,145
Total as at 30 June 2016 represented by				
Gross book value	422	6,505	3,665	10,592
Accumulated depreciation, amortisation and impairment	-	-	(1,447)	(1,447)
Total as at 30 June 2016	422	6,505	2,218	9,145

1. Other property, plant and equipment that met the definition of a heritage and cultural item were disclosed in the heritage and cultural asset class.
2. The carrying amount of computer software included \$12,948 (2015: \$46,091) of purchased software and \$2,205,915 (2015: \$ 2,607,934) of internally generated software.

Revaluations of non-financial assets

All revaluations were conducted in accordance with the revaluation policy stated at Note 7.3. On 30 June 2016, an independent valuer conducted the revaluations.

Reconciliation of the opening and closing balances of property, plant and equipment for 2015

	Heritage and cultural ¹ \$'000	Property, Plant and equipment \$'000	Computer Software \$'000	Total \$'000
As at 1 July 2014				
Gross book value	369	4,480	3,508	8,357
Accumulated depreciation, amortisation and impairment	-	(287)	(887)	(1,174)
Total as at 1 July 2014	369	4,193	2,621	7,183
Additions				
Purchase	-	1,043	12	1,055
Internally developed	-	-	394	394
Depreciation and amortisation	-	(342)	(373)	(715)
Disposals				
Other	-	(1)	-	(1)
Total as at 30 June 2015	369	4,893	2,654	7,916
Total as at 30 June 2015 represented by				
Gross book value	369	5,522	3,914	9,805
Accumulated depreciation, amortisation and impairment	-	(629)	(1,260)	(1,889)
Total as at 30 June 2015	369	4,893	2,654	7,916

¹ Land, buildings and other property, plant and equipment that met the definition of a heritage and cultural item were disclosed in the heritage and cultural asset class.

3.2 Non-Financial Assets (continued)

Accounting Policy

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken.

Financial assets are initially measured at their fair value plus transaction costs where appropriate.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor's accounts immediately prior to the restructuring.

Asset Recognition Threshold

Purchases of property, plant and equipment are recognised initially at cost in the statement of financial position, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

Revaluations

Following initial recognition at cost, property, plant and equipment are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets did not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depended upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the surplus/deficit except to the extent that they reverse a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the entity using, in all cases, the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	2016	2015
Property, plant & equipment	5 to 50 years	2 to 50 years

3.2 Non-Financial Assets (continued)

The entity has items of property, plant and equipment that are heritage and cultural assets that are not depreciated.

Impairment

All assets were assessed for impairment at 30 June 2016. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in

use is the present value of the future cash flows expected to be derived from the asset. Where the future economic

benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the entity were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

Derecognition

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

Accounting Policy

Heritage and Cultural Assets

The Department has the following heritage and cultural assets with an aggregated fair value of \$422,000 (2015: \$369,000).

- » Gold Key 1927 Parliament
- » Mace - Garrard Engraved Silver
- » Gold Key 1988 Parliament
- » Yirrkala Bark Petition 14 Aug 1963, Wood Bark 59.1cm X 33.2cm
- » Yirrkala Bark Petition 28 Aug 1963, Wood Bark 49.1cm X 30cm
- » Yirrkala Bark Petition 8 Oct 1968, Wood Bark 59.1cm X 34cm
- » Ritual Stick - Yirrkala People 1976, Wood Feathers 47.1cm X 24.2cm

The Department has classified these items as heritage and cultural assets as they are primarily used for purposes which relate to their heritage value and cultural significance.

Intangibles

The entity's intangibles comprise internally developed software for internal use. These assets are carried at cost less accumulated amortisation and accumulated impairment losses.

Software is amortised on a straight-line basis over its anticipated useful life. The useful lives of the entity's software are 3 to 13 years (2015: 3 to 7 years).

All software assets were assessed for indications of impairment as at 30 June 2016.

3.2 Non-Financial Assets (continued)

	2016	2015
	\$'000	\$'000
3.2C: Inventories		
Inventories held for sale		
Finished goods	16	18
Total inventories held for sale	16	18
Total inventories	16	18

During 2016, \$1,815.66 of inventory held for sale was recognised as an expense (2015: \$3,170.84).

No items of inventory were recognised at fair value less cost to sell.

Accounting Policy

Inventories held for sale are valued at the lower of cost and net realisable value.

Inventories held for distribution are valued at cost, adjusted for any loss of service potential.

Costs incurred in bringing each item of inventory to its present location and condition are assigned as follows:

- a) raw materials and stores – purchase cost on a first-in-first-out basis; and
- b) finished goods and work-in-progress – cost of direct materials and labour plus attributable costs that can be allocated on a reasonable basis.

Inventories acquired at no cost or nominal consideration are initially measured at current replacement cost at the date of acquisition.

3.2D: Other Non-Financial Assets

Prepayments	119	213
Total other non-financial assets	119	213
Other non-financial assets expected to be recovered		
No more than 12 months	119	213
Total other non-financial assets	119	213

No indicators of impairment were found for other non-financial assets.

3.3 Payables		
	2016	2015
	\$'000	\$'000
3.3A: Suppliers		
Trade creditors and accruals	334	338
Total suppliers	334	338
Suppliers expected to be settled		
No more than 12 months	334	338
Total suppliers	334	338
3.3B: Other Payables		
Salaries and wages	49	554
Superannuation	10	95
Salary Sacrifice Payable	46	35
Paid Parental Leave Payable	-	1
Prepayments received/unearned income ¹	665	616
Input Tax Credit (GST) Payment to ATO	1	1
Total other payables	771	1,302
Other payables to be settled		
No more than 12 months	771	1,302
Total other payables	771	1,302

¹ Unearned income relates to payments for seminars to be undertaken in 2016-17 and Department of Foreign Affairs (DFAT) (AusAid) funding for Pacific Parliamentary Development programs. Payment is made in advance of work being performed, and unspent funds are acquitted to DFAT.

Assets and Liabilities Administered on Behalf of Government

This section analyses assets used to conduct operations and the operating liabilities incurred as a result the Department of House of Representatives does not control but administers on behalf of Government. Unless otherwise noted, the accounting policies adopted are consistent with those applied for departmental reporting.

4.1 Administered - Financial Assets		
	2016	2015
	\$'000	\$'000
Other receivables		
GST Receivable from Australian Taxation Office	4	2
Total other receivables	4	2
Total trade and other receivables (gross)	4	2
Total trade and other receivables (net)	4	2
Trade and other receivables (net) expected to be recovered		
No more than 12 months	4	2
Total trade and other receivables (net)	4	2
Trade and other receivables (gross) aged as follows		
Not overdue	4	2
Total trade and other receivables (net)	4	2

The only receivable is GST receivable. There was no impairment allowance.

4.2 Administered - Payables		
	2016	2015
	\$'000	\$'000
4.2A: Suppliers		
Trade creditors and accruals	-	26
Total suppliers	<u>-</u>	<u>26</u>
Suppliers expected to be settled		
No more than 12 months	-	26
Total suppliers	<u>-</u>	<u>26</u>
Settlement was usually within 30 days.		
	2016	2015
	\$'000	\$'000
4.2B: Other Payables		
GST Appropriation payable to OPA	4	2
Total other payables	<u>4</u>	<u>2</u>
Other payables expected to be settled		
No more than 12 months	4	2
Total other payables	<u>4</u>	<u>2</u>

Funding

This section identifies the Department of the House of Representatives' funding structure.

5.1 Appropriations

5.1A: Annual Appropriations ('Recoverable GST exclusive')

Annual Appropriations for 2016

	Appropriation Act		PGPA Act		Total appropriation \$'000	Appropriation applied in 2016 (current and prior years) \$'000	Variance ² \$'000
	Annual Appropriation ¹ \$'000	Advance to the Finance Minister \$'000	Section 74 Receipts \$'000	Section 75 Transfers \$'000			
Departmental							
Ordinary annual services	21,168	-	820	-	21,988	22,646	(658)
Capital Budget	642	-	-	-	642	642	-
Total departmental	21,810	-	820	-	22,630	23,288	(658)
Administered							
Ordinary annual services	324	-	-	-	324	322	2
Total administered	324	-	-	-	324	322	2

Annual Appropriations for 2015

	Appropriation Act		PGPA Act		Total appropriation \$'000	Appropriation applied in 2015 (current and prior years) \$'000	Variance ² \$'000
	Annual Appropriation ¹ \$'000	Advance to the Finance Minister \$'000	Section 74 Receipts \$'000	Section 75 Transfers \$'000			
Departmental							
Ordinary annual services	20,821	-	1,090	-	21,911	(24,666)	(2,755)
Total departmental	20,821	-	1,090	-	21,911	(24,666)	(2,755)
Administered							
Ordinary annual services	325	-	-	-	325	(304)	21
Total administered	325	-	-	-	325	(304)	21

1. In 2014-15, there were no appropriations subject to quarantine and no reductions. The Departmental and Administered Appropriation ceases to be in force on 1 July 2017.

2. The Departmental variance relates to capital expenditure funded from undrawn 2013-14 appropriation. The Department draws from the prior year unspent amounts to fund capital projects in excess of the Departmental Capital appropriation. The Administered variance relates to balance undrawn for accrued expenses payable in 2015-16.

5.1 Appropriations (continued)

5.1B: Unspent Annual Appropriations ('Recoverable GST exclusive')

	2016 \$'000	2015 \$'000
Departmental		
Appropriation (Parliamentary Departments) Act (No. 1) 2013-14	-	80
Appropriation (Parliamentary Departments) Act (No. 1) 2014-15	-	12,459
Appropriation (Parliamentary Departments) Act (No. 1) 2015-16	11,801	-
Total departmental	11,801	12,539
Administered		
Appropriation Act (Parliamentary Departments) (No. 1) 2014-15	-	21
Appropriation Act (Parliamentary Departments) (No. 1) 2015-16	2	-
Total administered	2	21

5.1C: Disclosures by Agent in Relation to Annual and Special Appropriations ('Recoverable GST exclusive')

	Department of Finance (third party drawing rights) \$'000	Australian Public Service Commission (third party drawing rights) \$'000
2016		
Total receipts	7,415	37,402
Total payments	7,415	37,402
2015		
Total receipts	7,326	38,104
Total payments	7,326	38,104

5.2 Special Accounts

	Inter-Parliamentary Relations Special Account (Departmental) ¹	
	2016	2015
	\$'000	\$'000
Balance brought forward from previous period	2,550	2,503
Increases	60	63
Total increases	60	63
Available for payments	2,610	2,566
Decreases		
Departmental	(50)	(16)
Total departmental	(50)	(16)
Total decreases	(50)	(16)
Total balance carried to the next period	2,560	2,550

1. Appropriation: *Public Governance, Performance and Accountability Act 2013* section 80.
Establishing Instrument: 2004/08.

Purpose: For the receipt of all moneys and the payment of all expenditure related to the operation of the Commonwealth Parliamentary Association on behalf of the States, Territories and Commonwealth Branches of the Commonwealth Parliamentary Association, inter-parliamentary training, education and development services provided to support other governments and bodies that are not non-corporate Commonwealth entities within the meaning of the *Public Governance, Performance and Accountability Act 2013*.

The Minister for Finance has approved the earning of interest for this account under section 20 of the *Financial Management and Accountability Act 1997*. Interest is appropriated under this section of the Act.

5.4 Cash Flow Reconciliation

5.3A: Cash Flow Reconciliation

	2016	2015
	\$'000	\$'000
Reconciliation of cash and cash equivalents as per statement of financial position and cash flow statement		
Cash and cash equivalents as per		
Cash flow statement	570	1,357
Statement of financial position	570	1,357
Discrepancy	-	-
Reconciliation of net cost of services to net cash from/(used by) operating activities		
Net(cost of)/contribution by services	(22,706)	(21,202)
Revenue from Government	20,668	20,672
Adjustments for non-cash items		
Depreciation/amortisation	896	714
Net write down of non-financial assets	34	7
Loss on disposal of assets	6	-
Movement in assets and liabilities		
Assets		
(Increase)/Decrease in net receivables	878	2,462
(Increase)/Decrease in inventories	2	4
(Increase)/Decrease in prepayments	94	(70)
Liabilities		
Increase/(Decrease) in prepayments	49	(551)
Increase/(Decrease) in employee provisions	626	(137)
Increase/(Decrease) in suppliers payables	(4)	(467)
Increase/(Decrease) in other payables	(578)	119
Increase/(Decrease) in tax liabilities	-	(5)
Net cash from/(used by) operating activities	(37)	1,547

5.4 Cash Flow Reconciliation (continued)		
5.3B: Administered - Cash Flow Reconciliation		
	2016	2015
	\$'000	\$'000
Reconciliation of cash and cash equivalents as per statement of financial position and cash flow statement		
Cash and cash equivalents as per		
Administered cash flow statement	-	-
Administered schedule of assets and liabilities	-	-
Discrepancy	<u>-</u>	<u>-</u>
Reconciliation of net cost of services to net cash from/(used by) operating activities		
Net(cost of)/contribution by services	(317)	(330)
Movement in assets and liabilities		
Assets		
(Increase)/Decrease in net receivables	(2)	(3)
Liabilities		
Increase/(Decrease) in suppliers payables	(26)	22
Net cash from/(used by) operating activities	<u>(345)</u>	<u>(311)</u>

People and relationships

This section describes a range of employment and post employment benefits provided to our people and our relationships with other key people.

6.1 Employee Provisions		
	2016	2015
	\$'000	\$'000
6.1A: Employee Provisions		
Leave	6,153	5,527
Total employee provisions	6,153	5,527
Employee provisions expected to be settled		
No more than 12 months	5,202	4,895
More than 12 months	951	632
Total employee provisions	6,153	5,527

6.2 Senior Management Personnel Remuneration		
	2016	2015
	\$'000	\$'000
Short-term employee benefits		
Salary	1,171	1,227
Motor vehicle and other allowances	66	58
Total short-term employee benefits	1,237	1,285
Post-employment benefits		
Superannuation	206	217
Total post-employment benefits	206	217
Other long-term employee benefits		
Annual leave	89	97
Long-service leave	29	32
Total other long-term employee benefits	118	129
Total senior executive remuneration expenses	1,561	1,631

The total number of senior management personnel that are included in the above table is 7.
(2015: 6)

Accounting policy

Liabilities for 'short-term employee benefits' and termination benefits expected within twelve months of the end of reporting period are measured at their nominal amounts.

Other long-term employee benefits are measured as net total of the present value of the defined benefit obligation at the end of the reporting period minus the fair value at the end of the reporting period of plan assets (if any) out of which the obligations are to be settled directly.

Leave

The liability for employee benefits includes provision for annual leave and long service leave.

The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will be applied at the time the leave is taken, including the entity's employer superannuation contribution rates and additional oncosts (annual leave and long service leave) to the extent that the leave is likely to be taken during service rather than paid out on termination.

The liability for long service leave has been determined by reference to the work of an actuary allowable short-hand method as at 30 June 2016. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Separation and Redundancy

Provision is made for separation and redundancy benefit payments. The entity recognises a provision for termination when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations.

Superannuation

The Department's staff are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS), or the PSS accumulation plan (PSSap), or other superannuation funds held outside the Australian Government.

The CSS and PSS are defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported in the Department of Finance's administered schedules and notes.

The Department makes employer contributions to the employees' defined benefit superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. The entity accounts for the contributions as if they were contributions to defined contribution plans.

The liability for superannuation recognised as at 30 June represents outstanding contributions.

Managing Uncertainties

This section analyses how the Department of the House of Representatives manages financial risks within its operating environment.

7.1 Financial Instruments		
	2016	2015
	\$'000	\$'000
7.1A: Categories of Financial Instruments		
Financial Assets		
Loans and receivables		
Cash and cash equivalents	570	1,357
Trade and other receivables	337	97
Total loans and receivables	907	1,454
Total financial assets	907	1,454
Financial Liabilities		
Financial liabilities measured at amortised cost		
Suppliers	334	338
Other Payables	665	616
Total financial liabilities measured at amortised cost	999	954
Total financial liabilities	999	954

Accounting Policy

Financial assets

The department classifies its financial assets in the following categories:

- a) financial assets at fair value through profit or loss;
- b) held-to-maturity investments;
- c) available-for-sale financial assets; and
- d) loans and receivables.

The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. Financial assets are recognised and derecognised upon trade date.

Effective Interest Method

The effective interest method is a method of calculating the amortised cost of a financial asset and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, where appropriate, a shorter period.

Income is recognised on an effective interest rate basis except for financial assets that are recognised at fair value through profit or loss.

Loans and receivables

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate.

Impairment of Financial Assets

Financial assets are assessed for impairment at the end of each reporting period.

Financial assets held at amortised cost - if there is objective evidence that an impairment loss has been incurred for loans and receivables or held to maturity investments held at amortised cost, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in the Statement of Comprehensive Income.

Financial liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

Financial Liabilities at Fair Value Through Profit or Loss

Financial liabilities at fair value through profit or loss are initially measured at fair value. Subsequent fair value adjustments are recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability.

Other Financial Liabilities

Other financial liabilities, including borrowings, are initially measured at fair value, net of transaction costs. These liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective interest basis.

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

7.1 Financial Instruments (continued)

7.1B: Fair Value of Financial Instruments

The fair value of the Department's financial assets and the liabilities equal the carrying amount in the current and preceding financial year.

7.1C: Credit Risk

The department is exposed to minimal credit risk as receivables are cash and trade receivables. The maximum exposure to credit risk is the risk that arises from potential default of a debtor. This amount is equal to the total trade receivables: (2016: \$337,000 and 2015: \$97,000).

The Department has no significant exposures to any concentrations of credit risk.

All figures for credit risk referred to do not take into account the value of any collateral or other security.

Credit quality of financial assets not past due or individually determined as impaired

	Not past due nor impaired	Not past due nor impaired	Past due or impaired	Past due or impaired
	2016	2015	2016	2015
	\$'000	\$'000	\$'000	\$'000
Cash and cash equivalents	570	1357	-	-
Trade and other receivables	337	97	-	5
Total	907	1,454	-	5

Ageing of financial assets that were past due but not impaired in 2016

	0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
Trade and other receivables	-	-	-	2	2
Total	-	-	-	2	2

Ageing of financial assets that were past due but not impaired in 2015

	0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
Trade and other receivables	-	13	-	-	13
Total	-	13	-	-	13

7.1 Financial Instruments (continued)

7.1D: Liquidity Risk

Liquidity risk is the risk that the Department of the House of Representatives will not be able to meet its obligations as they fall due.

The department's financial liabilities are payables. The exposure to liquidity risk is based on the notion that the department will encounter difficulty in meeting its obligations associated with financial liabilities.

This is highly unlikely as the department is appropriated funding from the Australian Government and manages its budgeted funds to ensure it has adequate funds to meet payments as they fall due.

In addition, the department has internal policies and procedures in place to ensure timely payment is made when due and has no past experience of default.

Maturities for non-derivative financial liabilities in 2016

	On demand \$'000	Within 1 year \$'000	Between 1 to 2 years \$'000	Between 2 to 5 years \$'000	More than 5 years \$'000	Total \$'000
Suppliers	-	334	-	-	-	334
Other Payables	-	665	-	-	-	665
Total	-	999	-	-	-	999

Maturities for non-derivative financial liabilities in 2015

	On demand \$'000	Within 1 year \$'000	Between 1 to 2 years \$'000	Between 2 to 5 years \$'000	More than 5 years \$'000	Total \$'000
Suppliers	-	338	-	-	-	338
Other Payables	-	616	-	-	-	616
Total	-	954	-	-	-	954

7.2 Administered - Financial Instruments

	2016 \$'000	2015 \$'000
7.2A: Categories of Financial Instruments		
Financial Assets		
Loans and receivables		
Other receivables	4	2
Total loans and receivables	4	2
Total financial assets	4	2
Financial Liabilities		
Financial liabilities measured at amortised cost		
Trade creditors	-	26
Total financial liabilities measured at amortised cost	-	26
Total financial liabilities	-	26

7.3 Fair Value Measurement

The following tables provide an analysis of assets and liabilities that are measured at fair value. The remaining assets and liabilities disclosed in the statement of financial position do not apply the fair value hierarchy.

The different levels of the fair value hierarchy are defined below.

Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Unobservable inputs for the asset or liability.

Accounting Policy

The Department tests the procedures of the valuation model as an asset materiality review at least once every 12 months (with a formal revaluation undertaken once every three years). If a particular asset class experiences significant and volatile changes in fair value (i.e. where indicators suggest that the value of the class has changed materially since the previous reporting period), that class is subject to specific valuation in the reporting period, where practicable, regardless of the timing of the last specific valuation. For the period ended 30 June 2016, The Department engaged Australian Valuation Solutions (AVS) to undertake a revaluation of all plant and equipment assets and confirm that the models developed comply with AASB 13.

There have been changes to the valuation techniques for assets controlled by the Department. In instances where sufficient observable inputs, such as market transactions of similar assets, were (not) identified at 30 June 2016, the valuation technique was changed from a Depreciated Replacement Cost (Market) approach to a Market (Depreciated Replacement Cost) approach.

7.3A: Fair Value Measurement

	Fair value measurements at the end of the reporting		Category	Valuation Technique(s) and Inputs Used
	2016	2015		
	\$'000	\$'000		
Non-financial assets ²				
Property, Plant and Equipment ¹	3,768	3,343	Level 2	Market Approach - Adjusted market transactions
Property, Plant and Equipment ¹	2,737	1,550	Level 3	Depreciated Replacement - Replacement Cost New Cost
Heritage & Cultural ¹	422	369	Level 2	Market Approach - Adjusted market transactions

1. The Department did not measure any non-financial assets at fair value on a non-recurring basis as at 30 June 2016.
2. The Department's assets are held for operational purposes and not held for the purposes of deriving a profit. The current use of all NFAs is considered their highest and best use.
3. No assets were transferred between level 1 and level 2 during the year ending 30 June 2016.
4. The remaining assets and liabilities reported by the Department are not measured at fair value in the Statement of Financial Position.

7.3B: Reconciliation for Recurring Level 3 Fair Value Measurements

	Non-financial assets Property, Plant and Equipment	
	2016	2015
	\$'000	\$'000
As at 1 July	1,550	1,613
Total gains/(losses) recognised in net cost of services ¹	(65)	(63)
Total gains/(losses) recognised in other comprehensive income ²	94	-
Transfers into Level 3 ³	1,157	-
Total as at 30 June	2,737	1,550

1. These gains/(losses) are presented in the Statement of Comprehensive Income under depreciation expense.
2. These gains/(losses) are presented in the Statement of Comprehensive Income under asset revaluation reserve.
3. Transfers of assets into level 3 during the year due to lack of reliable market evidence, requiring a change in valuation technique from a market approach to Depreciated Replacement Cost, and reliance upon the valuer's professional judgement.

Major Budget Variances

This section provides explanations for major variances between the Department's budget and actual results for the year ended 2016.

8.1 Departmental Budget Variances Commentary

Explanations of major variances

Affected line items (and statement)

Employees

The variances were caused by a number of factors; differences in the discount rates used between budget and actual, staff movements at the Senior Executive level, the inclusion of accrued recreation leave and long service leave in the calculation of on-costs for employee benefits for the first time.

Employee benefits expense (Statement of Comprehensive Income), Employee Provisions (Statement of Financial Position), Operating cash used - employees (Cash Flow Statement).

Own Source Revenue

The variances were caused by a number of factors; additional funds were received from DFAT (AusAID) for the extension of existing programs, this was not known at the time of setting the budget, the department did not budget for revenue from Royalties and the department held an increased number of seminars which were not forecast in the budget.

Sales of Goods and Rendering of Services (Statement of Comprehensive Income), Other revenue (Statement of Comprehensive Income), Other Payables (Statement of Financial Position), Operating cash received - Sale of goods and rendering of services, Net GST received, Revenue from external sources, Other (Cash Flow Statement)

Financial Assets

The variance was caused by a reduction in the appropriation receivable as additional cash was used to fund asset acquisitions.

Trade and other receivables (Statement of Financial Position).

Non-Financial Assets

The variance was caused by decommissioning of obsolete intangibles which was not forecast in the budget and a decrease in prepayments relating to non-renewal of extended warranty for the Table Office Production System (TOPS) and non-renewal of Adobe Publishing software licences.

Computer Software and Other Non-Financial Assets (Statement of Financial Position), Investing activities - cash used (Cash Flow Statement).

8.2 Administered Budget Variances Commentary

Explanations of major variances

Affected line items (and statement)

Suppliers

The variance was caused by all expenses recorded and invoices paid by 30 June (i.e. no accruals)

Supplier expenses (Administered Schedule of Comprehensive Income)



Appendixes

1	Annual performance statements	118
2	Staffing statistics	124
3	Business of the House and Federation Chamber	128
4	Committee activity	131
5	Committee reports and inquiries	133
6	Publications	145
7	Outgoing parliamentary delegations	149
8	Official incoming parliamentary delegations	152
9	Other incoming parliamentary delegations	153
10	Parliamentary staff and other visits	155
11	Agency resource statement	156
12	Contact directory	157
13	List of requirements	158

David Elder, Clerk of the House, receives the department's 'Silver' Investors in People accreditation from Peter Maguire, 28 October 2015.

Photo: David Foote, Auspic/DPS

1 Annual performance statements

INTRODUCTORY STATEMENT

I, as the accountable authority of the Department of the House of Representatives, present the 2015–16 annual performance statements of the Department of the House of Representatives, as required under section 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). In my opinion, these annual performance statements accurately reflect the performance of the department, and comply with section 39(2) of the PGPA Act.

David Elder

Clerk of the House

ENTITY PURPOSE

To support the House of Representatives, and the wider Parliament, in the role of a representative and legislative body by providing advice and services of a high standard.

RESULTS — ACTIVITY 1: CHAMBER AND FEDERATION CHAMBER

CRITERION	Level of satisfaction among surveyed members with the quality and timeliness of chamber support and advisory services (target: 99 per cent satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	Members not surveyed (see analysis below). Informal feedback suggests that the target was met.
CRITERION	Level of satisfaction among surveyed members with the quality and availability of procedural and statistical publications, and support in obtaining such information (target: 90 per cent satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	Members not surveyed. Efforts were increased to inform members about the procedural and statistical publications, which were produced in varied formats. Informal feedback suggests that the target was met.
CRITERION	Percentage of chamber support service standards met for sittings of the House and meetings of the Federation Chamber with no significant errors (target: 100 per cent)
SOURCE	Corporate Plan 2015–16
RESULT	Target met in respect of services except for a delay in the production of two business documents as a result of ICT issues.
CRITERION	Percentage of bills (proposed legislation) processed within deadlines and with no significant errors (target: 100 per cent)
SOURCE	Corporate Plan 2015–16
RESULT	Target met.

RESULTS — ACTIVITY 2: COMMUNITY AWARENESS

CRITERION	Level of satisfaction among surveyed members with the work of community outreach in raising awareness of the work of parliament (target: 95 per cent satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	Members not surveyed. Good anecdotal feedback was received from members in relation to community outreach activities, such as the production of videos for committees and the My First Speech competition.
CRITERION	Number of participants in community awareness programs and subscribers to digital services (target: number of participants and subscribers continues to increase over time)
SOURCE	Corporate Plan 2015–16
RESULT	The number of participants in community awareness programs grew, with strong seminar attendance and a popular My First Speech competition. The number of subscribers to digital services also grew, with Twitter experiencing 31 per cent growth, Facebook 54 per cent and YouTube 56 per cent.

RESULTS — ACTIVITY 3: COMMITTEE SUPPORT

CRITERION	Level of satisfaction among surveyed committee members with the thoroughness, accuracy and timeliness of advice and services provided (target: 90 per cent satisfied)		
SOURCE	Corporate Plan 2015–16		
RESULT	Members not surveyed. Informal feedback suggests that the target was met.		
CRITERION	Level of satisfaction among surveyed committee members with the standard of committee reports (target: 90 per cent satisfied)		
SOURCE	Corporate Plan 2015–16		
RESULT	Members not surveyed. Informal feedback suggests that the target was met.		
CRITERION	Number of committee reports (activity measure—no target)		
SOURCE	Corporate Plan 2015–16		
RESULT	Investigative committees: 71 Domestic committees: 33 Total: 104		
CRITERION	Number and duration of committee meetings (activity measure—no target)		
SOURCE	Corporate Plan 2015–16		
RESULT		No. of meetings	Duration of meetings
	Investigative committees	529	907 hours, 47 minutes
	Domestic committees	59	17 hours, 23 minutes
	Total	588	925 hours, 10 minutes

RESULTS — ACTIVITY 4: INTER-PARLIAMENTARY RELATIONS AND CAPACITY-BUILDING	
CRITERION	Level of satisfaction of Presiding Officers with arrangements for incoming and outgoing delegations (target: very satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	Good anecdotal feedback was received from the Presiding Officers and their offices on arrangements for incoming and outgoing delegations during the year, including on the Presiding Officers' own travel.
CRITERION	Level of satisfaction among delegates and diplomatic representatives with arrangements for incoming and outgoing delegations (target: very satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	Good anecdotal and (for incoming delegations) written feedback from delegations and diplomatic representatives on the quality of the delegation program was received during the year. For outgoing delegations, anecdotal feedback suggests broad satisfaction with arrangements; post-visit feedback from delegates and Australian embassies and high commissions also indicated that visit objectives were met.
CRITERION	Level of satisfaction among parliaments in the Pacific region with the training and equipment purchases provided through the education fund (target: very satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	Feedback suggested satisfaction with the training and equipment purchases that were able to be provided.
CRITERION	Levels of participation in parliamentary organisations (activity measure—no target)
SOURCE	Corporate Plan 2015–16
RESULT	<p>The department continued to support Australia's membership in international parliamentary associations, including active participation in relevant conferences and general assemblies, such as the Inter-parliamentary Union General Assembly, the ASEAN Inter-Parliamentary Assembly, the NATO Parliamentary Assembly, the Asia–Pacific Parliamentary Forum and the Conference of Speakers and Presiding Officers of the Commonwealth.</p> <p>The department provided significant ongoing support for other parliamentary organisations, including the Australia and New Zealand Association of Clerks-at-the-Table and the Australasian Study of Parliament Group.</p>

RESULTS — ACTIVITY 5: MEMBERS' SERVICES AND CORPORATE SUPPORT	
CRITERION	Level of satisfaction among members and staff with the provision of accommodation and office support services (target: 95 per cent satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	Members not surveyed. Informal feedback suggests target met.
CRITERION	Percentage of variations to salary and allowances and salary increases processed accurately (target: 99 per cent)
SOURCE	Corporate Plan 2015–16
RESULT	Target met.
CRITERION	Number of Parliament House suite-related services provided to members (activity measure—no target)
SOURCE	Corporate Plan 2015–16
RESULT	28 accommodation relocations were undertaken—fewer than the previous reporting period, which included ministerial change.
	428 furniture-related tasks were undertaken—similar to the previous reporting period.
	6,414 incoming and outgoing mail deliveries and collection visits to offices were undertaken.
	163 urgent maintenance tasks were coordinated and 155 routine requests were processed.
	1,108 telephone support tasks were coordinated.
CRITERION	Number of transport services provided to members (activity measure—no target)
SOURCE	Corporate Plan 2015–16
RESULT	7,631 shuttle cars were allocated and 4,924 booking requests received (excludes COMCAR bookings and unbooked use).

RESULTS — ACTIVITY 5: MEMBERS' SERVICES AND CORPORATE SUPPORT (continued)	
CRITERION	Working through various forums across the parliamentary departments, ensure common policies and frameworks are effectively aligned and assessed to achieve the right outcomes
SOURCE	Portfolio Budget Statements 2015–16
RESULT	<p>Target met. The department's Executive took an active role in a number of forums across the parliamentary departments throughout the reporting year, including formal meetings of departmental heads, the Parliamentary Administration Advisory Group, the Parliamentary Information and Communication Technology Advisory Board and the Security Management Board.</p> <p>Members of the Executive also participated in various project-specific forums, including a committee to develop the Parliamentary Service Reconciliation Action Plan and committees to oversee the introduction of closed captioning for broadcasts of parliamentary proceedings, installation of videoconferencing equipment in Parliament House meeting rooms, and redesign of the Parliament House website.</p> <p>The effect has been to foster collaboration on matters of common interest and to bring a whole-of-parliamentary-service approach to strategic planning.</p>
CRITERION	Manage financial and staff resources efficiently and effectively, constraining expenditure levels to budget allocations
SOURCE	Portfolio Budget Statements 2015–16
RESULT	Target met. The department's financial position as at 30 June 2016 was sound, with expenditure levels within budget allocations for 2015–16. The department's staff complement of 153 full-time equivalents was deployed effectively throughout the reporting year and responded in a flexible manner as work requirements changed in accordance with the parliamentary cycle.

RESULTS — ACTIVITY 6: SCHOOLS HOSPITALITY

CRITERION	Level of satisfaction among visiting school groups with hospitality provided (target—very satisfied)
SOURCE	Corporate Plan 2015–16
RESULT	3,530 school bookings were made. Informal feedback from schools, tour operators and Visitor Services officers suggests that the target was met.
CRITERION	Percentage of visiting school groups provided with hospitality on time (target: 100 per cent)
SOURCE	Corporate Plan 2015–16
RESULT	115,784 students toured Parliament House during the review period. Of these students, 89,087 participated in a Parliamentary Education Office program and 95,006 received hospitality. Visitor Services officers received informal feedback suggesting that the target was met.

ANALYSIS OF PERFORMANCE AGAINST PURPOSE

The department achieved its purpose of providing a high level of support to the House of Representatives during 2015–16. The results reported above indicate that the department performed well against measures of member satisfaction and that quantitative targets were met throughout the reporting year. Activity measures show relatively high workloads across the department, consistent with expectations of a third year of a parliamentary cycle ending slightly earlier than expected and with the additional complexity of a second session.

The department acknowledges that the assessment of member satisfaction with its services in 2015–16 is based on informal feedback to a greater extent than is usual as it was not possible to conduct a formal members' survey, due to the timing of the dissolution of the House. The department is confident, however, that this feedback—from sources including discussions among senior staff and committee chairs, the Speaker and other parliamentary office-holders and, for the first time in 2016, from members not seeking re-election—represents a reasonable basis for performance measurement. The annual members' survey will resume in 2017.

2 Staffing statistics

This appendix contains summary information on the department's staff.

Location and classification of staff

The figures in the following table include the sessional staff and parliamentary assistants employed by the department and working as at 30 June. These staff are employed to accommodate variations in working patterns during the sittings of the House and are generally not employed when the House is not sitting. Figures corresponding to other non-ongoing staff are also included in the table.

Staff by location, as at 30 June 2013, 2014, 2015 and 2016

Location	2013	2014	2015	2016
Executive	5	5	5	5
Executive support/project staff	5	6	7	6
Table Office	14 ^a	14 ^a	13	14
Chamber Research Office	9	9	10	10
International and Parliamentary Relations Office ^b	–	–	7	7
International and Community Relations Office ^c	13	10	–	–
Committee Office	64	65	60	58
Serjeant-at-Arms' Office	30 ^d	22 ^e	23 ^e	22 ^f
Finance Office	6	6	6	5
Parliamentary and Business Information Services	15 ^a	11 ^a	14 ^a	12 ^a
People Strategies Office	11	6	6	8 ^a
Total	172	154	151	147

a Includes one sessional staff member.

b Established in July 2014.

c Disbanded in August 2014.

d Includes 20 sessional staff.

e Includes 12 sessional staff.

f Includes 11 sessional staff.

Staff by classification level and gender, at 30 June 2015 and 2016

Classification level	30 June 2015			30 June 2016		
	Male	Female	Total	Male	Female	Total
Senior Executive Service	1	4	5	2	3	5
Executive Band 2	10	11	21	7	10	17
Executive Band 1	19	19	38	21	19	40
Parliamentary Service Level 6	11	14	25	10	16	26
Parliamentary Service Level 5	1	5	6	1	4	5
Parliamentary Service Level 4	6	21	27	7	25	32
Parliamentary Service Level 3	2	7	9	2	6	8
Parliamentary Service Level 2	11	9	20	10	4	14
Total	61	90	151	60	87	147

Ongoing and non-ongoing staff, by classification level, at 30 June 2015 and 2016

Classification level	30 June 2015			30 June 2016		
	Ongoing	Non-ongoing	Total	Ongoing	Non-ongoing	Total
Senior Executive Service	5	–	5	5	–	5
Executive Band 2	21	–	21	17	–	17
Executive Band 1	36	2	38	39	1	40
Parliamentary Service Level 6	22	3	25	26	–	26
Parliamentary Service Level 5	6	–	6	4	1	5
Parliamentary Service Level 4	24	3	27	30	2	32
Parliamentary Service Level 3	5	4	9	7	1	8
Parliamentary Service Level 2	2	18	20	1	13	14
Total	121	30	151	129	18	147

Ongoing and non-ongoing staff, by employment status and gender, at 30 June 2015 and 2016

Employment status	30 June 2015			30 June 2016		
	Female	Male	Total	Female	Male	Total
Ongoing full-time	67	48	115	77	50	127
Ongoing part-time	6	–	6	2	–	2
Non-ongoing full-time	9	3	12	2	1	3
Non-ongoing part-time	8	10	18	6	9	15
Total	90	61	151	87	60	147

Ongoing and non-ongoing Indigenous staff, by employment status, at 30 June 2015 and 2016

Employment status	30 June 2015	30 June 2016
Ongoing	–	–
Non-ongoing	–	1

Staff by classification and equal employment opportunity group, as at 30 June 2016

	Executive ^a	Parliamentary Service Levels 4–6	Parliamentary Service Levels 1–3	Total
	Female	32	45	10
Male	30	18	12	60
Subtotal	62	63	22	147
Aboriginal and Torres Strait Islander	1 (1.6%)	0 (0.0%)	0 (0.0%)	1 (0.7%)
Non-English-speaking background	1 (1.6%)	3 (4.8%)	1 (4.5%)	5 (3.4%)
People with disability	1 (1.6%)	1 (1.6%)	1 (4.5%)	3 (2.0%)

^a The Executive classification group consists of Senior Executive Service Band 1 and 2 and Executive Band 1 and 2 staff.

Separations

The reasons for staff separating from the department, with comparative figures for 2013–14 and 2014–15, are detailed below.

Separations, 2013–14, 2014–15 and 2015–16

Reason for separation	2013–14	2014–15	2015–16
Transfer/promotion to another Commonwealth agency	9	3	7
Resignation	3	5	6
Retirement	3	2	5
Cessation of non-ongoing employment	24	17	11
Voluntary retrenchment	2	1	1
Total	41	28	30

3 Business of the House and Federation Chamber

This appendix contains summary information on the business of the House and Federation Chamber in 2015–16.

Meetings of the House of Representatives, 2015–16

Events	Spring 2015	Autumn–Winter 2016 ^a	Total
Sitting weeks	9	7	16
Sitting days	36	24	60
Hours of sitting ^b			
including suspensions	365	256	621
excluding suspensions	358	234	592
Sittings after midnight	0	0	0
Bills introduced ^c	92	70	162
Private members' bills introduced ^d	11	10	21
Private members' motions moved	29	6	35
Committee reports presented	54	74	128
Days on which			
the adjournment motion was debated	33	20	53
matters of public importance were discussed	27	18	45
private members' business occurred	9	4	13
Divisions	55	76	131
Closure of question agreed to	10	14	24
Closure of member agreed to	16	24	40
Bills guillotined	0	0	0

a The first session of the Forty-fourth Parliament was prorogued on 15 April 2016; the second session opened on 18 April 2016.

b Hours are rounded to the nearest hour.

c Includes six Senate bills.

d Includes one private senator's bill.

Meetings of the Federation Chamber, 2015–16

Events	Spring 2015	Autumn–Winter 2016 ^a	Total
Number of meetings	25	16	41
Hours of meeting (excluding suspensions) ^b	80	51	132
Bills referred	3	0	3
Private members' bills debated ^c	3	0	3
Private members' motions moved	41	16	57
Committee reports presented	0	0	0
Committee and delegation reports referred	7	18	25
Other documents debated	0	2	2
Days on which			
the adjournment motion was debated	9	6	15
grievance debate occurred	8	4	12
private members' business occurred	9	4	13

a The first session of the Forty-fourth Parliament was prorogued on 15 April 2016; the second session opened on 18 April 2016.

b Hours are rounded to the nearest hour. Discrepancy in total due to rounding.

c Bills on which debate resumed several times have been counted once.

Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2011–12 to 2015–16

Events	2011–12	2012–13	2013–14	2014–15	2015–16
Total government bills (including bills brought from the Senate)	229	209	175	191	141
Initiated in					
the House	219	206	173	181	136
the Senate	10	3	2	10	5
Total private members' bills introduced ^a	27	32	7	12	21
Second reading amendments moved	17	9	36	22	16
Consideration in detail amendments moved					
government	427	701	14	215	60
opposition	149	140	50	62	38
non-aligned	135	82	2	26	21
amendments to private members' bills	21	0	0	0	0
Consideration in detail amendments passed					
government	427	701	14	215	60
opposition	8	5	0	4	2
non-aligned	9	22	0	0	0
amendments to private members' bills	13	0	0	0	0

^a Includes private senators' bills.

4 Committee activity

This appendix summarises the activities of the House of Representatives and joint committees of the Forty-fourth Parliament in 2015–16.

Committee	Meetings	Inquiries lapsed on dissolution of the House	Reports presented (oral reports)
Agriculture and Industry	22	0	1
Appropriations and Administration	2	0	2
Australian Commission for Law Enforcement Integrity ^a	19	1	2
Broadcasting of Parliamentary Proceedings	0	0	0
Communications and the Arts	13	0	1
Corporations and Financial Services ^a	38	0	2
Economics	26	2	5
Education and Employment	20	1	1
Electoral Matters	22	3	1
Environment	36	0	2
Foreign Affairs, Defence and Trade	103	2	6
Health	23	0	1
Human Rights ^a	15	0	16
Indigenous Affairs	29	1	1
Infrastructure and Communications	9	0	0
Infrastructure, Transport and Cities	15	1	1
Intelligence and Security	33	1	5
Law Enforcement ^a	29	5	2
Migration	15	0	1
National Capital and External Territories	14	0	1
National Disability Insurance Scheme	14	0	2
Northern Australia	17	0	2
Petitions	16	0	1

Committee	Meetings	Inquiries lapsed on dissolution of the House	Reports presented (oral reports)
Privileges and Members' Interests	13	0	3
Procedure	12	1	4
Public Accounts and Audit	17	1	10
Publications (House)	2	0	10
Publications (Joint) ^a	8	0	0
Public Works	41	1	12
Selection	13	0	13
Social Policy and Legal Affairs	17	0	2
Tax and Revenue	15	1	4
Trade and Investment Growth	19	0	2
Treaties	23	5	12

a Joint committees supported by the Department of the Senate.

Note: The House Committee and Parliamentary Library Committee, which are advisory committees that do not undertake inquiries or present reports, are not included in this table.

5 Committee reports and inquiries

Scrutiny committees, Forty-fourth Parliament, 2015–16

Committee	Inquiries ^a	Reports
Agriculture and Industry, Standing Committee on		<i>Smart farming—inquiry into agricultural innovation</i> Presented 4 May 2016 PP: 116/2016
Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on the	Inquiry into the integrity of Australia's border arrangements	<i>Examination of the Annual Report of the Integrity Commissioner 2014–15</i> Presented 2 March 2016 PP: 89/2016 <i>Inquiry into the jurisdiction of the Australian Commission for Law Enforcement Integrity</i> Presented 5 May 2016 PP: 193/2016
Communications and the Arts, Standing Committee on ^p		<i>Arts and the news to rural and regional Australia</i> Presented 5 May 2016 PP: 131/2016
Corporations and Financial Services, Joint Committee on		<i>Report on the 2014–15 annual reports of bodies established under the ASIC Act</i> Presented 4 May 2016 PP: 182/2016 <i>Impairment of customer loans</i> Presented 4 May 2016 PP: 183/2016
Economics, Standing Committee on	Inquiry into home ownership Inquiry into tax deductibility	<i>Review of the Reserve Bank of Australia Annual Report 2014 (second report)</i> Presented 23 November 2015 (out of session) PP: 441/2015 <i>Review of the Australian Prudential Regulation Authority Annual Report 2014 (third report)</i> Presented 2 February 2016 PP: 1/2016 <i>Review of the Reserve Bank of Australia Annual Report 2015 (first report)</i> Presented 2 May 2016 PP: 101/2016 <i>Review of the Australian Prudential Regulation Authority Annual Report 2015 (first report)</i> Presented 2 May 2016 PP: 102/2016 <i>Review of the Australian Competition and Consumer Commission Annual Report 2015 (first report)</i> Presented 2 May 2016 PP: 103/2016

Committee	Inquiries ^a	Reports
Education and Employment, Standing Committee on	Inquiry into innovation and creativity: workforce for the new economy	<i>Getting business booming: report of the inquiry into barriers for small business employment</i> Presented 15 March 2016 PP: 75/2016
Electoral Matters, Joint Standing Committee on	Inquiry into electoral education Inquiry into campaigning at polling places Inquiry into political donations	<i>Advisory report on the Commonwealth Electoral Amendment Bill 2016</i> Presented 2 March 2016 PP: 45/2016
Environment, Standing Committee on the		<i>Report on the visit to Singapore and Malaysia, 25–30 October 2015</i> Presented 29 February 2016 PP: 43/2016 <i>Inquiry into the Register of Environmental Organisations</i> Presented 4 May 2016 PP:115/2016
Foreign Affairs, Defence and Trade, Joint Standing Committee on	Inquiry into the role of development partnerships in agriculture and agribusiness in promoting prosperity, reducing poverty and enhancing stability in the Indo-Pacific region (first report tabled 5 May 2016) Review of the Defence Annual Report 2014–15	<i>Principles and practice—Australian defence industry and exports</i> Presented 1 December 2015 PP: 450/2015 <i>Review of the Defence Annual Report 2013–14</i> Presented 1 December 2015 PP: 451/2015 <i>Empowering women and girls</i> Presented 3 December 2015 PP: 459/2015 <i>Australia's trade and investment relationships with countries of the Middle East</i> Presented 4 May 2016 PP: 121/2016 <i>A world without the death penalty</i> Presented 5 May 2016 PP: 130/2016 <i>Food for thought: improving health and nutrition in the Indo-Pacific region</i> Presented 5 May 2016 PP: 133/2016
Health, Standing Committee on		<i>Report on the inquiry into chronic disease prevention and management in primary health care</i> Presented 5 May 2016 PP: 135/2016

Committee	Inquiries ^a	Reports
Human Rights, Parliamentary Joint Committee on		<i>Twenty-fifth report of the 44th Parliament</i> Presented 11 August 2015 PP: 222/2015
	<i>Twenty-sixth report of the 44th Parliament</i> Presented 18 August 2015 PP: 225/2015	
	<i>Twenty-seventh report of the 44th Parliament</i> Presented 8 September 2015 PP: 239/2015	
	<i>Twenty-eighth report of the 44th Parliament</i> Presented 17 September 2015 PP: 268/2015	
	<i>Twenty-ninth report of the 44th Parliament</i> Presented 13 October 2015 PP: 270/2015	
	<i>Thirtieth report of the 44th Parliament</i> Presented 10 November 2015 PP: 437/2015	
	<i>Thirty-first report of the 44th Parliament</i> Presented 24 November 2015 PP: 470/2015	
	<i>Thirty-second report of the 44th Parliament</i> Presented 1 December 2015 PP: 475/2015	
	<i>Thirty-third report of the 44th Parliament</i> Presented 2 February 2016 PP: 11/2016	
	<i>Thirty-fourth report of the 44th Parliament</i> Presented 23 February 2016 PP: 67/2016	
	<i>Thirty-fifth report of the 44th Parliament</i> Presented 25 February 2016 PP: 71/2016	
	<i>Thirty-sixth report of the 44th Parliament</i> Presented 16 March 2016 PP: 91/2016	
	<i>Review of the Stronger Futures in the Northern Territory Act 2012 and related legislation</i> Presented 16 March 2016 PP: 92/2016	
	<i>Thirty-seventh report of the 44th Parliament</i> Presented: 2 May 2016 PP: 105/2016	
	<i>Thirty-eighth report of the 44th Parliament</i> Presented 3 May 2016 PP: 177/2016	
	<i>Annual Report 2013–14</i> Presented 3 May 2016 PP: 178/2016	

Committee	Inquiries ^a	Reports
Indigenous Affairs, Standing Committee on	Inquiry into educational opportunities for Aboriginal and Torres Strait Islander students (interim report tabled 4 May 2016)	<i>Interim report: first steps for improving educational opportunities for Aboriginal and Torres Strait Islander students</i> Presented 4 May 2016 PP: 120/2016
Infrastructure and Communications, Standing Committee on ^c		Nil
Infrastructure, Transport and Cities, Standing Committee on ^c	Inquiry into the role of transport connectivity on stimulating development and economic activity	<i>Smart ICT: report on the inquiry into the role of smart ICT in the design and planning of infrastructure</i> Presented 15 March 2016 PP: 83/2016
Intelligence and Security, Parliamentary Joint Committee on	Review of administration and expenditure no. 14 2015–16	<i>Advisory report on the Australian Citizenship Amendment (Allegiance to Australia) Bill 2015</i> Presented 4 September 2015 PP: 252/2015
The committee's scrutiny includes the review of terrorist listings and the administration and expenditure of the Australian intelligence community.		<i>Review of administration and expenditure no. 13 (2013–14)</i> Presented 7 September 2015 PP: 253/2015
		<i>Review of the re-listing of Al-Shabaab, Hamas' Izz al-Din al-Qassam Brigades, Kurdistan Workers Party (PKK), Lashker-e-Tayyiba and Palestinian Islamic Jihad as terrorist organisations</i> Presented 12 October 2015 PP: 277/2015
		<i>Annual report of committee activities 2014–15</i> Presented 12 October 2015 PP: 278/2015
		<i>Advisory report on the Counter-Terrorism Legislation Amendment Bill (No. 1) 2015</i> Presented 15 February 2016 PP: 36/2016

Committee	Inquiries ^a	Reports
Law Enforcement, Parliamentary Joint Committee on	<p>Inquiry into crystal methamphetamine (ice)</p> <p>Inquiry into human trafficking</p> <p>Inquiry into Illicit tobacco</p> <p>Examination of the Australian Federal Police Annual Report 2014–15</p> <p>Examination of the Australian Crime Commission Annual Report 2014–15</p>	<p><i>Inquiry into financial related crime</i> Presented 7 September 2015 PP: 238/2015</p> <p><i>Examination of the Annual Report of the Australian Federal Police 2013–14</i> Presented 14 September 2015 PP: 241/2015</p>
Migration, Joint Standing Committee on		<p><i>Seasonal change: inquiry into the Seasonal Worker Programme</i> Presented 5 May 2016 PP: 132/2016</p>
National Capital and External Territories, Joint Standing Committee on the		<p><i>Governance in the Indian Ocean territories—final report: economic development and governance</i> Presented 15 March 2016 PP: 79/2016</p>
National Disability Insurance Scheme, Joint Standing Committee on the		<p><i>Second progress report on the implementation and administration of the National Disability Insurance Scheme</i> Presented 12 November 2015 PP: 432/2016</p> <p><i>Accommodation for people with disabilities and the NDIS</i> Presented 5 May 2016 PP: 194/2016</p>
Northern Australia, Joint Select Committee on		<p><i>Scaling up: inquiry into opportunities for expanding aquaculture in Northern Australia</i> Presented 22 February 2016 PP: 33/2016</p> <p><i>Advisory report on the Northern Australia Infrastructure Facility Bill 2016</i> Presented 14 April 2016 PP: 104/2016</p>

Committee	Inquiries ^a	Reports
Public Accounts and Audit, Joint Committee on	Inquiry into Defence sustainment	<p><i>Report 449: Regional Development Australia Fund, military equipment disposal and tariff concessions</i> Presented 11 August 2015 PP: 203/2015</p> <p><i>Report 450: Annual Report 2014–15</i> Presented 7 September 2015 PP: 251/2015</p> <p><i>Report 451: Community pharmacy agreements</i> Presented 23 November 2015 PP: 440/2015</p> <p><i>Report 452: Natural disaster recovery, Centrelink telephone services, and the Safer Streets Program</i> Presented 7 December 2015 PP: 483/2015</p> <p><i>Report 453: Development of the Commonwealth performance framework</i> Presented 18 December 2015 PP: 484/2015</p> <p><i>Report 454: Early Years Quality Fund</i> Presented 22 February 2016 PP: 34/2016</p> <p><i>Report 455: Parliamentary delegation to New Zealand and Fiji by members of the JCPAA</i> Presented 22 February 2016 PP: 35/2016</p> <p><i>Report 456: Defence major equipment procurement and evaluation, and Great Barrier Reef regulation</i> Presented 5 May 2016 PP: 125/2016</p> <p><i>Report 457: Development of the Commonwealth performance framework (second report)</i> Presented 5 May 2016 PP: 126/2016</p> <p><i>Report 458: Defence major projects report (2014–15)</i> Presented 5 May 2016 PP: 127/2016</p>

Committee	Inquiries ^a	Reports
<p>Public Works, Parliamentary Standing Committee on</p> <p>The <i>Public Works Committee Act 1969</i> empowers the committee to inquire into and report on all public works that are referred to it.</p> <p>Commonwealth works estimated to cost more than \$15 million must be referred to it.</p>	<p>Australian Chancery Project, Paris, France—base building refurbishment, International Energy Agency tenancy fit-out</p>	<p><i>Report 6/2015: Referrals made May and June 2015</i> Presented 19 August 2015 PP: 208/2015</p> <p><i>Report 7/2015: Referrals made June 2015</i> Presented 9 October 2015 PP: 257/2015</p> <p><i>Report 8/2015: Referrals made June 2015</i> Presented 16 October 2015 PP: 259/2015</p> <p><i>Report 9/2015: Referrals made August 2015</i> Presented 25 November 2015 PP: 446/2015</p> <p><i>Report 10/2015: Referrals made August and September 2015</i> Presented 2 December 2015 PP: 453/2015</p> <p><i>Report 1/2016: Referrals made September, October and November 2016</i> Presented 11 February 2016 PP: 24/2016</p> <p><i>Report 2/2016: Referral made September 2016</i> Presented 23 February 2016 PP: 39/2016</p> <p><i>Seventy-ninth Annual Report (2015)</i> Presented 16 March 2016 PP: 82/2016</p> <p><i>Report 3/2016: Referral made February 2016</i> Presented 17 March 2016 PP: 85/2016</p> <p><i>Report 4/2016: Referrals made February and March 2016</i> Presented 4 May 2016 PP: 112/2016</p> <p><i>Report 5/2016: Referral made March 2016</i> Presented 4 May 2016 PP: 113/2016</p> <p><i>Report 6/2016: Referral made March 2016</i> Presented 4 May 2016 PP: 114/2016</p>

Committee	Inquiries ^a	Reports
Social Policy and Legal Affairs, Standing Committee on		<p><i>From conflict to cooperation</i> Presented 25 July 2015 PP: 202/2015</p> <p><i>Surrogacy matters</i> Presented 4 May 2016 PP: 117/2016</p>
Tax and Revenue, Standing Committee on	2015 Annual Report of the Australian Taxation Office (first report tabled 5 May 2015)	<p><i>2014 Annual Report of the Australian Taxation Office (second report)</i> Presented 23 November 2015 PP: 439/2015</p> <p><i>The Tax Expenditure Statement</i> Presented 3 December 2015 PP: 456/2015</p> <p><i>External scrutiny of the Australian Taxation Office</i> Presented 5 May 2016 PP: 128/2016</p> <p><i>2015 Annual Report of the Australian Taxation Office (first report)</i> Presented 5 May 2016 PP: 129/2016</p>
Trade and Investment Growth, Joint Select Committee on		<p><i>Inquiry into business utilisation of Australia's free trade agreements</i> Presented 15 October 2015 PP: 280/2015</p> <p><i>Inquiry into Australia's future in research and innovation</i> Presented 3 May 2016 PP: 192/206</p>

Committee	Inquiries ^a	Reports
Treaties, Joint Standing Committee on		<p><i>Report 151: Treaty tabled on 28 October 2014</i> Presented 8 September 2015 PP: 256/2015</p> <p><i>Report 152: Treaty tabled on 16 June 2015</i> Presented 18 August 2015 PP: 207/2015</p> <p><i>Report 153: Treaties tabled on 16 and 23 June 2015</i> Presented 14 September 2015 PP: 258/2015</p> <p><i>Report 154: Treaty tabled on 17 June 2015</i> Presented 19 October 2015 PP: 282/2015</p> <p><i>Report 155: Treaties tabled on 11 and 12 August 2015</i> Presented 19 October 2015 PP: 283/2015</p> <p><i>Report 156: Treaties tabled on 8 September 2015</i> Presented 23 November 2015 PP: 444/2015</p> <p><i>Report 157: Treaties tabled on 13 October 2015</i> Presented 2 December 2015 PP: 455/2015</p> <p><i>Report 158: Treaty tabled on 10 November 2015</i> Presented 22 February 2016 PP: 38/2016</p> <p><i>Report 159: Treaty tabled on 1 December 2015</i> Presented 15 March 2016 PP: 77/2016</p> <p><i>Report 160: A history of the Joint Standing Committee on Treaties: 20 years</i> Presented 15 March 2016 PP: 78/2016</p> <p><i>Report 161: Treaties tabled on 1 December 2015, 3 December 2015 and 2 February 2016</i> Presented 4 May 2016 PP: 118/2016</p> <p><i>Report 162: 20th Anniversary Seminar</i> Presented 4 May 2016 PP: 119/2016</p>

a Inquiries lapsed when the parliament was dissolved on 9 May 2016.

b The Standing Committee on Communications and the Arts is appointed under Standing Order 215. It was appointed on 13 October 2015.

c On 13 October 2015 the members of the Standing Committee on Infrastructure and Communications were discharged and Standing Order 215 was amended to establish the Infrastructure, Transport and Cities Committee.

Internal committees, Forty-fourth Parliament, 2015–16

Committee	Purpose	Reports and inquiries
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 and Staffing.	<p><i>Report No. 10: Annual Report 2014–15</i> Presented 5 May 2016 PP: 123/2016</p> <p><i>Report No. 11: Budget estimates 2016–17 (Department of the House of Representatives)</i> Presented 5 May 2016 PP: 124/2016</p>
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.	
House Committee	The committee usually meets with the equivalent Senate committee as the Joint House Committee. It is serviced by the Department of Parliamentary Services.	
Parliamentary Library, Joint Standing Committee on the	The committee usually meets with the equivalent Senate committee as the Joint Library Committee. It is serviced by the Department of Parliamentary Services.	
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.	<p><i>The work of the Petitions Committee: 2013–16</i> Presented 5 May 2016 PP: 134/2016</p>

Committee	Purpose	Reports and inquiries
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 consider any specific complaints about the registering of interests.	<p><i>Right of Reply report for Mr Evan Rolley</i> Presented 3 December 2015 PP: Not applicable</p> <p><i>Report concerning the registration and declaration of members' interests during 2015</i> Presented 11 February 2016 PP: 32/2016</p> <p><i>Report into whether the former Member for Dobell, Mr Craig Thomson, in a statement to the House on 21 May 2012 deliberately misled the House</i> Presented 17 March 2016 PP: 84/2016</p>
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	<p><i>Provisions for a more family-friendly Chamber</i> Presented 2 December 2015 PP: 452/2015</p> <p><i>Consideration in detail of the main appropriation bill</i> Presented 29 February 2016 PP: 42/2016</p> <p><i>Division required? Electronic voting in the House of Representatives</i> Presented 2 May 2016 PP: 99/2016</p> <p><i>Maintenance of the standing orders</i> Presented 2 May 2016 PP: 100/2016</p> <p>Inquiry into the standing orders in relation to question time</p>

Committee	Purpose	Reports and inquiries
Publications, Standing Committee on	The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of papers presented to parliament.	<p>The committee presented 10 reports, on:</p> <ul style="list-style-type: none"> » 15 August 2015 » 17 September 2015 » 15 October 2015 » 22 October 2015 » 12 November 2015 » 3 December 2015 » 4 February 2016 » 11 February 2016 » 3 March 2016 » 17 March 2016
Publications, Parliamentary Joint Committee on	The committee inquires into matters relating to parliamentary and government publications.	Nil
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.	<p>The committee presented 13 reports, on:</p> <ul style="list-style-type: none"> » 12 August 2015 » 19 August 2015 » 9 September 2015 » 16 September 2015 » 14 October 2015 » 21 October 2015 » 11 November 2015 » 25 November 2015 » 3 February 2016 » 10 February 2016 » 24 February 2016 » 2 May 2016 » 4 May 2016

6 Publications

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

Type	Title
House of Representatives pages on Parliament of Australia website	<p>www.aph.gov.au/About_Parliament/House_of_Representatives</p> <p>The site includes members' home pages and home pages for House of Representatives committees and for joint committees administered by the Department of the House of Representatives. Most of the publications listed below are available on the site.</p>
Publications directly related to the work of the House and its committees	<p><i>About the House</i></p> <p>Magazine containing news of the House and its members. Two hard copy and two digital issues were produced during the year.</p> <hr/> <p>Committee Office brochures</p> <ul style="list-style-type: none"> » <i>Appearing at a public hearing: notes to help those appearing as a witness at a parliamentary committee hearing</i>, June 2014 » <i>Committee support standards</i>, June 2014 » <i>Dealing with parliamentary committees</i>, June 2014 » <i>Making a submission: notes to help those intending to make a submission to a parliamentary committee inquiry</i>, June 2014 <p>A House for the nation</p> <p>History project including CD-ROM, documentary and study guide on 100 years of Australia's House of Representatives (1901–2001)</p> <p><i>House of Representatives facts and figures: Forty-fourth Parliament</i>, fourth edition</p> <p>A document produced primarily for use by Parliament House visitors' guides, May 2016</p> <p><i>House of Representatives guide to procedures</i>, fifth edition</p> <p>A concise introduction to the procedures of the House of Representatives, January 2014</p>

Type	Title
	House of Representatives Infosheet series
	1 <i>Questions</i> , February 2014
	2 <i>A typical sitting day</i> , February 2014
	3 <i>The Speaker</i> , August 2015
	4 <i>Committees</i> , February 2014
	5 <i>Parliamentary privilege</i> , February 2014
	6 <i>Opportunities for private members</i> , May 2014
	7 <i>Making laws</i> , August 2014
	8 <i>Elections for the House of Representatives</i> , February 2014
	9 <i>A new parliament</i> , February 2014
	10 <i>The budget and financial legislation</i> , February 2014
	11 <i>Petitions</i> , February 2014
	12 <i>Finding out about the House</i> , February 2014
	13 <i>The Constitution</i> , February 2014
	14 <i>Making decisions—debate and division</i> , March 2014
	15 <i>The work of a member of parliament</i> , February 2014
	16 <i>The Federation Chamber</i> , February 2016
	17 <i>Citizens' right of reply</i> , February 2014
	18 <i>Double dissolution</i> , May 2016
	19 <i>The House, government and opposition</i> , February 2014
	20 <i>The Australian system of government</i> , February 2014
	21 <i>The Clerk and other officials</i> , February 2014
	22 <i>Political parties</i> , January 2014
	House of Representatives practice , sixth edition
	The official authority for issues of practice and procedure, 2012
	Images of the House
	A pictorial record of the people and events that shaped the House from 1901 to 2001, June 2002

Type	Title
	<p>Members' notes</p> <ol style="list-style-type: none"> 1 <i>First speech</i>, January 2014 2 <i>The registration of members' interests</i>, August 2014 3 <i>Introduction to the Chamber environment</i>, January 2014 4 <i>Etiquette in the Chamber</i>, January 2014 5 <i>House business documents and guidance</i>, January 2014 6 <i>Motions, debate and voting</i>, March 2014 7 <i>Bills</i>, August 2014 8 <i>Raising a matter in the House</i>, February 2014 9 <i>Private members' motions</i>, January 2014 10 <i>Private members' bills and amendments</i>, January 2014 11 <i>Procedural motions</i>, January 2014 12 <i>Parliamentary privilege</i>, January 2014 13 <i>Presenting a petition</i>, March 2014
	<p>Members' handbook</p> <p>A guide to services and facilities for members of the House of Representatives, 2013</p>
	<p>Procedural Digest</p> <p>A record of procedural events in the House of Representatives, published each sitting week or fortnight</p>
	<p>Procedural publications and research papers</p> <p><i>The Federal Parliament 1988–2013</i>, Bernard Wright AO, former Clerk of the House of Representatives, October 2015 (available online at www.aph.gov.au/ProceduralPublications)</p>
	<p>The Speaker of the House of Representatives</p> <p>An illustrated history of the office, role and duties of the Speaker, April 2016</p>
	<p>Standing Orders of the House of Representatives</p> <p>The permanent rules of procedure, as of 26 March 2015 Amendments to the standing orders were issued on 13 October 2015 and 2 February 2016</p>
	<p>Statistical Digest</p> <p>A statistical record of the work of the House of Representatives, published each sitting week or fortnight</p>
	<p>Work of the Session</p> <p>A periodic summary of the business of the House and its committees: Autumn and Winter 2015, Spring 2015, Autumn 2016 and Winter 2016</p>

Type	Title
	<p><i>Working with Parliamentary Committees</i>, June 2014</p> <ul style="list-style-type: none"> » <i>A guide for committee chairs</i> » <i>A guide for members</i> » <i>A guide for members' staff</i>
<p>Publications of an administrative nature</p>	<p>Department of the House of Representatives annual report 2014–15</p> <p>The annual report on the operations of the department, presented to the House pursuant to the <i>Parliamentary Service Act 1999</i></p> <hr/> <p><i>Department of the House of Representatives Corporate Plan 2015–16</i></p> <p><i>Department of the House of Representatives Enterprise Agreement 2012–15</i></p> <p><i>Department of the House of Representatives Portfolio Budget Statements 2015–16</i></p> <p><i>Department of the House of Representatives Service Charter: Community Service Standards</i>, April 2013</p>

7 Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2015–16.

Date	Visit	Delegation members
1–4 July 2015	Visit to the Republic of Korea	Senator the Hon Stephen Parry <i>President of the Senate</i>
18 July to 2 August 2015	Parliamentary delegation to the United Kingdom, France and the United States by members of the Joint Committee on Intelligence and Security	Mr Dan Tehan MP <i>Delegation leader</i> Senator David Fawcett The Hon Philip Ruddock MP
19–29 July 2015	Parliamentary delegation to Papua New Guinea, Vanuatu and Fiji	Senator the Hon Ian Macdonald <i>Delegation leader</i> Mr Laurie Ferguson MP Mrs Jane Prentice MP Senator Janet Rice
6–12 September 2015	Parliamentary delegation to attend the 36th General Assembly of the ASEAN Inter-Parliamentary Assembly, Malaysia	Mr Jason Wood MP <i>Delegation leader</i> The Hon Ed Husic MP
19 September to 2 October 2015	Parliamentary delegation to the United States	Mr Rowan Ramsey MP <i>Delegation leader</i> The Hon Julie Collins MP Ms Michelle Rowland MP Senator Zed Seselja Mr Ken Wyatt MP
20 September to 20 December 2015	Parliamentary delegation to attend the United Nations General Assembly, New York	Senator Barry O'Sullivan The Hon Wayne Swan MP
20–25 September 2015	Parliamentary delegation to Fiji and New Zealand by members of the Joint Committee of Public Accounts and Audit	Dr Andrew Southcott MP <i>Delegation leader</i> Senator Christopher Ketter Senator Dean Smith

Date	Visit	Delegation members
22–24 September 2015	Visit to New Zealand	Senator the Hon Stephen Parry <i>President of the Senate</i>
27 September to 1 October 2015	Parliamentary delegation to Indonesia	Senator Chris Back Mr Ewen Jones MP Mr Stephen Jones MP Senator Anne Urquart
27 September to 7 October 2015	Parliamentary delegation to ASEAN countries—Malaysia, Cambodia and Laos	Dr Andrew Southcott MP <i>Delegation leader</i> The Hon Alannah MacTiernan MP The Hon Warren Entsch MP
8–14 October 2015	Parliamentary delegation to attend the 61st NATO Parliamentary Assembly, Norway	Mr Luke Simpkins MP <i>Delegation leader</i> Senator the Hon Stephen Conroy
17–21 October 2015	Parliamentary delegation to attend the 133rd Inter-Parliamentary Union Assembly, Switzerland	Mrs Louise Markus MP <i>Delegation leader</i> Senator Sue Lines The Hon Philip Ruddock MP Senator Glenn Sterle
23 October to 6 November 2015	Parliamentary delegation to Canada and the United States	Mr Scott Buchholz MP <i>Delegation leader</i> Dr Dennis Jensen MP
24 October to 7 November 2015	Parliamentary delegation to the United Kingdom and Germany	The Hon Teresa Gambaro MP <i>Delegation leader</i> Senator the Hon Kim Carr Mr Mark Coulton MP Senator David Fawcett
25–31 October 2015	Parliamentary delegation to Singapore and Malaysia by members of the House Standing Committee on the Environment	Mr Tony Zappia MP <i>Delegation leader</i> Mr Andrew Broad MP Mr Andrew Giles MP Mr Nickolas Varvaris MP
5–10 November 2015	Parliamentary delegation to Myanmar	Ms Lisa Chesters MP Senator Scott Ludlum Senator Dean Smith

Date	Visit	Delegation members
7–12 November 2015	Parliamentary delegation to attend the United Nations Human Rights Council Universal Periodic Review, Switzerland	The Hon Philip Ruddock MP <i>Delegation leader</i> Senator Anne McEwen
5–16 December 2015	Parliamentary delegation to the United Arab Emirates, Saudi Arabia and Kuwait by members of the Trade Sub-Committee of the Joint Standing Committee on Foreign Affairs, Defence and Trade	The Hon Teresa Gambaro MP <i>Delegation leader</i> Senator Alex Gallacher The Hon Dr Sharman Stone MP Ms Maria Vamvakinou MP
8–15 January 2016	Visit to Malaysia and Singapore	The Hon Tony Smith MP <i>Speaker of the House of Representatives</i>
16–23 January 2016	Parliamentary delegation to attend the 24th Asia–Pacific Parliamentary Forum, Canada	The Hon Dr Sharman Stone MP <i>Delegation leader</i> Ms Anna Burke MP Mr Luke Simpkins MP
19–24 March 2016	Parliamentary delegation to attend the 134th Inter-Parliamentary Union Assembly, Zambia	The Hon Bruce Scott MP <i>Delegation leader</i> Senator Cory Bernardi Mr Laurie Ferguson MP Senator Sue Lines Ms Nola Marino MP
5–8 April 2016	Parliamentary delegation to New Zealand	The Hon Tony Smith MP <i>Speaker of the House of Representatives and delegation leader</i> Senator Catryna Bilyk The Hon Luke Hartsuyker MP Mr Graham Perrett MP
19–27 April 2016	Visit to attend the 9th Asia–Europe Parliamentary Partnership meeting, Mongolia, and visit to the Republic of Korea	Senator Gavin Marshall <i>Deputy President of the Senate</i>

8 Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2015–16.

Date	Delegation	Country represented
15–20 August 2015	Parliamentary delegation from the Kingdom of Saudi Arabia	Saudi Arabia
3–9 September 2015	Parliamentary delegation from Latin America	Chile, Ecuador, Mexico, Uruguay
4–11 November 2015	Parliamentary delegation from ASEAN countries	Brunei, Laos, Malaysia, Singapore, Thailand, Vietnam
30 November to 3 December 2015	Parliamentary delegation from the Republic of Indonesia	Indonesia
7–11 February 2016	Parliamentary delegation from the European Parliament	Germany, United Kingdom, Italy, Austria
28 February to 3 March 2016	Parliamentary delegation from New Zealand	New Zealand
13–17 March 2016	Parliamentary delegation from Cambodia	Cambodia

9 Other incoming parliamentary delegations

This appendix contains summary information on other incoming parliamentary delegations in 2015–16.

Date	Delegation	Country represented
10 August 2015	Visit to the parliament by HE Mr Carlos Morales, Foreign Minister of Guatemala	Guatemala
18 August 2015	Visit to the parliament by members of the National Assembly Committee on Security and Defence of Vietnam	Vietnam
20 August 2015	Visit to the parliament by a parliamentary delegation from the Republic of Indonesia led by Dr Agus Hermanto MP, Deputy Speaker of the House of Representatives of Indonesia	Indonesia
8 September 2015	Visit to the parliament by members of the Senate Committee on Economic Affairs of France	France
14 September 2015	Visit to the parliament by members of the Ethnic and Religious Affairs Committee of the National Committee of the Chinese People's Political Consultative Conference	China
16 September 2015	Visit to the parliament by members of the Foreign Affairs Committee of the National People's Congress of China	China
12–13 October 2015	Visit to the parliament by members of the External Affairs Committee of the National Assembly of Vietnam	Vietnam
13–14 October 2015	Visit to the parliament by members of the Joint Parliamentary Committee on National Cohesion and Equal Opportunity of Kenya	Kenya

Date	Delegation	Country represented
10–11 November 2015	Visit to the parliament by members of the France–Australia Parliamentary Group from the Senate of France	France
25 November 2015	Visit to the parliament by Ms Shaza Fatima Khawaja, member of parliament from Pakistan	Pakistan
22–23 February 2016	Visit to the parliament by a parliamentary delegation from Malaysia	Malaysia
2–3 March 2016	Visit to the parliament by a parliamentary delegation from Germany	Germany
2 May 2016	Visit to the parliament by a parliamentary delegation from Fiji	Fiji
23–24 May 2016	Visit to the parliament by a parliamentary delegation from Samoa	Samoa
7 June 2016	Visit to the parliament by a parliamentary delegation from Ethiopia	Ethiopia
21 June 2016	Visit to the parliament by Mr Asad Umar, member of parliament from Pakistan	Pakistan
29–30 June 2016	Visit to the parliament by a parliamentary delegation from Vanuatu	Vanuatu

10 Parliamentary staff and other visits

This appendix contains summary information on parliamentary staff and other visits 2015–16.

Date	Visit	Country represented
12 August 2015	Australian Political Exchange Council— fifth delegation from the Republic of Korea	Republic of Korea
9 September 2015	Australian Political Exchange Council— 19th delegation from Vietnam	Vietnam
14–18 September 2015	Ms Shelda Commettant, Acting Clerk of the National Assembly of the Seychelles	Seychelles
14 October 2015	Presidential Committee on the Unification Process of the Republic of Korea	Republic of Korea
14 October 2015	Australian Political Exchange Council— 32nd delegation from the United States	United States
27 October 2015	Visit to the parliament by members of the Electoral Commission of Nepal	Nepal
11 November 2015	Australian Political Exchange Council— 23rd delegation from the People's Republic of China	People's Republic of China
24 November 2015	Australian Political Exchange Council— 10th delegation from New Zealand	New Zealand
8 January 2016	Ms Atelaite Rokosuka, Director Corporate Services	Fiji
15–24 February 2016	Inter-Parliamentary Study Program	European Parliament, Fiji, France, Indonesia, Japan, New Zealand, Nigeria, People's Republic of China, Solomon Islands and Vietnam
4 May 2016	Australian Political Exchange Council — 15th delegation from Japan	Japan
8 May 2016	Staff of the Parliament of the United Arab Emirates	United Arab Emirates
26–27 May 2016	Parliamentary staff from Pakistan (national and regional parliaments)	Pakistan

11 Agency resource statement

Agency resource statement, 2015–16

	Actual available appropriations for 2015–16 \$'000	Payments made 2015–16 \$'000	Balance remaining 2015–16 \$'000
	(A)	(B)	(A)–(B)
Departmental^a			
Annual appropriation	40,700	23,338	17,362
Total	40,700	23,338	17,362
Administered^b			
Administered expenses			
Outcome 1	324	322	2
Total	324	322	2
Total resourcing	41,024	23,660	17,364
Special accounts			
Opening balance	2,550		
Appropriation receipts ^c	60		
Payments made		50	
Total special accounts	2,610	50	2,560
Total resourcing and payments for the Department of the House of Representatives	38,414	23,610	

a *Appropriation (Parliamentary Departments) Act (No. 1) 2015–16*, prior year departmental appropriation and section 74 retained revenue receipts.

Includes an amount of \$0.642 million in 2015–16 for the departmental capital budget. For accounting purposes this amount has been designated as 'contributions by owners'. Also includes an amount of \$0.060 million that has been credited to the Inter-parliamentary Relations Special Account for interest equivalency payments.

Excludes \$0.080 million subject to administrative quarantine by the Department of Finance or withheld under section 51 of the *Public Governance, Performance and Accountability Act 2013*.

b *Appropriation (Parliamentary Departments) Act (No. 1) 2015–16*.

c Appropriation receipts from departmental appropriation for 2015–16 included above.

Third-party drawdowns from and on behalf of other entities

	\$'000
Payments made on behalf of the Department of Finance (disclosed in the respective entity's resource statement)	7,415
Payments made on behalf of the Australian Public Service Commission (disclosed in the respective entity's resource statement)	37,402

12 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 2016.

Speaker of the House of Representatives, the Hon Tony Smith MP	<i>Parliament House</i>	Phone (02) 6277 4000	Fax (02) 6277 2050
	<i>Electorate office</i>	Phone (03) 9727 0799	Fax (03) 9727 0833
	email Tony.Smith.MP@aph.gov.au		
Deputy Speaker, the Hon Bruce Scott MP	<i>Parliament House</i>	Phone (02) 6277 4949	Fax (02) 6277 8421
	<i>Electorate office</i>	Phone (07) 4662 2715	Fax (07) 4662 5149
	email Bruce.Scott.MP@aph.gov.au		
Second Deputy Speaker, Mr Rob Mitchell MP	<i>Parliament House</i>	Phone (02) 6277 4117	Fax (02) 6277 8443
	<i>Electorate office</i>	Phone (03) 9333 0440	Fax (03) 9333 8377
	email Rob.Mitchell.MP@aph.gov.au		
Clerk of the House, Mr David Elder	Phone (02) 6277 4111	Fax (02) 6277 2006	
email Clerk.Reps@aph.gov.au			
Deputy Clerk, Ms Claressa Surtees	Phone (02) 6277 4222	Fax (02) 6277 2006	
email DepClerk.Reps@aph.gov.au			
Clerk Assistant (Table), Ms Catherine Cornish	Phone (02) 6277 4777	Fax (02) 6277 4517	
email Catherine.Cornish.Reps@aph.gov.au			
Clerk Assistant (Committees), Ms Robyn McClelland	Phone (02) 6277 4399		
email Robyn.McClelland.Reps@aph.gov.au			
Serjeant-at-Arms, Mr James Catchpole	Phone (02) 6277 4444	Fax (02) 6277 2006	
email James.Catchpole.Reps@aph.gov.au			
Departmental addresses	Post Department of the House of Representatives PO Box 6021, Parliament House, Canberra ACT 2600		
	Internet www.aph.gov.au/house		

13 List of requirements

Description	Requirement	Page
Letter of transmittal		
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	iii
Aids to access		
Table of contents	Mandatory	v
Alphabetical index	Mandatory	165–73
Glossary of abbreviations and acronyms	Mandatory	164
List of requirements	Mandatory	158–63
Details of contact officer	Mandatory	ii
Entity's website address	Mandatory	ii
Electronic address of report	Mandatory	ii
Review by accountable authority		
A review by the accountable authority of the entity	Mandatory	2–3
Overview of the entity		
A description of the role and functions of the entity	Mandatory	4
A description of the organisational structure of the entity	Mandatory	4, 5
A description of the outcomes and programs administered by the entity	Mandatory	4, 6
A description of the purposes of the entity as included in the corporate plan	Mandatory	4
An outline of the structure of the portfolio of the entity	Portfolio departments—mandatory	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	Not applicable

Description	Requirement	Page
Report on the performance of the entity		
Annual performance statements		
Annual performance statement in accordance with section 39(1)(b) of the Act and section 16F of the Rule	Mandatory	118–23
Report on financial performance		
A discussion and analysis of the entity's financial performance	Mandatory	7–8
A table summarising the total resources and total payments of the entity	Mandatory	156
If there are significant changes in the financial results during or after the previous or current reporting period, provide 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 circumstance that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results	If applicable, mandatory	7
Management and accountability		
Corporate governance		
Information on compliance with section 10 (fraud systems)	Mandatory	60
A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared	Mandatory	iii
A certification by accountable authority that the entity has in place mechanisms suited to its specific needs for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud	Mandatory	iii
A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity	Mandatory	iii
An outline of structures and processes in place for the entity to implement the principles and objectives of corporate governance	Mandatory	58–62
A statement of significant issues reported to minister under section 19(1)(e) of the Act that relates to non-compliance with finance law and action taken to remedy non-compliance	If applicable, mandatory	60

Description	Requirement	Page
External scrutiny		
Information on the most significant developments in external scrutiny and the entity's response to the scrutiny	Mandatory	63–4
Information on judicial decisions and decisions of administrative tribunals and of the Australian Information Commissioner that may have a significant effect on the operations of the entity	If applicable, mandatory	63
Information on any reports on operations of the entity by the Auditor-General (other than the report under section 43 of the Act), a parliamentary committee, or the Commonwealth Ombudsman	If applicable, mandatory	63–4
Information on any capability reviews on the entity that were released during the period	If applicable, mandatory	Not applicable
Management of human resources		
An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives	Mandatory	65–70
Statistics on the entity's ongoing and non-ongoing APS employees, in relation to the following: <ul style="list-style-type: none"> » classification level » full-time employees » part-time employees » gender » staff location » employees who identify as Indigenous 	Mandatory	124–6
Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under section 24(1) of the <i>Public Service Act 1999</i>	Mandatory	69
Information on the number of SES and non-SES employees covered by enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under section 24(1) of the <i>Public Service Act 1999</i>	Mandatory	69
The salary ranges available for APS employees by classification level	Mandatory	69
A description of non-salary benefits provided to employees	Mandatory	67–9

Description	Requirement	Page
Information on the number of employees at each classification level who received performance pay	If applicable, mandatory	Not applicable
Information on aggregate amounts of performance pay at each classification level	If applicable, mandatory	Not applicable
Information on the average amount of performance payment, and range of such payments, at each classification level	If applicable, mandatory	Not applicable
Information on aggregate amount of performance payments	If applicable, mandatory	Not applicable
Assets management		
An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory	71
Purchasing		
An assessment of entity performance against the Commonwealth Procurement Rules	Mandatory	71–2
Consultants		
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	72
A statement that <i>'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].'</i>	Mandatory	72
A summary of the policies and procedures for selecting and engaging consultants and the main categories of purpose for which consultants were selected and engaged	Mandatory	72
A statement that <i>'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.'</i>	Mandatory	72

Description	Requirement	Page
Australian National Audit Office Access clauses		
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, the purpose and value of the contract, and the reason why a clause allowing access was not included in the contract	If applicable, mandatory	72
Exempt contracts		
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 Freedom of Information 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	72
Small business		
A statement that ' <i>[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and medium enterprises and small enterprise participation statistics are available on the Department of Finance's website.</i> '	Mandatory	72
An outline of the ways in which the procurement practices of the entity support small and medium enterprises	Mandatory	72
If the entity is considered by the department administered by the Finance Minister as material in nature—a statement that ' <i>[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.</i> '	If applicable, mandatory	Not applicable
Financial statements		
Inclusion of the annual financial statements in accordance with section 43(4) of the Act	Mandatory	75–116

Description	Requirement	Page
Other mandatory information		
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	Not applicable
If the entity did not conduct advertising campaigns, a statement to that effect	If applicable, mandatory	73
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	73
Outline of mechanisms of disability reporting, including reference to website for further information	Mandatory	64
Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of the Freedom of Information Act can be found	Mandatory	52
Correction of material errors in previous annual report	If applicable, mandatory	Not applicable
Information required by other legislation	Mandatory	62, 70

Abbreviations and acronyms

AFP	Australian Federal Police
ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
ASEAN	Association of Southeast Asian Nations
DPS	Department of Parliamentary Services
ICT	information and communications technology
IPRO	International and Parliamentary Relations Office
PEO	Parliamentary Education Office
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
PSC	Parliamentary Skills Centre
SCID	Shared Committee Information Database
SES	senior executive service
TOPS	Table Offices Production System

Index

A

ABC radio, 21
ABC television, 21
About the House (magazine), 23
About the House (newsletter), 30
About the House (YouTube channel), 24
accommodation services, 50
accountability
 external scrutiny, 63–4
 mechanisms, 60
accreditation (Investors in People), 3, 65
administrative tribunal decisions, 63
advertising, 73
agency resource statement, 156
agreements
 with Department of Parliamentary Services, 54
 with Department of the Senate, 62
 staff, 54, 58, 59, 69, 74
alumni association, 67
annual members' survey, 11, 35, 60
annual performance statements, 118–23
annual report 2014–15, 64
APH Public Alcove, 28
Appropriation (Parliamentary Departments) Bill (No. 1) 2016–17, 7
archive monitoring, 17
ASEAN Inter-Parliamentary Assembly, 45
Asia–Pacific Parliamentary Forum, 45
assets management, 71
Audit Committee, 58–9
audit plans, 59
Auditor-General, 63, 72
audits, 59, 63
 independent auditor's report, 77–8
AusTender, 72
Australia and New Zealand Association of Clerks-at-the-Table, 21
Australian Constitution, 12, 15
Australian Defence Force parliamentary exchange program, 19, 27
Australian Electoral Commission, 39, 58
Australian Federal Police, 28, 38, 48, 49, 51
Australian Information Commissioner, 63
Australian National Audit Office, 58, 59, 62, 63
 report, 77–8
Australian National Internship Program, 19, 27
Australian National University, 25, 27
 School of Art's Glass Workshop, 25

B

Bellchambers Barrett Pty Ltd, 59
bilateral visits, 44
bills. *see also* private members' bills
 amendments workload, 15
 processing and drafting, 14–15
 statistics, 11, 14, 15, 16
Bills System Advisory Board, 13
Bills System Advisory Group, 13
briefings, 3, 21, 50
broadcasting parliamentary proceedings, 21
Budget estimates 2016–17, 64
budget pressures, 7
business continuity, 60
business of the Federation Chamber, 13
business of the House, 13
business plan, 59

C

Canadian House of Commons, 63
CanPrint, 17
capability development, 43, 54, 74
Chamber and Federation Chamber (activity 1). *see also* Chamber Research Office; Clerk's Office; Table Office
 advice on practice and procedure, 12
 annual survey of members, 11
 bills, processing and drafting, 11, 14–16
 budget 2015–16, 10
 collaborations, 19
 committees supported, 19–21
 compliments, 11
 coordination of business, 12
 documents of the House, 17
 election 2016, 10
 election year tasks, 10, 12, 22
 functions, 10
 ICT, 10
 legislative drafting, 15
 legislative process, support of, 14–15
 official records, management, 17
 outlook, 22
 performance, 11, 22
 procedural training, 21
 proceedings records, 16
 programming, 12, 13
 research, 18–19
 results against performance criteria, 118
 secretariat support, 10, 18, 19
 sitting hours, 11
 staff levels, 124
Chamber Research Office, 10, 18–19

- Chief Financial Officer, 58–9
 - Chief Operating Officer, 62
 - China–Australia Free Trade Agreement inquiry, 37, 38
 - Clerk Assistant (Committees), 4, 35, 58
 - Clerk Assistant (Table), 4, 28, 58, 68
 - Clerk of the House, 58, 61, 64
 - review, 2–3
 - submissions, 63
 - Clerk of the Senate, 61
 - Clerk's Office, 10
 - Code of Conduct (Parliamentary Service), 60–1
 - COMCAR, 51
 - Comcare, 70
 - CommDocs, 43
 - Committee Office
 - activity, 32
 - budget, 31
 - committees supported, 31
 - dissolution of parliament, 34
 - election period projects, 41–2
 - email campaigns, 37
 - expenditure, 31
 - feedback, 35–6
 - ICT, 41–2, 43
 - inquiries, supported, 34
 - legislative reform, supported, 39–40
 - Liaison Committee of Committee Chairs and Deputy Chairs, 35
 - meetings supported, 33
 - outlook, 43
 - overseas committee visits, 38–9
 - performance, 35
 - prorogation of parliament, 34
 - protests, managing, 38
 - reports awaiting government response, 34
 - reports tabled, supported, 32–3, 34
 - results against performance criteria, 119
 - role, 31
 - secretariats, functions, 31, 37, 39
 - staff levels, 124
 - staff overseas secondment, 42
 - committee reports, 41, 133–44
 - digitisation, 41, 52
 - committee support (activity 3). *see* Committee Office
 - committees, 19, 31. *see also under*
 - individual House and joint committees
 - government response to reports, 34
 - membership changes, 34
 - reports and inquiries, 32–3, 34, 131–2, 133–44
 - Commonwealth Electoral Act 1918*, 73
 - Commonwealth Electoral Amendment Bill 2016, 39
 - Commonwealth Ombudsman, 58, 63, 64
 - Commonwealth Procurement Rules, 72
 - Commonwealth Speakers and Presiding Officers Conference, 3, 45
 - community awareness (activity 2). *see also*
 - International and Community Relations Office; Parliamentary Education Office
 - Australian Defence Force parliamentary exchange program, 19, 27
 - aims, 23
 - budget, 23
 - competitions, 24–5
 - education services, 28–30
 - electronic media, 23–4
 - events, 25–6
 - expenditure, 23
 - feedback, 23, 24
 - outlook, 30
 - parliamentary assistants program, 27
 - parliamentary internship program, 19, 27
 - performance, 23
 - public visits, 28
 - results against performance criteria, 119
 - seminars, 24
 - competitions, 24–5
 - compliments, 36, 45
 - consultants, 72
 - Consultative Committee, 59
 - contact directory, 157
 - contracts, 71–2
 - corporate governance, 58–62
 - corporate plan, 2015–16, 59
- ## D
- Daily Bills List, 13
 - Daily Program*, 12, 16
 - death penalty inquiry, 40
 - deficit, 7
 - delegations
 - incoming, 44, 152–4
 - outgoing, 45, 46, 47, 53, 149–51
 - Department of Communications and the Arts, 24

Department of Defence, 27
 Department of Finance, 48, 51
 Department of Foreign Affairs and Trade, 7, 40, 46
 Department of Health, 24
 Department of Parliamentary Services
 agreements with, 54
 building services, 62
 collaborations, 46, 48, 61
 environmental management, 62
 event management, 25
 graduate program, 67
 ICT services, 16, 41, 62
 secretary, 2, 61
 Department of Social Services, 64
 Department of the House of Representatives
 Enterprise Agreement 2012–15, 69
 Department of the Prime Minister and
 Cabinet, 48
 Department of the Senate, 4. *see also*
 Parliamentary Education Office
 agreements with, 62
 collaborations, 19, 46, 48
 event management, 25
 graduate program, 67
 ICT joint projects, 16, 41, 52, 54, 62, 71
 joint funding with, 44
 Deputy Clerk, 4, 12, 58, 59
 Deputy Speaker, 18, 28, 35
 disability reporting mechanisms, 64
 Disallowable Instruments List, 17
 dissolution of both Houses, 2, 3, 7, 10, 12, 18,
 22, 28, 34, 44

E

e-petitions, 41, 71
 e-Trim, 52, 54
 ecologically sustainable development, 62
 education programs, 28–9
 educational resources, 29, 30
 electronic media, 23–4
 enterprise agreement, 54, 58, 59, 69, 74
*Environment Protection and Biodiversity
 Conservation Act 1999*, 62
 environmental reporting, 62
 equity, 61
 European Parliament delegation, 45, 46
 Executive, 4, 53, 58, 62
 expenditure, salaries, 53, 70
 external scrutiny, 63–4

F

Facebook, 23
Fair Work Act 2009, 58
 federal budget
 2016–17, 7
 2015–16, 7
 federal election 2016, 2, 7, 10, 11, 12, 22, 35, 39,
 41, 47, 53, 60
 Federation Chamber, 10
 bills and amendments processed, 130
 business, 11, 128
 meetings, 129
 sittings, 11
 feedback. *see also* annual members' survey
 community, 23, 24
 delegations, 45
 retiring members, 3, 11
 Fiji, 38, 45, 46
 filming requests, 49
 finance law compliance, 60
 Finance Office, 48, 71, 124
 financial performance, 7–8
 financial resourcing pressures, 7
 financial statements, 80–116
 Forty-fourth Parliament
 dissolution, 2, 3, 7, 10, 12, 18, 22, 28, 34, 44
 final year, 2, 3
 fraud control, iii, 60
 freedom of information, 63
Freedom of Information Act 1982, 63
 functions, 4
 furniture replacement project, 7, 49, 54, 71

G

'Get involved' (video), 29
 government business, 13
 Governor-General, 2, 10, 15
 Graduate Certificate in Parliamentary Law and
 Practice, 21
 graduate program, 67
 grants, 73

H

Hansard, 20
 hardware systems, 52
 HMAS Stirling, Garden Island (WA), 37
 House Committee, 142

House of Representatives, 3, 4
 bills and amendments processed, 130
 dissolution, 2, 3, 7, 10, 12, 18, 22, 28, 34, 44
 legislative workload, 14
 meetings, 128
 questions in writing, 13
 sittings, 11
 30th anniversary, committee system, 30
 House Selection Committee, 19–20
 House Standing Committee of Privileges and
 Members' Interests, 20, 132, 142
 House Standing Committee on Agriculture and
 Industry, 131, 133
 House Standing Committee on Appropriations
 and Administration, 20, 64, 131, 142
 House Standing Committee on
 Communications and the Arts, 32, 131,
 133
 House Standing Committee on Economics,
 131, 133
 House Standing Committee on Education and
 Employment, 131, 134
 House Standing Committee on Health, 131, 134
 House Standing Committee on Indigenous
 Affairs, 131, 136
 House Standing Committee on Infrastructure
 and Communications, 32, 131, 136
 House Standing Committee on Infrastructure,
 Transport and Cities, 32, 131, 136
 Smart ICT inquiry, 37
 House Standing Committee on Petitions, 41, 43,
 131, 142
 House Standing Committee on Procedure, 20,
 63, 132, 142
 House Standing Committee on Publications,
 21, 132, 144
 House Standing Committee on Social Policy
 and Legal Affairs, 132, 140
 House Standing Committee on Tax and
 Revenue, 132, 140
 House Standing Committee on the
 Environment, 38–9, 131, 134
 Register of Environmental Organisations
 inquiry, 37, 38
House Update, 50
 human rights obligations, 46

I

ICT
 joint projects, 16, 41, 52, 54, 62, 71
 Parliamentary Papers Series, 17, 21
 service-level agreement, 52, 54
 Shared Committee Information Database,
 42, 71
 Table Offices Production System, 16, 17, 22
 venue management system, 29, 52, 54
 Incident Planning and Response Committee, 51
 independent auditor's report, 77–8
Index to Papers Presented to Parliament, 17
 Indonesia, 40, 45, 46, 47
 information technology. *see* CommDocs;
 e-Trim; ICT; websites
Infosheet series, 18, 146
 inter-parliamentary departmental
 collaboration, 61–2
 inter-parliamentary relations and capacity-
 building (activity 4). *see also*
 International and Community Relations
 Office
 budget, 44
 compliments, 45
 expenditure, 44
 incoming visits, 44, 45, 46, 47, 152–5
 outgoing visits, 44–5, 46, 47, 53, 149–51
 outlook, 46
 performance, 44, 45–6
 regional and international parliamentary
 cooperation, 45
 results against performance criteria, 120
 staff levels, 124
 support for other parliaments, 45–6
 websites, 45
 Inter-Parliamentary Study Program, 19, 46
 Inter-Parliamentary Union, 45
 interactive videoconferencing, 29
 internal auditor, 58, 59
 internal committees, 142–4
 International and Parliamentary Relations
 Office, 4, 44, 124
 international program, 44, 47
 international visits (incoming/outgoing), 38–9,
 44–5, 46, 47, 53, 149–55
 internet, 16, 52–3. *see also* social media;
 websites

internship program, 19, 27
 intranet (RepsNet), 52, 71
 Investors in People accreditation, 3, 65
 Investors in People Standard, 65

J

Joint Committee of Public Accounts and Audit, 38, 132, 138
 Joint Committee on Corporations and Financial Services, 131, 133
 Joint Committee on the Broadcasting of Parliamentary Proceedings, 21, 131, 142
 Joint Management Committee, 52
 Joint Management Group, 31
 Joint Select Committee on Northern Australia, 131, 137
 Joint Select Committee on Trade and Investment Growth, 132, 140
 Joint Standing Committee on Electoral Matters, 21, 34, 39, 63, 131, 134
 Joint Standing Committee on Foreign Affairs, Defence and Trade, 40, 46, 63, 131, 134
 Trade Sub-Committee, 39
 Joint Standing Committee on Migration, 131, 134
 Joint Standing Committee on the National Capital and External Territories, 131, 137
 Joint Standing Committee on Treaties, 132, 141
 20th anniversary, 40
 Trans-Pacific Partnership inquiry, 37
 judicial decisions, 63

K

Knowledge Management Steering Committee, 68–9

L

Last Week in the House, 12
 leadership training, 68
 legislation, 58
 legislative process
 drafting, 15
 responsibilities, 14
 support functions, 14
 Liaison Committee of Committee Chairs and Deputy Chairs, 35
Live Minutes, 16
 Loddon Murray Leadership Group, 24

M

Magna Carta, 800-year anniversary, 25
 maintenance work, 50–1
 management committees, 58–9
 market research, 73
 media services, 49
 members' services and corporate support (activity 5). *see also* Finance Office; People Strategies Office; Serjeant-at-Arms' Office
 access to members' suites, 51
 accommodation services, 50
 activities, 48
 annual survey, 11, 35, 60
 broadcasting of proceedings, 21
 budget, 48
 concierge service, 50
 corporate support, 53
 expenditure, 48
 furniture replacement, 7, 49, 54, 71
 ICT, 52–3
 information services, 50
 internet and intranet services, 52–3
 maintenance, 50–1
 media services, 49
 members' salaries and entitlements, 53
 outlook, 54
 parliamentary assistants program, 27, 53
 performance, 48–9
 printing, 53
 results against performance criteria, 121–2
 security, 51–2
 software and hardware services, 52
 transport, 51
 memorandum of understanding with
 Department of Parliamentary Services, 54
 messengerial attendants, 53
 MIKTA (Mexico, Indonesia, the Republic of Korea, Turkey and Australia) Speakers' Consultation, 47
 My First Speech competition, 24–5, 30
 Myanmar, 45, 46

N

National Archives of Australia Digital Continuity 2020 Policy, 69
 National Disability Strategy 2010–2020, 64
 National Manager Protection (AFP), 51

NATO Parliamentary Assembly, 45
 New South Wales Legislative Council
 committee inquiries, 63
 New Zealand, 38, 44, 46
Notice Paper, 12, 16, 21

O

office furniture replacement project, 7, 49, 54, 71
 Office of Parliamentary Counsel, 14, 15, 58
 office relocations, 50
 Open Day, Parliament House 2015, 25–6, 67
 organisational reviews, 66
 organisational structure, 4, 5
 Outcome 1, 4, 6
 expenses and resources, 156
 outcome and program structure, 4, 6
 outreach, 29
 overseas official visits, 38–9
 overview of department, vii, 4–6

P

Pacific Parliamentary Partnerships program, 46, 47, 71
 Pacific parliaments, 7, 45–6
 Pacific Women's Parliamentary Partnerships Forum, 46
 Pacific Women's Parliamentary Partnerships Project, 28, 45–6, 47, 71
 Pakistan, 46
 Parliament Alive, 29
 Parliament House
 Open Day 2015, 25–6, 67
 school visits, 28, 29, 55
 security, 51, 52
 Parliament of Australia Graduate Program, 67
 Parliament of Australia website, 14, 41, 45, 62
 Parliamentary Administration Advisory Group, 61–2, 70
 Parliamentary and Business Information Services Office, 48, 68, 71, 124
 parliamentary assistants program, 27
 Parliamentary Budget Office, 4, 61, 67
 Corporate Strategy Branch, 62
 Parliamentary Budget Officer, 62
 parliamentary delegations. *see also* parliamentary visits
 incoming, 44, 152–4
 outgoing, 45, 46, 47, 53, 149–51
 parliamentary departmental heads, meetings, 62
 Parliamentary Departments Staff Award 1998, 62
 Parliamentary Education Office, 28–30, 55, 124
 Advisory Committee, 28
 Parliamentary Joint Committee on Human Rights, 135
 Parliamentary Joint Committee on Intelligence and Security, 39–40, 46, 131, 136
 Parliamentary Joint Committee on the Australian Commission for Law Enforcement Integrity, 133
 Parliamentary Library, 27, 46
 Parliamentary Papers Series, 17, 21
 Parliamentary Procedural Records System, 52
Parliamentary Proceedings Broadcasting Act 1946, 21
 Parliamentary Security Service, 28, 49
Parliamentary Service Act 1999, 4, 51, 58, 60, 61, 62, 63, 69
 Parliamentary Service Code of Conduct, 60–1
 Parliamentary Service Determination 2013, 62
 Parliamentary Service Values, 60–1, 68
 Parliamentary Skills Centre, 28, 44, 45, 46, 47
 Parliamentary Standing Committee on Public Works, 37, 132, 139
 parliamentary visits. *see also* parliamentary delegations
 incoming, 155
 outgoing, 38–9
 ParllInfo Search, 13
 ParllInfo Tabled Papers Register, 17
 ParlWork, 16, 22
 People Strategies Office, 48, 53
 performance assessment cycle, 69
 petitions, 17–18, 41
 photography requests, 49
 Portfolio Budget Statements, 60
 preferential voting (partial optional), 39
 President of the Senate, 21
 Presiding Officers, 3, 17, 28, 45, 46, 47, 51, 70
 Press Gallery, 49
 printing service, 53
 privacy, 64
Privacy Act 1988, 64
 private members' bills, 15, 16
 private members' business, 13
Procedural Digest, 18, 147

- Procedural Extracts*, 18
procurement, 72
Program 1: Departmental
 Activity 1: Chamber and Federation Chamber, 10–22, 118
 Activity 2: Community awareness, 23–30, 119
 Activity 3: Committee support, 31–43, 119
 Activity 4: Inter-parliamentary relations and capacity-building, 44–7, 120
 Activity 5: Members' services and corporate support, 48–54, 121–2
Program 2: Administered
 Activity 6: Schools hospitality, 55, 123
program structure, 4
prorogation of parliament, 2, 10, 12, 18, 22, 34, 44
Protective Security Policy Framework, 51
Public Governance, Performance and Accountability Act 2013, 54, 58, 59, 60, 72, 74, 87, 118
Public Governance, Performance and Accountability (Financial Reporting) Rule 2015, 7, 87
Public Governance, Performance and Accountability Rule 2014, 72, 74
public interest disclosure, 63
Public Interest Disclosure Act 2013, 63
Public Service Act 1999, 62
public visits, 28
publications, 145–8
purchaser–provider arrangements, 62
purchasing, 71–2
purpose, 4, 118
 performance analysis, 123
- Q**
question time, 24, 63
questions in writing, 13
- R**
radio broadcasting, 21
Reconciliation Action Plan, 62
recruitment, 43, 66
Register of Environmental Organisations inquiry, 37, 38
Remuneration Tribunal Determination 2015/22, 53
Report Builder, 41, 43, 52
Report into whether the former Member for Dobell, Mr Craig Thomson, in a statement to the House on 21 May 2012 deliberately misled the House, 20
Report No. 10: Annual report 2014–15, 64
Report No. 11: Budget estimates 2016–17, 64
'Representing you', 30
Republic of Korea, 47
research. *see* Chamber Research Office; market research
reevaluation surplus, 7, 71
risk management, 60
role, 4
- S**
salaries
 departmental, 70
 expenditure (members), 53
 staff scales, 69
Samoa, 46
school visits program, 29
schools hospitality (activity 6)
 administered appropriation, 55
 expenditure, 55
 outlook, 55
 performance, 55
 results against performance criteria, 123
 visits, 28, 29, 55
scrutiny committees, 133–41
Secretary, Department of Parliamentary Services, 2, 61
security, 51
 screening, 52
Security Management Board, 48, 51
Security Manager Parliament House (AFP), 51
seminars, 24
Senate bills, 11, 14, 15
Senate Publications Committee, 21
Senate Standing Committee on Appropriations and Staffing, 20
Senate voting system reform, 39
Senior Executive Service, 58, 68, 69, 125
separations, 127
Serjeant-at-Arms, 4, 20, 48, 49, 51, 52, 58, 62
Serjeant-at-Arms' Office
 accommodation, 50
 committee support, 21
 conciierge service, 50
 filming or photography requests, 49

maintenance, 50
 member support responsibilities, 48
 parliamentary assistants program, 27, 53
 school visits, 30, 55
 services for sittings, 12
 staff levels, 124
 Transport Office, 51
 visitor support, 30
 workload, 2
 service charters, 61
 Shared Committee Information Database, 42, 71
 sitting statistics, 11
 small and medium enterprises, procurement, 72
 social justice, 61
 social media, 23, 30
 software systems, 52
 Speaker, House of Representatives, 21, 25, 49
 accountability, 58
 change, 2
 services to, 48
 Speakers and Presiding Officers of the Commonwealth Conference, 3, 45
 Speaker's Office, 48
 Speaker's University Challenge, 25, 30
 staff
 alumni, 67
 enterprise agreement, 54, 58, 59, 69, 74
 exit interviews, 66
 leadership, 68
 location, 124
 numbers, 65
 profile, 125–6
 recruitment, 43, 66
 retention, 66
 salary scales, 69
 secondment, 42
 separations, 127
 survey, 65–6, 68
 training and development, 21, 43, 67–8
 turnover, 43, 66
 Standing Order 222A, 64
 standing orders, 12, 15, 18, 20, 32, 41
Statistical Digest, 18, 147
 Studybank, 69
 supplementary funding, 7
Supply (Parliamentary Departments) Act (No. 1) 2016–17, 7
 surplus (revaluation), 7, 71

T

Table Office, 19
 Table Offices Production System, 16, 17, 22
 Tasmanian Parliament, 46
 telephone service requests, 51
 tendering. *see* AusTender
 third-party drawdowns, 156
This Week in the House, 12
 Thomson, Craig, inquiry, 20
 'To our last shilling: Australian Parliament and World War 1' (online resource), 29
 training and development, 21, 43, 67–8
 Trans-Pacific Partnership inquiry, 37
 transport services, 51
 TRIM software, 52, 54
 Twitter, @AboutTheHouse, 23

U

United Nations
 Development Programme, 46, 47
 Universal Periodic Review of Australia's fulfilment of human rights obligations, 46
 universities
 Australian National Internship Program, 19, 27
 parliamentary assistants program, 27
 Speaker's University Challenge, 25, 30
 University of Tasmania, 21
 Usher of the Black Rod, 49, 52, 62

V

Values (Parliamentary Service), 60–1, 68
 venue management system, 29, 52, 54
 video-on-demand, 53
 videoconferencing, 29, 40, 41, 43
 Visitor Services, 30, 55
 visits
 from delegations, 44, 152–4
 from the public, 28
 school students, 28, 29, 55
 to schools, 29
Votes and Proceedings, 16, 17, 21
Votes Officer's Minutes, 16

W

websites
 Parliament of Australia, 14, 41, 45, 62
 Parliamentary Education Office, 29

whole-of-government contracts, 72
work health and safety, 70
Work Health and Safety Act 2011, 70
Work of the Session, 11, 18, 147
workplace diversity, 68
workstation assessments, 70
A world without the death penalty, 40

Y

Yellow Edge leadership development
 programs, 43
YouTube channel, 24

