



DEPARTMENT OF THE  
HOUSE OF REPRESENTATIVES



# Annual Report

2018–19

DEPARTMENT OF THE  
HOUSE OF REPRESENTATIVES

# Annual Report

2018–19

© Commonwealth of Australia 2019

ISSN 0157-3233 (Print)

ISSN 2201-1730 (Online)

This work is licensed under a Creative Commons Attribution-NonCommercial-NoDerivs 3.0 Australia Licence.



The details of this licence are available on the Creative Commons website: [creativecommons.org/licenses/by-nc-nd/3.0/au](https://creativecommons.org/licenses/by-nc-nd/3.0/au).

### **Acknowledgment**

The Department of the House of Representatives acknowledges the Custodians of Country throughout Australia and their continued connection to land, waters and community. We pay our respects to their Cultures, Country and Elders past, present and emerging.

### **Use of the Coat of Arms**

The terms under which the Coat of Arms can be used are detailed on the website of the Department of the Prime Minister and Cabinet at [www.dpmmc.gov.au/pmc/publication/commonwealth-coat-arms-information-and-guidelines](http://www.dpmmc.gov.au/pmc/publication/commonwealth-coat-arms-information-and-guidelines).

Produced by the Department of the House of Representatives

Editing and indexing by The Happy Apostrophe

Design by Lisa McDonald

Printing by Parliamentary and Business Information Services Office

Unless otherwise acknowledged, all photographs in this report were taken by staff of the Department of the House of Representatives.

Front cover: The Mace in the Chamber of the House of Representatives. Image: Penny Bradfield, Auspic/DPS.

Back cover: House of Representatives courtyard. Image: David Foote, Auspic/DPS.

The department welcomes your comments on this report. To make a comment, or to request more information, please contact:

Serjeant-at-Arms

Department of the House of Representatives

PO Box 6021

Parliament House

Canberra ACT 2600

Telephone: +61 2 6277 4444

Facsimile: +61 2 6277 2006

Email: [james.catchpole.reps@aph.gov.au](mailto:james.catchpole.reps@aph.gov.au)

Website: [www.aph.gov.au/house/dept](http://www.aph.gov.au/house/dept)

Web address for report: [www.aph.gov.au/house/ar18-19](http://www.aph.gov.au/house/ar18-19)



10 October 2019

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

Dear Mr Speaker

Pursuant to section 65 of the *Parliamentary Services Act 1999* and section 46 of the *Public Governance, Performance and Accountability Act 2013*, 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 2019.

As required by section 10 of the Public Governance, Performance and Accountability Rule 2014, I certify that:

- the department has prepared fraud risk assessments and fraud control plans
- the department has in place appropriate mechanisms for fraud prevention, detection, investigation, recording and reporting mechanisms that meet the department's specific needs
- all reasonable measures have been taken to deal appropriately with fraud relating to the department.

Yours sincerely

Claressa Surtees  
Clerk of the House



# About this report

The Department of the House of Representatives supports the House of Representatives, and the wider parliament, in the role of a representative and legislative body.

This annual report details our activities during the 2018–19 financial year.



## Overviews

The overviews section includes a review by the Clerk of the House of Representatives, who is the department's chief executive and accountable authority. The departmental overview describes the department's purpose, role and functions, organisational structure, and outcome and program structure.



## Performance

The performance section includes the annual performance statement, which assesses the department's performance against measures and targets set out in its corporate plan. This section also includes a summary of financial performance, including the entity resource statement, and reports on the main activities supported during the year for each program area.



## Management and accountability

The management and accountability section describes the department's approach to corporate governance, details of external scrutiny of the department's operations, the management of its people and assets, its obligations under various laws, and the management of financial resources.



## Financial statements

The financial statements section includes an independent auditor's report, a statement by the Clerk and Chief Finance Officer, and financial statements showing how the department spent the money allocated to it by the parliament.



## Appendixes

The appendixes give detailed information about the department's work in supporting the House, the parliament, committees and visitors. The appendixes also include a contact directory, and a list of mandatory requirements for annual reports and where each component can be found throughout this report.



## 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
<b>Part 1</b> → <b>Overviews</b>	<b>1</b>	
Clerk's review	2	
Departmental overview	8	
<b>Part 2</b> → <b>Performance</b>	<b>13</b>	
Annual performance statement	14	
Financial performance	29	
Chamber and Federation Chamber	31	
Committee support	46	
Inter-parliamentary relations and capacity-building	52	
Community awareness	58	
Members' and corporate support	65	
Schools hospitality	72	
<b>Part 3</b> → <b>Management and accountability</b>	<b>73</b>	
Corporate governance	74	
External scrutiny	83	
Management of people	84	
Management of financial resources	96	
<b>Part 4</b> → <b>Financial statements</b>	<b>99</b>	
<b>Appendixes</b>	<b>139</b>	
1. Business of the House and Federation Chamber	140	
2. Committee activity	143	
3. Committee reports and inquiries	145	
4. Publications	155	
5. Official incoming parliamentary delegations	157	
6. Other incoming parliamentary delegations	158	
7. Outgoing parliamentary delegations	160	
8. Parliamentary capacity-building	163	
9. Contact directory	166	
10. List of requirements	167	
<b>Abbreviations and acronyms</b>	<b>172</b>	
<b>Index</b>	<b>173</b>	

## Figures

1	Departmental structure at 30 June 2019	9
2	Outcome and program structure, 2018–19	11
3	Government and private members' business and business of the House (Chamber and Federation Chamber), 2015 to 2019	35
4	Number of committee meetings supported by the Committee Office, 2014–15 to 2018–19	48
5	Number of reports tabled by committees supported by the Committee Office, 2014–15 to 2018–19	48
6	Staff survey satisfaction elements, 2015–2019	88

## Tables

1	Performance summary, Chamber and Federation Chamber, 2014–15 to 2018–19	32
2	Questions in writing to ministers and answers to questions in writing, 2014–15 to 2018–19	34
3	Number of bills introduced in the House, and number of bills assented to, 2014–15 to 2018–19	37
4	Private members' bills introduced and amendments moved (Chamber and Federation Chamber), 2014–15 to 2018–19	37
5	Petitions and signatories to petitions, 2014–15 to 2018–19	38
6	Committees of the Forty-fifth Parliament supported by the Committee Office	46
7	Students visiting Parliament House, by location and year, 2014–15 to 2018–19	72
8	Employment type by classification and gender, at 30 June 2019	84
9	Employment type by classification and gender, at 30 June 2018	85
10	Employment type by employment status, at 30 June 2018 and 30 June 2019	85
11	Employment type by office and location, at 30 June 2018 and 30 June 2019	86
12	Aboriginal and Torres Strait Islander staff, at 30 June 2018 and 30 June 2019	86
13	Staff attendance at training courses	90
14	Employment arrangements for SES and non-SES staff, at 30 June 2019	92
15	Salary scales of staff covered by the 2017–20 enterprise agreement, as at 30 June 2019	92
16	Key management personnel, 2018–19	93
17	Remuneration and benefits of key management personnel, 2018–19	94

# Our department—a snapshot

## Our staff



## Elections



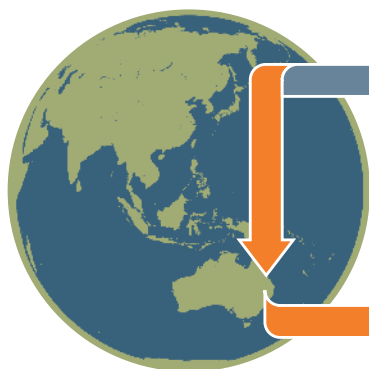
## Our community



## The House—we supported



## Our world—we supported







# Part 1

## Overviews

Clerk's review	2
Departmental overview	8

*View of the House of Representatives Chamber from the Table.*

*Image: Penny Bradfield, Auspic/DPS.*

# Clerk's review

## Overview

2018–19 was an eventful year for the department, with the complex and ever-changing political environment colouring the work we do. The significant issues and developments for the department during 2018–19 can be characterised as relating to the political environment, and departmental capability, innovation and collaboration.



## The political environment

The role our department plays in uncertain circumstances is vital in supporting the parliamentary institution as it comes under great pressure and strain. In 2018–19 uncertainty related to ructions caused by section 44(i) of the Australian Constitution, changes in political leadership and ministerial roles, loss of a government majority in the House, and the 2019 general election.

Early in the reporting period, on 28 July 2018, five by-elections were held in four states. Four of these by-elections related to questions arising around members' qualifications under section 44(i) of the Australian Constitution, and a further by-election was caused by the resignation of one member for unrelated reasons. This was the greatest number of by-elections held on the one date since Federation. Following the declaration of polls, the department had a role in welcoming back returning members, and welcoming one new member. Subsequently, a further by-election was held following the resignation of the former member for Wentworth, and the department again made arrangements to welcome a new member.

By-elections and the work flowing from them have implications for many parts of the department, with arrangements needing to be made for new and returning members to be sworn in, and for accommodation and administrative arrangements and a program of induction briefings to be made for new members. The outcome of the Wentworth by-election also resulted in a shift from majority government to minority government. The resulting volatility presented many challenges for chamber support staff, and areas of the department had many more opportunities to provide procedural advice and services to a range of clients and stakeholders.

Volatility in the political environment continued throughout the first half of the reporting period, and although departmental staff are only observers in these processes, the volatility does have an impact on our work. Many ministerial changes flowing from these events kept staff across the department very busy. The challenges for staff included physical moves involving a large number of members' Parliament House offices, chamber seating arrangements, committee membership changes (including for positions of chairs), members in new roles in the House, and salary adjustments. Departmental staff responded professionally and flexibly to periods of uncertainty and unexpectedly high workloads. Throughout the tumult and the demanding workload, the department performed very admirably. The feedback received from the Speaker and from members indicates that there is great satisfaction with the services the department has provided.



2018–19 was also the final year of the parliamentary cycle, a general election having been held on 18 May 2019. The Forty-fifth Parliament drew to a close on 11 April 2019, with the prorogation of parliament and the dissolution of the House of Representatives for a general election for the House of Representatives and half the Senate. Somewhat unusually the prorogation and dissolution occurred with little notice of the ceremony for the reading of the Proclamation. Again, staff of the department responded well to these challenging and uncertain circumstances. The election period involved elements of work relating to the conclusion of the Forty-fifth Parliament—including arrangements and support for former members as they transitioned from their life at parliament—and preparations for the commencement of the Forty-sixth Parliament.



*The Clerk and Deputy Clerk briefing the Speaker, the Hon Tony Smith MP, Deputy Speaker, Mr Kevin Hogan MP, and their staff, prior to the commencement of sittings on the final day of the Forty-fifth Parliament, 4 April 2019. Image: David Foote, Auspic/DPS.*

The outcome of the general election gave the department the opportunity to welcome 27 new members to the House of Representatives. Teams of staff from across the department worked together to arrange and prepare presentations for a seminar for new members, held on 25 and 26 June 2019. This was a critical opportunity for departmental staff to explain their roles, and establish our professional credentials for the provision of trusted advice and support as members familiarised themselves with their new roles.

## Departmental capability

During the reporting period, significant areas of focus for the department's capability development involved consolidation of procedural capacity, particular opportunities for professional development during the election period, re-accreditation against the Investors in People standard, and finalisation of a workforce plan.

A significant priority for the department during the year was the consolidation of its procedural capacity. During the reporting period, and arising from the review of the Clerk Assistant (Procedure) Office carried out in 2017–18, a departmental change was made to bring the activities of the Chamber Research Office into the Procedure Office, which comprises Chamber Research and Procedural Development sections. The new structure has been working well and has supported the department's strategic focus on enhancing its procedural capacity.



*The Speaker, the Hon Tony Smith MP, Second Deputy Speaker, Mr Rob Mitchell MP, members of the Speaker's panel, and members of departmental staff at the launch of the seventh edition of House of Representatives Practice, September 2018. Image: Penny Bradfield, Auspic/DPS.*

In late 2018 the department published the seventh edition of its flagship procedural publication, *House of Representatives Practice*. The completion of a new edition of *House of Representatives Practice* is a very significant event in the history of the House and the department. In distributing the new edition to mailing list recipients, the high regard in which the publication is held became evident from the comments received. *House of Representatives Practice* remains the authoritative text of the practice of the Australian House of Representatives, and is well used by many other parliaments. The seventh edition of *House of Representatives Practice* is a testament to the professionalism and dedication to the institution of the House that the department embodies.

With the end of the Forty-fifth Parliament, some staff had the opportunity for renewal and refreshment in anticipation of a new parliament. Many staff participated in cross-departmental activities during the election period, allowing teams of staff from across the department to work together over several months on matters of strategic value to the department.

The election period also allowed the opportunity for several departmental staff to undertake placements with other organisations. Six such mobility placements took place, some of which were still active at the end of the reporting period. During the forthcoming period, these staff members will be able to share with their colleagues the learnings and insights they gained during these valuable developmental opportunities.

During the year, the department underwent a process for re-accreditation against the Investors in People standard for people management. This standard is an internationally recognised measure of good practice that focuses on how well an employer creates an environment to lead, support and develop its people. The department was again awarded silver level accreditation, this time under a new, more comprehensive assessment framework. The department took up a recommendation of the assessment report, to establish a working group from all parts and levels of the department to identify and carry forward areas of future improvement. The working group was established and met several times during the reporting period, and is expected to report its findings and recommendations to the Executive during the next reporting period.

In 2018–19 the department finalised and started to implement its workforce plan. The plan has enabled the department to consider internal and external factors likely to affect the department's workforce supply, retention and productivity in the years to come.

## Innovation

As a department supporting the House of Representatives in its role as a legislative and representative body, much of the department's work remains relatively consistent from year to year. Nevertheless, the department takes pride in its innovative approaches to addressing challenges or emerging needs. During the reporting period, some of the highlights in this area related to the electronic recording of divisions, or formal votes of the House, in the Chamber, new approaches to procedural development, and sharing experiences of parliamentary innovations with other jurisdictions.

In early 2019, the department conducted the first live trials of the House Division Recording System. The system, developed in cooperation between the Department of Parliamentary Services (DPS), as the information and communications technology (ICT) services provider, and our department, provides for the tellers to record votes in the House electronically using tablet devices. Although the system does not alter the voting process, by recording votes electronically it permits immediate publication of the results of divisions and information about the divisions for observers. It is a genuine innovation with which those staff in DPS and our department who have been involved in developing should be pleased.

Staff from the Procedure Office and the Parliamentary and Business Information Services Office (PBIS) worked together over two years on the development of the CATTalogue project, which culminated in the launch of the CATTalogue in April 2019. The CATTalogue is an exciting development, providing easily digestible portions of information about many of the more common, and also slightly more obscure, events and processes that can occur in the House. This is already proving to be a valuable resource both for departmental staff and for members. As I am not aware that any other jurisdiction has developed a similar resource, I believe it can be characterised as a very good example of innovation.

Also of note during the reporting period, the department held its 'House main course' tutorial program on House procedure. Held over several months, this intensive course was made possible only with a heavy investment and careful preparation by staff presenters. Participants also committed to the full program by dedicating attention to required reading in advance of each tutorial and engaging fruitfully in discussions during the sessions. I commend those involved in this most innovative initiative for developing and enriching the department's precious procedural capacity.

In May 2019, I appeared via teleconference before the Canadian House of Commons Standing Committee on Procedure and House Affairs, in relation to its study of parallel debating chambers. Coincidentally, shortly thereafter, the department marked the 25th anniversary of the second debating chamber of the House of Representatives, which first met as the Main Committee on 8 June 1994 and has been known as the Federation Chamber since 2012. This was a valuable opportunity to acknowledge a proud innovation of the Australian House of Representatives, and one which our department should be proud in supporting.

## Collaboration

The department works collaboratively with the other three parliamentary departments, and also with parliaments within Australia and overseas. Significant developments during the reporting period related to the Australian Parliament's inter-parliamentary work, proposals for the centralisation of defined transactional processes, and promoting the work of the parliament to the community.

The reporting period saw the re-establishment of the Commonwealth of Australia Branch of the Commonwealth Parliamentary Association (CPA). Consequently, the secretariat of the Australia Region has reverted to the Commonwealth of Australia Branch and the Director of the International and Parliamentary Relations Office is now the Regional Secretary. This has been an important step in re-establishing connections between parliaments in our region and with other parliaments in the Commonwealth.

Early in the reporting period, DPS advised it had commenced the establishment of a Corporate Business Operations Centre (CBOC) to centralise the management of defined finance and human resources transactional processes. At the invitation of DPS, the heads of parliamentary departments signed a memorandum of understanding to the effect that when the CBOC is established and is in a position to do so, our department will determine whether we might wish to make use of any of the transactional services on a fee-for-service basis. During the reporting period, the CBOC sent a survey to the department as part of the process of gaining information about the services that could be provided, and this was completed by the department's Finance and People Strategies offices.

The department participated in the Parliament House Open Day, held on Saturday 6 October 2018. PBIS coordinated the department's involvement, and staff from across the department assisted on the day. The Open Day marked the 30th anniversary of the opening of Parliament House, and was used as an opportunity to hold the inaugural Speaker's lecture, on this occasion delivered by Paul Kelly, one of the most senior and distinguished journalists from the Federal Parliamentary Press Gallery. The topic of the lecture was, 'The parliament in its new home: the House of Representatives in action, 1988 to 2018'.



The lecture was well attended, and a copy of the lecture was made available on the department's website.

## The year ahead

Looking to the year ahead, 2019–20 is likely to be a year of challenges, with the commencement of the Forty-sixth Parliament early in the period, and the establishment of parliamentary committees expected shortly thereafter. Somewhat unusually, the sitting calendar for the second half of 2019 includes several sitting weeks during July, requiring our staff to respond flexibly to changing circumstances.

The department will continue to implement strategies arising from its workforce planning initiative. With its reliance on a professional and experienced workforce, the department will use its workforce plan to ensure that it is well positioned to respond to future opportunities and directions. The department's Investors in People working group will continue to consider suggestions arising from the accreditation report, and make recommendations to the Executive on how these suggestions can be progressed.

The year ahead will also see a transition in the department's most senior leadership. Mr David Elder announced early in 2019 his intention to retire as Clerk and he retired on 9 August 2019. Tributes were paid by the Speaker, members and others to his service and achievements. I was appointed as Clerk from 12 August 2019, with an acknowledgement as the first female to be appointed as Clerk of the House in the more than 118-year history of the parliament. As a consequence, a selection process to fill the next most senior position of Deputy Clerk will be finalised early in 2019–20.

I look forward to working with the Executive and all colleagues in delivering services and support to the House and the parliament. With a particular focus on development of procedural capability and knowledge management across the department we will enable the department to be well prepared to navigate the future and inevitable change.

### Claessa Surtees

#### Clerk of the House

(from 12 August 2019)



*Inaugural Speaker's lecture, delivered by Paul Kelly, at the Parliament House Open Day, 6 October 2018.  
Image: Michelle Hazell, Auspic/DPS.*

# Departmental overview

The department's purpose as set out in its *Corporate Plan 2018–19* is:

to support the House of Representatives, and the wider parliament, in the role of a representative and legislative body primarily by providing advice and services, and through engaging with the community and other parliaments.

## 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, DPS, and the Parliamentary Budget Office.

During 2018–19, 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 the House and the Senate).

The department continued to provide services to increase public knowledge and awareness of the work of the House and the Australian Parliament, and to encourage interaction. The department also assisted the House and the parliament in maintaining institutional relationships with their state, territory and international counterparts.

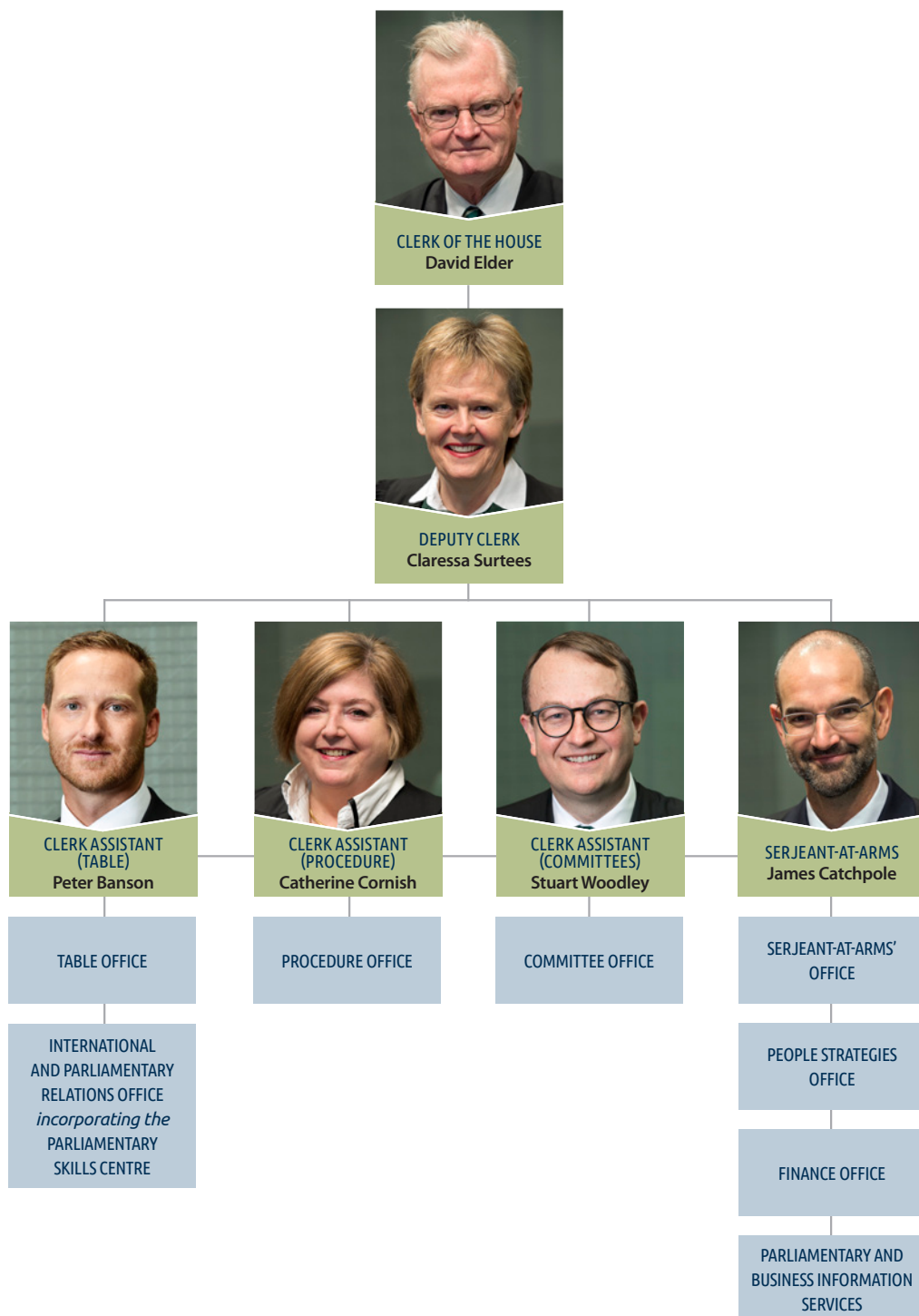
## Departmental structure

The department is managed by its Executive: the Clerk, Deputy Clerk, Clerk Assistant (Table), Clerk Assistant (Procedure), Clerk Assistant (Committees), and Serjeant-at-Arms.

Following the decision to establish, in an ongoing capacity, a Procedure Office and Clerk Assistant (Procedure) role at the beginning of the reporting period, the functions of the Chamber Research Office were absorbed into the Procedure Office. The Parliamentary Skills Centre and International and Parliamentary Relations Office were also consolidated into a single office under the leadership of one director.

Figure 1 shows the departmental structure at 30 June 2019.

Figure 1: Departmental structure at 30 June 2019





## Roles and responsibilities of the Executive

### **Clerk**

The Clerk is the most senior official of the department. The Clerk is the principal adviser to the Speaker, and is responsible for leading approximately 163 departmental staff members who provide administrative and procedural advice and services to the House and parliamentary committees, and support the parliament's international and domestic engagement.

### **Deputy Clerk**

The Deputy Clerk is the second most senior official of the department. The Deputy Clerk is responsible for advising and assisting members, their staff and departmental staff on matters of parliamentary practice and law, and for overseeing the drafting of private members' bills and amendments. The Deputy Clerk assists the Clerk in managing the department, and during the Clerk's absence performs the duties of Clerk.

### **Clerk Assistant (Table)**

The Clerk Assistant (Table) is responsible for the areas of the department that provide programming, procedural and legislative support to the Chamber and Federation Chamber of the House. The Clerk Assistant (Table) is also responsible for the areas of the department that support the parliament's program of international delegations and parliamentary strengthening.

### **Clerk Assistant (Procedure)**

The Clerk Assistant (Procedure) is responsible for the Procedure Office, which provides procedural research, publications and services explaining the work of the House and its institutional role. The Clerk Assistant (Procedure) also contributes to the House's parliamentary strengthening activities related to parliamentary procedure.

### **Clerk Assistant (Committees)**

The Clerk Assistant (Committees) is responsible for the Committee Office, which provides a range of support services—including procedural, research, analytical, drafting and administrative support—to House committees and to some joint committees.

### **Serjeant-at-Arms**

The Serjeant-at-Arms is responsible for the corporate areas of the department, which provide support and a range of services for members and for departmental staff. The Serjeant-at-Arms has a key role in managing ceremonial, access and security matters relating to the House.

## Outcome and program structure

The department's outcome and program structure for the year is set out in the *Portfolio Budget Statements 2018–19*.

The department has one outcome:

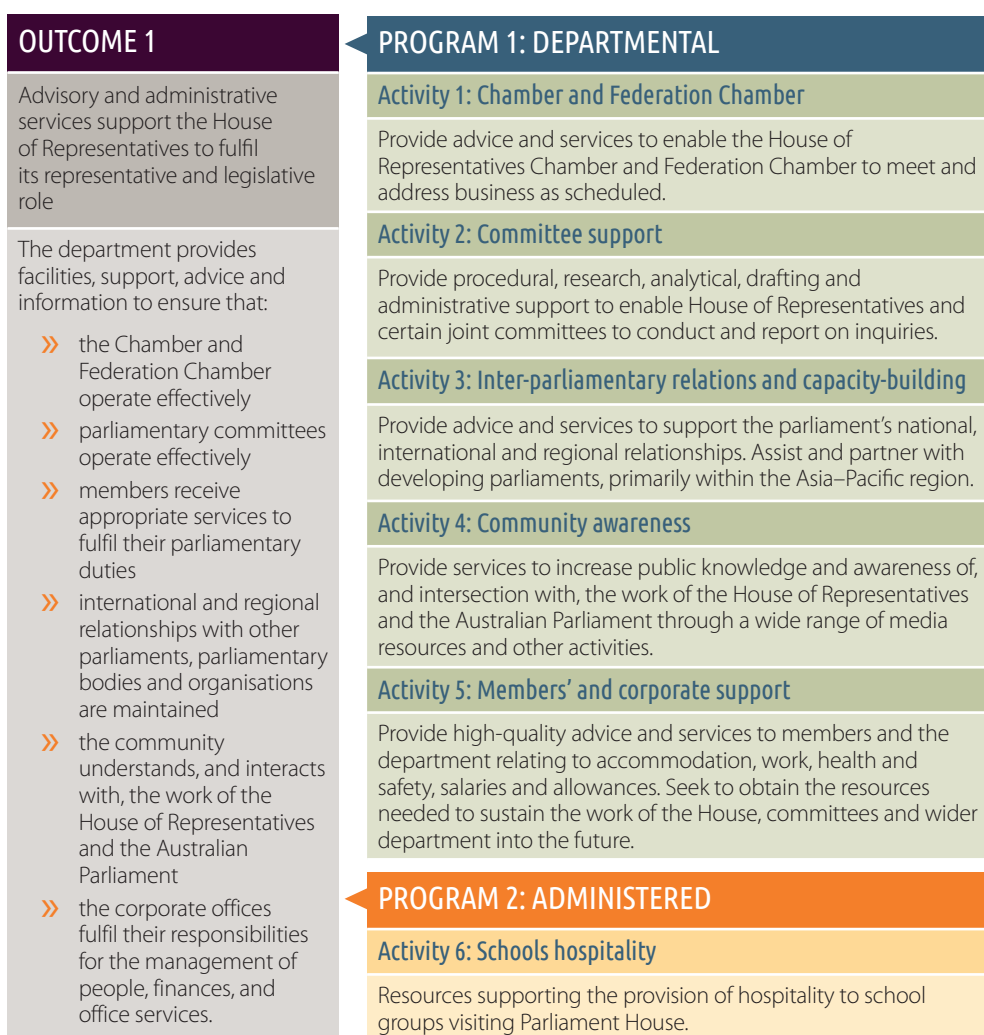
Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.

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 2: Outcome and program structure, 2018–19**







# Part 2

## Performance

Annual performance statement	14
Financial performance	29
Chamber and Federation Chamber	31
Committee support	46
Inter-parliamentary relations and capacity-building	52
Community awareness	58
Members' and corporate support	65
Schools hospitality	72

# Annual performance statement

## Introductory statement

I, as the accountable authority of the Department of the House of Representatives, present the department's 2018–19 annual performance statement, as required under section 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). In my opinion, this annual performance statement accurately reflects the performance of the department, and complies with section 39(2) of the PGPA Act.

**Claressa Surtees, Clerk of the House**

## Purpose

The department's purpose, as set out in its *Corporate Plan 2018–19*, is:

to support the House of Representatives, and the wider parliament, in the role of a representative and legislative body primarily by providing advice and services, and through engaging with the community and other parliaments.

## Data sources

The results and analysis presented in this annual performance statement are based on data from several sources. These include an annual survey of members of the House of Representatives, interviews with retiring members, analytics relating to departmental social media and publications, evaluations from external stakeholders, an annual survey of departmental staff, and internal records and reporting.

With a general election due to be held in 2019 but uncertainty about the exact timing of the dissolution of the House and commencement of the Forty-sixth Parliament, the department chose to seek formal feedback from members earlier in the financial year than might otherwise have been the case. The annual members' survey and interviews were held between February and April 2019, enabling the department to secure vital performance information for the year.

### **Members' survey**

In February 2019 all members were invited to complete an online questionnaire, with hard copies also available. The survey was open from 8 February to 30 April 2019 and members were advised that their responses would be anonymous.

The survey asked members to indicate whether they were satisfied with each of the following:

- » the quality and timeliness of chamber procedural support and advisory services
- » the quality and availability of procedural and statistical publications, and support to obtain these
- » the quality and timeliness of advice and services to parliamentary committees

- » the standard of report drafting for parliamentary committees
- » support for participation in official international delegations
- » support for their House of Representatives office accommodation
- » support for their salary payments
- » support for transport coordination in Canberra during sitting weeks.

Members were also able to provide comments in response to each question and, at the end of the survey, they were invited to offer additional comments on any aspect of the services provided by the department.

Forty-three members completed the questionnaire (13 online and 30 in hard copy). This represents a response rate of 29 per cent of the 150 available members.

### ***Members' interviews***

To complement the members' survey, the Clerk wrote to 16 members who had announced their intention not to contest a seat at the conclusion of the Forty-fifth Parliament, inviting them to participate in an in-depth face-to-face interview with a senior member of departmental staff. The members were advised that the department was conducting the interviews to receive feedback on the level and quality of its advice, information and services, and to gain insight into service provision. Aside from general reflections on their time as parliamentarians and suggestions for possible areas of parliamentary reform, areas covered in the interviews were:

- » the quality of the advice and support provided for their work in the Chamber and Federation Chamber
- » the quality, availability and usefulness of procedural publications and resources
- » the quality and usefulness of advice and support received in relation to work on parliamentary committees, including the quality of report drafting
- » support received from the Serjeant-at-Arms' Office in relation to office accommodation in Parliament House, and services such as transport, stationery, salaries and allowances
- » impressions of the parliament's interactions with other national parliaments, and satisfaction with arrangements made for any parliamentary delegations overseas, where relevant
- » community perceptions of the parliament and parliamentarians
- » hospitality provided to visiting school groups
- » any other support or services that would assist members in their parliamentary work.

The members were advised that their responses would be compiled into a summary report on satisfaction levels and areas for improvement or new initiatives, and that individual responses would remain confidential.

Interviews were conducted between February and April 2019 with 10 members, a participation rate of 63 per cent of those invited to be involved.



### Staff survey

The departmental staff survey for 2018–19 was available online from 3 to 30 June 2019. The purpose of the survey was to understand staff opinions of the department's working environment, performance, governance and leadership. Staff were advised that results of the survey would be distributed to staff of the department, addressing key trends, and that individual responses would not be identified.

A total of 115 staff responded to the survey, a participation rate of 70 per cent.

### Other data sources

In addition to the members' survey and interviews, feedback on the services provided by the department is sought from the Speaker's Office through interviews with the Speaker's chief of staff and advisers. Formal feedback is also received through surveys completed by participants in parliamentary delegations, beneficiaries of the department's inter-parliamentary capacity-building activities and participants in the department's seminar programs. A further data source is analytics relating to contact with the department's social media and publications. Internal chamber support service standards, internal records and exception reporting are also drawn on for reporting on the department's performance.

### Activity information

The department monitors its work output by collecting information on specific activities throughout the year. No targets are set for outputs, as most are dependent on factors outside the direct control of the department, particularly the parliamentary cycle. Comparisons with data from previous years provide a longitudinal perspective and an indication of the extent to which various outputs are affected by the parliamentary cycle.

As is typical of the final year of the parliamentary cycle, this year's activity was interrupted by a general election, which is reflected in the activity information. Sittings of the House, meetings of the Federation Chamber, and legislative and committee activity all decreased during the latter part of the year. The figures do not reflect the intensity of activity in some areas, such as legislative drafting for private members, and committee activities continuing up until closer to the time of the election than in previous election years.

### Commentary

The department's performance framework continues to mature. The department's revised purpose statement and performance measures are presented in summary in the department's *Portfolio Budget Statements 2018–19*, and in more detail in the department's *Corporate Plan 2018–19*.

The department is committed to considering its performance from the perspective of its key client groups. The department's purpose statement indicates that the department's support for the House of Representatives as a representative and legislative body is primarily delivered through the provision of advice and services. As recipients of the advice and services, members are the department's principal clients. Quantitative and qualitative data gathered from members via the members' survey and via interviews with the selected cohort of members provides crucial performance information. This data is supplemented by information gathered through face-to-face interviews with members, and feedback provided by the Speaker's Office.



## Results and analysis

### Activity 1: Chamber and Federation Chamber

#### Performance measures and targets

##### Criterion 1

Level of satisfaction among surveyed members with the quality and timeliness of chamber support, procedural, statistical publications, analysis and advisory services.

**Target:** 90 per cent satisfied.

**Source:** *Corporate Plan 2018–19*, page 14; *Portfolio Budget Statements 2018–19*, page 16.

**Result against the performance criterion:** Target met.

All respondents to the members' survey (100 per cent) indicated satisfaction with the quality and timeliness of chamber procedural support and advisory services, and all respondents indicated satisfaction with the quality and availability of procedural and statistical publications, and the support available to obtain these. Comments made about procedural support included, 'always excellent', 'exceptional service and support as always!' and 'could not ask for better'.

Feedback from interviewed members was consistent with the survey results. The majority of interviewed members reported a high degree of satisfaction with the quality and timeliness of chamber support. Procedural support was described as 'always good', 'excellent', 'helpful and accurate' and 'characterised by integrity and competence'. The role of departmental staff was described as 'very impressive' and 'exceptional', with one member commenting that such staff contribute to the dignity of the parliament. One member commented, 'There is never a hint of partisanship by the Clerks. No one would ever worry that they might favour one side over another. Their work reflects well on the House and they are always helpful and flexible'. One member reflected positively on the advice and support they had been provided with throughout their parliamentary career, including as a minister, shadow spokesperson and backbencher.

During interviews, one member suggested making more members aware of services that can be provided by the department, particularly in the more technical areas of drafting support and procedural advice. Several other comments were made about the importance of procedural development and ongoing professional development in a range of areas.

With respect to procedural and other publications, interviewed members indicated a high level of satisfaction with the quality and availability of the department's procedural and statistical publications. The importance of the *House of Representatives Standing Orders* and *House of Representatives Practice* was noted, and the *Live Minutes* was described as 'a great resource'. While some members indicated that they did not use the publications frequently, many commented on the comprehensive and useful nature of the materials, and on their awareness of the availability of materials.

One member suggested recommencing the daily distribution of the *Daily Program* in hard copy to all members.

## Criterion 2

Chamber support service standards met for sittings of the House and meetings of the Federation Chamber and processing of bills, votes, messages, and other chamber documents with a high degree of accuracy and within timeframes.

**Target:** 100 per cent.

**Source:** *Corporate Plan 2018–19*, page 14; *Portfolio Budget Statements 2018–19*, page 16.

**Result against the performance criterion:** Target met.

Chamber support service standards were met. Processing of proposed legislation and other business was completed within agreed timeframes and no significant errors were identified.

## Activity information

**Target:** No target set.

**Source:** *Corporate Plan 2018–19*, page 14.

	2015–16	2016–17 <sup>a</sup>	2017–18	2018–19 <sup>a</sup>
Number of sittings of the House	60	64	60	42
Number of meetings of the Federation Chamber	41	59	59	41
Number of bills introduced	162	248	222	155

a. Election year.

## Analysis

In 2018–19 the department continued to perform strongly in the activity of the Chamber and Federation Chamber.

All members surveyed and interviewed were satisfied with the quality and timeliness of chamber support, procedural, statistical publications, analysis and advisory services, exceeding the target set of 90 per cent of members satisfied. During the reporting period, the department has continued to invest heavily in procedural training and development opportunities for staff. This has included a new lunchtime seminar program, an intensive 'House main course' tutorial program, and a range of new procedural resources including video material and guidance for Clerks-at-the-Table. The department also published the seventh edition of its flagship publication, *House of Representatives Practice*. This investment in procedural advice and capability will contribute to ensuring that the department continues to be able to deliver high levels of service to support the functioning of the Chamber and Federation Chamber.

During the reporting period, all chamber support service standards were met for sittings of the House and meetings of the Federation Chamber. Further progress on the House Division Recording System project during the next year will enable enhanced support and services for proceedings in the Chamber.

As is typical for the final year of a parliamentary cycle, the activity information reflects a lower than average number of sittings of the House, meetings of the Federation Chamber, and legislative workload. In recent years, the number of Federation Chamber meetings as a proportion of the number of House sittings has been relatively high, and this has continued during the current reporting period. The House's reliance on its second chamber has resulted in an ongoing need to have support staff available to facilitate an increasing number of meetings of the Federation Chamber. The procedural training and development activities discussed earlier make an important contribution in this respect. Although traditionally enjoying relative stability in personnel in key roles, the Table Office has made good use of shadowing arrangements to mitigate the risks associated with potential changes in staffing in future. This will ensure the department can continue to deliver high standards of support and service in this activity area.

## **Activity 2: Committee support**

### **Performance measures and targets**

#### **Criterion 1**

Level of satisfaction among surveyed committee members with the thoroughness, accuracy and timeliness of advice, standard of committee reports and other committee support services provided.

**Target:** 90 per cent satisfied.

**Source:** *Corporate Plan 2018–19*, page 15; *Portfolio Budget Statements 2018–19*, page 16.

**Result against the performance criterion:** Target met.

All respondents to the members' survey (100 per cent) indicated satisfaction with the quality and timeliness of advice and services to their committees, and all respondents indicated satisfaction with the standard of report drafting for their committees. Most comments made by members reinforced their satisfaction with the quality of committee-related support and services. Three members commented on their experiences with particular committee secretariats, and one member suggested that hard copies of committee reports be more readily available to committee members.

During interviews, members described the quality and usefulness of committee advice, support and report writing as generally good, and one member commented, 'great committee secretariats with very professional staff'. One member raised concerns about the quality of committee report drafting over the past 12 months, although acknowledged secretariats are under workload pressures. One member suggested dedicating sitting Mondays to committee meetings to avoid committees meeting at other times the House is sitting.

## Activity information

**Target:** No target set.

**Source:** *Corporate Plan 2018–19*, page 15.

	2015–16	2016–17 <sup>a</sup>	2017–18	2018–19 <sup>a</sup>
Number of committee meetings <sup>b</sup>	555	541	693	511
Hours of meetings <sup>b,c</sup>	912	845	1,285	988
Number of committee reports <sup>b</sup>	72	46	73	85

a. Election year.

b. Excludes internal committees.

c. To the nearest hour.

## Analysis

Feedback gathered through the members' survey and interviews indicates that members are highly satisfied with committee support services, including advice and report drafting. The department prides itself on providing high-quality services to the House and joint committees supported by it. The department is continuing to provide training and development opportunities to committee support staff, which will help to ensure that parliamentary committees continue to be well served by secretariats staffed by the department.

The department is reviewing its policies in relation to the availability of printed committee reports for members. The department will continue to provide training to Committee Office staff in relation to report drafting to strengthen capacity in this regard. The department will closely monitor secretariat workloads and the resources available to various committees. The department acknowledges one member's suggestion to devote sitting Mondays to committee work, and notes that the House's order of business is a matter for the House itself.

Activity information shows a decline in the number of committee meetings, which is consistent with expectations of an election year. While the hours of meetings also declined compared to last year, the 995 hours of meetings this year was higher than experienced during the last election year. Moreover, the number of committee reports presented (85) exceeded the result for the non-election year in 2017–18 (73 reports) as well as the last election year (46 reports). This somewhat contradictory activity information reflects the fact that, during the Forty-fifth Parliament, the high tempo of committee activities continued late into the final year of the parliamentary cycle before a general election, when in the past committees have typically completed inquiries and become less active at such a stage.

## Activity 3: Inter-parliamentary relations and capacity-building

### Performance measures and targets

#### Criterion 1

Level of satisfaction of Presiding Officers and delegates with arrangements for incoming and outgoing delegations.

**Target:** 90 per cent satisfied.

**Source:** *Corporate Plan 2018–19*, page 16; *Portfolio Budget Statements 2018–19*, page 16.

**Result against the performance criterion:** Target met.

Positive feedback was received from the Presiding Officers and their staff on arrangements for incoming and outgoing delegations during the year, including for the Presiding Officers' own travel. Positive comments were also received on improvements that had been made in arrangements for functions for incoming delegations, and more thorough engagement by the International and Parliamentary Relations Office (IPRO) with the Department of Foreign Affairs and Trade.

Delegates' satisfaction with arrangements for delegations is gauged through an online survey available to all members of incoming and outgoing delegations supported by IPRO. During 2018–19, 26 per cent of all delegates completed the survey. Based on responses to the online survey, 100 per cent of delegates were either very satisfied or satisfied with arrangements.

Nearly all respondents to the members' survey (97 per cent) indicated satisfaction with support for their participation in official outgoing parliamentary delegations. Four additional comments were made, three of which commended the support and services provided by the department. One comment related to the limited opportunities available in this area.

During interviews, members described the parliament's international work as 'great', 'wonderful' and 'really important'. One member described their experience as a delegation member as 'very valuable', and noted their appreciation for the support they received during the visit. Arrangements made by the department were described as 'fabulous' and 'excellent', and one member commented that 'whatever IPRO organises is really good'.

During members' interviews, several suggestions were made, some of which related to minor administrative changes IPRO could consider in relation to its processes. One member also suggested that continuity in the membership of delegations to the Inter-Parliamentary Union Assembly could improve the effectiveness of the Australian Parliament's participation. Another member suggested a greater focus on region-to-region connections for parliamentary friendship groups.

## Criterion 2

Level of satisfaction among parliaments with capacity-building activities.

**Target:** 90 per cent satisfied.

**Source:** *Corporate Plan 2018–19*, page 16; *Portfolio Budget Statements 2018–19*, page 16.

**Result against the performance criterion:** Target met.

Formal feedback processes indicate that all respondents (100 per cent) were satisfied with the training and support provided.

These activities included Inter-Parliamentary Study Programs conducted for Speakers of Pacific parliaments and for staff of other parliaments, attachments in Fiji, Samoa and Tonga facilitated as part of parliamentary support programs, and study visit programs conducted for parliamentarians and officials from the parliament of Malaysia.

## Activity information

**Target:** No target set.

**Source:** *Corporate Plan 2018–19*, page 16.

	2015–16	2016–17 <sup>a</sup>	2017–18	2018–19 <sup>a</sup>
Number of delegations managed	47	46	59	56
Number and nature of parliamentary capacity-building activities	29	19	24	28
» Occasions equipment supplied to Pacific parliaments	7	1	3	4
» Staff attachments and study visits	18	13	12	20
» Conferences, seminars and workshops	4	5	9	4

a. Election year.

## Analysis

Feedback from Presiding Officers and their staff, members of incoming and outgoing delegations, and participants in capacity-building activities all indicate that the department continues to perform strongly in supporting the parliament with its inter-parliamentary and capacity-building work.

As is typical in the final year of the parliamentary cycle, activity information reflects a slight reduction in the number of delegations during the reporting period (56 delegations, compared with 59 delegations in 2017–18). Notably, more delegations were supported during the reporting period than during the previous election year (56 delegations, compared with 46 delegations in 2016–17). Moreover, despite it being an election year, the number of parliamentary capacity-building activities increased in 2018–19.

The department engages constructively with the feedback provided by members of incoming and outgoing delegations, and seeks to continually refine its processes in response to the changing needs of its clients. IPRO and the Parliamentary Skills Centre (PSC) are considering suggestions made by members, including circulating briefing materials as they become available, where practical to do so.

## Activity 4: Community awareness

### Performance measures and targets

#### Criterion 1

Community is aware of, and engages with, published information about legislative and other parliamentary processes.

**Target:** Interaction with the work of the House increasing over time (percentage change on prior year).

**Source:** *Corporate Plan 2018–19*, page 17; *Portfolio Budget Statements 2018–19*, page 16.

**Result against the performance criterion:** Target partially met.

Using subscription data and publication circulation data as the data sources, the number of engagements on the department's social media platforms was found to be as follows:

- » Facebook: 7,105 followers (increase of 10 per cent)
- » Twitter: 44,843 followers (increase of five per cent)
- » *About the House* newsletter: 2,102 subscribers (increase of 14 per cent)
- » YouTube: 6,648 subscribers (increase of 40 per cent)
- » Posts to the department's Twitter page received a total of over 4.6 million impressions (increase of approximately 41 per cent), and videos published by the department were viewed over 200,000 times (decrease of approximately 14 per cent).

During interviews, although several members noted the public's lack of trust in the institution of parliament, none offered ready answers on addressing this concern. It was also suggested by some members that addressing this phenomenon was primarily a matter for parliamentarians rather than the parliamentary administration.

One interviewed member was not aware of the department's community awareness activities, but thought that sending out a positive message is a 'good thing'. Another member spoke in favour of more community education highlighting the important work of the parliament within Australia's framework of government. One member commented that the standard of parliamentary debate had changed over time and the broader issue of behaviour during parliamentary debate needed to be addressed, possibly with the assistance of some changes to the standing orders.



## Criterion 2

Clients are satisfied with seminars.

**Target:** 90 per cent of seminar participants are satisfied.

**Source:** *Corporate Plan 2018–19*, page 17; *Portfolio Budget Statements 2018–19*, page 16.

**Result against the performance criterion:** Target met.

During the reporting period, the department held 11 seminars, which were attended by a total of 356 participants. Surveys were distributed to all attendees, and 124 were returned (a response rate of 35 per cent). Surveys gauged participants' satisfaction with five aspects of seminars: seminar content, level of detail, presenter, audio-visual information and handouts. Based on seminar feedback forms, over 96 per cent of responses indicated satisfaction (ratings of 'good', 'very good' or 'excellent') across the five areas assessed, and 93 per cent reported that the seminars met their objectives.

## Activity information

**Target:** No target set.

**Source:** *Corporate Plan 2018–19*, page 17.

	2015–16	2016–17 <sup>a</sup>	2017–18	2018–19 <sup>a</sup>
Community contacts with the department's publications				
» @AboutTheHouse Twitter account impressions	No data available	No data available	Over 3.2 million	Over 4.6 million
» Website hits <sup>b</sup>	No data available	No data available	331,870	482,804
Number of seminar programs conducted	8	9	10	11

a. Election year.

b. Defined as unique page views on the Chamber Documents page (including subpages) and the Powers, Practice and Procedure page (including subpages, with access to formal procedural publications including *House of Representatives Practice, Guide to Procedures, House of Representatives Standing Orders*, and *Infosheet* series, as well as *Live Minutes* providing draft minutes of House and Federation Chamber proceedings in real time).

## Analysis

Ensuring that the wider community has access to information on the work of the House and its committees is an important activity for the department.

Contacts with the department's publications can vary depending on public interest in the parliament in a given period, as well as sittings-dependent output produced by the department in a given period. This reporting period has seen steady growth across most of the department's community outreach products with increased subscriptions across all digital platforms. A decrease in the number of views of videos published by the department is due to a reduction in the number of videos published during the election period. Overall, content across the House's Twitter, Facebook, LinkedIn, YouTube and email newsletter content received over eight million impressions during the reporting period.

The Chamber Documents and the Powers, Practice and Procedure pages on the website also continue to be popular. Data also indicates continuing strong demand for seminars offered by the department, and high levels of satisfaction from seminar participants.

Members' comments about community perceptions of the parliament highlight the importance of the department's continuing community awareness work.

The department continues to refine its publications and products for members of the public, and uses all available feedback processes to continually improve its offerings.

## **Activity 5: Members' and corporate support**

### **Performance measures and targets**

#### **Criterion 1**

Level of satisfaction of the Speaker with the overall quality of support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services.

**Target:** Very satisfied.

**Source:** *Corporate Plan 2018–19*, page 18; *Portfolio Budget Statements 2018–19*, page 16.

**Result against the performance criterion:** Target met.

The data source is direct feedback from the Speaker's Office on the overall quality of non-chamber support services provided to the Speaker, the Speaker's Office and other members.

The Speaker's Office indicated that it was very satisfied with the support services provided by the department to the Speaker, the Speaker's Office and members. The Speaker's Office indicated that services and advice from the Serjeant-at-Arms' Office are timely and of good quality, and indicated satisfaction with the services and advice provided. The Speaker had not received any complaints from members with respect to these services.

#### **Criterion 2**

Level of satisfaction among members with the overall quality of support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services.

**Target:** 90 per cent satisfied.

**Source:** *Corporate Plan 2018–19*, page 18; *Portfolio Budget Statements 2018–19*, page 16.

**Result against the performance criterion:** Target met.

Of the respondents to the members' survey, 98 per cent were satisfied with support and services for their Parliament House office accommodation, 98 per cent were satisfied with salary payment services, and 100 per cent were satisfied with transport coordination support during sitting weeks in Canberra. Members provided comments reinforcing their satisfaction with office accommodation services, such as, 'The offices are well-tended. The

mail services are prompt. The attendants are always extremely helpful and great company! Several positive comments were made about transport services, two of which described the department's transport staff as 'excellent', and one member commented, 'I have had no difficulty changing or cancelling bookings. Everyone is always cheerful and helpful'. One member suggested that the COMCAR shuttle run later on Thursday evenings and on Friday mornings in sitting weeks.

Feedback from interviewed members was broadly consistent with the survey results, with the majority of members interviewed expressing satisfaction with their office accommodation and office support services. One member expressed concerns about arrangements for visitor access to various parts of the Chamber. Suggestions for improvement related to the provision of additional equipment in members' Parliament House offices, including dishwashing machines and more crockery and cutlery.

### Criterion 3

Level of satisfaction among staff with the quality of corporate advice and services provided by the department.

**Target:** 90 per cent satisfied.

**Source:** *Corporate Plan 2018–19*, page 18; *Portfolio Budget Statements 2018–19*, page 16.

**Result against the performance criterion:** Target met.

The relevant data source is the annual staff survey. Staff were asked to respond either 'Yes' or 'No' to the following statement: 'Based on the last 12 months, I am satisfied with the quality of advice and services provided by the corporate areas of the department'. A total of 92 per cent of respondents to the survey answered 'Yes' to this question.

### Activity information

**Target:** No target set.

**Source:** *Corporate Plan 2018–19*, page 18.

	2015–16	2016–17 <sup>a</sup>	2017–18	2018–19 <sup>a</sup>
Number of Parliament House accommodation and office support services <sup>b</sup>	361	617	718	473
Number of transport coordination services provided to members	13,129	14,892	13,086	12,449

a. Election year.

b. Before 2017–18 this figure was for accommodation services only. From 2017–18 office support is also included in the figure.

## Analysis

All performance targets in this area have been met. Feedback from the Speaker's Office and results of the members' survey indicate very high levels of satisfaction with support services provided by this activity area, including accommodation, office support, transport coordination, salary processing and other members' support services. Responses to the annual staff survey also indicate that other departmental staff are highly satisfied with support and advice received from the corporate parts of the department.

Some respondents to the members' survey commented on cleaning and plumbing matters, which the department has forwarded to the Department of Parliamentary Services (DPS), as the responsible agency, for its information and action. The department continues to work closely with members to assist them to have any matters promptly resolved.

Additional suggestions, including the provision of certain equipment in members' Parliament House offices, will be considered. Future communications will assist members to understand the range of equipment and facilities available to them in their Parliament House offices, and seek to provide further clarity on the House's practices and procedures relating to visitor access to various parts of the Chamber and Federation Chamber.

## Activity 6: Schools hospitality

### Performance measures and targets

#### Criterion 1

Percentage of visiting school groups provided hospitality in accordance with booking.

**Target:** 100 per cent.

**Source:** *Corporate Plan 2018–19*, page 19; *Portfolio Budget Statements 2018–19*, page 16.

**Result against the performance criterion:** Target met.

The data source is exception reporting from DPS and school groups. A total of 124,831 students toured Parliament House during the reporting period. Of those students, 93,225 participated in a Parliamentary Education Office (PEO) program and 94,380 requested and received hospitality. In 2018–19, there were no reports of hospitality not being provided to a school group that had requested it.

### Activity information

**Target:** No target set.

**Source:** *Corporate Plan 2018–19*, page 19.

	2015–16	2016–17 <sup>a</sup>	2017–18	2018–19 <sup>a</sup>
Number of visiting school students booked	115,774	117,654	119,088	124,831

a. Election year.

## Analysis

The delivery of hospitality to schools at their request is a combined effort between the parliamentary departments. The department provides a booking service for school groups, and liaises with the Department of the Senate (which administers the PEO) and with DPS (which provides tours for school groups as well as hospitality where this has been requested). Data about hospitality provision relies on exception reporting from DPS or school groups. In 2018–19 there were no reports of schools not receiving the hospitality they had requested.

## Summary of performance against purpose

The department's purpose is to support the House of Representatives, and the wider parliament, in the role of a representative and legislative body primarily by providing advice and services, and through engaging with the community and other parliaments.

To achieve this purpose, the department is committed to the delivery of high standards of advice, service and support to the House, members, parliamentary committees, other parliaments, and the broader community. Performance information from a range of data sources indicates that the department has successfully delivered to high standards.

The department has substantially met all performance targets outlined in its corporate plan and Portfolio Budget Statements. Feedback from the Speaker, members, delegates and recipients of services has been overwhelmingly positive. Quantitative measures and data relating to service standards have also indicated the department is performing well against its purpose.

Activity information indicates the reduction in various outputs, as is typical in an election year. The statistics do not adequately reveal the intensity of the work undertaken by departmental staff, particularly during times of uncertainty. Staff have responded well to changes in the operational environment, and have demonstrated professionalism and considerable flexibility in continuing to deliver support services of a high calibre.

The department's feedback processes have also identified a range of suggestions for improvements or additional services. The department has a strong culture of continually refining its service offering, and will consider this feedback when planning its future work program and priorities.

Overall, the department assesses itself as having fulfilled its purpose of providing advice and services and effectively facilitating engagement activities, in order to support the House and the wider parliament in the role of a representative and legislative body.

# Financial performance

The work of the department is mainly funded by government appropriation, with a small amount of revenue generated from the sale of publications and from the department's seminar program. The department ended the 2018–19 financial year reporting a surplus of \$1.8 million (before depreciation). This varied from the breakeven position forecast in the department's *Portfolio Budget Statements 2018–19* (PBS). The department incurred total employee benefits of \$19.326 million in 2018–19, \$1.643 million lower than the budget estimate reported in the 2018–19 PBS, but only slightly lower than the employee benefits incurred in 2017–18 (\$19.410 million). The underspend was primarily due to a number of positions remaining vacant throughout the reporting period due to unexpected delays in recruitment processes along with the impact of the election period on staffing requirements.

Supplier expenses increased slightly between 2017–18 (\$4.983 million) and 2018–19 (\$5.243 million). This increase was as expected for this year in the parliamentary cycle and the expended amount only slightly exceeded the supplier expenses budgeted in the PBS budget estimate (\$5.150 million) by \$0.093 million.

The department's financial position has remained strong with appropriation receivable totalling \$17.779 million and cash and cash equivalents of \$0.617 million. In addition, the department has an amount of \$2.546 million on deposit with the purpose of earning interest which is spent on inter-parliamentary relations activities in Pacific parliaments in accordance with a delegation from the Finance Minister.

During the year, the department engaged a valuation specialist to perform a full revaluation of its property, plant and equipment class. The independent valuer's report concluded that a write-down of \$0.429 million was required to fairly represent the value of the assets at 30 June 2019. This amount was recorded in other comprehensive income and in the asset revaluation reserve.

In December 2018, the department transferred assets to DPS as part of the consolidation of status B furniture across the parliamentary departments. The assets were transferred to DPS for no consideration and were recognised as a distribution resulting in a reduction in equity of \$2.519 million.

The department's overall financial position continued to remain sound in 2018–19:

- » total financial assets increased by \$2.154 million from the prior year to \$21.207 million, reflecting an increase in appropriation receivable
- » total liabilities decreased by \$0.044 million to \$6.808 million.

The estimates for 2019–20 indicate that the department has sufficient resources to continue to support members, the House and committees.

## Entity resource statement 2018–19

	Actual available appropriation for 2018–19 \$'000	Payments made 2018–19 \$'000	Balance remaining 2018–19 \$'000
	(a)	(b)	(a) – (b)
<b>Departmental<sup>1</sup></b>			
<b>Annual appropriation<sup>2</sup></b>	40,967	22,748	18,219
<b>Total</b>	<b>40,967</b>	<b>22,748</b>	<b>18,219</b>
<b>Administered expenses</b>			
<b>Outcome 1<sup>3</sup></b>	313	330	(17)
<b>Total</b>	<b>313</b>	<b>330</b>	<b>(17)</b>
<b>Total resourcing</b>	<b>41,280</b>	<b>23,078</b>	<b>18,202</b>
<b>Total net resourcing and payments for the Department of the House of Representatives</b>	<b>41,280</b>	<b>23,078</b>	

1. *Appropriation (Parliamentary Departments) Act (No. 1) 2018–19*, prior year departmental appropriation and section 74 retained revenue receipts.

2. Includes an amount of \$0.637 million in 2018–19 for the departmental capital budget. For accounting purposes, this amount has been designated as 'contributions by owners'.

3. *Appropriation (Parliamentary Departments) Act (No. 1) 2018–19*.

### 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)	48,534



# Chamber and Federation Chamber

The Clerk's Office, Table Office and Procedure 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 we 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 and amendments
- » 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
- » provide professional development resources and activities on parliamentary procedure.

In 2018–19 the budget allocation for this activity was \$3.973 million and expenditure was \$2.715 million. Results against performance criteria are summarised in the annual performance statement (page 17); staff levels are shown in Table 11.

Following an independent review in 2017–18, the Clerk Assistant (Procedure) position will continue on an ongoing basis. In August 2018 the Clerk approved a structure for the House Procedure Office (expanding the former Chamber Research Office) to reflect the office's increasing focus on procedural development activities in addition to its traditional role of undertaking procedural research and maintaining statistics on the work of the House. Following the restructure, the Procedure Office has an additional director to oversee its procedural development functions.

## Performance summary

The focus of the offices 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 an 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 supplemented by interviews with members who had announced their intention to retire at the conclusion of the Forty-fifth Parliament. Feedback from members on the range and standard of the services provided was generally

positive. This result was largely consistent with comments received during the reporting period about the procedural resources available online and in hard copy, and the briefings on parliamentary topics of interest to members and their staff. The annual performance statement on page 17 provides more detailed analysis of the results of the survey and interviews.

Statistics on sittings of the House and meetings of the Federation Chamber in 2018–19 and the four preceding years are shown in Table 1.

There were 42 sitting days in 2018–19, 18 fewer than in 2017–18 (30 per cent fewer sitting days). In 2018–19, the House sat for 177 fewer hours than in the previous year (32 per cent less time), and the Federation Chamber met for 101 fewer hours than it did in the previous year (44 per cent less time). Legislative activity continued at a high rate: 155 bills were introduced and 148 bills passed both Houses and received assent from the Governor-General.

Detailed information on the business of the House and Federation Chamber is provided in Appendix 1 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, 2014–15 to 2018–19**

Aspect of performance	2014–15	2015–16	2016–17 <sup>a</sup>	2017–18	2018–19 <sup>a</sup>
<b>Number of sittings/meetings</b>					
Sittings of the House	77	60	64	60	42
Meetings of the Federation Chamber	57	41	59	59	41
<b>Hours of sittings/meetings</b>					
Sittings of the House <sup>b</sup>	726	592	570	548	371
Meetings of the Federation Chamber <sup>b</sup>	208	132	237	231	130

a. Election year.

b. Excludes suspensions and rounded to the nearest hour.

## 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, the Leader of the House, 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.

## House Division Recording System project

The House Division Recording System (HDRS) was trialled in the final sitting week of the Forty-fifth Parliament and was used to record the four divisions that took place that week. The HDRS allows tellers to record members' votes electronically on an iPad. The division result is published immediately on announcement by the Speaker in the *Votes Officer's Minutes* and on Events in Progress screens located in the Chamber. A web page is currently under development that will publish the results of divisions in real time and also provide a searchable and filterable repository of divisions recorded in the HDRS.



*The Clerk, David Elder, advising the Speaker, the Hon Tony Smith MP, during a division, August 2018. Image: Penny Bradfield, Auspic/DPS.*

## Programming and coordination of business

During the year, we provided 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 and providing information about committee memberships and other matters
  - » 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 that describes the current item of business
- » 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 shows the number of questions in writing to ministers and answers that were processed by the House in the five years from 2014–15 to 2018–19.

**Table 2: Questions in writing to ministers and answers to questions in writing, 2014–15 to 2018–19**

	2014–15	2015–16	2016–17 <sup>a</sup>	2017–18	2018–19 <sup>a</sup>
Questions in writing <sup>b</sup>	633	1,310	761	987	250
Questions answered <sup>c</sup>	623	1,235	247	945	206

a. Election year.

b. Excludes questions withdrawn.

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

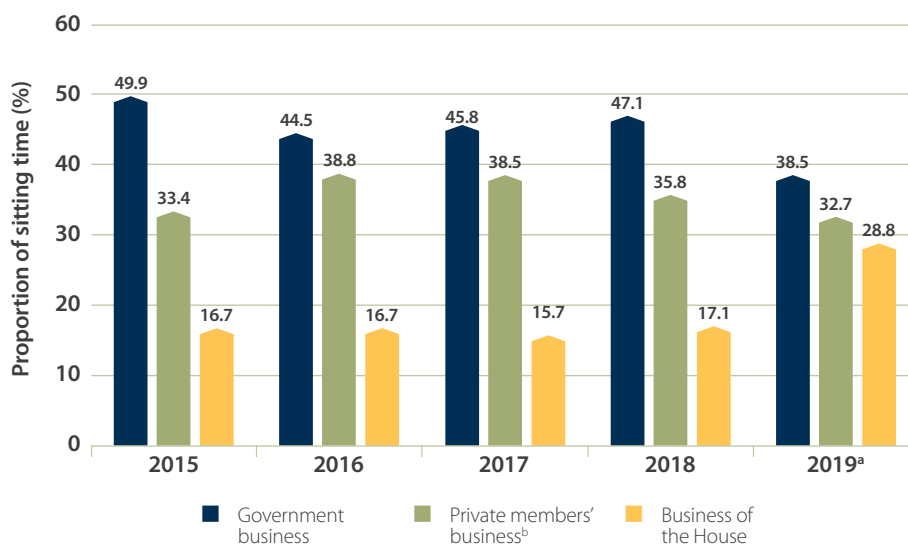
All sittings required the coordination of people, documents and actions, and the programming of the following categories of business:

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

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

3: Government and private members' business and business of the House (Chamber and Federation Chamber), 2015 to 20193.

**Figure 3: Government and private members' business and business of the House (Chamber and Federation Chamber), 2015 to 2019**



a. 2019 data is for January to June 2019 only.

b. 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 2018–19 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 to the Parliament of Australia website bills, explanatory memorandums and proposed amendments, 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 formal messages to the Senate; during 2018–19, we delivered 128 messages relating to the passage of bills (199 in 2017–18) and 12 other messages (16 in 2017–18)
- » preparing and issuing a Daily Bills List for each sitting day; 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 computerised bills processing system to maintain optimal levels of technical support. This included the testing of upgrades to the system. Staff also provided input to the Bills System Advisory Group, which continued its role of overseeing the operational governance of the system, the quality of service and the fulfilment of business requirements.

Queries on the bills and legislation collection on the Parliament of Australia website totalled 1.49 million in 2018–19 (a decrease from 2.10 million in 2017–18), representing 12 per cent of the 12.56 million queries made via searches through ParlInfo, the database that includes all library publications as well as Hansard, bills, chamber and committee documents and the parliamentary handbook.

During the year, 155 bills were introduced (30 per cent fewer than the 222 introduced in 2017–18). Of these, 140 were initiated in the House of Representatives and 15 were received from the Senate.

The House passed 111 bills in 2018–19 (194 in 2017–18), an average of 2.6 bills for each sitting (a substantial decrease on the previous year, in which an average of 3.2 bills were passed per sitting).

A total of 148 bills were finally passed by both Houses in identical form (128 in 2017–18), of which 134 were initiated in the House of Representatives and 14 were initiated in the Senate. This figure includes a number of bills that passed the House prior to 2018–19 but either had not yet passed the Senate or were amended by the Senate and needed to be agreed to in their final form by both Houses.

Table 3 shows the number of bills introduced in the House and assented to in the five years from 2014–15 to 2018–19.

The House amended 20 (18 per cent) of the bills it passed, compared to 28 (14 per cent) in 2017–18. 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 28 House bills (18 in 2017–18). After further processing by the Table Office, the bills were presented to the Governor-General for assent. The House did not make any amendments to bills in place of Senate amendments that were not agreed to. On one occasion the House agreed to Senate amendments with House amendments.

The number of amendments moved during the consideration-in-detail stage remained high: 566 in 2018–19 compared to 599 in 2017–18. Of the 483 such amendments that were passed, two were amendments proposed by the opposition and 10 were amendments proposed by non-aligned members. The House amended two Senate bills in 2018–19.

The Table Office prepared 18 third-reading prints (27 in 2017–18) and 134 assent prints (122 in 2017–18). All documents accurately reflected the decisions of both Houses.

**Table 3: Number of bills introduced in the House, and number of bills assented to, 2014–15 to 2018–19**

	2014–15	2015–16	2016–17 <sup>a</sup>	2017–18	2018–19 <sup>a</sup>
Bills introduced	203	162	248	222	155
Bills assented to <sup>b</sup>	168	118	126	128	148

a. Election 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 those documents comply with the Constitution and the standing orders. We also arrange copies for circulation in the chambers.

In 2018–19, 30 private members' bills were introduced (including two private senators' bills). Of the 566 amendments moved during consideration in detail, 95 were private members' amendments, 12 of which were agreed to. Table 4 provides chamber statistics for private members' legislation for the past five years. The table does not reflect all of the department's work in this area, because some material is drafted but 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. That arrangement continues to be mutually beneficial.

**Table 4: Private members' bills introduced and amendments moved (Chamber and Federation Chamber), 2014–15 to 2018–19**

	2014–15	2015–16	2016–17 <sup>a</sup>	2017–18	2018–19 <sup>a</sup>
Bills introduced	12	21	35	35	30
Second-reading amendments moved	22	16	40	45	37
Consideration-in-detail amendments moved	88	59	115	65	95

a. Election year.

## Record of proceedings and House documents

### Votes and Proceedings

The *Votes and Proceedings*—the official record of the proceedings of the House—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* (better known as



the *Live Minutes*), which is an electronic draft record of the proceedings of the Chamber and Federation Chamber. The *Votes Officer's Minutes* are more detailed than the *Votes and Proceedings*, and are compiled progressively throughout a sitting. Because they are available in real time, they provide a practical means for members, staff and the public to follow House proceedings online. Internal and external users continued to rely on this service and provided positive feedback.

## Documents

During the year, the Table Office processed all documents presented to the House and recorded their details in the *Votes and Proceedings* and the *Index to Papers Presented to Parliament*. Copies were made 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 are maintained by the Table Office. Tabling stock requirements continue to be reviewed in light of the online availability of documents and the declining demand for hard copies.

In 2018–19, a total of 2,556 documents were presented to the House, a decrease from the 3,354 presented 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, listed by the number of sitting days remaining in which a notice of disallowance can be lodged.

## Online Tabled Documents project

With colleagues from the Department of the Senate and DPS, Table Office staff supported the Online Tabled Documents project, which will establish a system for the electronic receipt and storage of documents for tabling in the parliament, and their subsequent publication via the Parliament of Australia website. The system will streamline administrative handling of documents, and make them available online immediately after tabling through a searchable database, thereby significantly reducing the need for hard copies.

## Petitions

The House petitioning process enables 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 2018–19, a total of 190 petitions were presented, compared with 424 in 2017–18. The number of signatures decreased from 371,491 in the previous year to 199,084 in 2018–19.

**Table 5: Petitions and signatories to petitions, 2014–15 to 2018–19**

	2014–15	2015–16	2016–17 <sup>a</sup>	2017–18	2018–19 <sup>a</sup>
Number of petitions presented	101	87	185	424	190
Number of signatories	250,369	118,846	235,751	371,491	199,084

a. Election year.

## Research

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

In 2018–19, 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 seventh edition of the Department's flagship publication, *House of Representatives Practice*, was launched in August 2018. The new edition details more significant events in the Chamber and Federation Chamber that occurred between 2012 and 2018, including a prorogation without dissolution, several uses of the Speaker's casting vote, and a double dissolution. It updates references to the impact of section 44 of the Constitution as it relates to citizenship, has greater analysis of the work of House committees and the Federation Chamber, and references members' use of electronic devices and the House's new e-petitioning system.

The Procedure Office continued to produce regular publications outlining significant procedural events and popular statistics for a variety of readers. After each sitting fortnight, three publications were produced:

- » *Procedural Digest*, a subject-based technical record of proceedings
- » *Statistical Digest*, a statistical record of the work of the House
- » *House Review*, a plain-English analysis of significant House events for a general audience, published on the second Friday of the sitting fortnight.

These were complemented by *Last Week in the House*, which lists and links to official transcripts (Hansard) of key House business transacted each week. *Work of the Session*, a comprehensive six-monthly overview of the business of the House and committees, was published in July 2018, January 2019 and May 2019.

The publicly available, non-technical *Infosheet* series on the work of the House was expanded by two to a total of 24 topics. New titles were *Basic legal expressions* and *Glossary of procedural terms*. All infosheets were updated during the year.

Together, these publications provide a current and concise public record of the work of the House and the more significant aspects of that work. Several other Procedure Office publications were updated in preparation for the Forty-sixth Parliament—for example:

- » the *Members' Handbook* was fully revised and renamed the *New Members' Handbook*—this guide provides an introduction to the role of a member and a guide to services, entitlements and facilities
- » *Members' Notes*—information sheets specifically for members—were updated, and a fourteenth note added: *Register of Members' qualifications relating to sections 44 and 45 of the Constitution*.

The Procedure Office also maintains, publishes and distributes the standing orders of the House.

The Procedure Office has continued to update and increase its publications about the work of the House, to cater to the wide range of needs and interests of members, staff and the public. The intention is to increase procedural capability and understanding of the House's role and formal processes. The department's publications are listed in Appendix 4.

During the reporting period, the Procedure Office commenced work on a collaborative project with the *Australian Dictionary of Biography* at the Australian National University. A *Dictionary of the House of Representatives* will include biographies of all Speakers, Deputy Speakers and Clerks of the House since Federation. The Procedure Office will contribute introductory essays on the roles and history of the positions of Speaker, Deputy Speaker and Clerk.

### **Collaboration with the Department of the Senate**

The Procedure Office continued its longstanding collaboration with colleagues in the Department of the Senate, including through participation in orientation seminars for the Australian National Internships Program and the Australian Defence Force Parliamentary Program (discussed in more detail on page 61).

### **Collaboration with other parliaments**

Staff members are frequently asked to share their experiences and knowledge with counterparts from other parliaments. The offices continued to participate—together 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 department 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 five House committees and one joint committee dealing with the powers and procedures of the House. Committees supported by the Chamber and Federation Chamber activity area in 2018–19 were as follows:

- » standing 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.

In 2018–19, those committees held 29 meetings and produced 15 reports. Details of meetings and reports are set out in Appendixes 2 and 3.

### **Selection Committee**

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

- » selecting and programming private members' business and committee and delegation business
- » selecting items of private members' business and committee and delegation business for referral to the Federation Chamber or return to the House
- » 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 10 times during the reporting period and presented 10 reports.

### **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 DPS 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 twice and presented two reports.

### ***Standing Committee of Privileges and Members' Interests***

The Standing Committee of Privileges and Members' Interests met 10 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 recommended an amendment to the wording of the resolutions for the registration of members' interests, following consideration of a proposal by a member.

The committee's inquiry into the development of a foreign influence transparency scheme to apply to parliamentarians, referred by the House on 25 October 2018, lapsed upon the dissolution of the House on 11 April 2019.

A resolution of the House adopted on 4 April 2019, relating to members' qualifications, gave further responsibilities to the committee. These include determining procedures for the maintenance of a Register of Members' qualifications relating to sections 44 and 45 of the Constitution, and prescribing a form or forms for the purposes of members attesting to the accuracy and completeness of material provided to the Australian Electoral Commission in accordance with Part XIV of the *Commonwealth Electoral Act 1918*, and providing supplementary material as required. The resolution also gives the committee the same powers and functions in relation to the new Register of Members' qualifications as it has in relation to the Register of Members' Interests, including the power to inquire into a relevant matter referred to it by the House.

The committee presented two sets of alterations of members' interests and volume 7 of the statements of registrable interests during the period. Also, in February 2019, the committee reported on its operations in connection with the registration and declaration of members' interests in 2018.

### ***Standing Committee on Procedure***

The Standing Committee on Procedure usually meets once each sitting week. During the reporting period, the committee presented its final report into the maintenance of the standing orders.

### ***Standing Committee on Publications***

The House Publications Committee considers documents presented to the House that are not covered by the resolutions of the House (of 28 March 2018) and Senate (of 8 February 2018)—or for which the House and Senate has not already made a determination—and recommends to the House whether they should be included in the Parliamentary Papers Series. The committee may confer with the Senate Publications Committee, forming the Joint Committee on Publications. The House Publications Committee did not meet during the reporting period, and nor did the Joint Committee on Publications.

## Joint Committee on the Broadcasting of Parliamentary Proceedings

The *Parliamentary Proceedings Broadcasting Act 1946* requires Australian Broadcasting Corporation (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 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 meet during the reporting period.



*New members of the House of Representatives in the Chamber during the seminar for new members, 25 June 2019. Image: David Foote, Auspic/DPS.*

## Procedural training and resources

The reporting period saw an increase in the delivery of innovative procedural training and the development of resources to expand the procedural capacity of departmental staff. From June to November 2018 senior staff in the Procedure Office and Table Office delivered a series of nine lunchtime discussions for departmental staff, titled 'A taste of procedure'. The series covered, broadly, most aspects of parliamentary procedure. The Clerk Assistant (Procedure) and Clerk Assistant (Table) also hosted informal drop-in sessions, enabling staff to ask questions about the House environment and operations. The Procedure Office, in collaboration with the Table Office, also developed and delivered a more formal tutorial

course in procedure. Held from February to May 2019, this course explored key procedural components in greater depth, and targeted skills development for staff, including some preparing to work as Deputy Clerks-at-the-Table in the Chamber and Federation Chamber.

A major innovation that came to fruition during the reporting period was the procedural training resource, the 'CATTalogue'. This glossary was developed by the Procedure Office in collaboration with the Parliamentary and Business Information Services Office (PBIS), which managed the information and communications technology (ICT) aspects of the project. The CATTalogue is a collection of over 25 short educational videos that explain key elements of House procedure for Clerks-at-the-Table and other staff. The videos incorporate footage from proceedings in the House and Federation Chamber, and are supplemented by additional reference materials. The CATTalogue was launched by the Clerk in April 2019 and is hosted on the departmental intranet. New videos will continue to be added. Some CATTalogue content has been adapted for use on the members' intranet site, House Connect.

In addition to the customary procedural publications (see details in the section on page 39 titled 'Research'), the Procedure Office continued to collaborate with PBIS by reviewing and contributing content to be posted online.

Sitting-day briefings for staff rostered for duty as Clerk-at-the-Table and Deputy Clerk-at-the-Table in the House continued. These were complemented by briefings for staff who act as Clerk and Deputy Clerk in the Federation Chamber. Both briefings provided an opportunity for staff to prepare for the day's events and discuss procedural issues in general.

Other departmental measures supporting staff to develop knowledge and skills in parliamentary law, practice and procedure included:

- » debriefs following each sitting week or fortnight, focusing on matters of procedural interest
- » regular parliamentary briefings and training provided by senior departmental staff or external experts
- » specialist training and coaching for 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 preparing House procedures, the *Notice Paper* and the *Votes and Proceedings*—once the trainee staff have sufficient experience, 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, Practice, and Procedure currently offered by the University of Tasmania under the auspices of ANZACATT.



## Improving performance

The department's commitment to innovation in procedural training and development continued to be a priority during the year, with the 'House main course' tutorial program delivered and complemented by lunchtime discussions and also drop-in sessions. The CATTalogue is available to all staff, and where possible new resources and activities have been designed so that they can be easily adapted for use by other audiences. Feedback from staff on the new activities and the CATTalogue has been extremely positive. General public and media interest in the procedures of the House continued. Publications such as *House Review* and contributions to the *About the House* newsletter and departmental social media accounts are designed to provide current, non-technical information on House proceedings that can be useful to a wide audience.

## Outlook

Following the commencement of the Forty-sixth Parliament, the focus of the chamber support areas will be on continuing to deliver high-quality services to meet the needs of the Speaker, members and others, to assist the House in fulfilling its representative and legislative roles. The level of support required is often heightened early in a new parliament, due to the incoming cohort of first-time members, but also due to changes to the ministry and to other key House roles.

Further improvements to the Parliamentary Procedural Records System will make it easier to use and will result in further efficiencies. In 2019–20, highlights for the Procedure Office will include progressing the *Dictionary of the House of Representatives*, and the development of further resources to improve the procedural knowledge and skills of members, and departmental and other parliamentary service staff. The Procedure Office will also continue to expand its resources that seek to increase understanding of the role and operations of the House by the broader public.

# Committee support

The Committee Office supports parliamentary committees in their work of examining policy and legislation, and of scrutinising the executive government. In 2018–19, the Committee Office comprised 10 secretariats that supported 13 House committees and 11 joint committees (see Table 6).

In 2018–19 the budget allocation for this activity was \$9.449 million and expenditure was \$8.764 million. Results against performance criteria are summarised in the annual performance statement (page 19); staff levels are shown in Table 11.

**Table 6: Committees of the Forty-fifth Parliament supported by the Committee Office**

House committees	Joint committees
Standing Committee on Agriculture and Water Resources	Joint Committee of Public Accounts and Audit <sup>a</sup>
Standing Committee on Communications and the Arts	Joint Standing Committee on Electoral Matters
Standing Committee on Economics	Joint Standing Committee on Foreign Affairs, Defence and Trade
Standing Committee on the Environment and Energy	Joint Standing Committee on Migration
Standing Committee on Employment, Education and Training	Joint Standing Committee on the National Capital and External Territories
Standing Committee on Health, Aged Care and Sport	Joint Standing Committee on Northern Australia
Standing Committee on Indigenous Affairs	Joint Standing Committee on Trade and Investment Growth
Standing Committee on Industry, Innovation, Science and Resources	Joint Standing Committee on Treaties
Standing Committee on Infrastructure, Transport and Cities	Parliamentary Joint Committee on Intelligence and Security <sup>a</sup>
Standing Committee on Petitions	Parliamentary Standing Committee on Public Works <sup>a</sup>
Standing Committee on Social Policy and Legal Affairs	Joint Select Committee on Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples 2018 (19 March–29 November 2018)
Standing Committee on Tax and Revenue	
Select Committee on Intergenerational Welfare Dependence (24 May 2018–2 April 2019)	

a. Joint statutory committee.

**Note:** Five House internal committees (Appropriations and Administration, Procedure, Publications, Selection, and Privileges and Members' Interests), the Joint Committee on the Broadcasting of Parliamentary Proceedings and Joint Committee on Publications are supported by other areas of the department, and are discussed on pages 41–43.

## Committee Office activity

In 2018–19, the Committee Office’s support for the diverse work of committees involved:

- » facilitating committees’ private meetings, public hearings and site inspections
- » providing procedural and inquiry-related advice to committees and stakeholders
- » fielding inquiries from interested stakeholders about the purpose and progress of inquiries
- » promoting committee inquiries and reports
- » conducting research and analysing evidence received by committees
- » drafting chairs’ reports
- » facilitating the adoption and tabling of committee reports.

## Overview

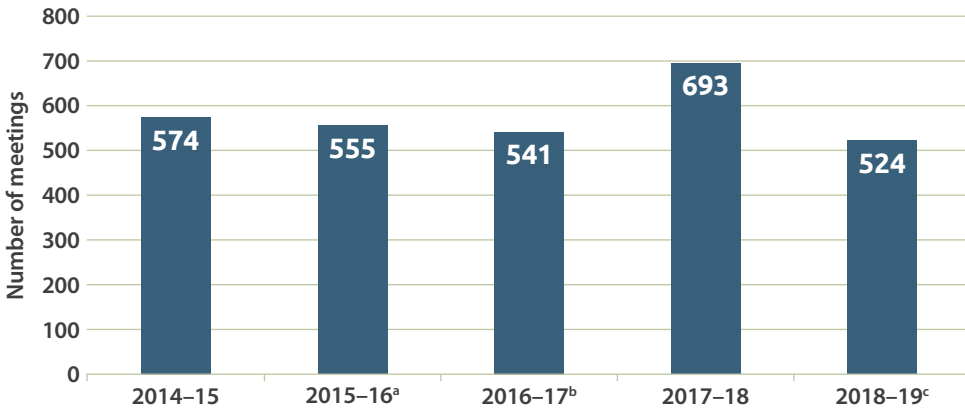
During the year, the Committee Office experienced a consistently high workload, with a large number of inquiries supported, meetings held and reports tabled. Several committees undertook simultaneous inquiries and, in addition, the department supported one House select committee and one joint select committee. Despite this heavy workload, the Committee Office was successful in supporting all the committees within its remit. This was evidenced in the tabling speeches of many members in the Chamber, in which the contributions and professionalism of committee staff were acknowledged. The Committee Office has received positive informal feedback throughout the year from members satisfied with the level of support provided by the Committee Office.

As in each reporting period, committees inquired into and reported on a diverse range of topics. In 2018–19, inquiry topics included the management of per- and poly-fluoroalkyl substances (PFAS) contamination in and around Defence bases, the future of petitioning, and a bill proposing to lower the voting age to 16 years. Appendix 3 lists all reports tabled over 2018–19 and current inquiries.

The sustained workload of committees is evidenced in Figures 4 and 5, which highlight the number of committee meetings supported and reports tabled in the year.

Committees supported by the Committee Office held 524 meetings in 2018–19. Appendix 2 provides a breakdown of that activity by committee. Figure 4 shows the number of meetings held by committees over the past five years.

**Figure 4: Number of committee meetings supported by the Committee Office, 2014–15 to 2018–19**



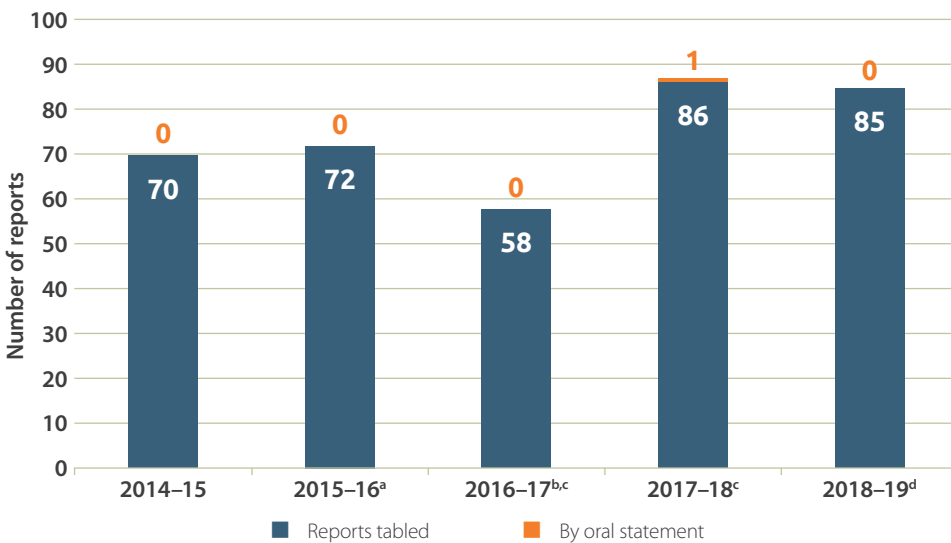
a. The Forty-fourth Parliament ended with the dissolution of both Houses on 9 May 2016.

b. The Forty-fifth Parliament opened on 30 August 2016.

c. The Forty-fifth Parliament ended with the dissolution of the House on 11 April 2019.

Committees supported by the Committee Office tabled 85 reports in 2018–19. Appendix 3 provides a breakdown of that activity by committee. Figure 5 shows the number of reports tabled by committees over the past five years.

**Figure 5: Number of reports tabled by committees supported by the Committee Office, 2014–15 to 2018–19**



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

b. The Forty-fifth Parliament opened on 30 August 2016.

c. Figures have been updated to incorporate reports of the Petitions Committee when this committee was supported by the Committee Office. These reports were omitted from this chart in earlier annual reports.

d. The Forty-fifth Parliament ended with the dissolution of the House on 11 April 2019.

## Government responses to committee reports

The government is required 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 tabling. This resolution was adopted by the House on 29 September 2010.

During 2018–19, 52 of the 85 reports presented by committees supported by the Committee Office contained recommendations that required a government response. Government responses to six reports were received within the six-month timeframe; two reports received partial government responses in the required timeframe, four responses were received outside the required timeframe and the remaining 40 reports are awaiting responses. Nineteen responses were also received for reports presented in previous financial years.

## Information and communications technology

The Committee Office continued to make use of ICT to increase the efficiency of work and to provide greater access for stakeholders interested in engaging with committees. Updates to the document templates used by secretariats are expected to be rolled out in 2019–20, and preliminary work to refresh committee ICT systems such as CommDocs will commence following the expected deployment of Office 365.

## Shared Committee Information Database and Report Builder

The Committee Office continued to collaborate with the Department of the Senate and DPS on the Shared Committee Information Database (SCID), an important data management and publishing tool for the office. Report Builder, a template for drafting committee reports, is closely integrated with SCID. Through SCID, Report Builder links committee and inquiry information, and enables web publishing of reports in PDF, HTML and e-book formats.

Some Report Builder defects have been resolved throughout 2018–19, and other defects are expected to be resolved in the coming year.

## Facilitating international visits

The Committee Office facilitated several overseas visits that related to particular inquiries. A delegation from the House of Representatives Standing Committee on Infrastructure, Transport and Cities visited the People's Republic of China from 2 to 6 July 2018. The delegation visited Beijing, Tianjin, Chengdu and Hong Kong. The program was intensive, productive and highly interesting, involving meetings with government officials and private sector organisations and site inspections in each location. The committee visited major infrastructure development sites such as the new Beijing airport site at Daxing, the port development in Tianjin, the rail port in Chengdu, and the metro system in Chengdu.

The delegation's aims and objectives were to gain insight into the development of cities and infrastructure in China, and lessons that could be applied in Australia. The delegation was impressed with the scale and speed of development in China's cities and the high level of coordination and integration of urban planning and infrastructure development at the

national, regional and local levels, and is of the view that there is much to be learned from China's approach to urban planning and development.

In August 2018, the Joint Standing Committee on Treaties (JSCOT) travelled to India and Indonesia as part of its ongoing oversight of trade treaties. Both countries are currently negotiating trade agreements with Australia. The delegation's objectives were to inquire into how Australian businesses can best operate in each of the two markets, examine the broader economic context, and obtain more information on the perspectives of both governments towards trade with Australia.

The JSCOT delegation learned a great deal about the complex and multifaceted economic environment in both India and Indonesia. The delegation was able to see firsthand the many opportunities for Australian businesses under any future trade agreement. Equally importantly, the delegation gained insight into the many challenges to overcome to take full advantage of those opportunities.



*Members of the Joint Select Committee on Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples, meeting with stakeholders during the course of the committee's inquiry. Image: secretariat.*

## Improving performance

The Committee Office will continue to seek to find ways to improve the services provided to committees. This includes adapting more effectively to changes in secretariat workload through the continued use of paired secretariats and increased recruitment activity. Informal training programs for new staff will continue, with an emphasis on developing knowledge of committee procedure.

## Outlook

The Committee Office prepared for the commencement of the Forty-sixth Parliament and the establishment of committees. The level of committee activity is expected to increase during 2019–20.

In the coming year, members of parliament will continue to be professionally supported by the Committee Office. Continuing to invest in our staff—in important areas such as procedural knowledge and leadership skills—will remain a key priority.



*Members of the Joint Standing Committee on Electoral Matters hearing from students at Glenala State High School in Brisbane. Image: secretariat.*



# Inter-parliamentary relations and capacity-building

The Australian Parliament's international program focuses on strengthening 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 2018–19 were coordinated by the IPRO and the PSC, with input from all four parliamentary departments. IPRO and the PSC are offices administered by the department, and IPRO receives some funding from the Department of the Senate.

IPRO manages incoming and outgoing delegation programs, membership of international 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, including study programs for visiting parliamentarians and staff of other parliaments.

IPRO administers parliamentary regional networks and parliamentary country groups, as established under the auspices of the Australian National Group of the Inter-Parliamentary Union. It also administers the parliament's non-country friendship groups.

Information security issues remain a concern for international parliamentary travel and IPRO continues to facilitate the provision of security advice to members and senators travelling overseas as part of official delegations, and also for travel undertaken by parliamentarians in a private capacity.

In 2018–19 the budget allocation for this activity was \$1.297 million and expenditure was \$1.527 million. Results against performance criteria are summarised in the annual performance statement (page 21); staff levels are shown in Table 11.

## Performance summary

A comprehensive program of incoming and outgoing visits during the year strengthened bilateral relations with a wide range of national parliaments of other countries. Activity declined in the first half of 2019 due to the prorogation of parliament and dissolution of the House prior to the general election. The Australian Parliament continued to support the capacity-building of parliaments in the region, and played an active role in parliamentary associations to which it belongs.

## Parliamentary engagement

During 2018–19, IPRO coordinated 23 official overseas delegation programs, which involved visits by a total of 59 delegates to 21 countries; attendance at 11 assemblies, conferences, workshops and seminars; and other visits, including Presiding Officer visits (see Appendix 7). There were also 33 visits to Australia from other countries: five hosted visits by parliamentary delegations (see Appendix 5); and 28 other visits, including for a range of capacity-building activities (see Appendixes 6 and 8).

A regional focus was maintained in the visit programs. Of the 33 visits to Australia, 20 were from parliaments in the Asia–Pacific region, including the annual visit by a combined delegation from Association of Southeast Asian Nations (ASEAN) countries. Of the 23 overseas visits, 11 were to countries in Asia or Oceania. The annual committee exchange with New Zealand continued with the Social Services and Community Committee of the New Zealand parliament visiting to develop the committee’s understanding of Australia’s service delivery for children and families experiencing deprivation and homelessness.

The Australian Parliament’s participation in MIKTA (Mexico, Indonesia, the Republic of Korea, Turkey and Australia) continued, with the Deputy President of the Senate attending the fourth annual Speakers’ Consultation in Bali, Indonesia, in September 2018.

During the reporting period, the Australian Parliament welcomed visits by a number of Presiding Officers, including Hon Habib El Malki, Speaker of the House of Representatives of the parliament of Morocco; Hon Dato’ Mohamad Ariff bin Md Yusof, Speaker of the House of Representatives of the parliament of Malaysia; Senator Reinaldo Pared Pérez, President of the Senate of the Dominican Republic; and Mr Michael Müller, President of the German Bundesrat. Other high-level visits included Mr Hirotaka Akamatsu, Vice Speaker of the House of Representatives of the parliament of Japan; and members of the Saudi–Australia Friendship Committee.



*Presiding Officers and the Clerk of the House with members of the delegation from the parliament of Malaysia.  
Image: Penny Bradfield, Auspic/DPS.*

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

Outgoing and incoming delegations gave positive feedback on the quality of the programs, both at debrief meetings and through correspondence. For example, the Speaker of Morocco expressed his 'deep appreciation and special thanks for the high sense of hospitality and organisation' for his visit program.

Use of an online survey (introduced in 2017–18) continued to provide opportunities for feedback from members of incoming and outgoing delegations. The survey seeks to gauge the level of satisfaction with the arrangements made by IPRO and to provide delegates with an opportunity to make suggestions for improvements. All delegation members are emailed a link to the survey. All survey respondents for outgoing delegations indicated that they were either 'satisfied' or 'highly satisfied' with the arrangements made by IPRO, and all survey respondents for incoming delegations were either 'highly satisfied' or 'satisfied' with logistical and program arrangements.

## Parliamentary cooperation

The Australian Parliament maintained its strong commitment to regional and international parliamentary cooperation in 2018–19. Delegations attended the Inter-Parliamentary Union Assembly; the United Nations General Assembly; the ASEAN Inter-Parliamentary Assembly; and the Asia Pacific Parliamentary Forum (for more detail, see Appendix 7).

After formally re-joining the Commonwealth Parliamentary Association (CPA) in January 2018, the parliament was represented at the 37th CPA Australia and Pacific Regional Conference held in the Cook Islands. In July, IPRO resumed responsibility for providing the secretariat to support the CPA Australia Region and the Australia Region Steering Committee of Commonwealth Women Parliamentarians.

### *Parliamentary strengthening*

The PSC has responsibility for coordinating the parliament's capacity-building activities. With the generous support of members, senators, former members and colleagues from throughout the parliamentary service, as well as some state and territory parliaments, the centre facilitates the Australian Parliament's capacity-building and parliamentary strengthening activities with the parliaments of Pacific island nations and other countries.

The PSC continued to coordinate activities under the Pacific Parliamentary Partnerships (PPP) program with the provision of equipment to Bougainville, Fiji, Kiribati and Tonga under the PPP Fund.

Support was provided to the parliaments of Fiji, Samoa and Tonga through the United Nations Development Programme (UNDP) with participating research officers from the Parliamentary Budget Office, Parliamentary Library and Department of the Senate. In each of these missions, the researchers from the Australian Parliament joined a group of researchers to work with the local secretariats to support the drafting of budget materials for parliamentarians.

Departmental staff and colleagues from all parliamentary departments, with coordination by the PSC, contributed to study programs for visiting members and staff of numerous overseas parliaments including Ghana, India, Japan and Timor-Leste. Feedback from participants on the study visit programs was consistently positive.

Following two study visits by groups of senior officers from the Lok Sabha (lower house of the parliament of India) to the Australian Parliament in 2017 and 2018, four senior officers of the department travelled to New Delhi to undertake a study visit program at the Lok Sabha. The program provided staff with a comprehensive overview of Indian parliamentary procedure, administration and operations, with a particular focus on the Lok Sabha, and the support services provided by the secretariat.

The annual Inter-Parliamentary Study Program was conducted for senior parliamentary staff, with 16 participants from overseas parliaments including that of China, Fiji, Ireland, Malaysia, Sweden and Timor-Leste, and the European Parliament. Among the consistently positive appraisals of the program, one participant spoke highly of the 'nature of the program, its learning methodology and practical experience it provided'.



*Clerk of the House, David Elder, and Clerk of the Senate, Richard Pye, with participants in the Inter-Parliamentary Study Program. Image: Department of the House of Representatives.*

In November 2018, an Inter-Parliamentary Study Program for Speakers of Pacific parliaments was held at the Australian Parliament. Seven participants from across the region benefited from a unique professional development and networking opportunity with their peers, and from a program that involved input from the Presiding Officers, former Speakers the Hon David Hawker AO and Mr Harry Jenkins AO, and senior officers from the department. The program built on the momentum and feedback gained from the inaugural Inter-Parliamentary Study Program conducted for Pacific Deputy Speakers held in November 2017.

Following Malaysia's general election in May 2018, the Department of Foreign Affairs and Trade sought the assistance of the Australian Parliament in supporting its parliamentary reform agenda. IPRO coordinated a study visit on 17–21 September 2018 for a delegation of parliamentarians and officials led by the Speaker of the Malaysian House of Representatives,



Hon Dato' Mohamad Ariff bin Md Yusof, and including Hon Dato' Haji Mohd Rashid bin Hasnon MP (Deputy Speaker of the House of Representatives), Hon Datuk Seri Dr Ronald Kiandee MP (chair of the Public Accounts Committee) and Hon Dato' Dr Noraini binti Ahmad MP (international chair of Commonwealth Women Parliamentarians). The success of this visit program contributed to an increased number of exchanges between the parliaments by members and staff alike.



*Speaker, the Hon Tony Smith MP, former Speakers the Hon David Hawker AO and Mr Harry Jenkins AO, and Clerk Mr David Elder with participants in the Inter-Parliamentary Study Program for Speakers of Pacific parliaments.  
Image: Penny Bradfield, Auspic/DPS.*

## Improving performance

The streamlined approval process for all overseas delegation travel by the Presiding Officers, made possible by the Parliamentary Business Resources Regulations 2017, continues to allow flexibility and agility in the strategic management and forward planning of the international program. The co-location of IPRO and the PSC also continued to allow for greater knowledge-sharing between the offices, and efficiencies in the coordination of the international program through the sharing of resources.

Delegation members continue to make use of the online delegation portal (where appropriate), as a secure and effective way to electronically access visit information and written briefs in a timely manner, both before and during official visits. Work has begun to improve the interface of the delegation portal to improve and increase usability by parliamentarians. Delegates' responses lodged via the online survey platform are helping IPRO to refine its processes.

Information security for delegation members remains a priority, and the office will continue to work with DPS and other departments to ensure delegation members are advised of any issues before going on delegations and are provided with appropriate devices for the destinations.

## Outlook

The year ahead will see a resumption of incoming and outgoing delegations working towards the middle year of a parliament and what is traditionally the busiest period for the office.

Activities associated with the parliament's membership of the CPA and Inter-Parliamentary Union will continue and are likely to increase with the commencement of the Forty-sixth Parliament.

Parliamentary strengthening programs administered through the PSC will remain a priority area for the international program.

The Australian Parliament largely relies on funding from government or other sources, such as the UNDP and the Department of Foreign Affairs and Trade, to support much of its parliamentary strengthening work with other parliaments. The PSC will continue to respond to invitations to the Australian Parliament to collaborate on parliamentary strengthening, giving due consideration to the limited resources available for such work.



*The Clerk presents to members of a delegation from the parliament of Malaysia. Image: Penny Bradfield, Auspic/DPS.*

# Community awareness

The department promotes the work of the House through a range of activities aimed at different sectors of the community. In 2018–19 the budget allocation for this activity was \$1.030 million and expenditure was \$0.668 million. Results against performance criteria are summarised in the annual performance statement (page 23).

## Performance summary

During 2018–19, the department continued to grow its communications channels to inform the public of the work of the House and committees and to increase community engagement. The seminar program also experienced strong participation and positive feedback, with increasing demand for customised seminars.

The department continued its role in supporting school visits and providing background support to the PEO. The My First Speech competition offered school students the opportunity to imagine themselves making their first speech as a parliamentarian, and almost a hundred entries were received from across Australia. The parliamentary internship program continued its success in 2018–19, with 48 students placed with a member or senator during the period.

## Media and publications

The department uses its electronic media distribution channels to expand the reach of parliamentary business and educational information. Its Twitter, Facebook, YouTube and LinkedIn accounts provide valuable information to the general public, and through these platforms the department receives consistently positive feedback. During the reporting period, the department's Facebook subscriber base increased by 10 per cent (from 6,466 to 7,105 subscribers) and its Twitter following increased by 5 per cent, surpassing 44,000 followers. The House's YouTube account, used for publishing replays of Question Time and an 'About the House' series of short videos, grew by 40 per cent in the reporting period, and now has over 6,600 subscribers.



Header image from the department's About the House newsletter. Image: Department of the House of Representatives.



The department also produces the *About the House* newsletter. This publication aims to promote committee activity, and provide information about the House and its procedures. It also enables the public to engage with the House through a regular 'Ask us anything' segment, which provides a channel for interested members of the community to have their questions answered. Launched at the beginning of the Forty-fifth Parliament, the newsletter has recently surpassed 2,000 subscribers, an increase of 14 per cent over 2017–18.

The department has continued to issue a large volume of media releases on behalf of committees, the Speaker and the Clerk of the House. In total, the department issued 217 media releases during the reporting period. During the election period, work commenced on an updated 'About the House News' page on [aph.gov.au](http://aph.gov.au), to give members of the public and other interested stakeholders a more convenient way to access media content published by the House of Representatives.

## Seminars

The department's seminar program is designed to raise awareness of the work of the House, particularly among employees of government agencies. The program includes a series of seminars covering the parliament, the budget, and the processes relating to legislation and committees, as well as custom seminars for individual departments.

During 2018–19, 11 seminars were held with a total of 356 participants, a 54 per cent increase in participation over the previous period. Feedback was positive, with 93 per cent of surveyed attendees agreeing that their objectives were met, and over 96 per cent giving a positive score for the content, detail and presenters.

## My First Speech competition

In December 2018, the department held the sixth annual My First Speech competition. The competition is open to Australian secondary students in Years 10 to 12. Entrants are asked to imagine themselves as a newly elected member of the House of Representatives, and to write a three-minute speech on issues they are passionate about and record themselves presenting it.

Submissions were reviewed by a panel of members, including the Speaker of the House of Representatives. Finalists were flown to Canberra to receive their awards at a ceremony on 5 December 2018, and were also given a personalised tour of the Australian Parliament.



*My First Speech competition finalists with the Speaker. Image: Department of the House of Representatives.*

## Celebrating the 30th anniversary of Parliament House

In October 2018 the parliamentary departments celebrated the 30th anniversary of the opening of Parliament House. The department collaborated with other parliamentary stakeholders to develop a program of activities to celebrate this milestone, including Parliament House Open Day on 6 October 2018.



*The Clerk of the House, David Elder, takes a photograph for a visitor in the Chamber during the Parliament House Open Day, 6 October 2018. Image: Department of the House of Representatives.*

## Parliamentary assistants program

In 2018–19, the parliamentary assistants program, managed by the Serjeant-at-Arms' Office, entered its nineteenth 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 (see page 71 for further details).

## Parliamentary internship program

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

In the second semester of 2018, 26 students were placed with a member or senator. In the first semester of 2019, 22 students were placed with a member or senator. During their placement, each student completes a research project on a subject agreed to by their host. The report is assessed by the university and counts towards the student's degree.

The department continued to have a representative on the Australian National Internships Program's advisory board and parliamentary steering committee.

## Australian Defence Force Parliamentary Program

Each year, a small number of Australian Defence Force representatives spend a week at Parliament House, hosted by a member or senator. Arrangements for participation by members and senators are made through the Assistant Minister for Defence in conjunction with the Department of Defence. In September 2018, 21 Defence Force representatives were hosted by senators and members through the program. The departments of the House of Representatives and the Senate collaborate to support the program and provide orientation seminars on the work of the chambers and committees.

## Parliamentary Education Office

Jointly funded by the departments of the House of Representatives and Senate, the PEO delivers parliamentary education services to teachers, students and others across Australia through:

- » delivering Australian curriculum-aligned programs for teachers and students on site, off site and digitally
- » developing relevant and accurate print and digital resources that explore the role and value of the parliament and illuminate the aims and achievement standards of the Australian curriculum
- » engaging with senators, members and teachers to promote the work of the parliament.

To date, over two million students have expanded their knowledge of the Australian Parliament through participating in a PEO program.

In addition to operational management from both departments, the PEO is guided by the PEO Advisory Committee. The committee comprises interested members and senators, meets twice a year and reports to the Presiding Officers.

The full-time equivalent staffing level for the PEO in 2018–19 was 10.6 (compared with 11.1 in 2017–18). The cost of providing the service of the PEO in 2018–19 was \$1.4 million (compared with \$1.2 million in 2017–18).

### ***Education programs: on site, outreach and digital***

The PEO delivers education programs on site at Parliament House, in classrooms across Australia, through its outreach program and digitally through videoconferencing.

The PEO's immersive learning program at Parliament House is regarded as a highly effective method of parliamentary education. The program continued to run at capacity, with 93,225 students from 1,677 schools across Australia participating in 2018–19. These figures represent a 4.4 per cent increase on 2017–18 student participation rates.

The PEO also delivered tailored programs, including 'Rotary Adventures in Citizenship', a week-long program for 36 Year 11 students from around Australia, and the National Youth Science Forum for 280 Year 12 students.

In 2018–19, the PEO delivered outreach to 2,952 participants in four states: New South Wales, South Australia, Victoria and Western Australia. Additional outreach is planned for the 2019 calendar year to Queensland.

The PEO continues to increase the number of students and teachers who take part in a videoconferencing program, with 1,296 participants in 2018–19. This relatively new method of program delivery is facilitating excellent engagement with students unable to travel to Canberra, and provides another avenue for the PEO to deliver teacher professional learning.



2019 Rotary Adventures in Citizenship program participants. Image: PEO.

### **Content: online and print**

The PEO's websites continued to perform strongly. These websites provide information about parliament and curriculum-aligned teaching resources for all Australian teachers and students. A total of 1,227,935 users (representing 2.81 million unique page views) were recorded over the past year, representing an increase of 22 per cent on 2017–18 users.

The PEO produced and distributed a range of publications during the reporting period, including the redeveloped *Teaching Civics and Citizenship: a classroom guide*; *Australian Constitution* pocket edition, produced in partnership with the Australian Government Solicitor; and *Get Parliament*, an easy-to-understand booklet that explores Australia's system of government.

### **Services for members and senators**

The PEO provides dedicated support to encourage and assist members and senators to engage with schools and students. Members and senators are offered a complimentary annual allocation of education and information materials for students, teachers and others in their communities. Senators and members can also request a tailored brochure, *Representing You*, to assist them when explaining their work as an elected representative. In 2018–19, 134 parliamentarians requested their allocation.

### **PEO outlook**

In late 2019 the renewed PEO website will be launched, and this, along with the PEO videoconferencing program, will provide support for students and teachers unable to visit Canberra.

As another strategy to amplify its capacity to reach larger numbers of students, the PEO will also continue to increase engagement with the education profession, actively looking for opportunities to deliver teacher professional learning face to face, off site and via digital platforms.

With advance bookings for learning programs at Parliament House likely to remain high, the PEO will continue to operate at capacity and will continue to explore strategies to effectively meet demand while ensuring program quality in 2019–20.

## **Outlook**

The department will continue to raise community awareness of the work of the parliament through a range of activities. In the forward period, it will seek to further grow its communications channels to expand the reach of parliamentary information, and will work with the other parliamentary departments to enhance the Parliament of Australia website to improve accessibility and navigation. An increased focus on analytics across the department's websites and social media channels will also assist the department to improve the delivery of parliamentary information to the public.

Ongoing review and evaluation by the PEO of programs and content will ensure that these meet the needs of Australian students and teachers.



# Members' and corporate support

Members' and corporate support is provided by the Finance Office, PBIS, the People Strategies Office and the Serjeant-at-Arms' Office, all of which report to the Serjeant-at-Arms. The offices liaise with the Department of Finance and DPS to provide comprehensive services to departmental staff as well as to members and their staff, including:

- » facilitating committees' private meetings, public hearings and site inspections
- » advice and support on financial and human resource management, as well as records management, publishing and office services
- » payment of members' salaries and allowances
- » organisation of members' office accommodation, furniture and fittings
- » provision of mail and courier services, and a booking service for committee rooms and chamber gallery seating
- » maintenance and publication of key information about members and former members.

In 2018–19 the budget allocation for this activity was \$8.480 million and expenditure was \$8.895 million. There were expenses of \$2.587 million that did not require an appropriation; the budget allocation for these was \$2.690 million. Results against performance criteria are summarised in the annual performance statement (page 25).

## By-elections

During 2017, under section 44(i) of the Constitution, the circumstances of members considered to be holding dual citizenship were called into question. Following resignations and judgements by the Court of Disputed Returns, seven by-elections were required. Four of those by-elections took place during 2018–19. Two other by-elections were held during the year, following the resignations of the Members for Perth and Wentworth in circumstances unrelated to section 44(i) of the Constitution. In each case, following the endorsement of writs, returning or new members are required to make and subscribe an oath or affirmation of allegiance before being admitted to the House of Representatives and taking their seat in the Chamber.





Members of the Forty-fifth Parliament, December 2018. Image: David Foote, Auspic/DPS.

## Performance summary

A high priority for the program area 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. Staff work closely with colleagues in the Department of the Senate, the Department of the Prime Minister and Cabinet, the Australian Federal Police and DPS.

The prorogation of the Forty-fifth Parliament and dissolution of the House were a particular area of focus this year, including facilitating the departure of those members who retired or were defeated at the general election in May 2019, and preparing for the arrival of new members.

The ongoing program of building works to improve security at Parliament House also remained a priority. With colleagues from DPS, staff supported the introduction of electronic swipe card access to all members' Parliament House suites, and developed related access protocols and joint business processes. Staff also continued to support the operation of a temporary entrance to the House of Representatives wing during the year. Throughout these works, staff ensured that the House was still able to effectively meet and discharge its responsibilities.

The second phase of the furniture replacement project was completed this year, with the staff offices of 125 members having received new furniture since the commencement of the project.

After consultation with DPS, ownership of status B furniture was transferred to that department through a memorandum of understanding executed in October 2018. Staff provided support for the transfer and subsequent arrangements for refurbishments and service to members.



*The view from one of the booths from which attendants support the Chamber during sittings. Image: Penny Bradfield, Auspic/DPS.*

## 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 Federal 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 on a daily basis and at major parliamentary events such as budget day.

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

During the year, the Serjeant-at-Arms' Office responded to around 161 requests to film or photograph in the private areas of the building.

### **Information services**

As part of the department's commitment to keep members and their staff informed about developments in the House, four editions of the members' bulletin *House Update* were published, and seven procedural briefing sessions were held during the year.

### **Accommodation services**

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

During the year, the office arranged 102 office relocations as a result of the dissolution of the House and earlier changes to the ministry and office-holder positions. That number is significantly higher than the 27 relocations in 2017–18. The Serjeant-at-Arms' Office worked closely with the government and opposition whips to ensure that the relocations were completed quickly. The office also coordinated 473 requests to supply and move furniture. That number is significantly lower than the previous year (over 700 requests), which reflects the high activity for the furniture replacement project in 2017–18. All tasks were performed within agreed timeframes, to agreed standards, and to the satisfaction of senior office holders and individual members.

### **Maintenance, access and transport services**

Requests for maintenance 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 268 emergency requests, all of which were attended to promptly. In addition, the office coordinated 248 routine requests for repairs or alterations to suites or common areas. The office takes 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.

The office coordinated 1,048 requests for assistance with telephone faults, relocations and allocations of telephone numbers (compared with 932 requests in 2017–18). The increase is a result of office moves following the general election. 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 998 requests by DPS and contractors working on behalf of DPS for access to suites and general circulation areas for works related to general maintenance, services and projects. This is a small increase on the previous year (962 requests).

The Serjeant-at-Arms' Office operates a Transport Office that delivers a parliamentary shuttle service during sitting periods. The shuttle provides a readily available, secure car-with-driver service in Canberra for members. In 2018–19, the Transport Office managed some 6,630 bookings from members, compared with 7,800 bookings in 2017–18 (figures exclude unbooked shuttle trips from the House of Representatives entrance, and bookings accepted by COMCAR but serviced by the Transport Office). This represents a 15 per cent decrease in bookings on the previous year, reflecting the extended non-sitting period following the dissolution of the House.

### **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 advise the Presiding Officers on security policy and the management of security measures for Parliament House. The board met seven times during the reporting period.

The department is also represented on three other security-related consultative groups, all chaired by the Australian Federal Police. The Incident Planning and Response Committee is attended by representatives of the parliamentary departments and several external agencies. It meets before meetings of the Security Management Board in order to provide specialist advice to the board. The Joint Management Group is attended by representatives of the parliamentary departments, the Department of Finance and the Australian Federal Police. This group meets weekly to consider security-related matters and coordinate responses at the operational level. The third group, the Emergency Management Working Group, established in 2017–18, is also attended by representatives of the parliamentary departments, the Department of Finance and the Australian Federal Police. The primary role of the Emergency Management Working Group is to develop, coordinate and facilitate security exercises at Parliament House, as determined and scheduled by the Incident Planning and Response Committee.

The department has established a business continuity network to coordinate contingency plans for work areas in the event of business disruptions. The department ran a desktop exercise in December 2018 for staff of IPRO and the PSC, to test their responses in the event of emergencies disrupting programs for incoming and outgoing parliamentary delegations. Further exercises are planned for other areas of the department.

### **Security screening**

Certain guests are exempt from security screening on entry to Parliament House. Approvals for any other exemptions are made jointly by the Serjeant-at-Arms and the Usher of the Black Rod. During the year, exemptions were approved for 19 groups and individuals (compared with 21 in 2017–18).

### **Information and communications technology**

Under the revised ICT service-delivery framework, most of the department's ICT functions are provided by DPS. In support of this arrangement, the department continued to participate in a range of ICT advisory and management committees. A revised memorandum of understanding and service-level agreement with the other parliamentary departments was signed on 6 June 2018.

The Joint Management Committee, which comprises senior parliamentary staff, oversees the service-level agreement; it met three times in the reporting period. The Serjeant-at-Arms is the department's representative on the committee. The same senior parliamentary staff, meeting as the ICT Project Prioritisation Group, consider the priorities for DPS capital expenditure on replacing or upgrading parliamentary business systems.

## Information services

During the year, the department continued to work with DPS and the other parliamentary departments to develop new ICT systems and enhance existing applications. These systems support the work of the House, parliamentary committees and members, and include:

- » the House Division Recording System
- » the Online Tabled Documents project (to enable the electronic receipt and publishing of documents tabled in the House and Senate)
- » the Common Data Access Platform (a new centralised data source based on a revised information architecture)
- » the Parliamentarian Information Portal (a replacement for the Members Information Database)
- » the e-petitions system
- » the Parliamentary Procedural Records System (used to record and retrieve procedural events and precedents)
- » the Australian Parliament's delegation portal for outgoing delegations
- » the venue management system
- » the department's intranet.

The department continues to use its electronic document and records management system to file and manage records electronically. The collaboration with the other parliamentary departments on a joint upgrade to reduce running costs as well as enhance user experience is ongoing. The department also completed several information management projects during the year in support of meeting the targets under the National Archives' Digital Continuity 2020 Policy. These included a project to evaluate its business systems against the National Archives' business systems assessment framework, as well as a project to develop and implement an Information Governance Policy and Framework.

The department continued to support House of Representatives pages on the Parliament of Australia website, the consolidated intranet portal for senators and members, the portal for outgoing parliamentary delegations and the departmental intranet site. There is a continued focus on updating content and improving user experience of intranet and Parliament of Australia web pages.

## Digital strategy

On 18 March 2019, following consultation with members and senators, the parliamentary departments published the Australian Parliament Digital Strategy 2019–2022. This strategy is intended to:

- » provide an overarching reference to guide all digital decision-making, particularly investment and architectural design
- » set enterprise ICT direction and priorities for the parliament that align with business needs

- » establish an agreed understanding of digital direction and priorities in support of the parliament's business.

The department is continuing to work with DPS and the other parliamentary departments to implement initiatives and improvements under the new digital strategy.

### **Parliamentary assistants program**

The parliamentary assistants program is managed by the Serjeant-at-Arms' Office. Parliamentary assistants are university students who perform the roles of messengerial attendants for an average of 10 hours per week with rosters planned around student commitments and the requirements of the House.

Six students took part in the program in 2018–19: three were existing assistants, and three were new appointments. The new assistants are all studying at universities in Canberra.

### **Members' salaries**

All processing of members' salaries and entitlements by the People Strategies Office was in accordance with legislation and administrative decisions. In the 2019 members' survey, 98 per cent of members said that they were satisfied with support for salary payments.

### **Corporate support**

Operational performance indicators for finance, human resources and other corporate support services were met in 2018–19, and the department was in compliance with internal and external governance and reporting requirements.

## **Outlook**

In 2019–20, the department will continue to provide advice and services of a high standard to support the Speaker, members in Parliament House and the department. Following the commencement of the Forty-sixth Parliament on 2 July 2019, activity levels are expected to be consistent with those that are normal during the first year of a parliamentary cycle.

Other priorities for the members' and corporate support program during the year include:

- » support for the opening of the Forty-sixth Parliament, involving ceremonial duties, gallery attendance and security, and logistics associated with members' accommodation at Parliament House
- » support for the swearing-in of His Excellency General the Hon David John Hurley AC DSC (Retd) as Governor-General of Australia
- » supporting the completion of major capital works projects in the House of Representatives wing with the re-opening of the House of Representatives entrance
- » supporting the deployment early in the Forty-sixth Parliament of the new Parliamentarian Information Portal to replace the Members Information Database, following data migration and extensive user testing in 2018–19.



# 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 PEO and the Visitor Experience Office of DPS.

In 2018–19 the administered appropriation for the schools hospitality program activity was \$0.320 million, and expenditure was \$0.310 million. Results against performance criteria are summarised in the annual performance statement (page 14).

## Performance summary

In 2018–19, 124,831 school students participated in educational tours of Parliament House, up from 119,088 in the previous year. The number of students from the Australian Capital Territory, Northern Territory, Tasmania and Western Australia decreased, while all other states recorded higher numbers than in the previous financial year (see Table 7).

**Table 7: Students visiting Parliament House, by location and year, 2014–15 to 2018–19**

Year	ACT	NSW	NT	QLD	SA	TAS	VIC	WA	Other	Total
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
2016–17	2,783	65,653	686	15,828	5,610	1,683	19,971	5,440	–	117,654
2017–18	3,030	64,366	788	17,131	5,896	1,942	20,810	5,125	–	119,088
2018–19	2,904	69,333	715	17,766	6,340	1,784	21,054	4,935	–	124,831

All visiting students participated in a guided tour and visited both chambers; 76 per cent (94,380) received hospitality and 75 per cent (93,225) participated in the PEO program (see pages 61–64 for more information on the PEO's activities).

## Improving performance

Staffing arrangements in support of school visits were restructured, with a former full-time position replaced with a sessional position. The restructure will reduce overheads and make more of the administered appropriation available for the relatively non-discretionary hospitality component.

It was possible to implement the restructure and still maintain service levels to schools and agents due to improvements introduced in previous years. Those improvements include bookings being taken on a rolling monthly basis for the following two calendar years and upgrades to the school visits section of the Parliament of Australia website, notably the online availability calendar and new booking form placed on the website in 2017–18.

## Outlook

At 30 June 2019, 125,263 students from 3,432 schools had been booked for the following 12 months. Last year at the same time 120,205 students from 1,848 schools had been booked.





# Part 3

## Management and accountability

Corporate governance	74
External scrutiny	83
Management of people	84
Management of financial resources	96

# Corporate governance

The department is responsible for the provision of procedural, information and administrative services to members, the House, and the broader parliament. As Presiding Officer of the House of Representatives, the Speaker's role is in some ways analogous to that of a minister of state in relation to an executive government department. The *Parliamentary Service Act 1999* restates the principles that the legislative arm of government is separate from the executive arm, and that its staff are responsible to the Australian Parliament rather than to the government of the day. The Speaker oversees administration of the department and is accountable to the House in respect of that role. The Clerk, who is responsible under the *Parliamentary Service Act* for leading the department and its day-to-day management, reports to and advises the Speaker on departmental matters.

The department's corporate functions and staff provide critical support that enables the department to deliver programs and services. The department's corporate area is focused on providing quality, timely services, and on being responsive to the changing policy and operational needs of the department. This section discusses the department's governance structure and support services, which provide a framework to ensure accountability and the overall effectiveness of the department.

## Governance structure

### Legislation

The Australian Parliamentary Service, established by the *Parliamentary Service Act*, includes the Department of the House of Representatives as one of the four parliamentary departments. The Act also provides for the independence of the Clerk in that person's advisory functions; it establishes an office of the Clerk of the House of Representatives; and it confers responsibility for managing the department on the Clerk, under the Speaker.

The department's operations are governed by the *Parliamentary Service Act* 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. Together, these Acts set out the Clerk's formal responsibilities for managing the department.

## Executive and senior management

As at 30 June 2019, the department's Executive comprised the Clerk, the Deputy Clerk and four Senior Executive Service (SES) Band 1 staff: the Clerk Assistant (Table), Clerk Assistant (Procedure), Clerk Assistant (Committees), and the Serjeant-at-Arms. Each SES Band 1 officer is responsible for one or more of the department's offices (see Figure 1 on page 9). The roles and responsibilities of the Executive are described on page 10.

The senior management of the department comprises the Executive and managers at the Executive Band 2 level.

## Departmental management committees

### Executive

In 2018–19, the department’s Executive held 12 formal meetings to consider and take decisions on a range of departmental management and administrative matters. As well as standing items relating to finance and people strategies, during the year the Executive discussed:

- » matters arising out of the departmental and Executive planning sessions
- » corporate planning, risk management, and information governance frameworks
- » areas of cooperation with the other parliamentary departments
- » arrangements for the 2018 Parliament House Open Day
- » information and communications technology (ICT) projects and security
- » protective security and building works
- » various departmental policies and strategies.

### Audit Committee

The department’s Audit Committee provides independent assurance to the Clerk on the department’s risk, control and compliance framework, and its external accountability responsibilities, with specific reference to the Clerk’s position of accountable authority under the PGPA Act. Guided by the Audit Committee’s charter, the members of the Audit Committee play an essential role in ensuring the integrity and transparency of the department’s reporting.

The 2018–19 reporting period was the first full year of the Audit Committee operating under an independent chair, Mr Paul Groenewegen. The committee’s membership includes two other independent members, and two of the department’s SES Band 1 officers, ensuring a majority of the committee’s membership is independent of the department. The appointment of an independent chair continues to strengthen the committee’s actual and perceived independence. The combination of internal and external members provides a valuable mix of skills, expertise and experience, and an understanding of the department’s operations and environment.

At 30 June 2019, the independent members were Mr Tim Courtney of the Australian Electoral Commission and Mr Dermot Walsh of the Office of the Commonwealth Ombudsman. The two internal members were Mr Peter Banson, Clerk Assistant (Table), and Ms Catherine Cornish, Clerk Assistant (Procedure).

The Serjeant-at-Arms, Mr James Catchpole—who manages the department’s corporate functions—attends committee meetings as an adviser, together with representatives of the Australian National Audit Office, the department’s internal audit team, and the Chief Finance Officer.

The committee met four times in 2018–19. It recommended to the Clerk that he sign the financial statements and management response letter and include the annual performance statement in the annual report. In addition, the committee reviewed the:

- » Audit Committee charter
- » Audit Committee work plan
- » internal audit charter
- » Audit Committee annual report.

## **Other departmental committees**

### **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's membership includes three other representatives from the department's Executive, two elected staff representatives, and two union-nominated representatives. The committee met seven times during 2018–19. Standing agenda items for the meetings are:

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

Other matters discussed in the reporting period included:

- » proposals for training opportunities
- » the possible impacts of DPS's Corporate Business Operations Centre
- » staff suggestions and queries relating to amenities, parking and training opportunities
- » the remit, role and composition of the committee
- » proposed structure and results of the annual staff survey.

### **Knowledge Management Steering Committee**

The Knowledge Management Steering Committee is a forum to discuss issues in information and knowledge management, and advocate for the sharing of departmental knowledge and skills. The committee has an advisory and monitoring role, and it may also make recommendations to the Executive for decision and undertake roles as requested by the Executive. The committee serves as the department's Information Governance Committee under the National Archives' Digital Continuity 2020 Policy.

The committee is chaired by the Clerk Assistant (Table), and includes representatives from all areas of the department. In 2018–19 it met twice and discussed matters such as:

- » the remaking of the Archives (Records of the Parliament) Regulations
- » the department's information system register, including an audit against ISO 16175
- » changes to protective markings guidelines
- » the department's new Information Governance Policy and Framework
- » ICT project priorities for 2018–19
- » the establishment of a central 'lessons learnt' register.

## **Collaboration across parliamentary departments**

### **Meetings of heads of parliamentary departments**

In 2018–19, the Clerk, the Clerk of the Senate, the Secretary of the Department of Parliamentary Services (DPS) and the Parliamentary Budget Officer held four formal meetings. Matters discussed included:

- » the Parliament House accommodation review
- » Parliament House Open Day and the 30th anniversary of Parliament House
- » the Australian Parliament digital strategy
- » archives regulations and the management of parliamentary records
- » security-related capital works
- » the parliamentary reconciliation action plan.

The parliamentary departments continue to work together under the Australian Parliament's *Strategic plan for parliamentary administration*, which brings together the key priorities across the whole of the parliamentary administration, identifying shared goals and formalising a collaborative approach to achieving optimal outcomes in providing support and services to the parliament.

### **Parliamentary Administration Advisory Group**

In 2018–19, the Parliamentary Administration Advisory Group met five times to discuss matters of common interest across the parliamentary departments. Membership comprises the Serjeant-at-Arms, the Usher of the Black Rod, an Assistant Secretary of DPS, and the Assistant Parliamentary Budget Officer from the Parliamentary Budget Office. Responsibility for chairing the group rotates annually.

Matters discussed over the reporting period included:

- » work health and safety policies across the four parliamentary departments
- » possible shared services arrangements for the parliamentary departments
- » proposed amendments to the Parliamentary Services Classification Rules

- » Code of Conduct determinations
- » breastfeeding-friendly workplace re-accreditation for Parliament House.

### Other inter-parliamentary department forums

In 2018–19, the department was active in a number of other inter-parliamentary department forums that considered matters of common interest, particularly ICT and security. Departmental representatives participated in meetings of the following groups:

- » Parliamentary ICT Strategic Initiatives Steering Group—this group brings the parliamentary departments together to make decisions in relation to ICT strategic initiatives for the parliament. The group is chaired by the Chief Information Officer of DPS, and the department is represented by the Deputy Clerk.
- » Joint Management Committee—this committee is responsible for oversight of ICT service delivery in accordance with formal agreements between the parliamentary departments. Responsibility for chairing the committee rotates on an annual basis, and the department is represented by the Serjeant-at-Arms.
- » Joint Management Group—this group considers security-related matters. It is chaired by a senior representative from the Australian Federal Police, and the department is represented by the Deputy Serjeant-at-Arms.
- » Incident Planning and Response Committee—this committee manages security and emergency incident planning and response operations. The committee is chaired by a senior representative from the Australian Federal Police, and the department is represented by the Deputy Serjeant-at-Arms.

## Departmental planning

The department recognises the importance of strengthening its corporate planning and performance reporting, to both comply with its statutory obligations and improve performance, transparency and accountability.

The corporate plan is the department's primary planning document. As required under the PGPA Act, the department's *Corporate Plan 2018–19* was published in August 2018. It covered 2018–19 and three forward years to 2021–22. The corporate plan sets out the department's purpose, the activities undertaken to achieve that purpose, and the measures for assessing the department's performance. It also describes the environment in which the department operates and the department's risk management and oversight systems, and recognises the inter-relationships between these.

The department fosters a collegiate approach to preparing the corporate plan, and some program areas and individual offices in the department develop their own business plans with a more operational focus, to complement the corporate plan.

The department seeks to embed the corporate plan through its comprehensive work performance management framework that applies to all staff, as well as through regular reporting sessions to the Clerk and Deputy Clerk and the broader department.





*A member of staff presenting to colleagues at the department's annual planning day, November 2018.  
Image: Department of the House of Representatives.*



*Departmental staff at a plenary session during the department's annual planning day, November 2018.  
Image: Department of the House of Representatives.*



## **Departmental accountability and reporting**

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 2017–18 provided an assessment of the department's performance against the targets set in the 2017–18 Portfolio Budget Statements and corporate plan, and presented the department's financial statements.

The department's annual report and Portfolio Budget Statements were made available to all members and published on the department's website.

## **Managing risk**

### **Risk assessment and management**

The department's approach to risk and management of risk is underpinned by its *Risk management policy and framework (2017)* and *Risk management plan 2017–19*.

The risk management policy and framework details the department's commitment to embedding systematic risk management into governance, management and planning processes. It outlines the department's risk appetite and tolerance, and allocates responsibility for aspects of planning, mitigation, oversight and reporting to identified staff at various levels. The accompanying plan identifies the key strategic risks for the department and the treatments to be applied.

During 2018–19 the department carried out its biennial review of its strategic and fraud risk documents, which involved active involvement from members of the Executive and Executive Band 2 staff from across the department. Updated policy, framework and plan documents were approved for 2019–21.

The policy and plan are available to all staff via the departmental intranet. The department has a monitoring and reporting framework that requires regular reporting on risk and risk treatment to the Executive and to the Audit Committee.

### **Comcover benchmarking**

In the first half of 2019, the department completed the Comcover risk management benchmarking program survey. The survey assessed the maturity of the department's risk management capability against the nine elements of the Commonwealth risk management policy. Based on the results of the 2019 survey, the department achieved a risk maturity level of 'advanced', which is higher than the previous year's assessed level of 'systematic' and higher than the average maturity state of all survey participants ('integrated').

### **Business continuity**

A departmental business continuity plan was in force throughout the reporting year, complemented by office-level business resumption plans. The plan is managed by the Serjeant-at-Arms and endorsed by the Clerk. The business continuity network, with representation from across the department, is responsible for business continuity governance and oversight.

The plan requires scenario-based exercises designed to test aspects of the department's business continuity capability, with a new exercise developed each year. During 2018–19, the department's scenario-based exercise involved the International and Parliamentary Relations Office (IPRO) and the Parliamentary Skills Centre (PSC). The exercise was facilitated and reviewed by the department's internal auditors, who concluded that IPRO and the PSC demonstrated an ability to effectively respond to a range of sudden disruptions.

### Internal audit

Internal audit services are provided to the department by Bellchambers Barrett. A strategic internal audit plan is prepared for the department every three years, and an annual audit plan prepared in consultation with senior management. The strategic internal audit plan 2018–21 addresses strategic, fraud and security risks identified in the department's various risk management plans, as well as emerging strategic and operational priorities identified by management.

During the reporting period, Bellchambers Barrett conducted the following:

- » a review of security and the Protective Security Policy Framework
- » a review of compliance with work health and safety requirements
- » a review of the department's Transport Office
- » the development of strategic and fraud risk assessments and management plans.

## Preventing fraud

The department is committed to compliance with the provisions of section 10 of the Public Governance, Performance and Accountability Rule 2014 (PGPA Rule) relating to preventing, detecting and dealing with fraud.

The department's *Fraud Control Plan 2017–19* outlines strategies and processes for preventing and detecting fraud, and for investigating and reporting instances of fraud should they occur. All new staff are required to complete online training on financial management responsibilities and fraud control. The department's monitoring and reporting framework requires regular reporting to the Executive and the Audit Committee. No significant instances of fraud were identified or reported to the Speaker during the year.

The internal auditors prepared the department's *Fraud risk assessment 2017–19*. It provides details of the approach and methodology used in assessing fraud risks within the department. It also details a range of processes and activities in terms of their potential fraud risks, and the controls in place that prevent, detect or deter the risks. This assessment was updated during the reporting period, through a process of consultation with the departmental Executive and senior management, in which fraud risks were identified and assessed. The fraud risk assessment and fraud control plan have been updated and approved for 2019–21.

## Ethical standards and behaviour

The Parliamentary Service Values and Code of Conduct, which are set out in the Parliamentary Service Act, provide staff with a framework for ethical conduct. The department promotes sound ethical behaviour.

During induction, all new staff are advised about what it means to work in a values-based environment, and how ethical standards apply to their day-to-day work.

## Statement of significant non-compliance with the finance law

The department did not identify any instances of significant non-compliance with the finance law during 2018–19. The finance law incorporates the PGPA Act, any rules and instruments created under the PGPA Act, and appropriation and supply Acts.

## 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.

During 2018–19, the department continued to ensure that information on public interest disclosure procedures was available to all staff. During the year, four authorised officers were approved to handle public interest disclosures.

## Privacy

Although not an entity 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. It has adopted a departmental privacy policy that is consistent with the Act.

## Ecologically sustainable development and environmental reporting

DPS is responsible for managing Parliament House and the parliamentary precincts. That department 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.

## Judicial and administrative decisions

During 2018–19, no judicial decisions or decisions of administrative tribunals or the Australian Information Commissioner had, or are anticipated to have, a significant effect on the operations of the department.

## Reports on the operations of the department

In 2018–19, the Auditor-General did not table any reports directly relating to the administration of the department or its operations. The Australian National Audit Office provided an unqualified audit report on the department's 2018–19 financial statements.

In 2018–19, the Commonwealth Ombudsman did not issue any reports on the operations of the department. There were no capability reviews of the department released during the period.

The department continued to support the Standing Committee on Appropriations and Administration's consideration of the department's funding requirements and budget position. During 2018–19, the committee met twice and tabled two reports: *Report no. 16: Annual report 2017–18* and *Report no. 17: Budget estimates 2019–20*.

In its budget estimates report, the committee noted that the supplementary funding of \$12.4 million provided over four years, starting from 2017–18, was being used to strengthen the department's procedural capacity and provide additional support for the parliamentary committees administered by the department. In the same report, the committee noted that the department had been provided additional funding in 2019–20 to support the parliament to host the Asia Pacific Parliamentary Forum in January 2020, and in 2021–22 to support the parliament to host the Conference of Speakers and Presiding Officers of the Commonwealth in January 2022.

## Disability reporting mechanisms

Disability reporting now sits within the framework of the National Disability Strategy 2010–2020, which sets out a 10-year national policy 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 progress reports was published in 2014, and can be found at [www.dss.gov.au](http://www.dss.gov.au).

## 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.

# Management of people

## Workforce profile

At 30 June 2019, the department had 164 employees—123 ongoing, 8 non-ongoing and 32 casual.

The department's workforce is 62 per cent female, 38 per cent are aged over 50 years and 1.16 per cent identify as Aboriginal or Torres Strait Islander.

### Employee statistics

Tables 8 to 12 show the department's workforce statistics for 2018–19, including whether staff are in ongoing, non-ongoing or casual positions. The tables provide information on the substantive classification of staff, as well as their gender and geographical location.

**Table 8: Employment type by classification and gender, at 30 June 2019**

Classification	Ongoing		Non-ongoing		Casual		Total		
	Male	Female	Male	Female	Male	Female	Male	Female	Total
SES 2	–	1	–	–	–	–	–	1	1
SES 1	3	1	–	–	–	–	3	1	4
EB 2	9	11	–	–	–	–	9	11	20
EB 1	16	24	–	1	–	–	16	25	41
PSL 6	7	18	–	3	–	–	7	21	28
PSL 5	1	4	–	–	–	–	1	4	5
PSL 4	1	21	1	3	1	–	3	24	27
PSL 3	3	2	–	–	–	1	3	3	6
PSL 2	1	–	–	–	19	11	20	11	31
PSL 1	–	–	–	–	–	–	–	–	–
<b>Total</b>	<b>41</b>	<b>82</b>	<b>1</b>	<b>7</b>	<b>20</b>	<b>12</b>	<b>62</b>	<b>101</b>	<b>163</b>

The department had no staff recorded in the human resource management information system as indeterminate, intersex or unspecified. Figures for this table exclude the Clerk of the House.

Table 9: Employment type by classification and gender, at 30 June 2018

Classification	Ongoing		Non-ongoing		Casual		Total		
	Male	Female	Male	Female	Male	Female	Male	Female	Total
SES 2	–	1	–	–	–	–	–	1	1
SES 1	3	1	–	–	–	–	3	1	4
EB 2	10	13	–	1	–	–	10	14	24
EB 1	24	15	–	3	–	–	24	18	42
PSL 6	7	16	1	–	–	–	8	16	24
PSL 5	1	6	–	1	–	–	1	7	8
PSL 4	3	17	1	5	1	1	5	23	28
PSL 3	2	2	–	2	1	1	3	5	8
PSL 2	2	1	–	1	16	14	18	16	34
PSL 1	–	–	–	–	–	–	–	–	–
<b>Total</b>	<b>52</b>	<b>72</b>	<b>2</b>	<b>13</b>	<b>18</b>	<b>16</b>	<b>72</b>	<b>101</b>	<b>173</b>

The department had no staff recorded in the human resource management information system as indeterminate, intersex or unspecified.

Table 10: Employment type by employment status, at 30 June 2018 and 30 June 2019

Employment type	Full-time		Part-time		Casual		Total	
	2018	2019	2018	2019	2018	2019	2018	2019
Ongoing	117	109	11	15	–	–	128	124
Non-ongoing	13	7	2	1	–	–	15	8
Casual	–	–	–	–	32	32	32	32
<b>Total</b>	<b>130</b>	<b>116</b>	<b>13</b>	<b>16</b>	<b>32</b>	<b>32</b>	<b>175</b>	<b>164</b>



Table 11: Employment type by office and location, at 30 June 2018 and 30 June 2019

	Ongoing		Non-ongoing		Casual		Total	
	2018	2019	2018	2019	2018	2019	2018	2019
<b>Office</b>								
Executive	8	9	1	1	–	–	9	10
Executive support/ project staff	4	2	–	–	–	–	4	2
Table Office	10	9	–	1	1	1	11	11
Procedure Office	8	7	–	1	–	–	8	8
Committee Office	58	60	7	–	–	–	65	60
International and Parliamentary Relations Office	8	7	1	–	–	–	9	7
Parliamentary Skills Centre	1	–	–	–	–	–	1	–
Parliamentary and Business Information Services Office	10	10	2	4	1	1	13	15
Finance Office	5	6	–	1	–	–	5	7
People Strategies Office	7	7	1	–	–	–	8	7
Serjeant-at-Arms' Office	10	7	2	–	31	30	43	37
<b>State or territory</b>								
ACT	129	124	14	8	33	32	176	164
<b>Total</b>	<b>129</b>	<b>124</b>	<b>14</b>	<b>8</b>	<b>33</b>	<b>32</b>	<b>176</b>	<b>164</b>

Table 12: Aboriginal and Torres Strait Islander staff, at 30 June 2018 and 30 June 2019

Employment type	Staff numbers	
	2018	2019
Ongoing	–	–
Non-ongoing	3	2
Casual	–	–
<b>Total</b>	<b>3</b>	<b>2</b>

## Employee engagement

### *Investors in People standard*

Investors in People is an international quality framework that benchmarks the effectiveness of leadership and management practices. The standard defines what is required to lead, support and manage people well with sustainable results. The department has held accreditation against the Investors in People standard since 2002, and was awarded 'Investors in People Silver' in 2018 against Investors in People's improved framework.

The achievement of the standard recognises the strong commitment of departmental employees to ensure the highest possible standards of service. One of the requirements for retaining accreditation is to be reassessed against the standard every three years by an independent assessor. As recommended in the accreditation report, the department has established a working group to identify and carry forward areas of future improvement.

### *Staff survey*

In June 2019, the department conducted its annual staff survey to measure employee sentiment, views about leadership and observations about the broader working environment.

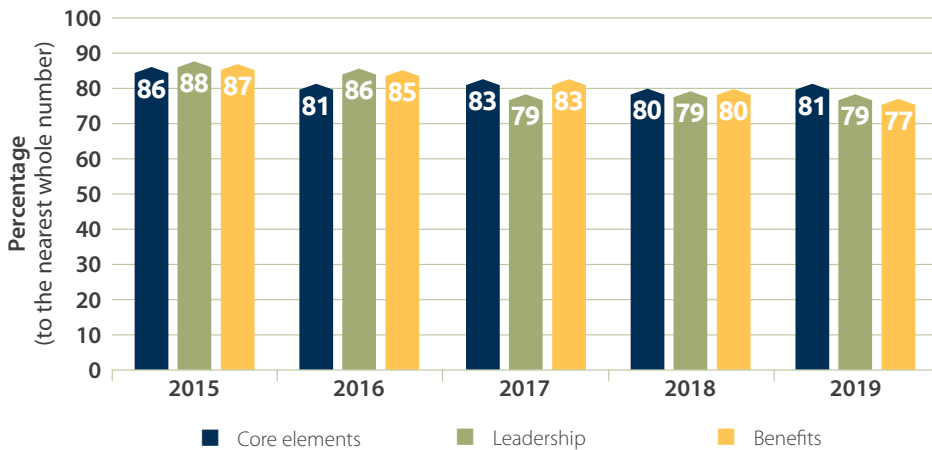
The results of the survey are used to inform improvement initiatives and to further develop the culture of the department. Ideas and feedback from employees are an essential element when seeking to deliver sustainable change across the department and to sustain a high-performance culture.

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 agree' and 'agree' 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 2019 and an average of 82 per cent over the past 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 79 per cent in 2019 and an average of 82 per cent over the past five years).
- » The 'benefits' satisfaction index measures the level of staff satisfaction with pay and working conditions (satisfaction rate of 77 per cent in 2019 and an average of 82 per cent over the past five years).

Figure 6 shows the performance of the satisfaction elements in the past five years.

Figure 6: Staff survey satisfaction elements, 2015–2019



## People strategies: planning and delivery

### Recruitment

The department advertised to fill 21 ongoing vacancies during 2018–19 (compared with 30 in 2017–18), of which nine were filled by external applicants.

### Retention

Twenty-four ongoing and 15 non-ongoing staff left the department in 2018–19. The turnover rate was 13 per cent for ongoing staff (compared with 8 per cent in 2017–18).

Exit interviews with staff leaving the department continued to be conducted by SES managers. Fifteen such interviews were conducted during the year.

### Alumni

The department formed an alumni association of former staff in 2008. On 30 June 2019, it had 247 members. The association issued one newsletter during the year, and its board met once. On 21 November 2018, the association held its annual general meeting and two co-chairs were elected.

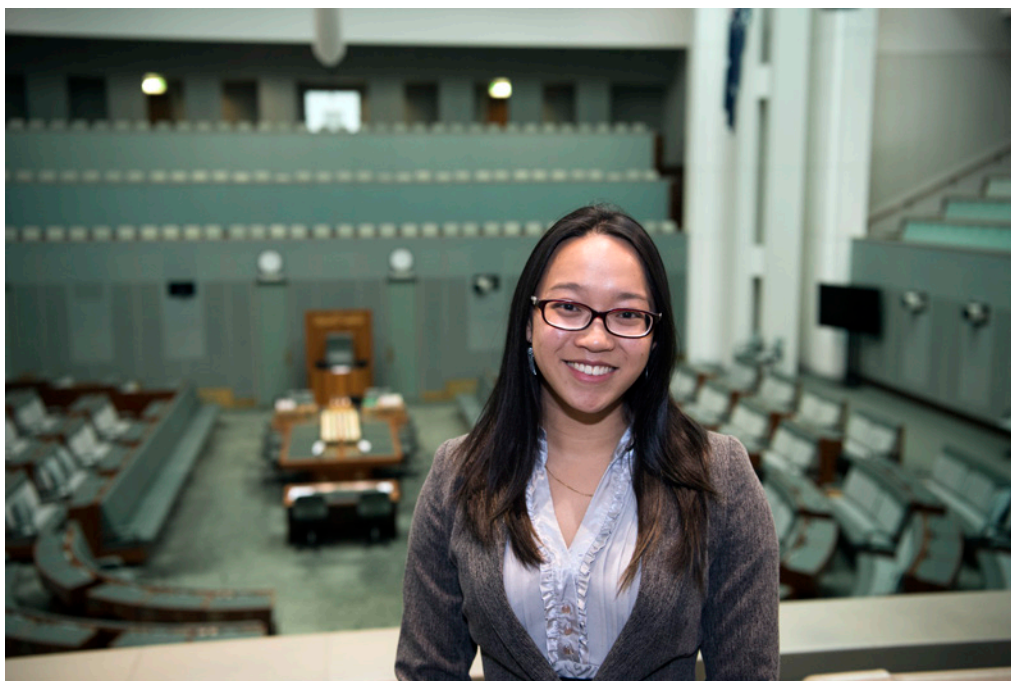
### Graduate placement program

Together with the Department of the Senate and the Parliamentary Budget Office the department participates in, and administers, the Parliament of Australia Graduate Program. The purpose of the program is to expose graduates working in Australian public service departments and agencies to how their home department or agency interacts with the parliamentary departments in their support of the parliament.

The program involves three-month placements of people from the graduate programs of Australian Government agencies and the staff of those agencies. Graduates develop the necessary knowledge and skills to make a significant contribution to the department

and broader parliamentary service. The program continued to draw a high level of interest from graduates from a range of agencies. Four graduates undertook placements in the department in 2018–19.

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



*2018–19 Graduate Program participant Beatrice Duong. Image: David Foote, Auspic/DPS.*

### **Learning and development**

In 2018–19 the department delivered 109 face-to-face training and development sessions to employees, based around the core themes of critical thinking, writing skills, management capability and fostering high performance. Priority skills training focused on leadership development, and the department has engaged a range of external providers to deliver specialised training to staff.

Table 13 compares the average attendance of staff at training courses in 2017–18 and 2018–19. It also shows the staffing level and total number of training days attended in 2018–19 for each classification.

**Table 13: Staff attendance at training courses**

Classification	Headcount	Training days attended	Average training days attended per person	
			2017–18	2018–19
Senior Executive Service	6	28	3.7	4.7
Executive Band 2	20	104	5.9	5.2
Executive Band 1	41	217	5.2	5.3
Parliamentary Service Level 6	28	182	3.7	6.5
Parliamentary Service Level 5	5	26	3.8	5.2
Parliamentary Service Level 4	27	153	5.7	5.7
Parliamentary Service Level 3	6	19	2.8	3.2
Parliamentary Service Level 2	31	27	1.8	0.9
Not specified	–	100	–	–
<b>Total</b>	<b>164</b>	<b>856</b>	<b>4.8</b>	<b>5.2</b>

### **Studies assistance**

The department's study assistance scheme allows employees to complete relevant tertiary study to improve their professional skills and knowledge. Six employees accessed studies assistance during the year (compared with seven in 2017–18). Collectively, financial assistance of \$7,874 was administered (compared with \$22,595 in 2017–18), along with a total of 47 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 2018. The cycle consists of setting individual work objectives, conducting performance assessments, preparing individual development plans and providing feedback to supervisors. Information from the individual development plans is used to formulate the training program for the next calendar year.

### **Diversity and inclusion**

The department's workplace diversity program aligns the department's workplace diversity strategies and actions with the Parliamentary Service Values. It outlines the department's commitment to increasing workforce participation rates in different diversity groups.

New staff continued to receive training in the prevention of discrimination, bullying and harassment and all staff were required to attend a training update in relation to these important aspects of workplace behaviour. The department is committed to actively building a diverse and inclusive workplace that promotes gender equality and harnesses the skills and experiences of people from all backgrounds. The department's diversity and

inclusion program has a significant focus on increasing workforce participation rates across all diversity groups.

The department continued to support the commitments outlined in the Australian Parliament's *Reconciliation action plan 2016–18*.



2018–19 Indigenous secondees Jane Stack and Nicole Bowman. Image: Graham Tidy, Auspic/DPS.

The department continued its commitment to graduates from the Indigenous Australian Government Development Program through the department's Indigenous Secondment Program. Graduates were invited to participate in three-month placements with the department. This is the second year of the Indigenous Secondment Program and it is a significant part of the department's commitment to provide opportunities for the career progression and professional development of Aboriginal and Torres Strait Islander people. At the completion of the program, participants return to their home departments with valuable experiences of parliamentary operations. In 2018–19, two graduates were placed with the department through the Indigenous Secondment Program.

## Employment arrangements

The *Department of the House of Representatives Enterprise Agreement 2017–2020* came into effect on 6 December 2017 with a nominal expiry date of 29 November 2020. The agreement provides non-SES staff with competitive remuneration and employment conditions. There is no provision in the agreement to remunerate staff based on performance. The Clerk did not make a determination under section 24(1) of the Parliamentary Service Act in 2018–19 to pay staff a monetary bonus.

Employment conditions for SES staff are set out in individual determinations made under subsection 24(1) of the Parliamentary Service Act. Many of these conditions are aligned with



the department's enterprise agreement. Table 14 provides a breakdown of staff under the department's employment instruments.

**Table 14: Employment arrangements for SES and non-SES staff, at 30 June 2019**

Employment arrangements for SES and non-SES staff, at 30 June 2019			
	SES	Non-SES	Total
Enterprise agreement	–	158	158
Individual flexibility arrangements	–	–	–
Australian workplace agreements	–	–	–
Common law contracts	–	–	–
Determinations under subsection 24(1) of the <i>Parliamentary Service Act 1999</i>	5	–	5

## Remuneration

Salary ranges under the 2017–20 enterprise agreement, as at the end of the reporting period, are summarised in Table 15.

**Table 15: Salary scales of staff covered by the 2017–20 enterprise agreement, as at 30 June 2019**

Classification	Salary range	
	Minimum (\$)	Maximum (\$)
Executive Band 2	139,318	147,618
Executive Band 1	107,642	120,065
Parliamentary Service Level 6	86,748	98,450
Parliamentary Service Level 5	80,182	84,845
Parliamentary Service Level 4	70,888	76,695
Parliamentary Service Level 3	64,132	68,894
Parliamentary Service Level 2	56,995	62,232
Parliamentary Service Level 1	50,382	55,128

In 2018–19, departmental salaries and allowances totalled \$19.325 million (compared with \$19.410 million in 2017–18).

## Executive remuneration

The PGPA Rule requires the reporting of executive remuneration information for specified officials of Commonwealth entities on an accrual basis. Table 17 summarises the remuneration of key management personnel and senior executives. There are no other

highly paid staff for whom remuneration details are required to be provided. During short absences of SES staff, parliamentary officers may be provided with an opportunity to act in the position of the absent SES staff member. These short acting opportunities are not included in Tables 16 or 17.

### **Key management personnel**

During the reporting period ended 30 June 2019, the department had seven executives who meet the definition of key management personnel. Their names and the length of term as key management personnel are summarised in Table 16.

**Table 16: Key management personnel, 2018–19**

Name	Position	Term as key management personnel
David Elder	Clerk	Full year
Claessa Surtees	Deputy Clerk	Full year
Peter Banson	Clerk Assistant (Table)	Full year
Catherine Cornish	Clerk Assistant (Procedure)	Full year
Bronwyn Notzon-Glenn	Clerk Assistant (Committees)	Part year – ceased on 27 February 2019
Stuart Woodley	Clerk Assistant (Committees)	Part year – appointed on 29 March 2019
James Catchpole	Serjeant-at-Arms	Full year



*The Clerk and the Serjeant-at-Arms with the official secretary to the Governor-General, during the ceremony for the prorogation of the Forty-fifth Parliament. Image: David Foote, Auspic/DPS.*

In accordance with the PGPA Rule, information about the remuneration and benefits of key management personnel is set out in Table 17.

**Table 17: Remuneration and benefits of key management personnel, 2018–19**

Name	Position title	Short-term benefits			Post-employment benefits	Other long-term benefits		Termination benefits	Total remuneration
		Base salary (\$)	Bonuses (\$)	Other benefits and allowances (\$)	Superannuation contributions (\$)	Long-service leave (\$)	Other long-term benefits (\$)	(\$)	
David Elder	Clerk	358,697	–	22,218	55,012	20,707	–	–	456,634
Claessa Surtees	Deputy Clerk	259,008	–	16,434	42,519	10,222	–	–	328,183
Peter Banson	Clerk Assistant (Table)	186,592	–	26,635	35,649	10,909	–	–	259,785
Catherine Cornish	Clerk Assistant (Procedure)	186,779	–	26,635	35,676	7,011	–	–	256,101
Bronwyn Notzon-Glenn	Clerk Assistant (Committees) (until 27 February 2019)	129,468	–	17,671	26,076	4,236	–	–	177,451
Stuart Woodley	Clerk Assistant (Committees) (from 29 March 2019)	55,072	–	6,761	9,179	1,123	–	–	72,135
James Catchpole	Serjeant-at-Arms	184,194	–	26,635	32,844	7,860	–	–	251,533
<b>Total</b>		<b>1,359,810</b>	<b>–</b>	<b>142,989</b>	<b>236,955</b>	<b>62,068</b>	<b>–</b>	<b>–</b>	<b>1,801,822</b>

### Other senior executives

During the reporting period ended 30 June 2019, the department did not have any senior executives who did not meet the definition of key management personnel. All key management personnel are included in Tables 16 and 17.

### Other highly paid staff

During the reporting period ended 30 June 2019, the department did not have any highly paid staff who did not meet the definitions of key management personnel or senior executives, and whose details are therefore not reported in Tables 16 and 17.

## Work health and safety

The department is committed to fulfilling its responsibilities under the *Work Health and Safety Act 2011* (WHS Act), the Work Health and Safety Regulations 2011 and the *Safety, Rehabilitation and Compensation Act 1988*. During the reporting period, all reasonably practicable measures were taken to protect the health, safety and welfare of employees while at work, in line with the department's work health and safety policies.

The department aims to achieve high standards of work health and safety in its operations and to fulfil its duty of care by providing and maintaining a safe and healthy work environment. There are a number of shared work health and safety risks across Parliament House that are the responsibility of all parliamentary departments. During the reporting period, a joint risk assessment was completed with the other parliamentary departments. The department's internal auditors also conducted a review of the department's work health and safety as part of the department's strategic internal audit plan 2018–21 which found that the department's overarching work health and safety framework substantially aligns with requirements of the WHS Act and better practice. The review produced six recommendations which have been substantially addressed at the time of reporting.

The department is responsive to the individual work health and safety needs of its staff. 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 2018–19, the department continued to apply an evidence-based risk management approach. The department aims to deliver high-quality and timely outcomes, establishing a safety culture through leadership, direction, capability and governance. Through the Rehabilitation Management System the department enhances positive early intervention outcomes that have supported injured or ill workers to achieve an early, safe and sustainable return to work. There has been a strong focus in providing and fostering a flexible workplace to take account of employees' health and wellbeing.

The department's Comcare premium rate for 2018–19 was 0.23 per cent of payroll, a decrease from 0.27 per cent in 2017–18.

No workers' compensation claims were lodged during the reporting period.

During the year, there were no dangerous occurrences requiring notification under section 37 of the WHS Act, no investigations were carried out, and no directions or notices were received by the department under section 191 of the Act.

# 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 office machines and equipment, plant, and portable and attractive assets was completed during 2018–19. During the stocktake process a visual assessment for impairment was undertaken by Finance Office staff. The verification of impairment testing was undertaken in conjunction with asset counting.

During the year the department transferred status B furniture assets to DPS. The assets were transferred to DPS for no consideration and had a carrying value at the date of transfer of \$2.519 million. Management of these assets is now governed by a memorandum of understanding between DPS and the department.

The furniture replacement project was completed in July 2018. This project consisted of replacing the office furniture located in the staff area of members' offices. A combination of cash reserves and departmental capital budget funding was used to replace these furniture items.

The department adopts a 'break-fix' replacement policy for office machines and equipment. During the year asset purchases included replacement of TVs, fridges, shredders and dishwashers.

A review of the intangible assets category was conducted to verify assets in use. All software items were found to be in use. There was no indication that any departmental assets were impaired to any extent approaching materiality.

## Purchasing

The department has in place policies and procedures it considers appropriate to assist staff to comply with the Commonwealth Procurement Rules. The department encourages use of established panels and continues to access whole-of-Australian-Government contracts for the provision of travel and related services. Purchases of stationery and office supplies were made through the whole-of-Australian-Government contract with Winc.

During the reporting period the department entered into 79 contracts above the reporting threshold, 65 of which were reported on AusTender within the prescribed period. No other identified instances of non-compliance with the Commonwealth Procurement Rules have been identified.

## Consultants

Consultants are engaged where the department 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 specialist 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 PGPA Act and PGPA Rules, including the Commonwealth Procurement Rules and relevant internal policies.

During 2018–19, five new consultancy contracts were entered into involving total expenditure of \$0.161 million. In addition, four ongoing consultancy contracts were active in 2018–19, involving total expenditure of \$0.025 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 at [www.tenders.gov.au](http://www.tenders.gov.au).

## Competitive tendering and contracting

There were no instances during 2018–19 where contracts were let that did not provide for the Auditor-General to have access to the contractor's premises, or where the accountable authority exempted a contract from being published on the AusTender website.

## Procurement initiatives to support small business

The department supports small business participation in the Commonwealth Government procurement market. Small and medium-sized enterprise (SME) and small enterprise participation statistics are available on the Department of Finance's website at [www.finance.gov.au/procurement/statistics-on-commonwealth-purchasing-contracts](http://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 support SMEs by utilising the following practices:

- » the Commonwealth Contracting Suite for low-risk procurements valued under \$200,000
- » on-time payments made to SMEs by electronic funds transfer or by the use of payment cards.

## Advertising and market research

During 2018–19, the department did not conduct any advertising campaigns.

## Legal services expenditure

Schedule 1, Part 1, paragraph 11.1(ba) of the Legal Services Directions 2017 requires the department to publicly disclose its legal services expenditure. During 2018–19, external legal expenditure was \$182,872 (\$195,502 in 2017–18). The department did not incur any internal legal expenses during 2018–19 (nil in 2017–18).







# Part 4

## Financial statements

Contents	100
Independent auditor's report	101
Certification	103
Primary financial statements	104
Overview	112
Notes to the financial statements	115

*Federal Budget 2019: Treasurer, the Hon Josh Frydenberg MP, hands the Budget papers to the Clerk, Mr David Elder, 2 April 2019.  
Image: David Foote, Auspic/DPS.*

# Contents

<b>Independent Auditor's Report</b>	<b>101</b>
<b>Certification</b>	<b>103</b>
<b>Primary financial statements</b>	
Statement of comprehensive income	104
Statement of financial position	105
Statement of changes in equity	106
Cash flow statement	107
Administered schedule of comprehensive income	108
Administered schedule of assets and liabilities	109
Administered reconciliation schedule	110
Administered cash flow statement	111
<b>Overview</b>	<b>112</b>
<b>Notes to the financial statements</b>	
<b><i>Financial performance</i></b>	<b>115</b>
1 Expenses	115
2 Own-source revenue and gains	116
<b><i>Financial position</i></b>	<b>118</b>
3 Financial assets	118
4 Non-financial assets	119
5 Payables	123
<b><i>People and relationships</i></b>	<b>124</b>
6 Employee provisions	124
7 Key management personnel remuneration	126
8 Related party disclosures	127
<b><i>Funding</i></b>	<b>128</b>
9 Appropriations	128
10 Unspent annual appropriations ('recoverable GST exclusive')	130
11A Special appropriations ('recoverable GST exclusive')	130
11B Disclosures by agent in relation to special appropriations ('recoverable GST exclusive')	131
12 Net cash appropriation arrangements	131
<b><i>Managing uncertainties</i></b>	<b>132</b>
13 Financial instruments	132
14 Fair value	135
<b><i>Other information</i></b>	<b>136</b>
15 Aggregate assets and liabilities	136
<b><i>Major budget variances</i></b>	<b>137</b>
16 Departmental budget variances commentary	137

# Independent Auditor's Report



## INDEPENDENT AUDITOR'S REPORT

### To the Speaker of the House

#### Opinion

In my opinion, the financial statements of the Department of the House of Representatives ('the Entity') for the year ended 30 June 2019:

- (a) comply with Australian Accounting Standards – Reduced Disclosure Requirements and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Entity as at 30 June 2019 and its financial performance and cash flows for the year then ended.

The financial statements of the Entity, which I have audited, comprise the following statements as at 30 June 2019 and for the year then ended:

- Statement by the Clerk of the House and Chief Finance 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 the financial statements, comprising a summary of significant accounting policies and other explanatory information.

#### Basis for opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Entity in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) to the extent that they are not in conflict with the *Auditor-General Act 1997*. I have also fulfilled my other responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Accountable Authority's responsibility for the financial statements

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

In preparing the financial statements, the Clerk of the House is responsible for assessing the ability of the Entity to continue as a going concern, taking into account whether the Entity's operations will cease as a result of an

GPO Box 707 CANBERRA ACT 2601  
19 National Circuit BARTON ACT  
Phone (02) 6203 7300 Fax (02) 6203 7777

# Independent Auditor's Report

administrative restructure or for any other reason. The Clerk of the House is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the assessment indicates that it is not appropriate.

## **Auditor's responsibilities for the audit of the financial statements**

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian National Audit Office Auditing Standards, I exercise professional judgement and maintain professional skepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit 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;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Authority;
- conclude on the appropriateness of the Accountable Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Accountable Authority regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Australian National Audit Office



Mark Vial  
Senior Director  
Delegate of the Auditor-General

Canberra

30 September 2019

# Certification

**DEPARTMENT OF THE HOUSE OF REPRESENTATIVES  
STATEMENT BY THE CLERK OF THE HOUSE AND CHIEF FINANCE OFFICER**

In our opinion, the attached financial statements for the year ended 30 June 2019 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.



C SURTEES  
Clerk of the House  
30 September 2019



K MOORE  
Chief Finance Officer  
30 September 2019



# Statement of comprehensive income

for the period ended 30 June 2019

		2019	2018	Original Budget
	Notes	\$'000	\$'000	\$'000
<b>NET COST OF SERVICES</b>				
<b>Expenses</b>				
Employee benefits	1A	19,326	19,410	20,969
Suppliers	1B	5,243	4,983	5,150
Depreciation and amortisation	4A	584	973	800
Write-down and impairment of other assets		1	22	-
Losses from asset sales		3	0	-
<b>Total expenses</b>		<b>25,157</b>	<b>25,388</b>	<b>26,919</b>
<b>Own-source income</b>				
<b>Own-source revenue</b>				
Sale of goods and rendering of services	2A	64	52	50
Interest	2B	70	64	61
Other revenue	2C	123	562	5
<b>Total own-source revenue</b>		<b>257</b>	<b>678</b>	<b>116</b>
<b>Gains</b>				
Resources received free of charge	2D	2,003	1,986	1,890
<b>Total gains</b>		<b>2,003</b>	<b>1,986</b>	<b>1,890</b>
<b>Total own-source income</b>		<b>2,260</b>	<b>2,664</b>	<b>2,006</b>
<b>Net cost of services</b>		<b>22,897</b>	<b>22,724</b>	<b>24,913</b>
Revenue from government	9	24,113	24,242	24,113
<b>Surplus/(deficit) on continuing operations</b>		<b>1,216</b>	<b>1,518</b>	<b>(800)</b>
<b>OTHER COMPREHENSIVE INCOME</b>				
<b>Items not subject to subsequent reclassification to net cost of services</b>				
Changes in asset revaluation surplus	4A	(429)	-	300
<b>Total other comprehensive income</b>		<b>(429)</b>	<b>-</b>	<b>300</b>
<b>Total comprehensive income/(loss)</b>		<b>787</b>	<b>1,518</b>	<b>(500)</b>

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

# Statement of financial position

as at 30 June 2019

	Notes	2019 \$'000	2018 \$'000	Original Budget \$'000
<b>ASSETS</b>				
<b>Financial assets</b>				
Cash and cash equivalents	3A	617	410	506
Trade and other receivables	3B	18,044	16,097	14,612
Other investments	3C	2,546	2,546	2,546
<b>Total financial assets</b>		<b>21,207</b>	<b>19,053</b>	<b>17,664</b>
<b>Non-financial assets</b>				
Heritage and cultural	4A	454	419	469
Plant and equipment	4A	4,819	8,225	8,143
Computer software	4A	259	203	1,520
Inventories	4B	7	13	9
Other non-financial assets	4C	225	197	156
<b>Total non-financial assets</b>		<b>5,764</b>	<b>9,057</b>	<b>10,297</b>
<b>Total assets</b>		<b>26,971</b>	<b>28,110</b>	<b>27,961</b>
<b>LIABILITIES</b>				
<b>Payables</b>				
Suppliers	5A	389	340	286
Other payables	5B	256	496	149
<b>Total payables</b>		<b>645</b>	<b>836</b>	<b>435</b>
<b>Provisions</b>				
Employee provisions	6A	6,163	6,016	6,563
<b>Total provisions</b>		<b>6,163</b>	<b>6,016</b>	<b>6,563</b>
<b>Total liabilities</b>		<b>6,808</b>	<b>6,852</b>	<b>6,998</b>
<b>Net assets</b>		<b>20,163</b>	<b>21,258</b>	<b>20,963</b>
<b>EQUITY</b>				
Contributed equity		(12,800)	(10,918)	(9,116)
Reserves		13,763	14,192	14,492
Retained surplus/(accumulated deficit)		19,200	17,984	15,587
<b>Total equity</b>		<b>20,163</b>	<b>21,258</b>	<b>20,963</b>

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

## Statement of changes in equity

for the period ended 30 June 2019

	2019	2018	Original Budget
	\$'000	\$'000	\$'000
<b>CONTRIBUTED EQUITY</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	(10,918)	(10,393)	(9,753)
<b>Transactions with owners</b>			
Departmental capital budget	637	640	637
Transfer of assets to DPS	(2,519)	(1,165)	-
<b>Total transactions with owners</b>	<b>(1,882)</b>	<b>(525)</b>	<b>637</b>
Transfers between equity components	-	-	-
<b>Closing balance as at 30 June</b>	<b>(12,800)</b>	<b>(10,918)</b>	<b>(9,116)</b>
<b>RETAINED EARNINGS</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	17,984	16,466	16,387
<b>Comprehensive income</b>			
Surplus/(deficit) for the period	1,216	1,518	(800)
<b>Total comprehensive income</b>	<b>1,216</b>	<b>1,518</b>	<b>(800)</b>
<b>Closing balance as at 30 June</b>	<b>19,200</b>	<b>17,984</b>	<b>15,587</b>
<b>ASSET REVALUATION RESERVE</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	14,192	14,192	14,192
<b>Comprehensive income</b>			
Other comprehensive income	(429)	-	300
<b>Total comprehensive income</b>	<b>(429)</b>	<b>-</b>	<b>300</b>
<b>Closing balance as at 30 June</b>	<b>13,763</b>	<b>14,192</b>	<b>14,492</b>
<b>TOTAL EQUITY</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	21,258	20,265	20,826
<b>Comprehensive income</b>			
Surplus/(deficit) for the period	1,216	1,518	(800)
Other comprehensive income	(429)	-	300
<b>Total comprehensive income</b>	<b>787</b>	<b>1,518</b>	<b>(500)</b>
<b>Transactions with owners</b>			
<b>Contributions by owners</b>			
Departmental capital budget	637	640	637
Transfer of assets to DPS	(2,519)	(1,165)	-
<b>Total transactions with owners</b>	<b>(1,882)</b>	<b>(525)</b>	<b>637</b>
<b>Closing balance as at 30 June</b>	<b>20,163</b>	<b>21,258</b>	<b>20,963</b>

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

## Cash flow statement

for the period ended 30 June 2019

	Notes	2019 \$'000	2018 \$'000	Original Budget \$'000
<b>OPERATING ACTIVITIES</b>				
<b>Cash received</b>				
Appropriations		22,641	23,080	23,998
Sale of goods and rendering of services		49	140	50
Interest		4	-	61
Revenue from external sources		42	71	443
Net GST received		224	118	5
Other		-	98	-
<b>Total cash received</b>		<b>22,960</b>	<b>23,507</b>	<b>24,557</b>
<b>Cash used</b>				
Employees		19,325	19,558	20,857
Suppliers		3,440	3,324	3,257
Net GST paid		-	-	443
<b>Total cash used</b>		<b>22,765</b>	<b>22,882</b>	<b>24,557</b>
<b>Net cash from/(used by) operating activities</b>		<b>195</b>	<b>625</b>	<b>-</b>
<b>INVESTING ACTIVITIES</b>				
<b>Cash received</b>				
Proceeds from sales of property, plant and equipment		12	-	-
<b>Total cash received</b>		<b>12</b>	<b>-</b>	<b>-</b>
<b>Cash used</b>				
Purchase of property, plant and equipment		98	1,333	637
Purchase of intangibles		136	33	-
Investments		-	2,546	-
<b>Total cash used</b>		<b>234</b>	<b>3,912</b>	<b>637</b>
<b>Net cash from/(used by) investing activities</b>		<b>(222)</b>	<b>(3,912)</b>	<b>(637)</b>
<b>FINANCING ACTIVITIES</b>				
<b>Cash received</b>				
Contributed equity (departmental capital budget)		234	640	637
<b>Total cash received</b>		<b>234</b>	<b>640</b>	<b>637</b>
<b>Cash used</b>				
<b>Net cash from/(used by) financing activities</b>		<b>234</b>	<b>640</b>	<b>637</b>
<b>Net increase/(decrease) in cash held</b>		<b>207</b>	<b>(2,647)</b>	<b>-</b>
Cash and cash equivalents at the beginning of the reporting period		410	3,057	506
<b>Cash and cash equivalents at the end of the reporting period</b>	3A	<b>617</b>	<b>410</b>	<b>506</b>

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

## Administered schedule of comprehensive income

for the period ended 30 June 2019

	2019	2018	Original Budget
Notes	\$'000	\$'000	\$'000
<b>NET COST OF SERVICES</b>			
<b>Expenses</b>			
Provision of hospitality services	310	313	313
<b>Total expenses</b>	<b>310</b>	313	313
<b>Net (cost of)/contribution by services</b>	<b>(310)</b>	(313)	(313)
<b>Surplus/(deficit)</b>	<b>(310)</b>	(313)	(313)
<b>Total comprehensive income/(loss)</b>	<b>(310)</b>	(313)	(313)

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

## Administered schedule of assets and liabilities

as at 30 June 2019

	2019	2018	Original Budget
Notes	\$'000	\$'000	\$'000
<b>ASSETS</b>			
<b>Financial assets</b>			
Trade and other receivables	5	2	4
<b>Total financial assets</b>	<b>5</b>	<b>2</b>	<b>4</b>
<b>Total assets administered on behalf of government</b>	<b>5</b>	<b>2</b>	<b>4</b>
<b>LIABILITIES</b>			
<b>Payables</b>			
Suppliers	7	27	26
Other payables	5	2	4
<b>Total payables</b>	<b>12</b>	<b>29</b>	<b>30</b>
<b>Government</b>	<b>12</b>	<b>29</b>	<b>30</b>
<b>Net assets/(liabilities)</b>	<b>(7)</b>	<b>(27)</b>	<b>(26)</b>

Administered assets and liabilities consist of trade creditors and/or accrued expenses and amounts owed to/from the Australian Taxation Office. All assets and liabilities are considered current and are expected to be recovered/settled within 12 months.

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



## Administered reconciliation schedule

	<b>2019</b>	2018
	<b>\$'000</b>	\$'000
<b>Opening assets less liabilities as at 1 July</b>	(27)	(26)
Adjustment for errors	-	-
<b>Adjusted opening assets less liabilities</b>	<b>(27)</b>	<b>(26)</b>
<b>Net (cost of)/contribution by services</b>		
Expenses		
Payments to entities other than corporate Commonwealth entities	<b>(310)</b>	(313)
<b>Transfers (to)/from the Australian Government</b>		
Appropriation transfers from official public account	<b>330</b>	312
<b>Closing assets less liabilities as at 30 June</b>	<b>(7)</b>	<b>(27)</b>

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

### Accounting policy

#### Administered cash transfers to and from the official public account (OPA)

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 government and reported as such in the administered cash flow statement.

## Administered cash flow statement

for the period ended 30 June 2019

	Notes	2019 \$'000	2018 \$'000
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Net GST received		22	25
<b>Total cash received</b>		<b>22</b>	<b>25</b>
<b>Cash used</b>			
Suppliers		355	336
<b>Total cash used</b>		<b>355</b>	<b>336</b>
<b>Net cash from/(used by) operating activities</b>		<b>(333)</b>	<b>(311)</b>
<b>Cash from official public account</b>			
Appropriations		330	312
GST appropriations		25	24
<b>Total cash from official public account</b>		<b>355</b>	<b>336</b>
<b>Cash to official public account</b>			
GST appropriations		(22)	(25)
<b>Total cash to official public account</b>		<b>333</b>	<b>311</b>
<b>Cash and cash equivalents at the end of the reporting period</b>		<b>-</b>	<b>-</b>

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 also supports the parliament by providing advice and services to support the parliament's national, international and regional relationships and by assisting other parliaments, primarily within the Indo–Pacific region, by partnering in capacity-building activities.

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.

### Administered objectives

The department receives administered funding in order to support the parliament by:

- » providing a booking service for school groups visiting Parliament House
- » coordinating provision of hospitality for these groups.

## 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); and
- b) Australian Accounting Standards and Interpretations – Reduced Disclosure Requirements 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.

## New accounting standards

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

### AASB 16 Leases

This new standard replaces the current standard AASB 117 and applies to reporting periods commencing on or after 1 July 2019. On implementation the department will be required to recognise the costs of use of leased assets and the associated benefits on its statement of financial position and expense an interest charge on the lease liability through the statement of comprehensive income. The department currently has leases which will be recorded in accordance with the new standard therefore the implementation of AASB 16 Leases will have ongoing financial impacts on the department's financial statements from the 2019–20 financial year onwards.

### AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities

Commonwealth not-for-profit entities with a 30 June financial year-end are required to apply AASB 1058 and AASB 15 from the 2019–20 annual reporting period. AASB 1058 replaces most of the not-for-profit provisions of AASB 1004 by clarifying and simplifying income recognition requirements for these entities. AASB 15 replaces AASB 118 Revenue and outlines the principles that a for-profit entity must apply to recognise and measure revenue. As the department's revenue recognition process for its existing revenue is broadly consistent with the requirements of the new standards, there is likely to be minimal impact on future financial reporting periods.

## 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 the House of Representatives for the year ended 30 June 2019.

## Note 1 Expenses

	2019	2018
	\$'000	\$'000
<b>1A: Employee benefits</b>		
Wages and salaries	14,265	14,733
Superannuation		
Defined contribution plans	1,052	967
Defined benefit plans	1,733	1,898
Leave and other entitlements	2,225	1,622
Separation and redundancies	51	190
<b>Total employee benefits</b>	<b>19,326</b>	<b>19,410</b>
<b>1B: Suppliers</b>		
<b>Goods and services supplied or rendered</b>		
Staff-related services	606	373
Travel	683	1,094
Office services	3,511	3,092
Communication	90	86
Corporate expenses	259	243
<b>Total goods and services supplied or rendered</b>	<b>5,149</b>	<b>4,888</b>
Goods supplied	268	218
Services rendered	4,881	4,670
<b>Total goods and services supplied or rendered</b>	<b>5,149</b>	<b>4,888</b>
<b>Other suppliers</b>		
Operating lease rentals	41	39
Workers' compensation expenses	53	56
<b>Total other suppliers</b>	<b>94</b>	<b>95</b>
<b>Total suppliers</b>	<b>5,243</b>	<b>4,983</b>
<b>Leasing commitments</b>		
Operating leases 2018–19 included were effectively non-cancellable and comprise agreements for the provision of motor vehicles to senior executives and for departmental use.		
<b>Commitments for minimum lease payments in relation to non-cancellable operating leases are payable as follows:</b>		
Within 1 year	41	27
Between 1 to 5 years	34	41
<b>Total operating lease commitments</b>	<b>75</b>	<b>68</b>

## Note 2 Own-source revenue and gains

	2019	2018
	\$'000	\$'000
<b>2A: Sale of goods and rendering of services</b>		
Sale of goods	16	25
Rendering of services	48	27
<b>Total sale of goods and rendering of services</b>	<b>64</b>	<b>52</b>
<b>2B: Interest</b>		
Deposits	70	64
<b>Total interest</b>	<b>70</b>	<b>64</b>
<b>2C: Other revenue</b>		
Royalties	12	6
Funding from external sources	111	520
Comcare refunds	-	36
<b>Total other revenue</b>	<b>123</b>	<b>562</b>
<b>2D: Other gains</b>		
Resources received free of charge		
Remuneration of auditors	83	83
Rent of premises	1,920	1,869
Other gain—asset first time recognition	-	34
<b>Total other gains</b>	<b>2,003</b>	<b>1,986</b>



## Accounting policy

### Revenue from the sale of goods

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
- » 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.

The stage of completion of contracts at the reporting date is determined by reference to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

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 the end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

### Interest

Interest revenue is recognised using the effective interest method.

### 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.

### 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.

# 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.

## Note 3 Financial assets

	2019	2018
	\$'000	\$'000
<b>3A: Cash and cash equivalents</b>		
Cash on hand or on deposit	617	410
<b>Total cash and cash equivalents</b>	<b>617</b>	<b>410</b>
<b>3B: Trade and other receivables</b>		
<b>Goods and services receivables</b>		
Goods and services	214	122
<b>Total goods and services receivables</b>	<b>214</b>	<b>122</b>
<b>Appropriations receivables</b>		
Appropriation receivable—existing programs	17,779	15,903
<b>Total appropriations receivables</b>	<b>17,779</b>	<b>15,903</b>
<b>Other receivables</b>		
Cash held by salary packaging providers	28	34
GST input credits receivable	23	38
<b>Total other receivables</b>	<b>51</b>	<b>72</b>
<b>Total trade and other receivables (gross)</b>	<b>18,044</b>	<b>16,097</b>
<b>Less impairment allowance</b>	<b>-</b>	<b>-</b>
<b>Total trade and other receivables (net)</b>	<b>18,044</b>	<b>16,097</b>
<b>3C: Other investments</b>		
Deposits <sup>1</sup>	2,546	2,546
<b>Total other investments</b>	<b>2,546</b>	<b>2,546</b>

1. The department has a one-year term deposit of \$2,546,108. The interest rate is 2.05 per cent. The maturity date of the term deposit is 29 June 2020. The department intends to roll over the investment on maturity. The source of the deposit was the former Inter-parliamentary Relations Special Account which was subject to a sun-setting provision. The balance of the account was invested after the release of a new delegation from the Finance Minister in July 2017. Refer to Note 11A for further details.

### Accounting policy

#### Financial assets

Trade receivables are recognised where the department becomes party to a contract and has a legal right to receive cash. Loans and receivables are assessed for impairment at the end of each reporting period. Allowances are made when collectability of the debt is no longer probable. Trade receivables are derecognised on payment.

Appropriations receivable are appropriations controlled by the department but held in the Official Public Account. Appropriations receivable are recognised at their nominal amounts.

## Note 4 Non-financial assets

### 4A: Reconciliation of the opening and closing balances of property, plant and equipment and intangibles

	Heritage and cultural <sup>1</sup> \$'000	Property, plant and equipment \$'000	Computer software <sup>2</sup> \$'000	Total \$'000
<b>As at 1 July 2018</b>				
Gross book value	419	9,188	950	10,557
Accumulated depreciation, amortisation and impairment	-	(963)	(747)	(1,710)
<b>Total as at 1 July 2018</b>	<b>419</b>	<b>8,225</b>	<b>203</b>	<b>8,847</b>
Additions				
Purchase	-	98	136	234
Revaluations and impairments recognised in other comprehensive income	35	(464)	-	(429)
Depreciation and amortisation	-	(504)	(80)	(584)
Transfer of assets to DPS <sup>3</sup>	-	(2,519)	-	(2,519)
Other	-	(17)	-	(17)
<b>Total as at 30 June 2019</b>	<b>454</b>	<b>4,819</b>	<b>259</b>	<b>5,532</b>
<b>Total as at 30 June 2019 represented by</b>				
Gross book value	454	4,819	1,031	6,304
Accumulated depreciation, amortisation and impairment	-	-	(772)	(772)
<b>Total as at 30 June 2019</b>	<b>454</b>	<b>4,819</b>	<b>259</b>	<b>5,532</b>

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 \$42,336 (2018: \$36,245) of purchased software and \$94,607 (2018: \$167,210) of internally generated software.

3. On 1 December 2018 the department transferred assets to the Department of Parliamentary Services (DPS) as part of the consolidation of 'status B' furniture across the parliamentary departments. The total net book value by class of the transfers is as follows:

Property, plant and equipment      \$2,519,220.25

The assets were transferred to DPS for no consideration, and were recognised as a distribution resulting in a reduction in equity of \$2,519,220.25.

#### Revaluations of non-financial assets

All revaluations were conducted in accordance with the revaluation policy stated at Note 14. On 30 June 2019 an independent valuer conducted the revaluations.

**Note 4 Non-financial assets (continued)****Accounting policy**

Assets are recorded at cost on acquisition except as stated below. The cost of an item of property, plant and equipment shall be recognised as an asset if, and only if, it is probable that future economic benefits associated with the item will flow to the entity; and the cost of the item can be measured reliably. The cost of acquisition includes the initial costs to acquire or construct an item as well as subsequent costs. 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 that 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.

## Note 4 Non-financial assets (continued)

### Depreciation (continued)

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

	2019	2018
Property, plant and equipment	<b>1 to 50 years</b>	5 to 50 years

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 2019. Where indications of impairment exist, each asset's recoverable amount is estimated and an impairment adjustment made if each 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 \$454,000 (2018: \$419,000):

- » Mace—Garrard engraved silver
- » Dispatch boxes (2), rosewood with silver and enamel embossing
- » Yirrkala bark petition 14 Aug 1963, 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
- » Rituals—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 that relate to their heritage value and cultural significance.

Heritage and cultural assets have an indefinite useful life which is maintained through the department's adoption of appropriate curatorial and preservation activities. Where required, advice on preservation and restoration activities is sought from the parliament's Design Integrity and Archives Unit which is operated by the Department of Parliamentary Services.

## Note 4 Non-financial assets (continued)

### 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 20 years (2018: 2 to 13 years).

All software assets were assessed for indications of impairment as at 30 June 2019.

	2019	2018
	\$'000	\$'000
<b>4B: Inventories</b>		
<b>Inventories held for sale</b>		
Finished goods	7	13
<b>Total inventories held for sale</b>	<b>7</b>	<b>13</b>
<b>Total inventories</b>	<b>7</b>	<b>13</b>

During 2019, \$2,246 worth of inventory held for sale was recognised as an expense (2018: \$2,532).

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

### 4C: Other non-financial assets

Prepayments	225	197
<b>Total other non-financial assets</b>	<b>225</b>	<b>197</b>

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

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

## Note 5 Payables

	2019 \$'000	2018 \$'000
<b>5A: Suppliers</b>		
Trade creditors and accruals	389	340
<b>Total suppliers</b>	<b>389</b>	<b>340</b>
Settlement was usually made within 30 days.		
<b>5B: Other payables</b>		
Salaries and wages	109	131
Superannuation	22	23
Salary sacrifice payable	28	34
Unearned income <sup>1</sup>	95	191
Input tax credit (GST) payment to the Australian Taxation Office	1	0
Other payables	1	117
<b>Total other payables</b>	<b>256</b>	<b>496</b>

1. \$80,109 of the unearned income relates to payments from the Department of Foreign Affairs and Trade (DFAT) funding for Pacific parliamentary development programs. Payment is made in advance of work being performed, and unspent funds are acquitted to DFAT. The other \$15,318 relates to payments received in advance for seminar and assent print subscription services renewal.



# 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.

## Note 6 Employee provisions

	2019 \$'000	2018 \$'000
<b>6A: Employee provisions</b>		
Leave	<b>6,163</b>	6,016
<b>Total employee provisions</b>	<b>6,163</b>	6,016
<b>Employee provisions expected to be settled</b>		
No more than 12 months	<b>1,627</b>	1,720
More than 12 months	<b>4,536</b>	4,295
<b>Total employee provisions</b>	<b>6,163</b>	6,016

**Note 6 Employee provisions (continued)****Accounting policy**

Liabilities for short-term employee benefits and termination benefits expected within 12 months of the end of the 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 the short-hand method as at 30 June 2019. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

**Superannuation**

The department's staff are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS), 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 employee's 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.

### Note 7 Key management personnel remuneration

	2019	2018
	\$'000	\$'000
<b>Short-term employee benefits</b>		
Base salary	1,359	1,428
Other benefits and allowances	143	106
<b>Total short-term employee benefits</b>	<b>1,502</b>	1,534
<b>Post-employment benefits</b>		
Superannuation contribution	237	238
<b>Total post-employment benefits</b>	<b>237</b>	238
<b>Other long-term employee benefits</b>		
Long-service leave	62	31
<b>Total other long-term employee benefits</b>	<b>62</b>	31
<b>Total key management personnel remuneration expenses</b>	<b>1,801</b>	1,803

The total number of key management personnel that are included in the above table is 7 (2018:6).

#### **Accounting policy**

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the department, directly or indirectly, including any director (whether executive or otherwise) of the department. The department has determined the key management personnel to be the Clerk of the House, Deputy Clerk of the House, the three Clerk's Assistants and the Serjeant-at-Arms.

## Note 8 Related party disclosures

### Transactions with related parties

Giving consideration to relationships with related entities, and transactions entered into during the reporting period by the department, it has been determined that there are no related party transactions to be separately disclosed. Given the breadth of government activities, related parties may transact with the government sector in the same capacity as ordinary citizens. Such transactions include the payment or refund of taxes, receipt of a Medicare rebate or higher education loans. These transactions are not considered to be related party transactions.

The department transacts with other Australian Government controlled entities consistent with normal day-to-day business operations provided under normal terms and conditions, including the payment of workers' compensation and insurance premiums, transactions between the other parliamentary departments and the Department of Finance. These are not considered individually significant to warrant separate disclosure as related party transactions. Refer to Note 1A Employee benefits for details on superannuation arrangements with the Commonwealth.

Giving consideration to relationships with related entities, and transactions entered into during the reporting period by the department, it has been determined that there are no related party transactions to be separately disclosed.

# Funding

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

## Note 9 Appropriations

	Appropriation Act		Section 74 receipts \$'000	Total appropriation \$'000	Appropriation applied in 2019 (current and prior years) \$'000	Variance <sup>2</sup> \$'000
	Annual appropriation <sup>1</sup> \$'000	PGPA Act				
<b>Departmental</b>						
Operating budget	24,113		314	24,427	(22,955)	1,472
Capital budget	637		-	637	(234)	403
<b>Total departmental</b>	<b>24,750</b>		<b>314</b>	<b>25,064</b>	<b>(23,189)</b>	<b>1,875</b>
<b>Administered</b>						
Operating budget	313		-	313	(330)	(17)
<b>Total administered</b>	<b>313</b>		<b>-</b>	<b>313</b>	<b>(330)</b>	<b>(17)</b>

1. In 2018–19, there were no appropriations subject to quarantine and no reductions. The departmental and administered appropriations are automatically repealed three years after they are passed by parliament.

2. The departmental variance primarily relates to:

- operating budget—lower employee benefits expense due to a number of positions remaining vacant throughout the reporting period
- capital budget—a number of bespoke software projects remained incomplete at balance date.

The administered variance relates to accrued expenses in 2017–18 which were drawn and paid in 2018–19.

## Note 9 Appropriations (continued)

	Appropriation Act		Section 74 receipts \$'000	Total appropriation \$'000	Appropriation applied in 2018 (current and prior years) \$'000	Variance <sup>2</sup> \$'000
	Annual					
	Appropriation Act appropriation <sup>1</sup> \$'000	PGPA Act				
<b>Departmental</b>						
Operating budget	24,242		476	24,718	(23,557)	1,162
Capital budget	640		-	640	(640)	-
<b>Total departmental</b>	<b>24,882</b>		<b>476</b>	<b>25,358</b>	<b>(24,197)</b>	<b>1,162</b>
<b>Administered</b>						
Operating budget	320		-	320	(312)	8
<b>Total administered</b>	<b>320</b>		<b>-</b>	<b>320</b>	<b>(312)</b>	<b>8</b>

1. In 2017–18, there were no appropriations subject to quarantine and no reductions. The departmental and administered appropriations cease to be in force on 1 July 2020.

2. The departmental variance relates to:

- lower employee benefits because a number of positions remained vacant throughout the reporting period
- less requirement to travel for the year
- the balance undrawn for accrued expenses payable in 2018–19.

The administered variance relates to balance undrawn for accrued expenses payable in 2018–19.

**Note 10 Unspent annual appropriations ('recoverable GST exclusive')**

	2019 \$'000	2018 \$'000
<b>Departmental</b>		
Appropriation (Parliamentary Departments) Act (No. 1) 2017–18	-	15,903
Appropriation (Parliamentary Departments) Act (No. 1) 2018–19	<b>17,779</b>	-
Appropriation (Parliamentary Departments) Act (No. 1) 2018–19 Cash at bank	<b>617</b>	410
<b>Total departmental</b>	<b>18,396</b>	16,313
<b>Administered</b>		
Appropriation (Parliamentary Departments) Act (No. 1) 2017–18	-	34
Appropriation (Parliamentary Departments) Act (No. 1) 2018–19	<b>17</b>	-
<b>Total administered</b>	<b>17</b>	34

**Note 11A Special appropriations ('recoverable GST exclusive')**

	2019 \$'000	2018 \$'000
<b>Authority</b>		
Public Governance, Performance and Accountability Act 2013–section 58	<b>5,092</b>	2,546
<b>Total special appropriations applied</b>	<b>5,092</b>	2,546

The *Public Governance, Performance and Accountability (Finance Minister to Accountable Authorities of Non-Corporate Commonwealth Entities) Delegation 2014* provides the department the delegation to invest relevant money in any authorised investment on behalf of the Commonwealth or to authorise the reinvestment upon maturity of the proceeds of an authorised investment. The delegation is made under section 58 of the *Public Governance, Performance and Accountability Act 2013*. Investments made in accordance with this delegation throughout the year are as follows:

2018–19 amount applied	Date	\$('000)
Term deposit matures and principal reinvested	20 July 2018	2,546
Term deposit matures and principal reinvested	28 June 2019	2,546
<b>Total applied</b>		<b>5,092</b>
2017–18 amount applied	Date	\$('000)
Term deposit investment	20 July 2017	2,546
<b>Total applied</b>		<b>2,546</b>

The balance of this account is disclosed in Note 3C and interest earned is recorded on an accrual basis in Note 2B.



## Note 11B Disclosures by agent in relation to special appropriations ('recoverable GST exclusive')

	Department of Finance (third party access)	
<b>2019</b>	<b>\$'000</b>	
Total receipts	<b>48,534</b>	
Total payments	<b>48,534</b>	

	Department of Finance (third party access)	Australian Public Service Commission (third party access)
<b>2018</b>	<b>\$'000</b>	
Total receipts	27,948	19,637
Total payments	27,948	19,637

Throughout the financial year, the department made payments via special appropriations in accordance with third party access agreements with the Department of Finance. The agreement facilitates payments under the following Acts for the purposes described:

*Parliamentary Superannuation Act 2004*—For the purposes necessary to administer the special appropriation in section 18 of the Act.

*Commonwealth of Australia Constitution Act*—For the purposes necessary to administer the special appropriation in section 66 of the Act.

*Parliamentary Business Resources Act 2017*—For the appropriation in section 59 of the Act.

In the 2018-19 financial year the department made payments under a third party access arrangement with the Australian Public Service Commission for payments under s7(13) of the *Remuneration Tribunal Act 1973*. This arrangement ceased when the *Parliamentary Business Resources Act 2017 (PBR Act)* came into effect on 1 January 2018. The PBR Act replaced the department's special appropriation arrangements under the *Parliamentary Entitlements Act 1990* and the *Remuneration Tribunal Act 1973*.

## Note 12 Net cash appropriation arrangements

	2019 \$'000	2018 \$'000
<b>Total comprehensive income/(loss) less depreciation/amortisation expenses previously funded through revenue appropriations</b>	<b>1,371</b>	2,490
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	<b>(584)</b>	(972)
<b>Total comprehensive income/(loss)—as per the statement of comprehensive income</b>	<b>787</b>	1,518

# Managing uncertainties

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

## Note 13 Financial instruments

	2019	2018
	\$'000	\$'000
<b>Categories of financial instruments</b>		
<b>Financial assets under AASB 139</b>		
<b>Held-to-maturity investments</b>		
Term deposit		2,546
<b>Total held-to-maturity investments</b>		<u>2,546</u>
<b>Loans and receivables</b>		
Cash and cash equivalents		410
Trade and other receivables		157
<b>Total loans and receivables</b>		<u>567</u>
<b>Financial assets under AASB 9</b>		
<b>Financial assets at amortised cost</b>		
Term deposit	2,546	
Cash and cash equivalents	617	
Trade and other receivables	242	
<b>Total financial assets at amortised cost</b>	<u>3,405</u>	
<b>Total financial assets</b>	<u>3,405</u>	3,113
<b>Financial liabilities</b>		
<b>Financial liabilities measured at amortised cost</b>		
Suppliers	389	340
Other payables	95	191
<b>Total financial liabilities measured at amortised cost</b>	<u>484</u>	531
<b>Total financial liabilities</b>	<u>484</u>	531

### Note 13 Financial instruments (continued)

Classification of financial assets on the date of initial application of AASB 9					
Financial assets class	Note	AASB 139 original classification	AASB 9 new classification	AASB 139 carrying amount at 1 July 2018	AASB 9 carrying amount at 1 July 2018
				\$'000	\$'000
Cash and cash equivalents	3A	Held-to-maturity	Amortised cost	410	410
Trade receivables	3B	Held-to-maturity	Amortised cost	157	157
Term deposit	3C	Held-to-maturity	Amortised cost	2,546	2,546
<b>Total financial assets</b>				<b>3,113</b>	<b>3,113</b>

Reconciliation of carrying amounts of financial assets on the date of initial application of AASB 9				
Financial assets at amortised cost	AASB 139 carrying amount at 30 June 2018	Reclassification	Remeasurement	AASB 9 carrying amount at 1 July 2018
	\$'000	\$'000	\$'000	\$'000
Held to maturity				
Term deposit	2,546	-	-	2,546
Loans and receivables				
Cash and cash equivalents	410	-	-	410
Trade and other receivables	157	-	-	157
<b>Total amortised cost</b>	<b>3,113</b>	<b>-</b>	<b>-</b>	<b>3,113</b>

The change in carrying amount for held to maturity and loans and receivables based on measurement under AASB 139 is \$0. The change in measurement on transition to AASB 9 is \$0.

**Note 13 Financial instruments (continued)****Accounting policy****Financial assets**

With the implementation of AASB 9 Financial Instruments, for the first time in 2019 the department classifies its financial assets in the following categories:

- a) financial assets at fair value through profit or loss
- b) financial assets at fair value through other comprehensive income and
- c) financial assets measured at amortised cost.

The classification depends on both the department's business model for managing the financial assets and contractual cash flow characteristics at the time of initial recognition. Financial assets are recognised when the entity becomes a party to the contract and, as a consequence, has a legal right to receive or a legal obligation to pay cash and derecognised when the contractual rights to the cash flows from the financial asset expire or are transferred upon trade date.

Comparatives have not been restated on initial application.

**Financial assets at amortised cost**

Financial assets included in this category need to meet two criteria:

1. the financial asset is held in order to collect the contractual cash flows and
2. the cash flows are solely payments of principal and interest (SPPI) on the principal outstanding amount.

Amortised cost is determined using the effective interest method.

**Effective interest method**

Income is recognised on an effective interest rate basis for financial assets that are recognised at amortised cost.

**Impairment of financial assets**

Financial assets are assessed for impairment at the end of each reporting period based on expected credit losses, using the general approach which measures the loss allowance based on an amount equal to lifetime expected credit losses where risk has significantly increased, or an amount equal to 12-month expected credit losses if risk has not increased.

The simplified approach for trade, contract and lease receivables is used. This approach always measures the loss allowance as the amount equal to the lifetime expected credit losses.

A write-off constitutes a derecognition event where the write-off directly reduces the gross carrying amount of the financial asset.

**Financial liabilities at amortised cost**

Supplier and other payables are recognised at amortised cost and consist of trade creditors, accruals and unearned income. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

## Note 14 Fair value

	Fair value measurements at the end of the reporting period	
	2019 \$'000	2018 \$'000
<b>Non-financial assets<sup>1</sup></b>		
Property, plant and equipment <sup>2</sup>	<b>4,819</b>	8,225
Heritage and cultural <sup>2</sup>	<b>454</b>	419

1. The department's assets are held for operational purposes and not held for the purposes of deriving profit. The current use of all non-financial assets is considered their highest and best use.

2. The department did not measure any non-financial assets at fair value on a non-recurring basis as at 30 June 2019.

### **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 2019, the department engaged JLL Public Sector Valuations Pty Ltd (JLL) to undertake a revaluation of all tangible assets at 30 June 2019 and relied on those outcomes to establish carrying amounts. JLL provided written assurance that the models developed are in compliance with AASB 13.

# Other information

## Note 15 Aggregate assets and liabilities

	2019 \$'000	2018 \$'000
<b>Assets expected to be recovered in:</b>		
No more than 12 months	21,439	19,263
More than 12 months	5,532	8,847
<b>Total assets</b>	<b>26,971</b>	28,110
<b>Liabilities expected to be settled in:</b>		
No more than 12 months	2,272	2,556
More than 12 months	4,536	4,295
<b>Total liabilities</b>	<b>6,808</b>	6,852

# Major budget variances

This section provides explanations for major budget variances between the department's budget and actual results for the year ended 30 June 2019.

## Note 16 Departmental budget variances commentary

Explanations of major variances	Affected statements and line items
<b>Employee benefits</b>	
<p>Employee benefits were lower than originally budgeted as a number of positions remained vacant throughout the reporting period due to delays in recruitment processes. In addition, the staffing complement required throughout the final year of the parliamentary cycle and leading up to and during the federal election was less than anticipated at the time of budgeting. This resulted in a lower average staffing level than was budgeted.</p>	<p><b>Statement of comprehensive income:</b></p> <ul style="list-style-type: none"> <li>» employee benefits expense</li> </ul> <p><b>Statement of financial position:</b></p> <ul style="list-style-type: none"> <li>» employee provisions</li> <li>» trade and other receivables (in respect of undrawn appropriation)</li> </ul> <p><b>Cash flow statement:</b></p> <ul style="list-style-type: none"> <li>» operating cash used—employees</li> <li>» operating cash received—appropriations</li> </ul>
<b>Extension of parliamentary capacity-building program funding</b>	
<p>On 31 May 2018 the department agreed to an extension of its memorandum of understanding with the Department of Foreign Affairs and Trade for capacity-building work in Fiji. This work was originally due to complete on 30 June 2018 and as such no revenue was budgeted for the 2018–19 financial year. The extension of the contract has resulted in unbudgeted revenue being attributed against relevant expenses (primarily travel) during the 2018–19 financial year. The unspent portion of the funding remains unearned as at balance date and is recorded as unearned revenue.</p>	<p><b>Statement of comprehensive income:</b></p> <ul style="list-style-type: none"> <li>» other revenue</li> <li>» suppliers</li> </ul> <p><b>Statement of financial position:</b></p> <ul style="list-style-type: none"> <li>» payables—other payables (unearned revenue)</li> </ul> <p><b>Cash flow statement:</b></p> <ul style="list-style-type: none"> <li>» operating cash used—suppliers</li> <li>» operating cash received—revenue from external sources</li> </ul>



### Note 16 Departmental budget variances commentary (continued)

Explanations of major variances	Affected statements and line items
<b>Transfer of assets to DPS</b>	
<p>In June 2018 the department transferred computer software assets to DPS under an arrangement to consolidate information and communications technology assets across the parliament. This transfer was not confirmed at the time of budgeting for the 2018–19 financial year in March 2018 and was therefore not included in budgeted figures.</p> <p>On 1 December 2018 the department transferred furniture to DPS as part of the consolidation of status B furniture across the parliamentary departments. This transfer was not known at the time of budgeting and was therefore not included in budgeted figures. This transfer has also impacted the department's budgeted revaluation surplus as it was anticipated that the now transferred furniture items would increase in value and offset any other decrements.</p>	<p><b>Statement of financial position:</b></p> <ul style="list-style-type: none"> <li>» computer software</li> <li>» plant and equipment</li> </ul> <p><b>Statement of changes in equity:</b></p> <ul style="list-style-type: none"> <li>» contributed equity—transactions with owners</li> </ul> <p><b>Statement of comprehensive income:</b></p> <ul style="list-style-type: none"> <li>» depreciation and amortisation</li> <li>» changes in asset revaluation surplus</li> </ul>



## Appendixes

1. Business of the House and Federation Chamber	140
2. Committee activity	143
3. Committee reports and inquiries	145
4. Publications	155
5. Official incoming parliamentary delegations	157
6. Other incoming parliamentary delegations	158
7. Outgoing parliamentary delegations	160
8. Parliamentary capacity-building	163
9. Contact directory	166
10. List of requirements	167

# 1. Business of the House and Federation Chamber

This appendix contains summary information on the business of the House and Federation Chamber in 2018–19.

## Meetings of the House of Representatives, 2018–19

Events	Spring 2018	Autumn– Winter 2019	Total
Sitting weeks	8	3	11
Sitting days	32	10	42
Hours of sitting: <sup>a</sup>			
» including suspensions	283	92	375
» excluding suspensions	280	91	371
Sittings after midnight	0	0	0
Government bills introduced <sup>b</sup>	68	57	125
Private members' bills introduced <sup>c</sup>	22	8	30
Private members' motions moved	11	1	12
Committee reports presented	67	60	127
Days on which:			
» the adjournment motion was debated	31	8	39
» matters of public importance were discussed	23	8	31
» private members' business occurred	8	1	9
Divisions	67	18	85
Closure of question agreed to	6	3	9
Closure of member agreed to	4	0	4
Bills subject to debate management motions	0	0	0

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

b. Includes 13 Senate bills.

c. Includes two private senators' bills.

## Meetings of the Federation Chamber, 2018–19

Events	Spring 2018	Autumn– Winter 2019	Total
Number of meetings	32	9	41
Hours of meeting (excluding suspensions) <sup>a</sup>	99	31	130
Bills referred	2	5	7
Private members' bills debated	2	1	3
Private members' motions moved	40	8	48
Committee reports presented	0	0	0
Committee and delegation reports referred	21	8	29
Other documents debated	3	1	4
Days on which:			
» the adjournment motion was debated	8	3	11
» grievance debate occurred	8	2	10
» private members' business occurred	9	1	10

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

## Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2014–15 to 2018–19

Events	2014–15	2015–16	2016–17	2017–18	2018–19
Government bills introduced (including bills brought from the Senate)	191	141	213	187	125
» Initiated in the House	181	136	206	172	112
» Initiated in the Senate	10	5	7	15	13
Private members' bills introduced <sup>a</sup>	12	21	35	35	30
Second-reading amendments moved	22	16	40	45	37
Consideration-in-detail amendments moved:					
» government	215	60	58	453	471
» opposition	62	38	44	44	63
» non-aligned	26	21	71	9	32
» amendments to private members' bills	0	0	0	93	0
Consideration-in-detail amendments passed:					
» government	215	60	58	453	471
» opposition	4	2	0	3	2
» non-aligned	0	0	1	0	10
» amendments to private members' bills	0	0	0	0	0

a. Includes private senators' bills.

## 2. Committee activity

This appendix tallies the activities of the House of Representatives and joint committees of the Forty-fifth Parliament, 2018–19. Only House and joint committees supported by the Department of the House of Representatives are listed.

Committee	Meetings	Inquiries active at 30 June 2019	Reports presented <sup>a</sup>
<b>Scrutiny committees</b>			
Agriculture and Water Resources	11	0	1
Communications and the Arts	13	0	1
Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples <sup>b</sup>	25	0	2
Economics	35	0	7
Electoral Matters	18	0	4
Employment, Education and Training	17	0	1
Environment and Energy	8	0	2
Foreign Affairs, Defence and Trade	142	0	7
Health, Aged Care and Sport	18	0	5
Indigenous Affairs	16	0	1
Industry, Innovation, Science and Resources	17	0	1
Infrastructure, Transport and Cities	12	0	3
Intelligence and Security	54	0	10
Intergenerational Welfare Dependence <sup>c</sup>	14	0	2
Migration	13	0	2
National Capital and External Territories	12	0	2
Northern Australia	8	0	0
Public Accounts and Audit	19	0	8
Public Works	23	0	3
Social Policy and Legal Affairs	7	0	1
Tax and Revenue	7	0	2
Trade and Investment Growth	9	0	2
Treaties	13	0	7

Committee	Meetings	Inquiries active at 30 June 2019	Reports presented <sup>a</sup>
<b>Internal committees</b>			
Appropriations and Administration	2	0	2
Broadcasting of Parliamentary Proceedings	0	0	0
Petitions	13	0	11
Privileges and Members' Interests	10	0	2
Procedure	7	0	1
Publications (House)	0	0	0
Publications (Joint)	0	0	0
Selection	10	0	10

- a. The Parliamentary Standing Committee on Public Works and the Joint Standing Committee on Treaties often present reports that incorporate multiple completed inquiries. Statistics detailed here tally the number of reports presented only and not the number of completed inquiries.
- b. The Joint Select Committee on Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples is a select committee that presented its final report on 29 November 2018 and has therefore expired.
- c. The Select Committee on Intergenerational Welfare Dependence is a select committee that presented its final report on 22 March 2019 and has therefore expired.



### 3. Committee reports and inquiries

This appendix provides details of inquiries conducted and reports presented by the parliamentary committees supported by the department in 2018–19. The inquiries listed are those that were active at the end of the Forty-fifth Parliament and lapsed upon the dissolution of the parliament on 11 April 2019. Details of inquiries completed during the year are captured in the list of reports presented.

#### Scrutiny committees—inquiries conducted and reports presented during 2018–19

Inquiries conducted	Reports presented
<b>Agriculture and Water Resources, Standing Committee on</b>	
» Impact on the agricultural sector of vegetation and land management policies, regulations and restrictions	» <i>Super-charging Australian agriculture</i> —presented 11 December 2018; PP: 27/2019
<b>Communications and the Arts, Standing Committee on</b>	
	» <i>Report on the inquiry into the Australian music industry</i> —presented 2 April 2019; PP: 84/2019
<b>Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples, Joint Select Committee on</b>	
Committee expired on 29 November 2018 upon presentation of its final report.	» <i>Interim report</i> —presented 27 July 2018; PP: 235/2018
	» <i>Final report</i> —presented 29 November 2018; PP: 569/2018
<b>Economics, Standing Committee on</b>	
» Banking Amendment (Rural Finance Reform) Bill 2019	» <i>Review of the Australian Securities and Investments Commission annual report 2017</i> —presented 10 September 2018; PP: 299/2018
	» <i>Review of the Australian Competition and Consumer Commission annual report 2017</i> —presented 15 October 2018; PP: 313/2018
	» <i>Review of the Reserve Bank of Australia annual report 2017</i> —presented 15 October 2018; PP: 314/2018
	» <i>Review of the four major banks (Fourth report)</i> —presented 12 February 2019; PP: 26/2019
	» <i>Report on the inquiry into impediments to business investment</i> —presented 4 April 2019; PP: 116/2019

Inquiries conducted	Reports presented
	<ul style="list-style-type: none"> <li>» <i>Report on the inquiry into the implications of removing refundable franking credits</i>—presented 4 April 2019; PP: 117/2019</li> <li>» <i>Review of the Reserve Bank of Australia annual report 2018 (First report)</i>—presented 4 April 2019; PP: 115/2019</li> </ul>
<b>Electoral Matters, Joint Standing Committee on</b>	
	<ul style="list-style-type: none"> <li>» <i>Report on the conduct of the 2016 federal election and matters related thereto (including matters raised during review of Australian Electoral Commission annual report 2016–17)</i>—presented 5 December 2018; PP: 603/2018</li> <li>» <i>Second advisory report on the Electoral Legislation (Electoral Funding and Disclosure Reform) Bill 2017</i>—presented 15 October 2018; PP 316/2018</li> <li>» <i>Advisory report: Commonwealth Electoral Amendment (Lowering Voting Age and Increasing Voter Participation) Bill 2018</i>—presented 29 March 2019; PP: 80/2019</li> <li>» <i>Status report: Inquiry into the Australian Electoral Commission annual report 2017–18</i>—presented 29 March 2019; PP: 81/2019</li> </ul>
<b>Employment, Education and Training, Standing Committee on</b>	
<ul style="list-style-type: none"> <li>» Status of the teaching profession</li> </ul>	<ul style="list-style-type: none"> <li>» <i>Australian Government funding arrangements for non-NHMRC research</i>—presented 26 November 2018; PP: 599/2018</li> </ul>
<b>Environment and Energy, Standing Committee on</b>	
	<ul style="list-style-type: none"> <li>» <i>Inquiry into the management and use of Commonwealth environmental water</i>—presented 7 December 2018; PP: 24/2018</li> <li>» <i>Cane toads on the march: Inquiry into controlling the spread of cane toads</i>—presented 26 March 2019; PP: 82/2019</li> </ul>

Inquiries conducted	Reports presented
<b>Foreign Affairs, Defence and Trade, Joint Standing Committee on</b>	
<ul style="list-style-type: none"> <li>» Australia's trade and investment relationship with the United Kingdom (lapsed at dissolution)</li> <li>» Review of the Defence annual report 2016–17 (lapsed at dissolution)</li> <li>» The status of the human right to freedom of religion or belief (lapsed at dissolution)</li> <li>» The strategic effectiveness and outcomes of Australia's aid program in the Indo-Pacific and its role in supporting our regional interests (lapsed at dissolution)</li> </ul>	<ul style="list-style-type: none"> <li>» <i>Contestability and consensus: A bipartisan approach to more effective parliamentary engagement with Defence</i>—presented 26 November 2018; PP: 598/2018</li> <li>» <i>Inquiry into the management of PFAS contamination in and around Defence bases</i>—presented 3 December 2018; PP: 580/2018</li> <li>» <i>Compassion, not commerce: An inquiry into human organ trafficking and organ transplant tourism</i>—presented 3 December 2018; PP: 594/2018</li> <li>» <i>From little things big things grow: Supporting Australian SMEs go global: An inquiry into access to free trade agreements by small and medium enterprises</i>—presented 14 February 2019; PP: 37/2019</li> <li>» <i>First report: Inquiry into Australia's aid program in the Indo-Pacific</i>—presented 3 April 2019; PP: 104/2019</li> <li>» <i>Inquiry into transition from the Australian Defence Force (ADF)</i>—presented 3 April 2019; PP: 101/2019</li> <li>» <i>Second interim report: Freedom of religion and belief, the Australian experience: Inquiry into the status of the human right to freedom of religion or belief</i>—presented 3 April 2019; PP: 100/2019</li> </ul>
<b>Health, Aged Care and Sport, Standing Committee on</b>	
	<ul style="list-style-type: none"> <li>» <i>Report on the inquiry into biotoxin-related illnesses in Australia</i>—presented 17 October 2018; PP: 386/2018</li> <li>» <i>Report on the inquiry into the quality of care in aged care facilities in Australia</i>—presented 22 October 2018; PP: 419/2018</li> <li>» <i>Advisory report on the Aged Care Amendment (Staffing Ratio Disclosure) Bill 2018</i>—presented 7 December 2018; PP: 28/2018</li> <li>» <i>Bedtime reading: Inquiry into sleep health awareness in Australia</i>—presented 4 April 2019; PP: 106/2019</li> </ul>

Inquiries conducted	Reports presented
<b>Health, Aged Care and Sport, Standing Committee on</b>	
	<ul style="list-style-type: none"> <li>» <i>Report on the Inquiry into the 2017–18 Annual Reports of the Department of Health and Australian Hearing</i>—presented 4 April 2019; PP: 107/2019</li> </ul>
<b>Indigenous Affairs, Standing Committee on</b>	
	<ul style="list-style-type: none"> <li>» <i>Report on the impact of inauthentic art and craft in the style of First Nations peoples</i>—presented 19 December 2018; PP: 25/2018</li> </ul>
<b>Industry, Innovation, Science and Resources, Standing Committee on</b>	
	<ul style="list-style-type: none"> <li>» <i>Keep it in the regions: Mining and resources industry support for businesses in regional economies</i>—presented 3 December 2018; PP: 601/2018</li> </ul>
<b>Infrastructure, Transport and Cities, Standing Committee on</b>	
	<ul style="list-style-type: none"> <li>» <i>Building up and moving out: Inquiry into the Australian Government's role in the development of cities</i>—presented 17 September 2018; PP: 303/2018</li> <li>» <i>Parliamentary delegation to China—2 to 6 July 2018</i>—presented 19 September 2018</li> <li>» <i>Innovating transport across Australia</i>—presented 2 April 2019; PP: 93/2019</li> </ul>
<b>Intelligence and Security, Joint Statutory Committee on</b>	
<ul style="list-style-type: none"> <li>» Review of Administration and Expenditure No. 17 (2017–2018) (lapsed at dissolution)</li> <li>» Review of the amendments made by the <i>Telecommunications and Other Legislation Amendment (Assistance and Access) Act 2018</i> (lapsed at dissolution)</li> <li>» Review of the Australian Citizenship renunciation by conduct and cessation provisions (lapsed at dissolution)</li> <li>» Review of the Counter-Terrorism Legislation Amendment Bill 2019 (lapsed at dissolution)</li> <li>» Review of the Identity-matching Services Bill 2018 and the Australian Passports Amendment (Identity-matching Services) Bill 2018 (lapsed at dissolution)</li> <li>» Review of the mandatory data retention regime (lapsed at dissolution)</li> </ul>	<ul style="list-style-type: none"> <li>» <i>Annual report of committee activities 2017–18</i>—presented 20 September 2018; PP: 308/2018</li> <li>» <i>Review of the re-listing of five organisations and the listing of two organisations as terrorist organisations under the Criminal Code</i>—presented 20 September 2018; PP: 309/2018</li> <li>» <i>Advisory report on the Office of National Intelligence Bill 2018 and the Office of National Intelligence (Consequential and Transitional Provisions) Bill 2018</i>—presented 24 October 2018; PP: 466/2018</li> <li>» <i>Advisory report on the Intelligence Services Amendment Bill 2018</i>—presented 4 December 2018; PP: 592/2018</li> <li>» <i>Advisory report on the Telecommunications and Other Legislation Amendment (Assistance and Access) Bill 2018</i>—presented 5 December 2018; PP: 604/2018</li> </ul>

Inquiries conducted	Reports presented
<b>Intelligence and Security, Joint Statutory Committee on (continued)</b>	
	<ul style="list-style-type: none"> <li>» <i>Advisory report on the Crimes Legislation Amendment (Police Powers at Airports) Bill 2018</i>—presented 13 February 2019; PP: 31/2019</li> <li>» <i>Review of Administration and Expenditure No. 16 (2016–2017): Australian Intelligence Agencies</i>—presented 13 February 2019; PP: 32/2019</li> <li>» <i>Advisory report on the Australian Citizenship Amendment (Strengthening the Citizenship Loss Provisions) Bill 2018</i>—presented 14 February 2019; PP: 36/2018</li> <li>» <i>Advisory report on the Counter-Terrorism (Temporary Exclusion Orders) Bill 2019</i>—presented 3 April 2019; PP: 102/2019</li> <li>» <i>Review of the Telecommunications and Other Legislation Amendment (Assistance and Access) Act 2018</i>—presented 3 April 2019; PP: 103/2019</li> </ul>
<b>Intergenerational Welfare Dependence, Select Committee on</b>	
Committee expired on 22 March 2019 upon presentation of its final report.	<ul style="list-style-type: none"> <li>» <i>Discussion paper</i>—presented 20 August 2018; PP: 270/2018</li> <li>» <i>Living on the edge: Inquiry into intergenerational welfare dependence</i>—presented 22 March 2019; PP: 78/2019</li> </ul>
<b>Migration, Joint Standing Committee on</b>	
	<ul style="list-style-type: none"> <li>» <i>Report of the inquiry into efficacy of current regulation of Australian migration and education agents</i>—presented 21 February 2019; PP: 53/2019</li> <li>» <i>The report of the inquiry into review processes associated with visa cancellations made on criminal grounds</i>—presented 21 February 2019; PP: 52/2019</li> </ul>
<b>National Capital and External Territories, Joint Standing Committee on</b>	
<ul style="list-style-type: none"> <li>» Review of the National Capital Authority: Biannual public briefings</li> </ul>	<ul style="list-style-type: none"> <li>» <i>Commonwealth approvals for ACT light rail</i>—presented 22 October 2018; PP: 455/2018</li> <li>» <i>Telling Australia's story—and why it's important: Report on the inquiry into Canberra's national institutions</i>—presented 3 April 2019; PP: 98/2019</li> </ul>

Inquiries conducted	Reports presented
<b>Northern Australia, Joint Standing Committee on</b>	
<ul style="list-style-type: none"> <li>» Opportunities and challenges of the engagement of traditional owners in the economic development of northern Australia</li> </ul>	<ul style="list-style-type: none"> <li>» No reports were presented during 2018–19.</li> </ul>
<b>Public Accounts and Audit, Joint Committee on</b>	
<ul style="list-style-type: none"> <li>» Australian Government contract reporting—Inquiry based on Auditor-General’s Report No. 19 (2017–18) (lapsed at dissolution)</li> </ul>	<ul style="list-style-type: none"> <li>» <i>Report 472: Commonwealth procurement (second report)</i>—presented 18 October 2018; PP: 387/2018</li> </ul>
<ul style="list-style-type: none"> <li>» Cyber resilience—Inquiry based on Auditor-General’s Report No. 53 (2017–18) (lapsed at dissolution)</li> </ul>	<ul style="list-style-type: none"> <li>» <i>Report 473: Defence major projects report (2016–17)—Inquiry based on Auditor-General’s report 26 (2017–18)</i>—presented 19 September 2018; PP: 306/2018</li> </ul>
	<ul style="list-style-type: none"> <li>» <i>Report 474: Annual report 2017–18</i>—presented 15 August 2018; PP: 247/2018</li> </ul>
	<ul style="list-style-type: none"> <li>» <i>Report 475: Defence first principles review, naval construction and mental health in the AFP—Inquiries based on Auditor-General’s reports 31, 34 and 39 (2017–18)</i>—presented 18 February 2019; PP: 39/2019</li> </ul>
	<ul style="list-style-type: none"> <li>» <i>Report 476: Australian Government funding—Inquiry based on Auditor-General’s reports 18 and 50 (2017–18)</i>—presented 18 February 2019; PP: 40/2019</li> </ul>
	<ul style="list-style-type: none"> <li>» <i>Report 477: Commonwealth financial statements—second report, and foreign investment in real estate—Inquiries based on Auditor-General’s reports 24 and 48 (2017–18)</i>—presented 4 April 2019; PP: 112/2019</li> </ul>
	<ul style="list-style-type: none"> <li>» <i>Report 478: Issuing of a certificate under section 37 of the Auditor-General’s Act 1997—Inquiry based on Auditor-General’s Report No. 6 (2018–19)</i>—presented 4 April 2019; PP: 113/2019</li> </ul>
	<ul style="list-style-type: none"> <li>» <i>Report 479: Australian Government security arrangements—Inquiry based on Auditor-General’s reports 38 and 43 (2017–18)</i>—presented 4 April 2019; PP: 114/2019</li> </ul>

Inquiries conducted	Reports presented
<b>Public Works, Parliamentary Standing Committee on</b>	
<ul style="list-style-type: none"> <li>» Commonwealth Scientific and Industrial Research Organisation's Sydney consolidation project (lapsed at dissolution)</li> <li>» Fit-out of leased premises for the Australian Taxation Office at 6–20 Gladstone Street, Moonee Ponds, Victoria (lapsed at dissolution)</li> <li>» Fit-out of leased premises for the Australian Federal Police at 140 Lonsdale Street, Melbourne, Victoria (lapsed at dissolution)</li> <li>» National Museum of Australia proposed gallery development stage 1: Life in Australia (lapsed at dissolution)</li> <li>» Point Wilson waterside infrastructure remediation project, Point Wilson, Victoria (lapsed at dissolution)</li> </ul>	<p><b>Note:</b> The Parliamentary Standing Committee on Public Works often presents reports that cover multiple inquiries.</p> <ul style="list-style-type: none"> <li>» <i>Referrals made May 2018 (3rd report of 2018)</i>—presented 20 August 2018; PP: 262/2018</li> <li>» <i>Referrals made August and September 2018 (4th report of 2018)</i>—presented 3 December 2018; PP: 583/2018</li> <li>» <i>Referrals made October 2018 (1st report of 2019)</i>—presented 18 February 2019; PP: 41/2019</li> </ul>
<b>Social Policy and Legal Affairs, Standing Committee on</b>	
<ul style="list-style-type: none"> <li>» Social Security Commission Bill 2018</li> </ul>	<ul style="list-style-type: none"> <li>» <i>Breaking barriers: A national adoption framework for Australian children</i>—presented 26 November 2018; PP: 597/2018</li> </ul>
<b>Tax and Revenue, Standing Committee on</b>	
	<ul style="list-style-type: none"> <li>» <i>Taxpayer engagement with the tax system</i>—presented 10 September 2018; PP: 298/2018</li> <li>» <i>2017 annual report of the Australian Taxation Office: Fairness, functions and frameworks—Performance review</i>—presented 21 February 2019; PP: 55/2019</li> </ul>
<b>Trade and Investment Growth, Joint Standing Committee on</b>	
	<ul style="list-style-type: none"> <li>» <i>Trade and the digital economy</i>—presented 20 September 2018; PP: 310/2018</li> <li>» <i>Austrade's role in attracting investment in Australia</i>—presented 18 February 2019; PP: 38/2019</li> </ul>



Inquiries conducted	Reports presented
<b>Treaties, Joint Standing Committee on</b>	
<ul style="list-style-type: none"> <li>» Air Services—PNG (lapsed at dissolution)</li> <li>» Air Services—Thailand (lapsed at dissolution)</li> <li>» Air Services—Timor-Leste (lapsed at dissolution)</li> <li>» Free Trade Agreement between Australia and Hong Kong, China (lapsed at dissolution)</li> <li>» MH17—Netherlands (lapsed at dissolution)</li> <li>» MRA—UK (lapsed at dissolution)</li> <li>» Oil Stocks—Hungary (lapsed at dissolution)</li> <li>» Trade in Wine—UK (lapsed at dissolution)</li> <li>» Work diplomatic families—Italy (lapsed at dissolution)</li> </ul>	<p><b>Note:</b> The Joint Standing Committee on Treaties often presents reports that cover multiple inquiries.</p> <ul style="list-style-type: none"> <li>» <i>Report 180: Peru FTA; EU Framework Agreement; Timor Treaty-Maritime Boundaries; WIPO Australian Patent Office; Scientific Technical Cooperation: Italy and Brazil</i>—presented 15 August 2018; PP: 257/2018</li> <li>» <i>Report 181: Comprehensive and progressive agreement for Trans-Pacific Partnership</i>—presented 22 August 2018; PP: 265/2018</li> <li>» <i>Report 182: Oil stocks contracts: Netherlands</i>—presented 18 September 2018; PP: 304/2018</li> <li>» <i>Report of the committee visit to India and Indonesia—2 to 10 August 2018</i>—presented 18 October 2018; PP: 388/2018</li> <li>» <i>Report 183: Aspects of the Peru-Australia Free Trade Agreement revisited</i>—presented 21 November 2018; PP: 550/2018</li> <li>» <i>Report 184: Nuclear cooperation UK</i>—presented 27 November 2018; PP: 600/2018</li> <li>» <i>Report 185: Defence support—France; WTO government procurement; Prisoner transfers—United Arab Emirates</i>—presented 22 March 2019; PP: 77/2019</li> </ul>

## Internal committees—their purposes, and inquiries conducted and reports presented by them during 2018–19

Committee purpose	Inquiries conducted and reports presented
<b>Appropriations and Administration, Standing Committee on</b>	
<p>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>	<ul style="list-style-type: none"> <li>» <i>Report No. 16: Annual report 2017–2018</i>—presented 25 October 2018; PP: 483/2018</li> <li>» <i>Report No. 17: Budget estimates 2019–2020</i>—presented 4 April 2019; PP: 105/2019</li> </ul>
<b>Broadcasting of Parliamentary Proceedings, Joint Committee on the</b>	
<p>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.</p>	<p>No reports were presented during 2018–19.</p>
<b>Petitions, Standing Committee on</b>	
<p>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>	<ul style="list-style-type: none"> <li>» <i>Report 26: Petitions and ministerial responses</i>—presented 13 August 2018</li> <li>» <i>Report 27: Petitions and ministerial responses</i>—presented 20 August 2018</li> <li>» <i>Report 28: Petitions and ministerial responses</i>—presented 10 September 2018</li> <li>» <i>Report 29: Petitions and ministerial responses</i>—presented 17 September 2018</li> <li>» <i>Report 30: Petitions and ministerial responses</i>—presented 15 October 2018</li> <li>» <i>Report 31: Petitions and ministerial responses</i>—presented 22 October 2018</li> <li>» <i>Report 32: Petitions and ministerial responses</i>—presented 26 November 2018</li> <li>» <i>Report 33: Petitions and ministerial responses</i>—presented 3 December 2018</li> <li>» <i>Report 34: Petitions and ministerial responses</i>—presented 18 February 2019</li> <li>» <i>Your voice can change our future: The inquiry into the future of petitioning in the House</i>—presented 21 February 2019; PP: 54/2019</li> <li>» <i>Report 35: Petitions and ministerial responses</i>—presented 4 April 2019</li> </ul>

Committee purpose	Inquiries conducted and reports presented
<b>Privileges and Members' Interests, Standing Committee on</b>	
<p>The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversee arrangements for the maintenance of the Register of Members' Interests and the Citizenship Register, and consider any specific complaints about the registering of interests.</p>	<ul style="list-style-type: none"> <li>» <i>Report concerning an application from Mr Roman Quaedvlieg for the publication of a response to a reference made in the House of Representatives</i>—presented 25 October 2018</li> <li>» <i>Register of Members' Interests—Consideration of proposal by a Member</i>—presented 14 February 2019; PP: 33/2019</li> <li>» <i>Report concerning the registration and declaration of members' interests during 2018</i>—presented 14 February 2019; PP: 34/2019</li> <li>» Development of a foreign influence transparency scheme to apply to parliamentarians (lapsed at dissolution)</li> </ul>
<b>Procedure, Standing Committee on</b>	
<p>The committee's role is to inquire into and report on the practices and procedures of the House.</p>	<ul style="list-style-type: none"> <li>» <i>Maintenance of the Standing Orders: Final report</i>—presented 4 December 2018; PP: 602/2018</li> </ul>
<b>Publications, Standing Committee on</b>	
<p>The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of documents presented to parliament.</p>	<p>No reports were presented during 2018–19.</p>
<b>Selection Committee</b>	
<p>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>	<p>During 2018–19 the committee presented 10 reports, on:</p> <ul style="list-style-type: none"> <li>» 15 August 2018</li> <li>» 22 August 2018</li> <li>» 12 September 2018</li> <li>» 19 September 2018</li> <li>» 17 October 2018</li> <li>» 24 October 2018</li> <li>» 28 November 2018</li> <li>» 13 February 2019</li> <li>» 21 February 2019</li> <li>» 3 April 2019</li> </ul>

## 4. Publications

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

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

The Parliament of Australia website includes members' home pages and home pages for House of Representatives committees and joint committees administered by the Department of the House of Representatives.

The House of Representatives pages of the website include many of the publications listed below as well as general information about the House and its work.

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

#### **About the House newsletter**

E-newsletter containing articles on the work of the House and its committees

#### **Committee Office brochures**

- » *Appearing at a public hearing: Notes to help those appearing as a witness at a parliamentary committee hearing*
- » *Committee support standards*
- » *Dealing with parliamentary committees*
- » *Making a submission: Notes to help those intending to make a submission to a parliamentary committee inquiry*

#### **House of Representatives facts and figures: Forty-sixth Parliament, first edition**

A document produced primarily for use by Parliament House visitor guides

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

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

#### **House of Representatives Infosheet series**

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

#### **House of Representatives Practice, seventh edition**

The official authority for issues of practice and procedure, 2018

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

### **House Review**

Discussion and analysis of selected features of House business, published each sitting week or fortnight

### **Last Week in the House**

An overview of the work of the House each sitting week, including links to selected events in the official transcript of proceedings (Hansard)

### **Members' Notes**

- |   |   |
|---|---|
| 1. <i>First speech</i>                            | 8. <i>Raising a matter in the House</i>   |
| 2. <i>The registration of Members' interests</i>  | 9. <i>Private Members' motions</i>  |
| 3. <i>Introduction to the Chamber environment</i> | 10. <i>Private Members' bills and amendments</i>  |
| 4. <i>Etiquette in the Chamber</i>                | 11. <i>Procedural motions</i>   |
| 5. <i>House business documents and guidance</i>   | 12. <i>Parliamentary privilege</i>  |
| 6. <i>Motions, debate and voting</i>              | 13. <i>Presenting a petition</i>  |
| 7. <i>Bills</i>                                   | 14. <i>Register of Members' qualifications relating to sections 44 and 45 of the Constitution</i> |

### **New Members' Handbook**

A guide to services and facilities for new members of the House, 2019

### **House of Representatives Procedural Digest**

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

### **The Speaker of the House of Representatives**

An illustrated history of the office, role and duties of the Speaker, 2016

### **House of Representatives Standing Orders**

The permanent rules of procedure, as of 4 December 2017

### **House of Representatives Statistical Digest**

A statistical record of the work of the House, published each sitting week or fortnight

### **Work of the Session**

A periodic summary of the business of the House and its committees

### **Working with parliamentary committees**

- » *A guide for committee chairs*
- » *A guide for Members*
- » *A guide for Members' staff*

## Publications of an administrative nature

Department of the House of Representatives annual reports

Department of the House of Representatives corporate plans

Department of the House of Representatives Portfolio Budget Statements

*Department of the House of Representatives Enterprise Agreement 2017–2020*

Department of the House of Representatives service charter: service standards, January 2014

## 5. Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2018–19.

Date	Delegation	Country represented
19–24 August 2018	Visit to Australia by a delegation from New Zealand (Social Services and Community Committee)	New Zealand
18–22 September 2018	Visit to Australia by a parliamentary delegation from the Kingdom of Saudi Arabia (Saudi–Australia Friendship Committee)	Saudi Arabia
22–27 October 2018	Visit to Australia by a parliamentary delegation from Chile	Chile
21–28 November 2018	Visit to Australia by a parliamentary delegation from Association of Southeast Asian Nations (ASEAN) member countries	Brunei, Cambodia, Malaysia, Philippines, Vietnam
24 November–1 December 2018	Visit to Australia by a parliamentary delegation from Ireland	Ireland

## 6. Other incoming parliamentary delegations

This appendix contains summary information on other incoming parliamentary delegations in 2018–19.

Date	Delegation	Country (or body) represented
2 August 2018	Visit to the parliament by a delegation of staff from the US Congress	United States
9 August 2018	Visit to the parliament by Mr Hirotaka Akamatsu, Vice Speaker of the House of Representatives of the parliament of Japan	Japan
14 August 2018	Visit to the parliament by the Australian Political Exchange Council, 17th delegation from Japan	Japan
15 August 2018	Visit to the parliament by Mr Won Yoo-chul, President of the Republic of Korea–Australia Parliamentary Friendship Group	Republic of Korea
20 August 2018	Visit to the parliament by a delegation from the Budget and Financial Affairs Committee of the National Assembly of Vietnam	Vietnam
23 August 2018	Visit to the parliament by a delegation from the Ethnic and Minority Affairs Committee of the National Assembly of Vietnam	Vietnam
10 September 2018	Visit to the parliament by the Hon Habib El Malki, Speaker of the parliament of Morocco	Morocco
12 September 2018	Visit to the parliament by the Australian Political Exchange Council, 22nd delegation from Vietnam	Vietnam
19 September 2018	Visit to the parliament by a delegation from the Public Accounts Committee of the Sarawak State Legislative Assembly	Malaysia
15 October 2018	Visit to the parliament by Mr Michael Müller, President of the Bundesrat and Governing Mayor of Berlin	Germany
15–16 October 2018	Visit to the parliament by a delegation from the Senate of the Dominican Republic	Dominican Republic
18 October 2018	Visit to the parliament by the Australian Political Exchange Council, 35th delegation from the United States	United States
22 October 2018	Visit to the parliament by Mrs Ivanna Klympush-Tsintsadze, Vice Prime Minister for European and Euro-Atlantic Integration, and delegation of the parliament of Ukraine	Ukraine

Date	Delegation	Country (or body) represented
22 October 2018	Visit to the parliament by the Hon Sue Hickey MP, Speaker of the Tasmanian House of Assembly	Australia (Tasmania)
26 November 2018	Visit to the parliament by the Polish–Australian Parliamentary Group	Poland
26 November 2018	Visit to the parliament by the Judicial Affairs Committee from the National Assembly of Vietnam	Vietnam
28 November 2018	Visit to the parliament by the Australian Political Exchange Council, 26th delegation from China	China
29 November 2018	Visit to the parliament by Nepali Supreme Court Justices	Nepal
3 December 2018	Visit to the parliament by the Rt Hon Enele Sosene Sopoaga, Prime Minister of Tuvalu	Tuvalu
4 December 2018	Visit to the parliament by Ms Chak Sopheap, Executive Director of the Cambodian Centre for Human Rights	Cambodia
10 December 2018	Visit to the parliament by staff of the National Assembly Secretariat of Korea	Republic of Korea
11–12 February 2019	Visit to the parliament by HE Dato' Lim Jock Hoi, ASEAN Secretary General	ASEAN
12 February 2019	Visit to the parliament by ministerial staff of the parliament of Malaysia	Malaysia
12 February 2019	Visit to the parliament by a delegation from the national parliament of Timor-Leste	Timor-Leste
14 February 2019	Visit to the parliament by Mr Gérald Darmanin, Minister of Public Action and Accounts, and delegation from the parliament of France	France
20 February 2019	Visit to the parliament by the Standing Committee on Devolution and Intergovernmental Relations of the Senate of Kenya	Kenya
20 February 2019	Visit to the parliament by a delegation from the national parliament of Timor-Leste	Timor-Leste
5 March 2019	Visit to the parliament by Mr Henrik Hololei, Director-General for Mobility and Transport, European Commission	European Commission



## 7. Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2018–19.

Date	Visit	Delegation members
2–6 July 2018	Parliamentary delegation to mainland China and Hong Kong by members of the House of Representatives Standing Committee on Infrastructure, Transport and Cities	Mr John Alexander OAM MP <i>Delegation leader</i> Mr Andrew Giles MP Mr Ted O'Brien MP Mr Trent Zimmerman MP
9–13 July 2018	Parliamentary delegation to attend the Presiding Officers and Clerks Conference, New Zealand	Hon Tony Smith MP <i>Speaker of the House of Representatives</i> Senator the Hon Scott Ryan <i>President of the Senate</i>
15–25 July 2018	Parliamentary delegation to ASEAN countries (Vietnam, Thailand and Brunei)	Mr Rowan Ramsey MP <i>Delegation leader</i> Mr Ian Goodenough MP Mr Julian Hill MP Senator Barry O'Sullivan
23–25 July 2018	Visit to Vietnam by the Speaker of the House of Representatives	Hon Tony Smith MP <i>Speaker of the House of Representatives</i>
29 July–4 August 2018	Parliamentary delegation to Indonesia	Mr Ken O'Dowd MP <i>Delegation leader</i> Ms Sharon Claydon MP Senator Patrick Dodson Senator Dean Smith
30 July–2 August 2018	Parliamentary delegation to Honolulu, Hawaii, by members of the Joint Standing Committee on Foreign Affairs, Defence and Trade	Senator David Fawcett <i>Delegation leader</i> Mr Nick Champion MP Senator Linda Reynolds Hon Warren Snowdon MP
1–10 August 2018	Parliamentary delegation to India and Indonesia by members of the Joint Standing Committee on Treaties	Hon Stuart Robert MP <i>Delegation leader</i> Mr Michael Danby MP Mrs Nola Marino MP

Date	Visit	Delegation members
3–7 September 2018	Parliamentary delegation to attend the 39th General Assembly of the ASEAN Inter-Parliamentary Assembly (AIPA), Singapore	Senator the Hon Scott Ryan <i>President of the Senate and delegation leader</i> Mr Steve Georganas MP
9–10 September 2018	Parliamentary delegation to attend the International Congress of Women's Parliamentary Caucuses, Ireland	Senator Deborah O'Neill Senator Amanda Stoker
15–17 September 2018	Visit to Bali, Indonesia, for the 2018 Mexico, Indonesia, Republic of Korea, Turkey and Australia (MIKTA) Speakers' Consultation	Senator Sue Lines <i>Deputy President of the Senate</i>
19 September– 19 December 2018	Parliamentary delegation to attend the United Nations General Assembly (UNGA), New York, United States	Hon Jenny Macklin MP Ms Ann Sudmalis MP
22 September– 1 October 2018	Parliamentary delegation to Mexico and Peru	Mrs Nola Marino MP <i>Delegation leader</i> Senator Kimberley Kitching Senator David Leyonhjelm Hon Dr John McVeigh MP
24 September– 4 October 2018	Parliamentary delegation to New Zealand and Canada by the Senate Standing Committee on Community Affairs	Senator Rachel Siewert <i>Delegation leader</i> Senator Derryn Hinch Senator Deborah O'Neill
27–28 September 2018	Parliamentary delegation to the 10th Asia–Europe Parliamentary Partnership Meeting (ASEP 10), Brussels	Senator the Hon Scott Ryan <i>President of the Senate and delegation leader</i> Senator Sue Lines Hon Jane Prentice MP
29 September– 4 October 2018	Visit to London by the President of the Senate	Senator the Hon Scott Ryan <i>President of the Senate</i>
8–18 October 2018	Parliamentary delegation to attend the 139th Assembly of the Inter-Parliamentary Union (IPU), Geneva, and bilateral visit to Romania	Senator the Hon Ian Macdonald <i>Delegation leader</i> Senator Helen Polley Hon Jane Prentice MP Mr Josh Wilson MP
22–24 October 2018	Parliamentary delegation to attend the 37th Commonwealth Parliamentary Association (CPA) Australia and Pacific Regional Conference, Cook Islands	Senator Catryna Bilyk Mr Andrew Wallace MP

Date	Visit	Delegation members
28 October– 1 November 2018	Parliamentary delegation to Timor-Leste	Mr Ken O'Dowd MP <i>Delegation leader</i> Ms Sharon Claydon MP Senator Patrick Dodson Senator Rex Patrick
10–14 January 2019	Visit to Valletta, Malta, to attend the Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC), and visit to London by the Speaker of the House of Representatives	Hon Tony Smith MP <i>Speaker of the House of Representatives</i>
13–18 January 2019	Parliamentary delegation to attend the Asia Pacific Parliamentary Forum (APPF), Siem Reap, Cambodia	Senator the Hon Scott Ryan <i>President of the Senate and delegation leader</i> Mr Patrick Gorman MP Hon Luke Hartsuyker MP Ms Joanne Ryan MP
19 February– 1 March 2019	Visit to the United States by the President of the Senate	Senator the Hon Scott Ryan <i>President of the Senate</i>
2–15 March 2019	Parliamentary delegation to the United Kingdom and New Zealand by members of the Senate Standing Committee on Regulations and Ordinances	Senator John Williams <i>Delegation leader</i> Senator Gavin Marshall
9–14 June 2019	Parliamentary delegation to attend the S. Rajaratnam School of International Studies–World Trade Organization (RSIS–WTO) Parliamentarian Workshop, Singapore	Senator the Hon Scott Ryan <i>President of the Senate</i>

## 8. Parliamentary capacity-building

This appendix contains summary information on parliamentary capacity-building activities supported by the Department of the House of Representatives in 2018–19.

Date	Program and activity	Country or legislature represented
10 July 2018	<p><b>Pacific Parliamentary Partnerships Fund</b></p> <p>An executive committee meeting was supported at the New Zealand parliament</p>	–
23–27 July 2018	<p><b>Fiji Parliamentary Support Program</b></p> <p>Two officers of the Fijian parliament were supported to undertake a program to enhance knowledge of parliamentary committees at the Victorian parliament</p>	Fiji
24–25 July 2018	<p><b>Study Visit Program</b></p> <p>Japanese academics visited parliament for a program on the Australian Parliament's processes for the dissemination of information, particularly in relation to online streaming and the provision of video libraries</p>	Japan
6–10 August 2018	<p><b>Fiji Parliamentary Support Program</b></p> <p>Three officers of the Fijian parliament were supported to undertake a program to enhance knowledge of library and research services at the Victorian parliament</p>	Fiji
10–14 August 2018	<p><b>Study Visit Program</b></p> <p>Members of the parliament of Ghana's Information and Communications Technology (ICT) Steering Committee visited the parliament for a program on the use of ICT in the operations of the parliament</p>	Ghana
20–24 August 2018	<p><b>Fiji Parliamentary Support Program</b></p> <p>Two officers of the Fijian parliament were supported to undertake a program to enhance knowledge of parliamentary information technology (IT) requirements at the Victorian parliament</p>	Fiji
27–31 August 2018	<p><b>Fiji Parliamentary Support Program</b></p> <p>Two officers of the Fijian parliament were supported to undertake a program to enhance knowledge of corporate asset and project management at the Victorian parliament</p>	Fiji
18–20 September 2018	<p><b>Parliamentary strengthening</b></p> <p>Visit to the parliament by HE Dato' Mohamad Ariff bin Md Yusof MP, Speaker of the House of Representatives, and delegation from the parliament of Malaysia</p>	Malaysia

Date	Program and activity	Country or legislature represented
24–28 September 2018	<p><b>Fiji Parliamentary Support Program</b></p> <p>The Communication and Public Engagement Manager of the Victorian parliament was assisted to facilitate a workshop to review the Fijian parliament's outreach strategy and resources</p>	Fiji
1–5 October 2018	<p><b>Fiji Parliamentary Support Program</b></p> <p>Four senior officers of the Victorian parliament were supported to conduct strategic planning workshops and related meetings at the Fijian parliament</p>	Fiji
1–5 October 2018	<p><b>Study Visit Program</b></p> <p>Staff of the lower house (Lok Sabha) of the Indian parliament visited the Australian Parliament for a study program on parliamentary procedure and administration</p>	India
30 October–2 November 2018	<p><b>Fiji Parliamentary Support Program</b></p> <p>A library officer from the Fijian parliament was supported to attend the Association of Parliamentary Librarians of Asia and the Pacific (APLAP) conference in Tokyo</p>	Fiji
22–27 November 2018	<p><b>Inter-Parliamentary Study Program for Speakers of Pacific parliaments</b></p> <p>A program offering professional development and networking opportunities was delivered to five Speakers and two Deputy Speakers of parliaments in the Pacific region</p>	Bougainville, Cook Islands, Nauru, New Zealand, Niue, Samoa, Solomon Islands
29 November 2018	<p><b>Study Visit Program</b></p> <p>A program on the role of the Senate in law-making, the powers of the state and federal parliaments and Australia's electoral system was delivered to two Nepalese Supreme Court Justices</p>	Nepal
4–6 December 2018	<p><b>Fiji Parliamentary Support Program</b></p> <p>A former member of the Victorian parliament was assisted to contribute to an induction program for newly elected members of the Fijian parliament</p>	Fiji
7–10 December 2018	<p><b>Parliamentary strengthening</b></p> <p>A member of parliament, assisted by the Clerk Assistant (Procedure), presented at a seminar on Malaysian parliamentary reform and associated meetings</p>	Malaysia
8 February 2019	<p><b>Pacific Parliamentary Partnerships Fund</b></p> <p>Four laptop computers were supplied and an officer of the parliament of Kiribati attended Microsoft Certified Solutions Associate (MCSA) Windows Server training in Sydney</p>	Kiribati

Date	Program and activity	Country or legislature represented
12 February 2019	<b>Parliamentary strengthening</b> Visit to the parliament by ministerial staff of the parliament of Malaysia	Malaysia
12 February 2019	<b>Parliamentary strengthening</b> Visit to the parliament by a delegation from the national parliament of Timor-Leste	Timor-Leste
25 February– 6 March 2019	<b>Parliamentary strengthening</b> Four senior officers of the Department of the House of Representatives participated in a study visit program at the Indian lower house (Lok Sabha)	India
28 February 2019	<b>Pacific Parliamentary Partnerships Fund</b> A heavy-duty multifunction printer was supplied	Tonga
10–13 March 2019	<b>Parliamentary strengthening</b> The Deputy Clerk gave presentations on the parliament's committee system to a seminar at the parliament of Malaysia	Malaysia
19–27 March 2019	<b>Parliamentary strengthening</b> The Clerk Assistant (Table) assisted with executive and mid-level management training at the Myanmar parliament in a program funded by the United Nations Development Program (UNDP)	Myanmar
26 March–2 April 2019	<b>Inter-Parliamentary Study Program</b> A study program for 16 senior officers from 15 overseas parliaments and one Australian state parliament was held at the Australian Parliament, focusing on parliamentary practice and procedure, and administration	Azerbaijan, Canada, Chile, China, European Parliament, Fiji, Georgia, Ireland, Malaysia, New Zealand, Papua New Guinea, Philippines, Samoa, Sweden, Timor-Leste, Tasmania (Australia)
13 May 2019	<b>Pacific Parliamentary Partnerships Fund</b> Two multifunction printers were supplied	Bougainville
20–22 May 2019	<b>Fiji Parliamentary Support Program</b> Four whips and deputy whips from the Fijian parliament were assisted to undertake whips training at the Victorian parliament	Fiji
19 June 2019	<b>Pacific Parliamentary Partnerships Fund</b> An executive sub-committee meeting was supported at the Australian Parliament	–
28 June 2019	<b>Pacific Parliamentary Partnerships Fund</b> Three projectors and two projector screens were supplied	Fiji

## 9. Contact directory

This appendix contains the contact details of House of Representatives office holders and the department's senior executive officers as at 30 September 2019.

Speaker of the House of Representatives, Hon Tony Smith MP	<b>Parliament House</b>	<b>Phone</b> (02) 6277 4000
	<b>Electorate office</b>	<b>Phone</b> (03) 9727 0799
	<b>Email</b>	tony.smith.mp@aph.gov.au
Deputy Speaker, Mr Kevin Hogan MP	<b>Parliament House</b>	<b>Phone</b> (02) 6277 4746
	<b>Electorate office</b>	<b>Phone</b> (02) 6621 4044
	<b>Email</b>	kevin.hogan.mp@aph.gov.au
Second Deputy Speaker, Mr Rob Mitchell MP	<b>Parliament House</b>	<b>Phone</b> (02) 6277 4117
	<b>Electorate office</b>	<b>Phone</b> (03) 9333 0440
	<b>Email</b>	rob.mitchell.mp@aph.gov.au
Clerk of the House, Ms Claressa Surtees	<b>Phone</b>	(02) 6277 4111
	<b>Email</b>	clerk.reps@aph.gov.au
Deputy Clerk, Ms Catherine Cornish	<b>Phone</b>	(02) 6277 4222
	<b>Email</b>	depclerk.reps@aph.gov.au
Clerk Assistant (Table), Mr Peter Banson	<b>Phone</b>	(02) 6277 4777
	<b>Email</b>	peter.banson.reps@aph.gov.au
Clerk Assistant (Procedure), (Vacant)	<b>Phone</b>	(02) 6277 4396
	<b>Email</b>	–
Clerk Assistant (Committees), Mr Stuart Woodley	<b>Phone</b>	(02) 6277 4399
	<b>Email</b>	stuart.woodley.reps@aph.gov.au
Serjeant-at-Arms, Mr James Catchpole	<b>Phone</b>	(02) 6277 4444
	<b>Email</b>	james.catchpole.reps@aph.gov.au
Departmental addresses	<b>Post</b>	Department of the House of Representatives PO Box 6021 Parliament House Canberra ACT 2600
	<b>Internet</b>	www.aph.gov.au/house

# 10. List of requirements

Section 17AJ(d) of the *Public Governance, Performance and Accountability Act 2013* requires the table below to be included in annual reports as an aid of access.

PGPA Rule Reference	Part of Report	Description	Requirement
<b>17AD(g)</b>	<b>Letter of transmittal</b>		
17AI	p. iii	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory
<b>17AD(h)</b>	<b>Aids to access</b>		
17AJ(a)	p. v	Table of contents.	Mandatory
17AJ(b)	pp. 173–180	Alphabetical index.	Mandatory
17AJ(c)	p. 172	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	pp. 167–171	List of requirements.	Mandatory
17AJ(e)	p. ii	Details of contact officer.	Mandatory
17AJ(f)	p. ii	Entity's website address.	Mandatory
17AJ(g)	p. ii	Electronic address of report.	Mandatory
<b>17AD(a)</b>	<b>Review by accountable authority</b>		
17AD(a)	pp. 2–7	A review by the accountable authority of the entity.	Mandatory
<b>17AD(b)</b>	<b>Overview of the entity</b>		
17AE(1)(a)(i)	p. 8	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	pp. 8–10	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	p. 11	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	p. 8	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(b)	Not applicable	An outline of the structure of the portfolio of the entity.	Portfolio departments —mandatory



PGPA Rule Reference	Part of Report	Description	Requirement
17AE(2)	Not applicable	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, mandatory
<b>17ADI</b>	<b>Report on the performance of the entity</b>		
<b><i>Annual performance statements</i></b>			
17ADI(i); 16F	pp. 14–28	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory
<b>17AD(c)(ii)</b>	<b><i>Report on financial performance</i></b>		
17AF(1)(a)	p. 29	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	p. 30	A table summarising the total resources and total payments of the entity.	Mandatory
17AF(2)	Not applicable	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, mandatory
<b>17AD(d)</b>	<b>Management and accountability</b>		
<b><i>Corporate governance</i></b>			
17AG(2)(a)	p. 81	Information on compliance with section 10 (fraud systems).	Mandatory
17AG(2)(b)(i)	p. iii	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory
17AG(2)(b)(ii)	p. iii	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory
17AG(2)(b)(iii)	p. iii	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(2)(c)	pp. 74–82	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	p. 82	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, mandatory
<b>External scrutiny</b>			
17AG(3)	p. 83	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	p. 83	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, mandatory
17AG(3)(b)	p. 83	Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, mandatory
17AG(3)(c)	Not applicable	Information on any capability reviews on the entity that were released during the period.	If applicable, mandatory
<b>Management of human resources</b>			
17AG(4)(a)	pp. 84–95	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(b)	pp. 84–86	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: <ul style="list-style-type: none"> <li>» statistics on staffing classification level;</li> <li>» statistics on full-time employees;</li> <li>» statistics on part-time employees;</li> <li>» statistics on gender;</li> <li>» statistics on staff location;</li> <li>» statistics on employees who identify as Indigenous.</li> </ul>	Mandatory
17AG(4)(c)	pp. 91–92	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(4)(c)(i)	pp. 91–92	Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory
17AG(4)(c)(ii)	p. 92	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	pp. 89–92	A description of non-salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	Not applicable—see p. 91	Information on the number of employees at each classification level who received performance pay.	If applicable, mandatory
17AG(4)(d)(ii)	Not applicable—see p. 91	Information on aggregate amounts of performance pay at each classification level.	If applicable, mandatory
17AG(4)(d)(iii)	Not applicable—see p. 91	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, mandatory
17AG(4)(d)(iv)	Not applicable—see p. 91	Information on aggregate amount of performance payments.	If applicable, mandatory
<b>Assets management</b>			
17AG(5)	p. 96	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory
<b>Purchasing</b>			
17AG(6)	p. 96	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory
<b>Consultants</b>			
17AG(7)(a)	pp. 96–97	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	Mandatory
17AG(7)(b)	p. 97	A statement that “During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]”.	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(7)(c)	pp. 96–97	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory
17AG(7)(d)	p. 97	A statement that “Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.”	Mandatory
<b><i>Australian National Audit Office access clauses</i></b>			
17AG(8)	Not applicable	If an entity entered into a contract with a value of more than \$100,000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor’s premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, mandatory
<b><i>Exempt contracts</i></b>			
17AG(9)	Not applicable	If an entity entered into a contract or there is a standing offer with a value greater than \$10,000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, mandatory

# Abbreviations and acronyms

AASB	Australian Accounting Standards Board
ABC	Australian Broadcasting Corporation
AFP	Australian Federal Police
ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
ASEAN	Association of Southeast Asian Nations
CBOC	Corporate Business Operation Centre
CPA	Commonwealth Parliamentary Association
DPS	Department of Parliamentary Services
EB	Executive Band
EU	European Union
FTA	free-trade agreement
GST	goods and services tax
HDRS	House Division Recording System
ICT	information and communications technology
IPRO	International and Parliamentary Relations Office
ISO	International Organization for Standardization
JSCOT	Joint Standing Committee on Treaties
MRA	mutual recognition agreement
PBIS	Parliamentary and Business Information Services Office
PBS	Portfolio Budget Statements
PEO	Parliamentary Education Office
PFAS	poly-fluoroalkyl substances
PGPA	Public Governance, Performance and Accountability
PNG	Papua New Guinea
PSC	Parliamentary Skills Centre
PSL	Parliamentary Service Level
SCID	Shared Committee Information Database
SES	Senior Executive Service
SME	small and medium-sized enterprise
UK	United Kingdom
UNDP	United Nations Development Program
WHS	Work Health and Safety
WIPO	World Intellectual Property Organization
WTO	World Trade Organization

# Index

## A

ABC, 43  
 Aboriginal and Torres Strait Islander people, 86, 91  
*About the House* (newsletter), vii, 23, 45, 59, 155  
 accountability, 80  
 accreditation (Investors in People), 5, 87  
 administrative decisions, 83  
 advertising, 97  
 agreements, 78, 92  
     Australian National Internship Program, 61  
     enterprise agreement, 91–92  
     ICT service-level agreement, 69  
 alumni association, 88  
 annual members' survey, 14–15, 17, 19, 20, 21, 25, 27, 71  
 annual performance statement, 14–28  
 Annual Report 2017–18, 83  
 appropriation receivable, 29  
 Archives (Records of the Parliament) Regulations, 77  
 ASEAN. *see* Association of Southeast Asian Nations (ASEAN)  
 ASEAN Inter-Parliamentary Assembly, 54  
 Asia Pacific Parliamentary Forum, 54, 83  
 Asia–Pacific parliaments, 53, 55  
 asset management, 96  
 asset transfer, 29  
 asset valuation, 29  
 Association of Southeast Asian Nations (ASEAN), 53  
 Audit Committee, 75–76  
 audit plan, 81  
 Auditor-General, 97  
     reports, 83  
 AusTender, 96, 97  
 Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT), 44  
 Australian Broadcasting Corporation. *see* ABC  
*Australian Constitution* (pocket edition), 63. *see also* section 44(i) (Australian Constitution)  
 Australian Defence Force Parliamentary Program, 40, 61  
*Australian Dictionary of Biography*, 40  
 Australian Electoral Commission, 42  
 Australian Federal Police, 66, 67, 69, 78

Australian Government Solicitor, 63  
 Australian National Audit Office (ANAO), 83  
 Australian National Internships Program, 40  
 Australian National University, 40, 61  
 Australian Parliament Digital Strategy 2019–2022, 70–71

## B

*Basic legal expressions*, 39  
 Bellchambers Barrett (auditors), 81  
 bills and amendments, 35–37, 142. *see also* private members' bills  
 briefing sessions, 44, 68  
 business continuity network, 69, 80  
 business continuity planning, 80–81  
 by-elections, vii, 2, 65

## C

capacity-building, 54, 163–165  
 CATTalogue, 5, 44, 45  
 CBOC. *see* Corporate Business Operations Centre (CBOC)  
 Chamber and Federation Chamber (Activity 1). *see also* Federation Chamber; Procedure Office  
     advice on practice and procedure, 32  
     bills and amendments, 35–37, 142  
     briefing sessions, 44  
     budget, 31  
     captioning service, 34  
     collaborations, 40  
     committees, 41–43  
     Daily Bills List, 36  
     documents of the House, 37–38  
     House Division Recording System (HDRS), 33  
     independent review, 31  
     legislative process, support of, 35–37  
     outlook, 45  
     performance results, 17–19, 31–32  
     petitions, 38  
     private members' business, 34–35  
     procedural training, 43–44  
     programming, 33–35  
     publications, 33–34, 39–40  
     questions in writing, 34  
     research, 39–43  
     restructure, 31  
     role and functions, 31  
     sitting hours, 32  
     staff, 43–44

- Chamber Research Office. *see* Procedure Office
- Chief Finance Officer, 75
- citizenship. *see* section 44(i) (Australian Constitution)
- Clerk Assistant (Committees), 8, 10, 74  
remuneration, 93–94
- Clerk Assistant (Procedure), 8, 10, 43, 74  
remuneration, 93–94
- Clerk Assistant (Procedure) Office, 4
- Clerk Assistant (Table), 8, 10, 43, 74, 77  
remuneration, 93–94
- Clerk of the House, 8, 10, 77  
determination, 91  
first female appointment, 7  
public interest disclosure, 82  
remuneration, 93–94  
retirement, 7  
review, 2–7  
role and responsibilities, 74
- Clerk of the Senate, 77
- Clerk's Office, 31
- Clerks-at-the-Table, 18, 44. *see also* Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT)
- Code of Conduct, 82
- collaboration with departments, 6–7, 40, 77–78
- Comcare, 95
- Comcover, 80
- Committee Office. *see also* committees  
budget, 46  
committees supported, 46, 143–154  
ICT, 49  
improving performance, 51  
inquiries supported, 145–154  
international visits, 49–50  
meetings, 47–48  
outlook, 51  
overview, 47  
performance results, 19–20  
Report Builder, 49  
reports awaiting government response, 49  
reports tabled, 47–48  
role and functions, 46–47  
Shared Committee Information Database (SCID), 49  
training, 20  
committee support (Activity 2). *see* Committee Office
- committees, 46. *see also under individual committees beginning* Joint and Standing activities, 143–144  
reports and inquiries, 145–154
- Common Data Access Portal, 70
- Commonwealth Contracting Suite, 97
- Commonwealth Electoral Act 1918*, 42
- Commonwealth Ombudsman, 83
- Commonwealth Parliamentary Association (CPA), 6, 54
- Commonwealth Procurement Rules, 96, 97
- community awareness (Activity 4). *see also* education programs; Parliamentary Education Office (PEO)  
Australian Defence Force Parliamentary Program, 61  
budget, 58  
media, 58–59  
My First Speech competition, 58, 59–60  
outlook, 64  
parliamentary assistants program, 61, 71  
parliamentary internship program, 58, 61  
performance results, 23–25, 58  
seminars, 59
- Conference of Speakers and Presiding Officers of the Commonwealth, 83
- consultants, 96–97
- Consultative Committee, 76
- contact directory, 166
- contracts, 97
- Corporate Business Operations Centre (CBOC), 6
- corporate governance, 74–82
- Corporate Plan 2018–19*, 8, 14, 16, 78
- corporate planning, 78
- Court of Disputed Returns, 65
- CPA. *see* Commonwealth Parliamentary Association (CPA)
- CPA Australia and Pacific Regional Conference, 54
- ## D
- Daily Bills List, 36
- Daily Program*, 17, 33
- data sources, 14–16
- delegations, vii, 21–23  
feedback, 16, 21–23, 54  
incoming, 53–54, 157–159  
information security, 56  
online delegation portal, 56, 70  
outgoing, 49–50, 54, 160–162
- Department of Defence, 61

- Department of Finance, 65, 69  
 Department of Foreign Affairs and Trade, 21, 55  
 Department of Parliamentary Services (DPS), 5, 8, 66–67, 77  
   access services, 68  
   assets transfer, 29, 96  
   Corporate Business Operations Centre (CBOC), 6  
   environmental reporting, 82  
   ICT, 69, 70  
   Online Tabled Documents project, 38, 70  
   Shared Committee Information Database (SCID), 49  
   telephone services, 68  
   Visitor Experience Office, 72  
*Department of the House of Representatives*  
   *Enterprise Agreement 2017–2020*, 91–92  
 Department of the Prime Minister and Cabinet, 66  
 Department of the Senate, 8, 28, 52, 54, 66  
   collaboration with, 40, 49, 61, 88  
   Senate Standing Committee on Appropriations and Staffing, 41  
 departmental overview, 8–11  
 Deputy Clerk of the House, 8, 10, 74, 76  
   remuneration, 93–94  
 Deputy Clerks-at-the-Table, 44  
*Dictionary of the House of Representatives*, 40, 45  
 Digital Continuity 2020 Policy, 70, 76  
 digital strategy, 70–71  
 disability reporting mechanisms, 83  
 Disallowable Instruments List, 38  
 diversity and inclusion, 86, 90–91  
 DPS. *see* Department of Parliamentary Services (DPS)
- E**
- e-petitions system, 70  
 ecologically sustainable development, 82  
 education programs, 62. *see also* Parliamentary Education Office (PEO)  
 Elder, David (Clerk of the House), 7  
 election. *see* general election  
 enterprise agreement, 91–92  
 entity resource statement, 30  
*Environment Protection and Biodiversity Conservation Act 1999*, 82  
 environmental reporting, 82  
 ethics, 82
- Executive, 8, 74, 75  
   roles and responsibilities, 10  
   salaries, 92–94  
   staff numbers, 84  
 executive and senior management, 74–78  
 external scrutiny, 83
- F**
- Facebook, vii, 23, 58  
*Fair Work Act 2009*, 74  
 Federal Parliamentary Press Gallery, 6, 67  
 Federation Chamber. *see also* Chamber and Federation Chamber (Activity 1)  
   bills and amendments processed, 142  
   meetings, 141  
   performance results, 17–19, 31–32  
   procedural training, 43–44  
 feedback, 28, 31–32, 87. *see also* surveys  
   International and Parliamentary Relations Office (IPRO), 54  
   members' interviews, 15  
   staff survey, 16, 87–88  
 filming requests, 67  
 finance law compliance, 82  
 Finance Office, 65, 96  
 financial performance, 29–30  
 financial statements, 99–137  
 Forty-fifth Parliament, 3, 15, 20, 31, 66  
 Forty-sixth Parliament, 3, 7, 14, 40, 57, 71  
 fraud control, 81  
*Fraud Control Plan 2017–19*, 81  
*Fraud risk assessment 2017–19*, 81  
 freedom of information, 83  
*Freedom of Information Act 1982*, 83  
 funding, 83  
 furniture replacement project, 67, 68, 96
- G**
- general election, 3, 16, 52, 66, 70  
*Get Parliament*, 63  
*Glossary of procedural terms*, 39  
 governance structure, 74  
 Governor-General, 71  
 graduate placement program, 88–89
- H**
- Hansard, 39, 42  
 House business, 34–35  
 House Division Recording System, 5, 33, 70



- House of Representatives
    - bills and amendments, 35–37
    - business, 34–35
    - committees, 41–43
    - documents, 37–38
    - legislative workload, 37
    - questions in writing, 34
    - sittings, 32
  - House of Representatives Practice*, 4, 17, 18, 39
  - House of Representatives Standing Orders*, 17
  - House Review*, 39, 45
  - House Update*, 68
  - Hurley, David John (Governor-General), 71
- I**
- ICT (information and communications technology)
    - Australian Parliament Digital Strategy 2019–2022, 70–71
    - CATalogue, 5, 44, 45
    - e-petitions system, 70
    - House Division Recording System, 5, 33, 70
    - information security, 52, 56
    - management, 69
    - online delegation portal, 56, 70
    - Parliamentary ICT Strategic Initiatives Steering Group, 78
    - Report Builder, 49
    - service-level agreement, 69
    - Shared Committee Information Database (SCID), 49
    - telephone services, 68
  - Incident Planning and Response Committee, 69, 78
  - independent auditor's report, 101–102
  - Index to Papers Presented to Parliament*, 38
  - India, 55
  - Indigenous Australian Government Development Program, 91
  - Indigenous Secondment Program, 91
  - information and communications technology. *see* ICT (information and communications technology)
  - Information Governance Committee. *see* Knowledge Management Steering Committee
  - Information Governance Policy and Framework, 70, 77
  - Infosheet* series, 39
  - inter-parliamentary collaboration, 40
  - inter-parliamentary relations and capacity-building (Activity 3). *see also* International and Parliamentary Relations Office (IPRO)
  - budget, 52
  - capacity-building, 54, 163–165
  - delegations, 53–54
  - funding, 57
  - improving performance, 56
  - outlook, 57
  - performance results, 21–23, 52
  - regional and international parliamentary cooperation, 54–56
  - Inter-Parliamentary Study Program, 55
  - Inter-Parliamentary Union, 52, 54
  - internal committees, 153–154
  - International and Parliamentary Relations Office (IPRO), 8
    - co-location with Parliamentary Skills Centre (PSC), 56
    - delegations support, 21, 55–56
    - information security, 52, 56
    - survey, 54
  - international visits (incoming/outgoing), 49–50, 53–54, 157–162
  - internship program, 58, 61
  - Investors in People standard, 5, 87
  - IPRO. *see* International and Parliamentary Relations Office (IPRO)
- J**
- Joint Committee on Publications, 42
  - Joint Committee on the Broadcasting of Parliamentary Proceedings, 43
  - Joint Management Committee, 69, 78
  - Joint Management Group, 69, 78
  - Joint Standing Committee on Treaties, 50
  - judicial decisions, 83
- K**
- Kelly, Paul (journalist), 6
  - Knowledge Management Steering Committee, 76–77
- L**
- Last Week in the House*, 34, 39
  - Leader of the House, 32
  - legal services, 97
  - Legal Services Direction 2017, 97
  - legislative process, 35–37
  - Live Minutes*, 17
  - Lok Sabha (India), 55

## M

- maintenance work, 68
- management committees, 75–76
- market research, 97
- media releases, 59
- media services, 67
- members
  - by-elections, vii, 2, 65
  - interviews, 15, 31–32
  - Members' Handbook*, 40
  - Members' Notes*, 40
  - new members, 3
  - New Members' Handbook*, 40
  - private members' business, 34–35
  - qualifications, 42
  - resignations, 65
  - salaries, 71
  - survey, 14–15, 17, 19, 20, 21, 25, 27, 71
  - swearing in, 2
- members' and corporate support (Activity 5). *see also* Serjeant-at-Arms; Serjeant-at-Arms' Office
  - access services, 68
  - accommodation services, 68
  - budget, 65
  - corporate support, 71
  - furniture replacement project, 67, 68, 96
  - ICT services, 69–71
  - information services, 68, 70
  - maintenance services, 68
  - media services, 67
  - outlook, 71
  - parliamentary assistants program, 61, 71
  - performance results, 25–27, 66–67
  - salaries, 71
  - security, 66, 69
  - transport, 68
- Members Information Database. *see* Parliamentarian Information Portal
- Members' Handbook*, 40
- Members' Notes*, 40
- members' survey, 14–15, 17, 19, 20, 21, 25, 27, 71
- MIKTA (Mexico, Indonesia, the Republic of Korea, Turkey and Australia), 53
- My First Speech competition, 58, 59–60

## N

- National Archives' Digital Continuity 2020 Policy, 70, 76

- National Disability Strategy 2010–2020, 83
- National Youth Science Forum, 62
- New Members' Handbook*, 40
- Notice Paper*, 33, 34

## O

- office furniture, 29, 67, 68, 96
- Office of Parliamentary Counsel, 35, 37
- office relocations, 68
- Online Tabled Documents project, 38, 70
- organisational structure, 9
- outcome and program structure, 11
- outreach programs, 62. *see also* Parliamentary Education Office (PEO)
- overseas official visits, 49–50, 53–54, 157–162

## P

- Pacific Parliamentary Partnerships (PPP), 54
- Pacific parliaments, 22, 29, 53, 54–56
- Parliament House
  - 30th anniversary (*see* Parliament House Open Day)
  - school visits, 27–28, 72–73
  - security, 66, 69
  - work health and safety, 95
- Parliament House Open Day, 6–7, 60, 77
- Parliament of Australia Graduate Program, 88–89
- Parliament of Australia website, 54
  - bills and legislation, 35, 36
  - House of Representatives pages, 70
  - Online Tabled Documents project, 38
  - proceedings, 37
  - school visits booking, 72
- Parliamentarian Information Portal, 70, 71
- Parliamentary Administration Advisory Group, 77–78
- Parliamentary and Business Information Services Office (PBIS), 5, 44
- parliamentary assistants program, 61, 71
- Parliamentary Budget Office, 88
- Parliamentary Budget Officer, 77
- Parliamentary Business Resources Regulations 2017, 56
- parliamentary committees, 41–43, 141–144. *see also under individual committees beginning*
  - Joint and Standing
  - reports and inquiries, 145–154
- parliamentary cycle, 16

- Parliamentary Education Office (PEO), 61–64
    - budget, 62
    - programs, 62
    - services, 61–62, 63
    - videoconferencing, 62
    - website, 63, 64
  - Parliamentary ICT Strategic Initiatives Steering Group, 78
  - parliamentary internship program, 58, 61
  - Parliamentary Papers series, 42
  - Parliamentary Procedural Records System, 70
  - Parliamentary Proceedings Act 1946*, 43
  - Parliamentary Service Act 1999*, 8, 74
  - Parliamentary Service Values and Code of Conduct, 82
  - Parliamentary Skills Centre (PSC), 8, 52
    - capacity-building, 54–55
    - co-location with International and Parliamentary Relations Office (IPRO), 56
  - ParlInfo, 36
  - PBIS. *see* Parliamentary and Business Information Services Office (PBIS)
  - PEO. *see* Parliamentary Education Office (PEO)
  - People Strategies Office, 6, 65, 71
  - People's Republic of China, 49–50
  - petitions, vii, 38, 70
    - e-petitions system, 70
  - photography requests, 67
  - Portfolio Budget Statements, 28, 80
  - Portfolio Budget Statements 2018–19*, 16, 29
  - President of the Senate, 43
  - Presiding Officers, 21–22, 53, 55, 56, 61, 74
  - Press Gallery, 6, 67
  - privacy, 82
  - Privacy Act 1988*, 82
  - private members' bills, 37, 140, 142
  - private members' business, 34–35, 41
  - Procedural Digest*, 39
  - Procedure Office, 4, 5, 8, 31
    - collaborations, 40, 43
    - parliamentary committees, 41–43
    - publications, 39–40
    - research, 39–43
    - training, 43–44
  - procurement, 97
  - Program 1: Departmental Chamber and Federation Chamber (Activity 1), 17–19, 31–45
    - committee support (Activity 2), 19–20, 46–51
    - community awareness (Activity 4), 23–25, 58–64
    - inter-parliamentary relations and capacity-building (Activity 3), 21–23, 52–57
    - members' and corporate support (Activity 5), 25–27, 65–71
  - Program 2: Administered schools hospitality (Activity 6), 27–28, 72
  - program structure, 11
  - prorogation of parliament, 3, 52, 66. *see also* general election
  - PSC. *see* Parliamentary Skills Centre (PSC)
  - Public Governance, Performance and Accountability Act 2013* (PGPA Act), 14, 74, 75, 82, 97
    - list of requirements, 167–171
  - public interest disclosure, 82
  - Public Interest Disclosure Act 2013*, 82
  - public trust in parliament, 23
  - publications, 155–156
  - purchasing, 96
  - purpose, 8, 14
  - purpose statement, 16
- ## Q
- questions in writing, 34
- ## R
- Reconciliation action plan 2016–18*, 91
  - Rehabilitation Management System, 95
  - Report Builder, 49
  - Report no. 16: Annual report 2017–18*, 83
  - Report no. 17: Budget estimates 2019–20*, 83
  - research. *see* market research; Procedure Office
  - risk management, 80, 95
    - fraud risk management, 81
  - Risk management plan 2017–19*, 80
  - Risk management policy and framework (2017)*, 80
  - Rotary Adventures in Citizenship, 62
- ## S
- Safety, Rehabilitation and Compensation Act 1988*, 95
  - salaries, 92, 94
  - school visits, 27–28, 72–73
  - schools hospitality (Activity 6), 27–28. *see also* Parliamentary Education Office (PEO)
    - budget, 72
    - education programs, 62
    - improvements, 72
    - outlook, 72

- performance results, 27–28, 72
  - visits, 72
  - scrutiny committees, 143, 145–152
  - section 44(i) (Australian Constitution), 2, 39, 42, 65
  - security, 66, 69
    - information security, 52, 56
  - Security Management Board, 69
  - Selection Committee, 41
  - Serjeant-at-Arms, 8, 10, 65
    - Audit Committee, 75
    - media services, 67
    - remuneration, 93–94
    - security, 69
  - Serjeant-at-Arms' Office, 65
    - accommodation services, 68
    - film and photography requests, 67
    - maintenance services, 68
    - office relocations, 68
    - parliamentary assistants program, 61, 71
    - school visits, 72
    - Transport Office, 68
  - Shared Committee Information Database (SCID), 49
  - sittings, 19
  - small and medium-sized enterprise, procurement, 97
  - social media, vii, 16, 23, 58
  - Speaker, House of Representatives
    - casting vote, 39
    - history of, 40
    - responsibility, 74
    - Speaker's lecture, 6–7
  - Speaker's Office, 16, 25, 27, 66
  - staff. *see also* Executive
    - accreditation (Investors in People standard), 87
    - alumni, 88
    - development opportunities, 4
    - diversity and inclusion, 86, 90–91
    - enterprise agreement, 91–92
    - ethical standards, 82
    - executive remuneration, 92–95
    - exit interviews, 88
    - gender balance, vii, 84
    - graduate placement program, 88–89
    - Indigenous Australian Government Development Program, 91
    - Indigenous employees, 86, 91
    - Indigenous Secondment Program, 91
    - Investors in People standard, 87
    - leadership development, 89
    - location, 86
    - numbers, 84
    - performance assessment, 90
    - placements, 5
    - profile, 84–86
    - recruitment, 88
    - retention, 88
    - salaries, 92, 94
    - salary scales, 92
    - satisfaction, 87–88
    - secondment, 37, 91
    - studies assistance, 90
    - survey, 16, 87–88
    - training, 18, 20, 43–44, 81, 89–90
    - turnover, 88
    - vacancies, 29, 88
  - Standing Committee of Privileges and Members' Interests, 42
  - Standing Committee on Appropriations and Administration, 41, 83
  - Standing Committee on Infrastructure Transport and Cities, 49
  - Standing Committee on Procedure, 39, 42
  - Standing Committee on Publications, 42
  - standing orders of the House, 40
  - Statistical Digest*, 39
  - Strategic plan for parliamentary administration*, 77
  - surplus, 29
  - surveys
    - annual members' survey, 14–15, 17, 19, 20, 21, 25, 27, 71
    - International and Parliamentary Relations Office (IPRO), 54
    - staff survey, 16, 87–88
- ## T
- Table Office, 19, 31
    - bills and amendments, 34
    - documents, 38
    - Online Tabled Documents project, 38
    - training, 43
  - taxation, 113
  - Teaching Civics and Citizenship: a classroom guide*, 63
  - telephone services, 68
  - tendering, 96–97
  - third-party drawdowns, 30

*This Week in the House*, 34  
training, 18, 20, 43–44, 81, 89–90  
Transport Office, 68  
Twitter, vii, 23, 58

## U

United Nations Development Programme  
(UNDP), 54  
United Nations General Assembly, 54  
Usher of the Black Rod, 67, 69

## V

valuation, 29  
values, 82  
Visitor Experience Office, 72  
visits  
    delegations, vii, 53–54, 157–159  
    school students, 27–28, 72–73  
*Votes and Proceedings*, 37–38  
*Votes Officer's Minutes*, 33, 37–38

## W

websites. *see also* Parliament of Australia website  
    House of Representatives, 24–25  
    Parliamentary Education Office (PEO), 63, 64  
whole-of-Australian-Government contracts, 96  
work health and safety, 95  
*Work Health and Safety Act 2011*, 95  
Work Health and Safety Regulations 2011, 95  
*Work of the Session*, 39  
workforce plan, 5  
workplace assessment, 95  
workplace diversity and inclusion, 86, 90–91

## Y

YouTube channel, vii, 23, 58



