

House Committee on Employment, Workplace Relations and Workforce Participation

Tel: (02) 6277 4162 | Fax: (02) 6277 4827
E-mail: ewrwp.reps@aph.gov.au
Internet: www.aph.gov.au/house/committee/ewrwp

House Committee on Environment and Heritage

Tel: (02) 6277 4580 | Fax: (02) 6277 4424
E-mail: environment.reps@aph.gov.au
Internet: www.aph.gov.au/house/committee/environ

House Committee on Family and Human Services

Tel: (02) 6277 4566 | Fax: (02) 6277 4844
E-mail: fhs.reps@aph.gov.au
Internet: www.aph.gov.au/house/committee/fhs

House Committee on Health and Ageing

Tel: (02) 6277 4145 | Fax: (02) 6277 4844
E-mail: haa.reps@aph.gov.au
Internet: www.aph.gov.au/house/committee/haa

House Committee on Industry and Resources

Tel: (02) 6277 4594 | Fax: (02) 6277 4516
E-mail: ir.reps@aph.gov.au
Internet: www.aph.gov.au/house/committee/ir

House Committee on Legal and Constitutional Affairs

Tel: (02) 6277 2358 | Fax: (02) 6277 4427
E-mail: laca.reps@aph.gov.au
Internet: www.aph.gov.au/house/committee/laca

House Committee on Science and Innovation

Tel: (02) 6277 4150 | Fax: (02) 6277 4827
E-mail: scin.reps@aph.gov.au
Internet: www.aph.gov.au/house/committee/scin

House Committee on Transport and Regional Services

Tel: (02) 6277 2352 | Fax: (02) 6277 4424
E-mail: trs.reps@aph.gov.au
Internet: www.aph.gov.au/house/committee/trs

JOINT COMMITTEES

Parliamentary Joint Committee on the ASIO, ASIS and DSD

Tel: (02) 6277 2360 | Fax: (02) 6277 2067
E-mail: pjcaad@aph.gov.au
Internet: www.aph.gov.au/house/committee/pjcaad

Joint Committee on Broadcasting of Parliamentary Proceedings

Tel: (02) 6277 4888 | Fax: (02) 6277 4204
E-mail: jcbpp@aph.gov.au
Internet: www.aph.gov.au/house/jcbpp

Joint Committee on Electoral Matters

Tel: (02) 6277 2374 | Fax: (02) 6277 4710
E-mail: jscem@aph.gov.au
Internet: www.aph.gov.au/house/committee/em

Joint Committee on Foreign Affairs, Defence and Trade

Tel: (02) 6277 2313 | Fax: (02) 6277 2221
E-mail: jscfadt@aph.gov.au
Internet: www.aph.gov.au/house/committee/jfadt

Joint Committee on Migration

Tel: (02) 6277 4560 | Fax: (02) 6277 8506
E-mail: jscm@aph.gov.au
Internet: www.aph.gov.au/house/committee/mig

Joint Committee on the National Capital and External Territories

Tel: (02) 6277 4355 | Fax: (02) 6277 8478
E-mail: jscncet@aph.gov.au
Internet: www.aph.gov.au/house/committee/ncet

Joint Committee of Public Accounts and Audit

Tel: (02) 6277 4615 | Fax: (02) 6277 2220
E-mail: jcpa@aph.gov.au
Internet: www.aph.gov.au/house/committee/jpaa

Parliamentary Standing Committee on Public Works

Tel: (02) 6277 4636 | Fax: (02) 6277 4426
E-mail: jcpw@aph.gov.au
Internet: www.aph.gov.au/house/committee/pwc

Joint Committee on Treaties

Tel: (02) 6277 4002 | Fax: (02) 6277 2219
E-mail: jsct@aph.gov.au
Internet: www.aph.gov.au/house/committee/jsct

If you are seeking to contact a parliamentary committee that is not listed above contact the Clerk Assistant (Committees) for assistance. The committee you are interested in may have been recently appointed or may be supported by the Department of the Senate.

Clerk Assistant (Committees)

telephone: 02 6277 4399

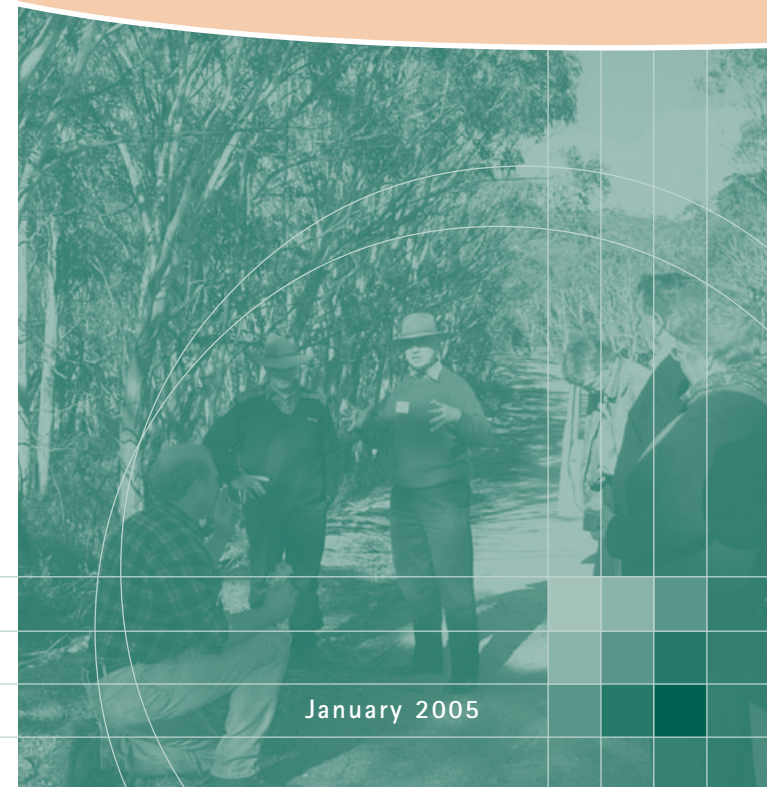
facsimile: 02 6277 4435

e-mail: committee.reps@aph.gov.au



THE PARLIAMENT
of the
COMMONWEALTH of AUSTRALIA

Dealing with Parliamentary Committees



January 2005

Department of the House of Representatives
COMMITTEE OFFICE



THE PARLIAMENT of the COMMONWEALTH of AUSTRALIA

To everyone interested in the work of parliamentary committees

It is through parliamentary committees that much of the detailed work of the Commonwealth Parliament is conducted.

Parliamentary committees scrutinise the operation of government departments, examine policy issues and review some legislation before it is enacted.

They also provide an opportunity for the community to be directly involved in the work of the Parliament.

If you want to become involved in the work of committees, this document will help by explaining the type and standards of service you can expect from committee staff in the Department of the House of Representatives.

These standards represent a commitment from us to provide quality information and advice about the committees we support.

We intend to report annually on our performance and would welcome any comments you have on the services we provide.

Clerk Assistant (Committees)

Department of the House of Representatives

telephone: 02 6277 4399

facsimile: 02 6277 4435

e-mail: committee.reps@aph.gov.au

OUR COMMITMENT

If you want to know more about the work of parliamentary committees, we will provide you with information and advice that matches your needs.

If you want to contribute to a particular committee inquiry or activity, we will help you by providing information and advice about:

- ▶ the issues being considered by the committee;
- ▶ the committee's program of activities;
- ▶ how to prepare a submission; and
- ▶ appearing before the committee as a witness.

We are guided in our work by the Parliamentary Service Values and the Parliamentary Service Code of Conduct. In particular, we will:

- ▶ demonstrate high ethical standards;
- ▶ be professional, impartial and non-partisan;
- ▶ be open, honest and helpful;
- ▶ be responsive to your requests;
- ▶ treat you with respect and fairness; and
- ▶ treat any complaints seriously and respond to them.

OUR SERVICE STANDARDS

If you telephone us, we will:

- ▶ identify ourselves by name when answering the telephone; and
- ▶ respond to your calls quickly.

If the information you request is not immediately available, we will tell you when you can expect it.

If you write, fax or e-mail us, we will:

- ▶ act on your requests for printed information within five working days;
- ▶ reply to other written correspondence within 20 working days, sending an interim reply where this is not possible; and
- ▶ in our reply, give you the name and contact details of someone who can provide further help if needed.

We will ensure that up-to-date information about committees supported by the Department of the House of Representatives is maintained on the Parliament's Internet site. The site will contain:

- ▶ terms of reference for committee inquiries;
- ▶ general advice on how to contribute to committee inquiries;
- ▶ information about committee hearings and activities;
- ▶ a list of public submissions made to committee inquiries and, where possible, copies of these submissions;
- ▶ links to transcripts of committee hearings;
- ▶ links to current and previous committee reports; and
- ▶ where possible, copies of Government responses to committee reports.

COMPLAINTS

If you are dissatisfied with any of the information or advice we have given you, please raise this with the area concerned. We will try to resolve the problem immediately.

If this is not successful, please contact the Secretary of the committee you are dealing with or the Clerk Assistant (Committees), either of whom will respond to your concerns.

HOW TO CONTACT US

We can be contacted on the telephone numbers shown on the list of committees below.

We welcome feedback on our performance so we can improve our standards of service. If you have any comments or suggestions for improvement please let us know.

CONTACT DETAILS FOR CURRENT COMMITTEES

The parliamentary committees supported by staff in the Department of the House of Representatives, along with contact details, are listed below.

The mailing address for all parliamentary committee is:

Parliament House, CANBERRA ACT 2600.

HOUSE OF REPRESENTATIVES STANDING COMMITTEES

House Committee on Aboriginal and Torres Strait Islander Affairs

Tel: (02) 6277 4559 | Fax: (02) 6277 4427

E-mail: atsia.reps@aph.gov.au

Internet: www.aph.gov.au/house/committee/atsia

House Committee on Agriculture, Fisheries and Forestry

Tel: (02) 6277 4500 | Fax: (02) 6277 4424

E-mail: primary.industries.reps@aph.gov.au

Internet: www.aph.gov.au/house/committee/primind

House Committee on Communications, Information Technology and the Arts

Tel: (02) 6277 4601 | Fax: (02) 6277 4827

E-mail: cita.reps@aph.gov.au

Internet: www.aph.gov.au/house/committee/cita

House Committee on Economics, Finance and Public Administration

Tel: (02) 6277 4587 | Fax: (02) 6277 4774

E-mail: efpa.reps@aph.gov.au

Internet: www.aph.gov.au/house/committee/efpa

House Committee on Education and Vocational Training

Tel: (02) 6277 4573 | Fax: (02) 6277 4773

E-mail: evt.reps@aph.gov.au

Internet: www.aph.gov.au/house/committee/evt