



DEPARTMENT OF THE
HOUSE OF REPRESENTATIVES

A wide-angle photograph of Parliament House in Canberra, Australia, viewed from an elevated position. The building's iconic three-legged flagpole is prominent in the center. The building is surrounded by green lawns and trees. In the background, a large body of water (Lake Burley Griffin) is visible, along with a stadium and other city buildings. The sky is clear and blue. The image is framed by tree branches in the foreground.

Annual Report

2022–23

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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.

Disclaimer

Aboriginal and Torres Strait Islander people are advised that this publication may contain names and images of deceased persons.

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.pmc.gov.au/resource-centre/government/commonwealth-coat-arms-information-and-guidelines.

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Front cover: View of Parliament House from Red Hill. Image: GettyImages.

Back cover: Parliament House flag in fog. Image: David Foote, Auspic/DPS.

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

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13 October 2023

The Hon. Milton Dick MP
Speaker of the House of Representatives
Parliament House
Canberra ACT 2600

Dear Mr Speaker

Pursuant to section 65 of the *Parliamentary Service 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 2023.

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

Claessa 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 2022–23 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.

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Our department – a snapshot

Our staff



Our community

 **16,731**
YouTube subscribers

 **8,787**
Facebook followers

 **51,739**
Twitter followers

The House – we supported

 **637 hours**
of the House sitting over
68 sitting days

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

 **165 divisions**
conducted in the House

 **186 bills introduced**
and
113 bills assented to

 **695 meetings**
of
30 committees
which presented
75 reports

 **577 petitions**
presented with
735,717
signatories

International engagement – we supported


8 incoming delegations **14 outgoing delegations**


26 virtual engagement activities

 **CSPOC**

Conference of Speakers and Presiding Officers of the Commonwealth

110 representatives
from
33 parliaments

20 capacity building activities




Part 1

Overviews

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Clerk's review

The 2022–23 reporting period was a time of change and transition. Nevertheless, the department continued to focus on advice, services and support to members, the House of Representatives and the Parliament. Our efforts support the effective operation of the Chamber, Federation Chamber and committees. We look to ensure that, members receive appropriate support to fulfil their parliamentary duties, international and regional relationships with other parliaments and parliamentary bodies are maintained, and the community understands and interacts with the work of the House of Representatives and the Parliament.

In contrast to recent years, the COVID-19 pandemic was not the most significant external influence on the department's operations. Instead, it was the changes to the parliament itself that had the most impact.

A different Parliament

The opening of a new parliament proceeds according to constitutional requirements, the standing orders and resolutions of the houses, and long-standing ceremonial practice. The opening of the 47th Parliament, on 26 July 2022, was a highlight of the period and the culmination of many weeks of preparation by staff, primarily in the Table and Serjeant-at-Arms' offices, with colleagues across the parliamentary service, to ensure that all House requirements were followed and that the various ceremonies proceeded smoothly.

The general election on 21 May 2022 resulted in a change of government for the first time in almost a decade, meaning all government and opposition members took on new roles. In any new parliament, following the formal opening and the swearing in of members, the House must choose a member to serve as Speaker. Following a ballot of all members conducted by the Clerk, in accordance with standing orders, I declared Mr Milton Dick MP elected as Speaker. A short time later, the Speaker conducted a further ballot and Ms Sharon Claydon MP was elected as Deputy Speaker.

There was also a substantial change to the composition of the House, with 35 newly elected members in 2022 and two further new members in 2023 resulting from by-elections. The crossbench initially increased to a record 16 members and then increased again to 17 when the Member for Calare chose in January to sit as an independent. The relatively high proportion of newer members and the increased size of the crossbench has changed the nature of some advice and services we provide.

As is customary, the department was pleased to provide briefings and ongoing support to all elected members, noting the particular requirements of those who were newly elected or had taken on new roles.

Perhaps the most dominant occurrence of the period was the death of Her Majesty Queen Elizabeth II on 8 September 2022. The events and ceremonies that followed are evidence and confirmation of the character of Australia's system of government as a constitutional monarchy. Staff supported the various aspects of the Australian Parliament's arrangements. Following the announcement of the Queen's death, condolence books were available in Parliament House and there was a 96-gun salute to mark the Queen's passing, one

gunfire for each year of her long life. Wreaths were laid at Her Majesty's statue on Queen's Terrace. The Governor-General met with the Federal Executive Council, who confirmed proclamation of Prince Charles as King Charles of Australia, and the Governor-General read the proclamation of accession to the people of Australia from the forecourt of Parliament House.

On 23 September, following the observance of the Queen's death over a 14-day period of mourning across the Commonwealth, the House met and the Prime Minister moved that an address to His Majesty King Charles III be agreed to, expressing deep sympathy for the death of Her Majesty and congratulating His Majesty on his accession to the throne.



Condolence motion for the death of Her Majesty Queen Elizabeth II, 23 September 2022. Image: David Foote, AusPic/DPS.

The plan for our parliament's response to the Queen's death had been developed over a number of years, with our department collaborating with parliamentary colleagues, the Office of the Governor-General and executive agencies. Implementation of the plan resulted in very intensive periods of work for some of our staff, in particular the Serjeant-at-Arms and the Serjeant's Office.

Supporting Parliament's work

The levels of activity recorded in this annual report are reflective of a new government seeking to implement its legislative agenda, with 186 bills introduced and 150 passed in the period. The House sat for 68 days, and the Federation Chamber met 62 times during the financial year. While the number of sittings is comparable to past years, the number of hours for which each chamber met increased substantially, with 901 hours of meeting supported across both chambers.

Staff supported consideration and passage of several notable bills during the reporting period:

- » the Restoring Territory Rights Bill 2022, the first private member's or senator's bill to pass into law since the marriage equality bill in 2017

- » the National Anti-Corruption Commission Bill 2022, to create a new Commonwealth anti-corruption agency to investigate and report on serious or systemic corruption in the Commonwealth public sector
- » the Constitution Alteration (Aboriginal and Torres Strait Islander Voice) 2023, proposing to enshrine an Aboriginal and Torres Strait Islander Voice to Parliament in the Constitution. On 31 May, the Constitution Alteration proposal passed the House with the absolute majority required under section 128 of the Constitution. A referendum on the proposal is to be held on 14 October 2023.

The period included two Budgets, with the requisite support provided by the department. The Budget bills presented in March 2022 ahead of the federal election lapsed with the dissolution of the House and supply bills passed prior to the dissolution enabled the continuation of ordinary services of government and parliamentary services until December. On 25 October, a new 2022–23 Budget was introduced, then the Treasurer presented the 2023–24 Budget at the more usual time in May 2023.

Our staff supported parliamentary committees to hold more committee meetings than at any time since 2017–18. Due to the return of freedom of movement across Australia, committees were keen to hold public hearings, site inspections and other meetings outside Canberra. Committee visits and in-person meetings can lead to greater levels of community engagement and assist committees to gather a fuller brief of evidence. The department will continue to support committees to travel and to use the improved videoconferencing facilities at Parliament House, as appropriate.

The easing of pandemic travel restrictions internationally meant that much of the parliament's international engagement program could be conducted as usual. The Presiding Officers' delegation program resumed in-person engagement during the period, and the International and Parliamentary Relations Office supported 14 outgoing delegations to 17 countries. Eight incoming delegations were also supported in 2022–23, as were 26 virtual engagement activities. It is pleasing to see that feedback from key stakeholders on the department's support for the international program was so positive throughout the return to in-person activities.

Perhaps the most significant parliamentary relations event hosted in the period was the 26th Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC), held in January 2023. This was the first of these biennial conferences to be held in three years (having been postponed from January 2022), and was attended by 110 representatives from 33 parliaments. I thank the staff involved in supporting this very important parliamentary conference that aims to strengthen parliamentary institutions.

Our staff and the parliamentary service

There is no doubt that the pandemic period introduced some fundamental changes to the department's working life. We continue to consider how to build on these changes to the benefit of staff and the department. The wellbeing of staff remained paramount throughout the year, as the department's transition away from pandemic times accelerated. While masks were used for much of the reporting period, when the 47th Parliament opened on 26 July 2022 many of the COVID-19 community restrictions that were central to our working and personal lives for the past few years had ceased.

The Presiding Officers determined that, for the opening of the 47th Parliament and the following sittings, the use of face masks would be strongly encouraged within Parliament House, where physical distancing is not possible. Our staff were wearing masks when working in the chambers and committee meetings when COVID-19 case numbers were high, and they were supported to wear masks when the mandate ceased. The clear, perspex screens remained in place in front of the clerks in the Chamber until the presentation of the Budget on 9 May 2023. Staff were encouraged to keep in touch with each other and were able to work from home when the House was sitting if they did not feel comfortable working at Parliament House.

A continuing significant commitment by staff related to the 2021 *Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces* (the Jenkins report). The parliamentary and public services collaborated in the progressive implementation of the report recommendations during the year.

While several of the Jenkins report's recommendations relate more directly to parliamentarians and their staff, or to other organisations, the department recognises its role in contributing to the overall culture in the parliamentary work environment. The department, together with other parliamentary departments, worked closely with the Presiding Officers, the Parliamentary Leadership Taskforce, the Parliamentary Workplace Support Service and other key stakeholders to progress the recommendations related to the parliamentary service.

With the Clerk of the Senate, the Secretary of the Department of Parliamentary Services (DPS) and the Parliamentary Budget Officer, I met regularly with the head of the Parliamentary Workplace Support Service, independent chair of the Parliamentary Leadership Taskforce and senior government officials to be briefed on and consider actions in response to the Jenkins report. The Deputy Clerk, Mr Peter Banson, represents the department on the implementation group, and other staff have been involved in various interdepartmental working groups. The department is also represented on the Parliamentary Leadership Taskforce's staff consultation group. Through these avenues and through the department's Consultative Committee, staff have regular opportunities to provide input into these important processes. I acknowledge everyone's commitment to these significant workplace changes. I particularly thank Mr Richard Pye, Clerk of the Senate, Mr Rob Stefanic, Secretary of DPS, and Mr Stein Helgeby, Parliamentary Budget Officer, for their continued professional collaboration in relation not only to these changes, but also to the many and varied engagements we have in our shared support for the Australian Parliament.

Staff training and development this year continued to focus on work health and safety, wellbeing, bullying and harassment prevention, and leadership and management capability. An emerging leaders program for Executive Band 1 staff was initiated in January, and refreshed scenario-based training focused on professionalism in the parliamentary service.

Procedural training and knowledge sharing remains a priority for the department. We continued to run our highly regarded parliamentary practice and procedure training for all staff and offered additional briefings for staff performing the duties of clerk and deputy clerk in the chambers. The department was also represented at the first annual ANZACATT professional development seminar held in-person since 2019.

Staff supporting committees have a range of specialist learning opportunities available to them, including introductory topics for newer or less experienced staff, through to briefings

on complex matters. We continue to invest significant time and energy in our internal procedural training, and I would like to thank all staff involved for their participation.

Looking ahead

The 47th Parliament is now well underway, and we are entering the midpoint year of the parliamentary cycle. We expect the tempo of House business, committee activity and international engagement to remain high. We are well placed to provide a high level of support to the parliament, and the department will continue to support staff in their roles.

After a period of ICT challenges, several of the department's critical systems have now been replaced or upgraded. The projects to replace the systems supporting bills and other key chamber documents will be a priority in the year ahead. We are also looking forward to progress on a modern system for the department's collection and reporting of statistical information on the House of Representatives.

I am pleased that bargaining has commenced for a new enterprise agreement, and the department is awaiting advice from the Australian Public Service Commission on APS-wide common conditions. While the department is not a public service agency, alignment with the common conditions will ensure the department remains an employer of choice and will assist with recruitment and transfers.

The department's ability to provide the advice and support necessary for the House of Representatives, committees and members relies on our capable and dedicated staff. Our ability to attract and retain skilled people is critical to ongoing performance. In the next year, we anticipate the final phase of implementation of the Jenkins report, and embedding the resultant enhancements in the department's work health and safety framework. Much of the department's focus in the year ahead will be on continuing to rebuild our range of work 'post pandemic', to recruit effectively and to support staff, both in their professional development and in their health and wellbeing.

Claressa Surtees
Clerk of the House



Clerk of the House, Ms Claressa Surtees, and the Speaker, the Hon Milton Dick MP. Image: David Foote, Auspic/DPS.

Departmental overview

The department's purpose as set out in its Corporate Plan 2022–23 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, the Department of Parliamentary Services (DPS) and the Parliamentary Budget Office.

During 2022–23, as many of the COVID-19 restrictions eased, parliamentary operations returned in large part to their pre-pandemic state. Throughout this transition, the department continued to provide the highest standard of support for 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 strengthen its services to increase public knowledge and awareness of the work of the House and the Australian Parliament, and to encourage interaction. In-person parliamentary engagement activities resumed during the period, and the department continued to assist the House and the parliament in maintaining institutional relationships with state, territory and international counterparts.

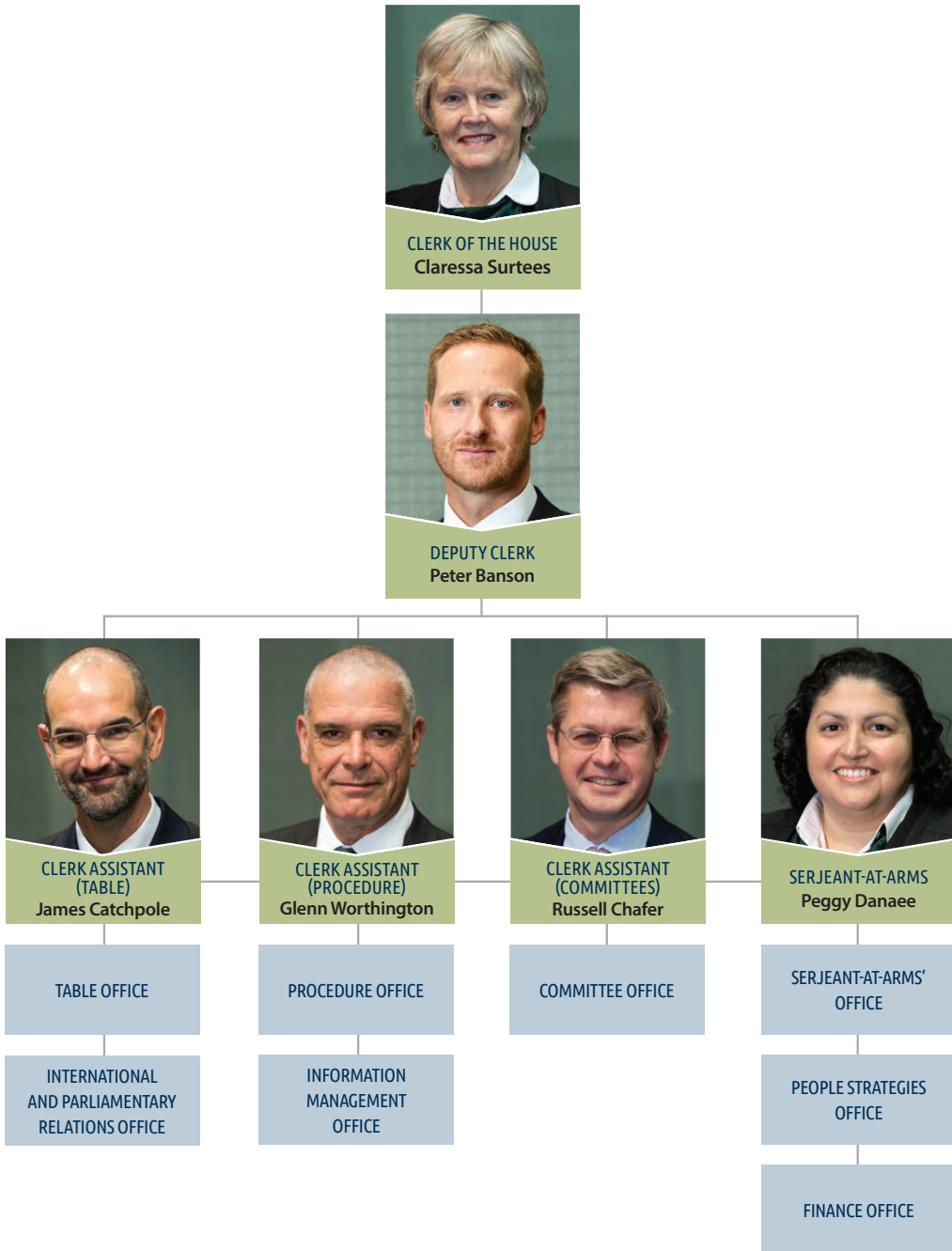
Departmental structure

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

No changes were made to the department's structure during the year.

Figure 1 shows the departmental structure as at 30 June 2023.

Figure 1: Departmental structure at 30 June 2023



Roles and responsibilities of the Executive

Clerk

The Clerk is the most senior official of the department. The Clerk is principal adviser to the Speaker and members on House and committee proceedings, parliamentary privilege and other parliamentary matters. The Clerk leads some 178 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. With the heads of the other three parliamentary departments, the Clerk leads the parliamentary service.

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 performs the duties of Clerk during the Clerk's absence.

Clerk Assistant (Table)

The Clerk Assistant (Table) is responsible for the Table Office, which provides 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, and the Information Management Office. 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 support services to House committees and some joint committees. Services include procedural, research, analytical, drafting and administrative support.

Serjeant-at-Arms

The Serjeant-at-Arms is responsible for the corporate areas of the department, which provide support and services to members and 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 2022–23*.

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, 2022–23





Part 2

Performance

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Annual performance statement

Introductory statement

I, as the accountable authority of the Department of the House of Representatives, present the department's 2022–23 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 2022–23*, 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, analytics relating to departmental social media and publications, evaluations from external stakeholders, and internal records and reporting.

Members' survey

In May 2023 all members were invited to complete a survey, intended to gauge their views on, and satisfaction with, the services provided by the department. Members were advised that their responses could be anonymous, and would be de-identified before publication. The survey was available online and in hard copy, and responses were collected until 30 June.

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 timeliness of advice, and the standard of report drafting for parliamentary committees
- » support for participation in official parliamentary 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 able to provide comments in response to each question.

During the reporting period, the official parliamentary delegation program fully resumed following the relaxation of COVID-19 travel restrictions. The survey this year therefore included questions about international relations activities for the first time since 2019–20.

Twenty-three members completed the survey. This represents a response rate of 15%. The response rate in previous years has been 14% (2021–22), 28% (2020–21), and 19% (2019–20). Members were invited to add their name to the survey, and the majority of those who responded did so. The department notes that the 15% response rate, while a slight increase from 2021–22, remains lower than in recent years.

Other data sources

In addition to the members' survey, feedback on the services provided by the department is sought from the Presiding Officers through interviews with their staff. Formal feedback is also received from 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.

Commentary

The department has a well-established performance framework that continues to mature. The department's purpose statement and performance measures are presented in summary in the department's *Portfolio Budget Statements 2022–23*, and in more detail in the department's *Corporate Plan 2022–23*.

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 provides crucial performance information. This data is supplemented by feedback provided by the Speaker's Office and President'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 and statistical publications, analysis and advisory services.

Target: 90% satisfied.

Source: *Corporate Plan 2022–23*, page 14; *Portfolio Budget Statements 2022–23*, page 15.

Result against the performance criterion: Target met.

All but one of the members responding to the survey (95%) indicated satisfaction with the quality and timeliness of chamber procedural support and advisory services. Similarly, 95% of respondents indicated satisfaction with the quality and availability of procedural and statistical publications, and the support available to obtain these. Comments made about chamber procedural support and advisory services were positive and included ‘as a new member I feel very supported by the staff’.

Several comments related to difficulties for those outside the Chamber to access electronic copies of second reading amendments to bills circulated in the Chamber. The department now publishes circulated second reading amendments on the webpage for the relevant bill on the Australian Parliament’s website. Another comment requested that copies of procedures for proposed detail amendments be provided earlier. However, confidentiality requirements restrict early circulation, and the procedures are often subject to change at short notice.

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%.

Source: *Corporate Plan 2022–23*, page 15; *Portfolio Budget Statements 2022–23*, page 15.

Result against the performance criterion: Target not met.

The chamber support service standards for the Chamber and the Federation Chamber relate to the timeliness and accuracy of chamber procedures and the publication of chamber documents. Eight documents were not produced or finalised within expected timelines, as a result of external ICT issues or the late receipt of advice or authorisations. One error in a procedure was recorded and one error in a message to the Senate was also identified.

Breakdowns of the House Division Recording System, following its migration from on-premise servers to a cloud environment, also caused delays in the publication of several divisions.

Activity information

Source: *Corporate Plan 2022–23*, page 14.

	2019–20	2020–21	2021–22 ^a	2022–23
Number of sittings of the House	62	67	41	68
Number of meetings of the Federation Chamber	54	63	25	62
Number of bills introduced	248	184	141	186

a. Election year.

Analysis

The department continued to provide a high standard of support to the Chamber and Federation Chamber in 2022–23. Following the opening of the 47th Parliament on 26 July 2022, the Parliament quickly returned to activity levels consistent with the first year of a parliamentary cycle.

The House sat for 68 days in the period, which is the highest number of sitting days since 2014–15 (77 days). This is a substantial increase over the previous year (41 days), due to the dissolution of the House on 11 April 2022 in preparation for the federal election. The Federation Chamber likewise returned to a higher level of activity and met 62 times, which is comparable to 2020–21 (63 times). Legislative activity was also high, with 186 bills introduced in the period, which is 32% more than in 2021–22 (141 bills introduced).

Targets set against the performance measures for the House of Representatives Chamber and Federation Chamber support were met, with the exceptions mentioned above. The department will continue to work with the DPS to ensure that the bespoke ICT infrastructure supporting the work of the House remains reliable as systems are modernised or replaced.

The year has seen the measured return to pre-COVID-19 arrangements and processes for the two chambers. The House returned to ‘business as usual’ as have the department’s chamber support services. The focus will now turn to ICT systems upgrades and staff consolidation in order to ensure that services for the new parliament evolve while still being provided in a high quality and timely way.

Activity 2: Committee support

Performance measures and targets

Criterion 1

Level of satisfaction among surveyed committee members with the standard of administrative and procedural support provided.

Target: 90% satisfied.

Source: *Corporate Plan 2022–23*, page 15; *Portfolio Budget Statements 2022–23*, page 15.

Result against the performance criterion: Target not met.

All but four respondents to this question in the members' survey (79%) indicated satisfaction with the quality and timeliness of advice and services to their committees. Comments made by members in the survey reflected overall satisfaction with the quality of administrative and procedural support provided to committees, and included 'staff are great', 'really impressive' and 'assistance was very quick and helpful'. One comment stated that 'committees are under resourced' and another noted they can be 'overloaded'. A further comment suggested improvements to how committee activities are scheduled.

Criterion 2

Level of satisfaction among surveyed committee members with the standard of research and drafting support provided.

Target: 90% satisfied.

Source: *Corporate Plan 2022–23*, page 15; *Portfolio Budget Statements 2022–23*, page 16.

Result against the performance criterion: Target met.

All respondents (100%) indicated satisfaction with the standard of research and drafting support provided to committees.

Activity information

Source: *Corporate Plan 2022–23*, page 15.

	2019–20	2020–21	2021–22 ^a	2022–23
Number of committee meetings ^b	571	620	407	624
Hours of meetings ^{b,c}	790	1,177	663	1,194
Number of committee reports ^b	55	61	82	45

a. Election year.

b. Excludes internal committees.

c. To the nearest hour.

Analysis

The number and hours of committee meetings reflect the high tempo of activity following the opening of the 47th Parliament. Scrutiny committees supported by the department met 624 times and for 1,194 hours in 2022–23, which is the highest level of activity since 2017–18 (693 meetings and 1,285 hours).

Feedback gathered through the members' survey indicates members continue to be satisfied overall with committee support services. All members responding to the survey indicated satisfaction with the standard of research and drafting. The department acknowledges the drop in recorded satisfaction with the standard of administrative and procedural support provided, as well as the comments suggesting committee secretariats are under resourced.

Engagement with committee members, including chairs and deputy chairs, on their expectations will continue to be a focus for the department, as will strategies for staff recruitment and retention.

Activity 3: Interparliamentary relations and capacity-building

Performance measures and targets

Criteria 1, 2 and 3

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

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

Level of satisfaction among participants with capacity-building activities.

Target: 90% satisfied.

Source: *Corporate Plan 2022–23*, page 16; *Portfolio Budget Statements 2022–23*, page 16.

Result against the performance criteria: Target met.

Interviews with the Presiding Officers indicate high levels of satisfaction with support for delegations. Similarly, feedback provided by senior stakeholders involved in visits conducted by the International and Parliamentary Relations Office (IPRO) indicates a high degree of satisfaction with visit conduct and outcomes. Notably, the Secretary of the Department of Foreign Affairs and Trade wrote to the department to express her personal gratitude for the work of IPRO in successfully delivering a high-level visit.

Comments from the members survey indicated satisfaction with the support provided to outgoing parliamentary delegations. Comments included 'very professional and supportive' and 'the staff are great and excellent but they're very stretched'. One respondent, however, was concerned that their delegation schedule in one country had been too busy.

Capacity building activities in the year consisted of procuring and sending equipment to Pacific parliaments and staff attachments to assist with budget processes. It is expected that hosting of capacity building programs in Australia will resume in the forthcoming year.

Activity information

Source: *Corporate Plan 2022–23*, page 16.

	2019–20	2020–21	2021–22 ^a	2022–23
Number of delegations managed	32	Program suspended	2	22
Number and nature of parliamentary capacity-building activities	14	24	21	20
» Occasions equipment supplied to Pacific parliament	1	6	4	4
» Staff attachments and study visit	10	2 (virtual)	2 (virtual)	5
» Conferences, seminars and workshop	3	0	1	1
» Information-sharing requests facilitate	–	16	14	14
Number of virtual engagement activities	–	98	94	26
» Virtual meetings involving one or both Presiding Officer	–	29	9	1
» Virtual interparliamentary events/forums with Australian Parliament delegation	–	16	9	1
» Virtual events and webinars offered to parliamentarian	–	53	76	24

a. Election year.

Analysis

Following the easing of COVID-19 travel restrictions, the international delegation program resumed and in-person engagement activities recommenced. The department supported 14 outgoing delegations covering 17 different countries and eight incoming delegations. The incoming delegations included three Guest of Parliament delegations from New Zealand, Ukraine and Vietnam, hosted by the Presiding Officers.

In January 2023, the Australian Parliament hosted the Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC). The biennial conference brings together the presiding officers of the Commonwealth nations to discuss parliamentary matters. CSPOC was attended by 110 representatives from 33 parliaments, and topics discussed included parliamentary engagement, security and e Parliament innovation.

The department continued to provide secretariat support to the Australian Parliament's membership of the Commonwealth Parliamentary Association, including Commonwealth Women Parliamentarians. The department also continued to support the parliament's involvement in the Asia-Pacific Parliamentary Forum and the Inter-Parliamentary Union.

Feedback from the Presiding Officers and stakeholders involved in the parliament's international program indicate a high level of satisfaction with the support provided by the department.

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 published information about the work of the House increasing over time (percentage change on prior year).

Source: *Corporate Plan 2022–23*, page 17; *Portfolio Budget Statements 2022–23*, page 16.

Result against the performance criterion: Target met.

Subscriber data for the department's social media platforms was as follows:

- » Facebook: 8,787 followers (increase of 0.1%)
- » Twitter/X: 51,739 followers (increase of 0.5%)
- » YouTube: 16,731 subscribers (increase of 31.4%)
- » LinkedIn: 362 (increase of 32.1%).

In 2022–23, the department saw subscriber growth across all social media platforms, though the number of followers on Facebook and Twitter/X remained largely stable.

During the reporting period, the department migrated most of its analytics reporting to the Hootsuite management tool to better track engagement data. This was due to the identified unreliability and inconsistency of reporting on certain social media platforms. The Hootsuite platform allows the department to standardise reporting data across Facebook, Twitter/X and LinkedIn. The department now draws YouTube subscriber data from YouTube Studio.

Criterion 2

Clients are satisfied with seminars.

Target: 90% of seminar participants are satisfied.

Source: *Corporate Plan 2022–23*, page 17; *Portfolio Budget Statements 2022–23*, page 16.

Result against the performance criterion: Target met.

The department continued to offer seminars in various formats: in person at Parliament House, virtually by webinar or in a hybrid delivery format. Two seminars were conducted in the reporting period, with the three seminars scheduled to take place from January to June 2023 (one administered by the Department of the Senate) cancelled due to low demand.

Feedback from participants was very positive overall and achieved the target level of client satisfaction. All but two attendees (98.8%) were satisfied with the seminar content, level of detail, presenter and audio-visual elements. All attendees (100%) stated the seminars met their objectives for attending.

Activity information

	2019–20	2020–21	2021–22 ^a	2022–23
Community contacts with the department's publications				
» @AboutTheHouse Twitter/X account impressions	Over 5 million	Over 4.4 million	2.1 million	Reporting discontinued ^c
» Website hits ^b	884,238	957,894	1.64 million	1.41 million ^d
Number of seminar participants	Not reported	55 in person 59 virtually	193 in person 320 virtually	54 in person 41 virtually

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 Chamber and Federation Chamber proceedings in real time).

c. The department will no longer report on @AboutTheHouse Twitter/X account impressions due to unreliable and inconsistent data from the platform.

d. In August 2023, the department moved to the GA4 Google website analytics platform as the previous version is no longer supported. Website hits for 2022–23 are presented using GA4 data to ensure consistency with future reporting.

Analysis

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

Engagement with the department's publications can vary depending on public interest in the parliament, as well as content produced during a sitting period. The department conducted awareness and educational activities on its Facebook channel to engage new audiences.

This year saw steady growth across the department's community outreach channels, with particularly strong growth for the YouTube and LinkedIn channels. Growth of the department's Twitter/X account continued over the year but began to decline in the second half of the reporting period. This is likely due to a general downturn in subscribers to the platform and unreliable reporting data. The department's Facebook channel continued to grow, with a successful *Parliament Explained* campaign increasing followers and engagement. As mentioned above, the department migrated most of its analytics reporting to the Hootsuite management tool. This was due to the identified unreliability and inconsistency of reporting on certain social media platforms. Website analytics has also been moved to the newer GA4 Google platform. This should provide more consistent reporting into the future.

The two seminars conducted during the reporting period were attended by 95 participants. It is not clear why demand for seminars declined in comparison to the previous reporting period, resulting in the cancellation of some seminars. The department will continue to review its seminar content to ensure it remains relevant to those interested in the work of the parliament.

Activity 5: Members' and corporate support

Performance measures and targets

Criterion 1

Speaker's level of satisfaction with the overall quality of non-chamber support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services.

Target: Very satisfied.

Source: *Corporate Plan 2022–23*, page 18; *Portfolio Budget Statements 2022–23*, page 16.

Result against the performance criterion: Target met.

The data source is direct feedback from the Speaker and/or 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 indicated he was very satisfied with the support services provided by the department to the Speaker, the Speaker's Office and members.

Criterion 2

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

Target: 90% satisfied.

Source: *Corporate Plan 2022–23*, page 18; *Portfolio Budget Statements 2022–23*, page 16.

Result against the performance criterion: Target met.

The results of the members' survey indicate a high level of satisfaction for the non-chamber support services provided by the department. All respondents (100%) were satisfied with their accommodation, office support and transport coordination during sitting weeks. All but two respondents (90%) were satisfied with their salary payment services. Overall, 97% of responses indicated satisfaction with the quality of non-chamber support services provided by the department.

Some of the comments made by members relating to payroll services indicate there may be some confusion over the role of the department (which is responsible for members' payroll only) and that of other agencies. One member expressed dissatisfaction with a delay to salary payments for their staff, which is a responsibility of the Department of Finance. Another described 'convoluted and complicated payment systems', which again would seem to apply to more than the salary payments administered by the department. A third comment suggested members should be paid fortnightly, rather than monthly, which is a matter the department will review, but is not able to implement unilaterally.

Activity information

Source: *Corporate Plan 2022–23*, page 18.

	2019–20	2020–21	2021–22 ^a	2022–23
Number of Parliament House accommodation and office support services	1,139	1,949	1,744	1,198
Number of transport coordination services provided to members	17,811	8,153	6,556	8,347

a. Election year.

Analysis

All performance targets relating to the delivery of services to members were met or exceeded. Together, 97% of responses indicated satisfaction with the overall quality of non-chamber support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services. Feedback received from members indicates very high levels of satisfaction with support services provided to members by this activity area. The Speaker reported that no concerns had been raised with him by members during the period.

The department continues to work closely with members to assist them to have any matters promptly resolved.

Activity 6: Schools hospitality

Performance measures and targets

Criterion 1

Timely and accurate provision of advice to the Department of Parliamentary Services (DPS) about hospitality required by visiting school groups, in accordance with bookings.

Target: 100%.

Source: *Corporate Plan 2022–23*, page 19.

Result against the performance criterion: Target met.

The data source is the number of students booked, combined with exception reporting from DPS and school groups. A total of 96,084 students toured Parliament House during the reporting period. Of those students, 65,198 (68%) requested and received hospitality. There were no reports during the year of hospitality not being provided to a school group that had requested it.

Activity information

Source: *Corporate Plan 2022–23*, page 19.

	2019–20	2020–21	2021–22 ^a	2022–23
Number of visiting school students booked	86,315	34,353	22,457	96,084

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 Parliamentary Education Office) 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 2022–23 there were no reports of schools not receiving the hospitality they had requested.

There was a 328% increase in the number of visiting students in 2022–23, largely due to the easing of COVID-19 travel restrictions. This is the highest number of students since before the pandemic (124,831 in 2018–19).

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.

The department is committed to the delivery of high standards of advice, service and support to the Speaker, members, parliamentary committees, other parliaments and the Australian community. Throughout the year, the department, along with the other parliamentary departments, continued to provide the support, services and advice that enabled the House of Representatives, and the wider parliament, to fulfil the role of a representative and legislative body.

The general election on 21 May 2022 resulted in the first change of government since 2013 and the election of 35 new members of parliament. A by-election generated by the resignation of the Member for Aston resulted in an additional new member commencing on 9 May 2023. As at 30 June 2023, the crossbench comprised 17 members, the largest in the history of the House of Representatives. The increased size of the crossbench, many of whom are without the support of a party, has affected the nature and frequency of the advice and services provided by the department.

Most of the COVID-19 arrangements in place in previous years returned to their pre-pandemic state during the reporting period. The House, parliamentary committees and the international program returned to 'business as usual' in many respects, and the department quickly adapted the nature of its support to meet these requirements.

Based on feedback received, as well as performance information from a range of data sources, the department has fully met all but two of the targets outlined in its corporate

plan. One target not met relates to chamber support service standards. On most occasions where the standards were not met, the cause was external ICT issues or the late receipt of advice or authorisations, though the department acknowledges the two errors within its responsibility. The other target that was not met relates to the standard of administrative and procedural support provided to committees. While the department notes that very positive comments were also received against this performance measure, it will seek to address the drop in recorded satisfaction through ongoing engagement with committee members on their expectations, as well as ongoing strategies to recruit, train and retain staff.

Activity information for 2022–23 reflects a busy first year of a parliamentary cycle. The sittings of the House, meetings of the Federation Chamber and the number and hours of committee meetings reflect the high tempo of activity since the opening of the 47th Parliament. The cessation of COVID-19 travel restrictions resulted in a sharp increase in committee travel, as well as the resumption of the parliament’s international delegation program. While welcoming the increased opportunities for in-person engagement, the department will also continue to leverage the virtual modes of work developed during the pandemic to provide the most appropriate form of support to the Speaker, members and committees, and for interparliamentary engagement.

Overall, the department assesses that it has fulfilled its purpose to support the House of Representatives, 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 2022–23 financial year reporting total comprehensive income of \$1.281 million. The department incurred total employee benefits of \$21.262 million, \$1.003 million lower than the budget estimate reported in the October 2022–23 Portfolio Budget Statements. Employee benefits were \$0.741 million higher than those incurred in 2021–22 (\$20.521 million) due to a pay increase in November 2022 and lower staff vacancies than in 2021–22.

Supplier expenses decreased by \$0.618 million between 2021–22 (\$4.839 million) and 2022–23 (\$4.221 million). Expenditure in this area was in line with the October 2022–23 Portfolio Budget Statements estimates. The department's financial position has remained strong, with appropriations totalling \$23.632 million and cash and cash equivalents of \$2.716 million. In addition, the department has \$2.480 million on term deposit due to mature on 10 October 2023.

During the year, the department engaged a valuation specialist to perform a materiality assessment of its property, plant and equipment class. The independent valuer's report concluded that there was no material difference between fair value and the carrying value of the assets. Asset additions during the year related to a further two surface hubs purchased to support videoconferencing remote meetings. Several televisions and refrigerators were replaced during 2022–23 at the end of their useful life.

The department has chosen to no longer receive a contribution through equity for its capital budget, and for these amounts to instead be received as departmental appropriations. This is primarily due to traditionally on-premises IT systems transitioning to the cloud environment, and the different accounting treatment to recognise these expenses.

The department's overall financial position continued to remain sound in 2022–23:

- » total assets increased by \$0.720 million from the prior year, to \$32.730 million
- » total liabilities decreased by \$0.647 million, to \$7.439 million.

Estimates for 2023–24 indicate that the department has sufficient resources to continue to support members, the House and committees.

Table 1 below is the department's entity resource statement for 2022–23. Table 2 shows third-party drawdowns from and on behalf of other entities.

Entity resource statement 2022–23

Table 1: Entity resource statement 2022–23

	Actual available appropriations 2022–23 \$'000	Payments made 2022–23 \$'000	Balance remaining 2022–23 \$'000
	(a)	(b)	(a) - (b)
Departmental¹			
Annual appropriation ²	51,679	24,770	26,909
Total	51,679	24,770	26,909
Administered expenses			
Outcome ¹	941	175	766
Total	941	175	766
Total resourcing	52,620	24,945	27,675
Total resourcing and payments for the Department of the House of Representatives	52,620	24,945	27,675

1. Supply (Parliamentary Departments) Act (No.1) 2022–23 and Supply (Parliamentary Departments) Act (No.2) 2022-23, prior year departmental appropriation and section 74 retained revenue receipts.

2. Includes an amount of \$0.646 million in 2022–23 for the departmental capital budget. For accounting purposes this amount has been designated as 'contributions by owners'.

Third-party drawdowns from and on behalf of other entities

Table 2: 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)	53,271

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.

Results against performance criteria are summarised in the annual performance statement (page 14); staff levels are shown in Table 16.

Performance summary

The focus of each office is 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
- » 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.

Through the annual survey of members, feedback was received on the range and standard of the services provided, which was generally very 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 pages 14 to 15 provides more detailed analysis of the results of the survey. Statistics on sittings of the House and meetings of the Federation Chamber in 2022–23 and the four preceding years are shown in Table 3.

There were 68 sitting days in 2022–23, 27 days more than in 2021–22, a period which was impacted by the dissolution of the House on 11 April ahead of the 2022 federal election.

Legislative activity continued at a proportionally high rate: 186 bills were introduced (32% more than the 141 introduced in 2021–22). The Federation Chamber, having been impacted in 2021–22 by both the election and the prevalence of COVID-19, returned to its usual meeting frequency, and met for more hours than in any of the previous four years.

Detailed information on the business of the Chamber 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 3: Performance summary, Chamber and Federation Chamber, 2018–19 to 2022–23

	2018–19 ^a	2019–20	2020–21	2021–22 ^a	2022–23
Number of sittings/meetings					
Sittings of the House	42	62	67	41	68
Meetings of the Federation Chamber	41	54	63	25	62
Hours of sittings/meetings					
Sittings of the House ^b	371	548	597	380	637
Meetings of the Federation Chamber ^b	130	185	232	75	264

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; 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.

Impacts of the COVID-19 pandemic

The COVID-19 pandemic continued to have an impact on the work of the Chamber and Federation Chamber, albeit lessening as Commonwealth and ACT governments' health and safety restrictions were lifted. Physical distancing requirements were eased, room capacity restrictions removed and domestic and international travel for parliamentary business became easier. The formal agreements used during the pandemic to allow members to contribute remotely to parliamentary proceedings in the chamber were no longer considered necessary. However, some procedural adaptations did remain in place in the Chamber to minimise movement across the floor during divisions. While business and parliamentary procedures are returning to their pre-COVID-19 status, advice continues to be provided to the Speaker and other key stakeholders addressing COVID-safe operations as necessary.

Programming and coordination of business

During the reporting period, 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 4 shows the number of questions in writing to ministers and answers that were processed by the House in the five years from 2018–19 to 2022–23.

Table 4: Questions in writing to ministers and answers to questions in writing, 2018–19 to 2022–23

	2018–19 ^a	2019–20	2020–21	2021–22 ^a	2022–23
Questions in writing ^b	250	388	227	132	238
Questions answered ^c	206	346	161	64	

a. Election year.

b. Excludes questions withdrawn.

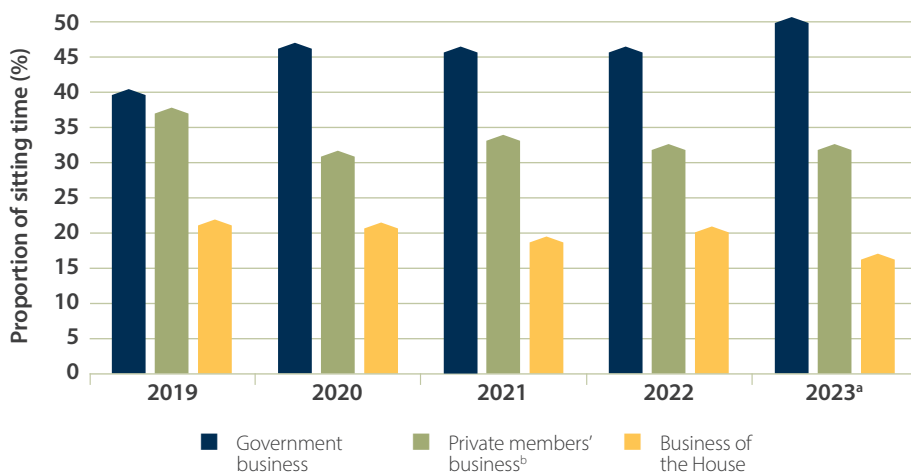
c. The responsibility for responding to questions in writing rests with the ministers to whom the questions are addressed.

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).

Figure 3 shows 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.

Figure 3: Government and private members’ business and business of the House (Chamber and Federation Chamber), 2019 to 2023 (calendar years)



a. 2023 data is for January to June 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.

Replacing the Document Production System

The Document Production System (DocProdSys) was a legacy software system, operating in Microsoft Windows 7. It was used to produce procedural scripts for use by members in the Chamber.

The department worked with the DPS to develop a replacement for DocProdSys. The Business Records and Documents (BRAD) application, which went into production during the reporting period, is compatible with both Windows 10 and 11 and is functioning well. Further minor improvements to the user experience of the application are expected in future reporting periods.

Processing and drafting of bills

Processing legislation

Support for the legislative process in 2022–23 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
- » preparing and delivering formal messages to the Senate; during 2022–23, we delivered 182 messages relating to the passage of bills (116 in 2021–22) and 43 other messages (11 in 2021–22)
- » 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.

Queries on the bills and legislation collection on the Parliament of Australia website totalled 970,000 in 2022–23 (a decrease from 1.6 million in 2021–22). This represented 7.7% of the 12.6 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, 186 bills were introduced (32% more than the 141 introduced in 2021–22). Of these, 179 were initiated in the House of Representatives and seven were received from the Senate (compared with 125 and 16, respectively, last year).

The House passed 150 bills in 2022–23 (105 in 2021–22), an average of 2.2 bills for each sitting (compared with an average of 2.6 bills per sitting last year).

There was a small increase in the number of amendments moved during the consideration in detail stage: 709 in 2022–23 compared with 676 in 2021–22. Of the 351 amendments that were passed, crossbench members proposed 135.

The House amended 18 (12%) of the bills it passed, compared with 15 (14.3%) in 2021–22. The department incorporated the amendments into the text of all 18 bills and reprinted them (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 32 House bills (9 in 2021–22). The House disagreed to nine Senate amendments to one bill. The Senate did not insist on its amendments and agreement was reached by both Houses.

In total, 113 bills were finally passed by both Houses in identical form (101 in 2021–22), of which 106 were initiated in the House of Representatives and seven were initiated in the Senate. After further processing by the Table Office, bills finally passed by both Houses in identical form were presented to the Governor-General for assent. Table 5 shows the number of bills introduced in the House and assented to in the five years from 2018–19 to 2022–23.

In total, during the reporting period the Table Office prepared 18 third reading prints (15 in 2021–22) and 106 assent prints (139 in 2021–22). All documents accurately reflected the decisions of both Houses.

Table 5: Number of bills introduced in the House, and number of bills assented to, 2018–19 to 2022–23

	2018–19 ^a	2019–20	2020–21	2021–22 ^a	2022–23
Bills introduced	155	248	184	141	186
Bills assented to ^b	148	153	153	101	113

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 prepare copies for circulation in the chambers.

In 2022–23, 22 private members' bills were introduced (none were private senators' bills). Of the 709 amendments moved during consideration in detail, 493 were private members' amendments, 135 of which were agreed to. Table 6 provides chamber statistics for private members' bills and amendments for the past five years. The figures do not reflect all of the department's work in this area, as 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. The seconded officer provides drafting advice to members and supports the drafting of private members' bills and detail amendments.

Table 6: Private members' bills introduced and amendments moved by private members (Chamber and Federation Chamber), 2018–19 to 2022–23

	2018–19 ^a	2019–20	2020–21	2021–22 ^a	2022–23
Bills introduced	30	35	28	26	22
Second reading amendments moved	37	110	105	55	30
Consideration in detail amendments moved	95	107	145	125	493

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* are prepared from the *Votes Officer's Minutes* – better known as the *Live Minutes* – 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.

House Division Recording System

The House Division Recording System allows tellers to record members' votes electronically on a tablet. The division result is published immediately on announcement by the Speaker in the *Live Minutes*, to Hansard and on display screens located in the Chamber. A webpage publishes the results of divisions in real time and provides a searchable and filterable repository of divisions recorded in the system. The system recorded 165 divisions during the reporting period.

As part of this project, display screens were installed in each of the public galleries of the Chamber. Since the start of the 47th Parliament the screens have displayed information on the event that is currently in progress, explanations of the significance of the question that is being determined by the House, and the results of divisions once they have been announced by the Speaker.

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 the House*. 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 considering the online availability of documents and the declining demand for hard copies.

In 2022–23, a total of 3,643 documents were presented to the House, an increase from the 2,755 presented last year.

For each sitting, 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 given.

Online Tabled Documents project

With colleagues from the Department of the Senate and DPS, Table Office staff finalised the Online Tabled Documents project, which is 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 streamlines administrative handling of documents and, following presentation, makes documents available online through a searchable database, providing an enhanced service for members and other interested parties.

Research

The Procedure Office collects, analyses and disseminates procedural and statistical information on the work of the House. In 2022–23, the office:

- » maintained comprehensive procedural and statistical records
- » prepared advice for the Speaker and members on House practice and the operation of the standing orders
- » responded to requests for procedural and statistical information from various stakeholders including members, parliamentary staff and members of the public
- » produced a range of publications on House statistics, practice and procedure.

The office also supported the House Standing Committee on Procedure (see page 38).

There was continued demand for the office's publications, while information requests were received from a variety of internal and external clients throughout the year.

Publications

The Procedure Office continued to produce a range of publications on the work of the House. Following each sitting fortnight, the office published:

- » *House Review*, a plain-English analysis of significant events in the House
- » *Statistical Digest*, a statistical breakdown of the business conducted by the House
- » *Procedural Digest*, a technical record of the Speaker's rulings, precedents and other procedurally noteworthy items.

The office also published a range of other resources on the Parliament of Australia website, including:

- » *Last Week in the House*, listing key events in the previous sitting week
- » *Work of the Session* (also published in hard copy), providing comprehensive periodic information on the work of the House and its committees

- » the *Infosheet* series, comprising short guides on the workings of the House and parliament in an easy-to-read format.

In addition, the office progressed work towards the publication of the next edition of House of Representatives Practice in coming years.

Collaboration

Collaboration with the Department of the Senate

The Procedure Office continued to work effectively with counterparts in the Department of the Senate, including through involvement with the Australian National Internships Program and the Australian Defence Force Parliamentary Program (see page 50).

Collaboration with other parliaments

The department continued its tradition of knowledge-sharing with colleagues from other parliaments. This included participation in study programs, and virtual delegation meetings and capacity-building work. The value of sharing experiences and ideas with other parliaments continues to extend beyond familiar procedural aspects and embraces challenges in common arising from the COVID-19 pandemic.

Procedural training and resources

Building procedural capacity amongst members and their staff was a priority during the year. A series of information sessions targeted at members' staff and crossbench members specifically was held during sitting weeks from November through June. Twelve topics were canvassed at the 24 sessions held in 2022–23, ranging from subjects such as chamber etiquette, introducing business, amending the text of a bill and procedures for disallowance of legislative instruments.

Building staff procedural capacity also remained a focus in 2022–23. Preparations were made for a fourth iteration of the 'Taste of Procedure' lunchtime discussions series, which was scheduled to commence in July 2023. The series of 11 lunchtime discussions is part of a package of learning opportunities for departmental staff, developed by the Procedure Office in collaboration with the Table Office, and presented by senior chamber support staff.

Updates were made to certain procedural training resources. This includes a series of educational videos on key House principles and procedures and is available to all staff through the department's intranet. Updates reflected changes to standing orders in the 47th Parliament and changes in the House's membership including key officeholders.

The department continued to support staff to develop expertise in parliamentary law, practice and procedure in the following ways:

- » debriefs following each sitting week or fortnight, focusing on matters of procedural interest (open to all staff)
- » induction 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 and the *Daily Program*, and processing bills and documents – once trainee staff have sufficient experience, the use of shadowing

allows chamber support staff to finish work earlier on some sitting nights, and provides a backup to enable business continuity in the event of staffing absences or turnover

- » participation in parliamentary conferences
- » participation in the Parliamentary Law, Practice and Procedure course, offered by the University of South Australia under the auspices of the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT)
- » participation in the online Professional Development Certificate in Parliamentary Management (McGill School of Continuing Studies, Canada).

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 2022–23 were as follows:

- » standing committees
 - » Selection Committee
 - » Standing Committee on Appropriations and Administration
 - » Standing Committee on Petitions
 - » 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 2022–23, those committees held 71 meetings and produced 30 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 consists of 14 members: the Speaker (as chair), the chief government whip, chief opposition whip, six government members, three opposition members and two crossbench members. The committee met 18 times during the reporting period and presented 14 reports.

Standing Committee on Appropriations and Administration

The Standing Committee on Appropriations and Administration considers estimates of the funding required for the operation of the department each year and matters relating to the provision of facilities in Parliament House affecting the House, its committees or its members, including ICT, the administration and funding of security measures and works in the parliamentary precincts. Together with the Senate Standing Committee on Appropriations, Staffing and Security, the committee may consider estimates of the annual funding required for the operation of DPS.

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

Standing Committee on Petitions

The Standing Committee on Petitions facilitates the receipt and progression of petitions through the House. The committee can also conduct inquiries and undertake activities on any matter relating to petitions and the petitions system.

The committee continued to receive a high volume of petitions. Table 7 shows the number of in-order petitions presented to the House, and the number of signatories, for the past five years. In 2022–23, 577 petitions were presented, compared with 614 last year. The number of signatures received was 735,717, compared with 2,707,274 last year. The committee also presented 11 reports summarising the petitions and ministerial responses being presented.

The largest petition in 2022–23 received 119,048 signatures. It asked the House to enshrine the use of cash in law.

Table 7: Petitions and signatories to petitions, 2018–19 to 2022–23

	2018–19 ^a	2019–20	2020–21	2021–22 ^a	2022–23
Number of petitions presented	190	498	649	614	577
Number of signatories	199,084	805,561	1,239,054	2,707,274	735,717

a. Election year.

Committee of Privileges and Members' Interests

The Committee of Privileges and Members' Interests met four times during the reporting period and presented two reports to the House. These related to an application for the publication of a response to references made in the House, and the operations of the committee in connection with the registration and declaration of members' interests during 2022.

The department supported the online lodgement of statements of registrable interests and notifications of alterations in accordance with the resolution of the House on the registration of members' interests.

The department also supported the online publication of the following two registers, in accordance with resolutions of the House:

- » the Members' Training Program Register, comprising statements provided by members declaring that they have undertaken the Safe and Respectful Workplaces Training Program administered by the Department of Finance
- » the Register of Members' qualifications, comprising statements and other material provided by members relating to their qualifications under sections 44 and 45 of the Constitution.

Standing Committee on Procedure

The Standing Committee on Procedure inquires into and reports on the practices and procedures of the House and its committees. In 2022–23 the committee met 22 times. No inquiries were completed during this period.

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 have 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. Neither the House Publications Committee nor the Joint Committee on Publications were required to meet to consider documents or other matters during the reporting period.

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.

Improving performance

The chamber support areas have provided, and will continue to provide, tailored, responsive support to the Speaker, members and other stakeholders.

The department continues to leverage technology for improved performance in supporting the Chamber and Federation Chamber, including through the BRAD application and the Online Tabled Documents project.

Developing the procedural capacity of staff through both formal and informal means is a continuing priority for the department. Engagement with procedural development initiatives remained high throughout the reporting period.

Outlook

During the reporting period, the focus of the chamber support areas has been 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. Demand for advice and support remained high with the arrival of new members at the commencement of the 47th Parliament on 26 July 2022.

Replacements for legacy ICT systems, including the Table Office Production System (TOPS) and the Bills System are expected to result in further improvements and efficiencies as the Table Office transitions to a Microsoft Windows 11 and cloud-based ICT environment.

The Procedure Office will continue to offer a range of procedural development activities for members and their staff and for departmental staff. It will also explore the opportunities presented by technology to engage with stakeholders, including through improved presentation of statistical information.



*Division on the third reading of the Constitution Alteration (Aboriginal and Torres Strait Islander Voice) 2023, 31 May 2023.
Image: Paul Furness, AusPic/DPS.*

Committee support

The Committee Office supports parliamentary committees in their investigatory work of examining policy and legislation, and of scrutinising the executive government. As at 30 June 2023, the Committee Office comprised 10 secretariats that supported 10 House committees and 11 joint committees (see Table 8). Results against performance criteria are summarised in the annual performance statement (page 16); staff levels are shown in Table 16.

Table 8: Committees of the 47th Parliament supported by the Committee Office as at 30 June 2023

House committees	Joint committees
Standing Committee on Agriculture	Joint Standing Committee on Aboriginal and Torres Strait Islander Affairs
Standing Committee on Climate Change, Energy, Environment and Water	Joint Standing Committee on Electoral Matters
Standing Committee on Communications and the Arts	Joint Standing Committee on Foreign Affairs, Defence and Trade
Standing Committee on Economics	Joint Standing Committee on Implementation of the National Redress Scheme
Standing Committee on Employment, Education and Training	Parliamentary Joint Committee on Intelligence and Security
Standing Committee on Health, Aged Care and Sport	Joint Standing Committee on Migration
Standing Committee on Industry, Science and Resources	Joint Standing Committee on the National Capital and External Territories
Standing Committee on Regional Development, Infrastructure and Transport	Joint Committee of Public Accounts and Audit
Standing Committee on Social Policy and Legal Affairs	Parliamentary Standing Committee on Public Works
Select Committee on Workforce Australia Employment Services	Joint Standing Committee on Trade and Investment Growth
	Joint Standing Committee on Treaties

Note: Six House internal committees (Selection, Appropriations and Administration, Petitions, Privileges and Members' Interests, Procedure and Publications) and the Joint Committee on the Broadcasting of Parliamentary Proceedings are supported by other areas of the department and are discussed under parliamentary committees on pages 36 to 38.

Committee Office activity

In 2022–23, 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 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 presentation of committee reports.

Overview

With the commencement of the 47th Parliament on 26 July 2022, House of Representative standing committees and relevant joint committees were established according to standing orders, appropriate resolutions of the respective houses, or statute soon after. During 2022–23, 75 reports were presented (45 by scrutiny committees, see Appendix 3).

Following on from changes made during the COVID-19 pandemic, a number of committee proceedings have continued to be conducted virtually during the period, either as a wholly virtual forum or a hybrid form of members and witnesses participating in-person and virtually in public hearings, briefings and meetings.

The Committee Office was able to successfully support all committees within its remit, with induction and support processes well-established for incoming committee chairs and members, as well as staff. The Clerk Assistant (Committees) Office continued its support of secretariats, as well as supporting the Liaison Committee of Chairs and Deputy Chairs (see page 45).

During the year, committees conducted inquiries on a diverse range of topics, including the following:

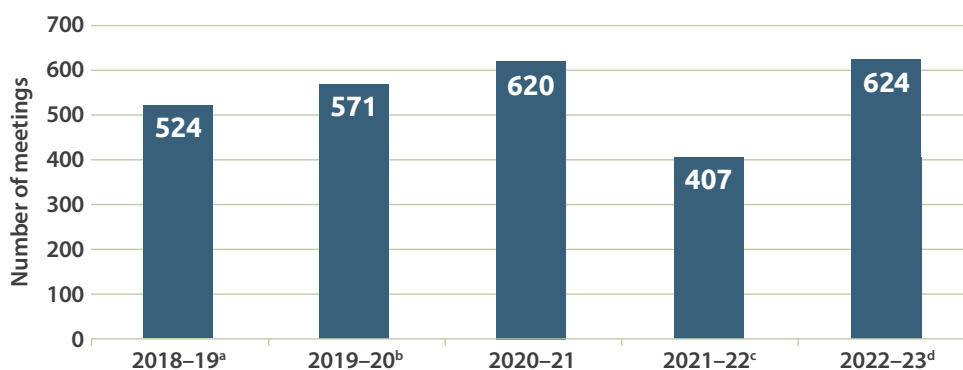
- » National Anti-Corruption Commission Bills: a Joint Select Committee on National Anti-Corruption Commission Legislation was established on 28 September 2022 to inquire into and report on the provisions of the National Anti-Corruption Commission Bill 2022 and the National Anti-Corruption Commission (Consequential and Transitional Provisions) Bill 2022. The committee conducted an intensive short timeframe review of those bills, receiving 140 primary submissions and conducting four public hearings to achieve the requested reporting date of 10 November 2022.
- » Workforce Australia Employment Services: the House Select Committee on Workforce Australia Employment Services was established on 2 August 2022. An interim report was presented on 1 March 2023 addressing the ParentsNext program administered by Services Australia. This report made 30 recommendations regarding the program, including the recommendation to abolish ParentsNext at the conclusion of its current contract and replace it with a new pre-vocational service for parents of young children.
- » Health: the Standing Committee on Health, Aged Care and Sport presented its report for the Inquiry into Long COVID and Repeated COVID infections in April 2023. Inquiring into the ongoing effects of the continuing COVID-19 pandemic, the report made nine recommendations aimed at strengthening the Australian Government's recognition, management and communication of long COVID and its impacts on the Australian community.

- » Defence: the Joint Standing Committee on Foreign Affairs, Defence and Trade conducted an inquiry into how Australia makes decisions to send service personnel into international armed conflict. The Defence Subcommittee made seven recommendations aimed at improving the transparency and accountability of government decision-making in relation to armed conflict, including reaffirming the roles of the Executive and the Parliament in such decisions. The report also recommended the establishment of a Joint Statutory Committee on Defence, with a legislative establishment and footing to allow for classified and sensitive review and oversight mechanisms to be established.
- » Gambling: the House Standing Committee on Social Policy and Legal Affairs conducted an inquiry into online gambling and its impacts on people experiencing gambling harm between September 2022 and June 2023, handing down its report 'You win some, you lose more' on 28 June 2023. The report outlined 31 recommendations applying a public health lens to online gambling to reduce harm to Australians, including developing and implementing a comprehensive national strategy on online gambling harm reduction, supported by national regulation, an online gambling ombudsman, a harm reduction levy on online wagering service providers, a public education campaign, more independent research and improved data collection.
- » Intelligence and security: the secretariat to the Parliamentary Joint Committee on Intelligence and Security continued to manage a high workload in 2022–23, supporting a large number of concurrent inquiries and oversight activities and managing secure facilities and information on behalf of the committee. The committee continued to provide important legislative scrutiny to the Parliament on national security priority bills.
- » Electoral Matters: the Joint Standing Committee on Electoral Matters presented its interim report into the conduct of the 2022 federal election and other matters in June 2023. This initial report into the 2022 election made 15 recommendations regarding proposed reforms to donation laws and the funding of elections, truth in political advertising laws, and encouraging increased electoral participation and lifting enfranchisement of First Nations Peoples. These inquiries are conducted following every federal election.
- » The Joint Select Committee on the Aboriginal and Torres Strait Islander Voice Referendum was established by the House of Representatives and the Senate on 30 March 2023. The committee was tasked with reviewing the proposed provisions amending the Constitution. The committee published 270 submissions, and received thousands of items of additional correspondence within the space of three weeks, including songs, poetry and videos. It held five public hearings, including three interstate hearings, and tabled its final report to the Parliament on 12 May 2023. Notable features of the inquiry included its high profile (including high-profile witnesses such as former and current Members of Parliament) and the committee's engagement with Indigenous communities, receiving formal Welcomes to Country and ceremonial dances at public hearings.

Committee activity stayed at a similar level during the reporting period compared with last year. Scrutiny committees supported by the Committee Office held 624 meetings, as outlined in Appendix 2.

Figures 4 and 5 present the number of committee meetings held and reports presented, supported by the Committee Office, for the past five years. These figures highlight the sustained workload of committees.

Figure 4: Number of committee meetings supported by the Committee Office, 2018–19 to 2022–23



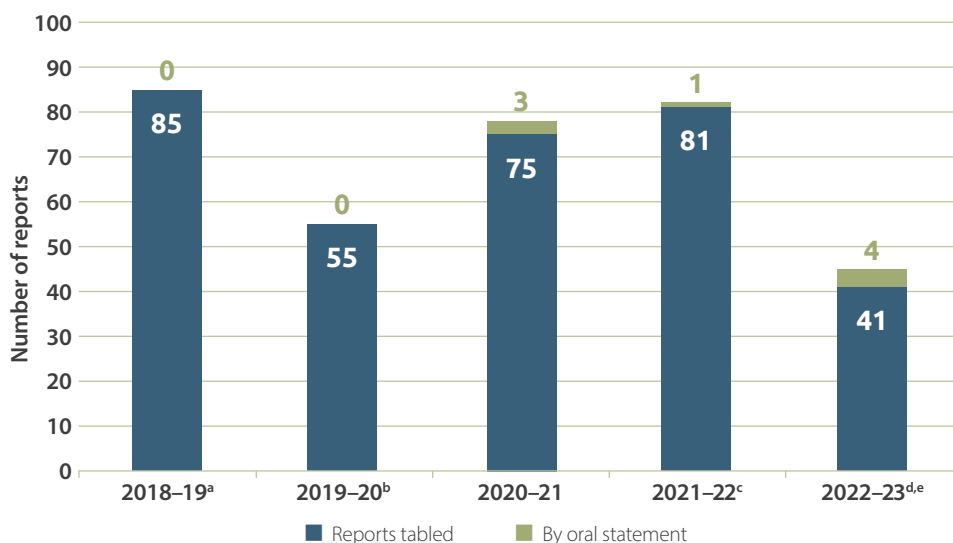
a. The 45th Parliament ended with the dissolution of the House on 11 April 2019.

b. The 46th Parliament opened on 2 July 2019.

c. The 46th Parliament ended with the dissolution of the House on 11 April 2022.

d. The 47th Parliament opened on 26 July 2022.

Figure 5: Number of reports tabled by committees supported by the Committee Office, 2018–19 to 2022–23



a. The 45th Parliament ended with the dissolution of the House on 11 April 2019.

b. The 46th Parliament opened on 2 July 2019.

c. The 46th Parliament ended with the dissolution of the House on 11 April 2022.

d. The 47th Parliament opened on 26 July 2022.

e. From 2022–23 reports by statement figures include statements made under House standing order 143(c) and reports by statement made by the Parliamentary Joint Committee on Intelligence and Security or the Joint Committee of Public Accounts and Audit.

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. The House adopted this resolution House on 29 September 2010.

As reported in the six-monthly Speaker's Schedule of the Status of Government Responses to Committee Reports (as at 20 June 2023), for the 47th Parliament there were 19 committee reports to that date that included recommendations requiring a government response. Of these reports:

- » government responses to two reports were received within the six-month timeframe
- » three reports have not received a response within the six-month timeframe
- » the six-month timeframe has not elapsed for the 14 remaining reports awaiting a response.

Information and communications technology

The Committee Office continued to work with DPS and the Department of the Senate on the redevelopment and deployment of Report Builder, the template for drafting committee reports which is integrated with the Shared Committee Information Database. The redeveloped Report Builder was developed, tested and deployed in early December 2022. The updated system has improved the layout, publishing and accessibility of committee reports. The Committee Office continues to work across parliament on ongoing enhancements and improvements.

The Committee Office also worked with DPS on the update and redevelopment of its secure committee documents system, known as CommDocs. A revised version of the platform in Microsoft SharePoint was launched in January 2023.

Improving performance

In 2022–23, the Committee Office supported continuous improvement in the way it delivers services to committees as well as how it supports and develops staff.

A number of internal resources were reviewed and updated during the reporting period, either as ongoing review work or as a result of projects undertaken during the 2022 federal election period. Some of these updated resources include:

- » guidance on managing sensitive and high-risk inquiries
- » revised style guide and manual for committee minutes
- » revised risk management tools for inquiry risks
- » Comparative Guide to House of Representatives and Senate committee procedures.

The Committee Office has continued to update and deliver a revised training program for new and existing staff. Fundamental training is provided to new and interested staff, and the in-depth training needs of longer-term staff are catered for in bespoke sessions presented under the Committee Training and Development program.

Liaison Committee of Chairs and Deputy Chairs

The Clerk Assistant (Committees) supports the Liaison Committee of Chairs and Deputy Chairs – an informal group of the chairs and deputy chairs of House-supported investigatory committees, chaired by the Deputy Speaker.

The liaison committee met for the first time in the 47th Parliament in June 2023 to discuss areas of administrative interest, including:

- » information on a pilot project for video broadcasting of away hearings
- » contemporary reporting of outstanding government responses to committee reports
- » the ‘General Principles for the Administration of Parliamentary Committees’
- » general administrative issues and support standards for committees.

Outlook

Looking forward into 2023–24, the Committee Office will continue to respond to shifting priorities and workloads for committee business from the parliament. The establishment of a number of new standing and select committees in the 47th Parliament, as well as a proposed expansion in the oversight functions of the Parliamentary Joint Committee on Intelligence and Security, will necessitate a strategic approach to staffing levels including sufficient security-cleared staff to support the expectation for more classified and higher sensitivity work. The level of committee activity is expected to remain at a high tempo for the year to come.

The Committee Office will continue to provide a high level of professional support to members and new and existing committees. Staff recruitment and training and development will continue to be a priority for the coming year.



Chair of the House Standing Committee on Economics, Dr Daniel Mulino MP (centre), and Deputy Chair, Mr Garth Hamilton MP (right). Image: David Foote, AusPic/DPS.

Interparliamentary relations

The Australian Parliament's international program supports engagement and cooperation with parliaments internationally, with a focus on parliamentary relations in the Indo-Pacific region.

The program's activities and projects are coordinated by the International and Parliamentary Relations Office, which is jointly funded by the department and the Department of the Senate, with input from all four parliamentary departments.

Results against performance criteria are summarised in the annual performance statement (page 17); staff levels are shown in Table 16.

Performance summary

The Presiding Officers' delegation program resumed in-person engagement in 2022–23 following the easing of COVID-19 travel restrictions, with 14 international outgoing delegations covering 17 different countries. The outgoing delegation program provided opportunities for the Australian Parliament to be represented in multilateral forums where contemporary issues were debated and knowledge shared with parliamentary counterparts. Additionally, the Presiding Officers hosted three incoming Guest of Parliament delegations from New Zealand, Ukraine and Vietnam.

Parliamentary engagement

The International and Parliamentary Relations Office provided advice, planning assistance and briefing coordination to support the Presiding Officers as they established international connections and renewed important bilateral relationships following the commencement of the 47th Parliament in July 2022 and the opening up again of international travel.

The Australian Parliament maintained its strong commitment to international engagement, hosting the Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC) at Parliament House, Canberra in January 2023. The biennial conference focused on the topics of parliamentary engagement, security and e-Parliaments, and was an opportunity to share best practice.

Throughout 2022–23, the Presiding Officers led various parliamentary diplomacy initiatives supported by the International and Parliamentary Relations Office. Examples include:

- » The President of the Senate, Senator the Hon Sue Lines, led a parliamentary delegation to the 65th Commonwealth Parliamentary Association Conference, held in Halifax, Canada in August 2022.
- » The Presiding Officers attended the 8th G20 Parliamentary Speakers' Summit (P20) in Jakarta, Indonesia in October 2022.
- » A parliamentary delegation led by the President of the Senate made a bilateral visit to Papua New Guinea in December 2022.

- » The Speaker of the House of Representatives, the Hon Milton Dick MP, led parliamentary delegations to the 145th Inter-Parliamentary Union (IPU) Assembly in Kigali, Rwanda in October 2022 and the 146th IPU Assembly in Manama, Bahrain in March 2023.
- » On behalf of the Presiding Officers, the Deputy President of the Senate, Senator McLachlan, attended the 8th Mexico, Indonesia, Republic of Korea, Türkiye, Australia (MIKTA) Speakers' Consultations in Istanbul, Türkiye in March 2023.

Parliamentary committees were also able to resume their international exchanges and fact-finding missions with two committees travelling in the period. The Senate Committee on Rural and Regional Affairs and Transport visited Vietnam and the Standing Committee on Regional Development, Infrastructure and Transport visited New Zealand and Samoa to gain international perspectives on current matters of inquiry.



The Presiding Officers and their Commonwealth counterparts at the Conference of Speakers and Presiding Officers of the Commonwealth held at Parliament House in January 2023. Image: David Foote, AusPic/DPS.

Parliamentary capacity building

In July 2022, parliamentary staff from the departments of the House of Representatives, the Senate and the Parliamentary Budget Office participated in the annual United Nations Development Programme mission to provide support for the budget processes of the Fijian Parliament.

The Pacific Parliamentary Partnerships Fund is a joint initiative with the state and territory parliaments to support parliamentary strengthening in the Pacific region. The fund is administered by the department and provides support to 12 parliaments in the Pacific region. In 2022–23 equipment was supplied to four Pacific parliaments (Bougainville, Nauru, Papua New Guinea and Tonga) to improve video conferencing and administration capabilities. Officers from the Samoan Legislative Assembly were also supported to attend training in Tasmania with their twinned parliament.

Improving performance

In December 2022, the International and Parliamentary Relations Office deployed a new database completing a project to replace an end-of-life system. The office also conducted a trial of new software to provide secure, remote access to documentation when delegations travel internationally.

Outlook

The resumption of delegation exchanges and the post COVID-19 increase in international engagement prompted a restructure of the International and Parliamentary Relations Office to strengthen capacity and meet program requirements. A number of recruitment activities were initiated to fill existing vacancies and reflect the new structure. When completed, the office should be well placed to meet the demands of the future.



President of the Senate, Senator the Hon Sue Lines, and Speaker of the House of Representatives, Hon Milton Dick MP, with a delegation from the Ukraine Parliament in March 2023. Image: David Foote Auspic/DPS.

Community relations and awareness

The department promotes the work of the House through a range of activities aimed at different sectors of the community. Results against performance criteria are summarised in the annual performance statement (page 19); staff levels are shown in Table 16.

Performance summary

During 2022–23 the department continued to use its communication channels to increase community engagement and awareness of the work of the House and committees. The department's seminar program was delivered through a mixture of in-person, online and hybrid seminars.

The department continued its work to support the school visits program and in providing support to the Parliamentary Education Office. The My First Speech competition resumed in 2022 with entries equal to pre-pandemic numbers.

Following the easing of COVID-19 restrictions, the Australian Defence Force Parliamentary Program and Commonwealth Parliamentary Internships component of the Australian National Internships Program resumed in-person placements at Parliament House.

Media and publications

Social media remains an important tool to engage with people and distribute information for the department, with Twitter/X, Facebook, LinkedIn and YouTube all showing increases in audience in the reporting period. From October 2022, Twitter/X subscriber numbers declined for the first time. This may reflect a downturn in subscriber numbers across the platform. The department's Twitter/X, Facebook, YouTube and LinkedIn accounts continue to provide valuable public education opportunities. The Parliament Explained Facebook campaign targeted people of voting age with little to no knowledge of parliamentary procedure to broaden their understanding of how parliament functions. The campaign saw strong engagement throughout and grew the department's Facebook audience by 362.

During the reporting period, the department's Facebook subscriber base increased to 8,787 subscribers and its Twitter/X following increased to 51,739 followers. The House's YouTube account, used for publishing replays of Question Time and an 'About the House' series of short videos, showed growth in the reporting period and now has 16,731 subscribers: an increase of 4,000 from the last reporting period. The department's LinkedIn page, started in September 2022, now has 362 followers.

The department continues to issue media releases on behalf of committees, the Speaker and the Clerk of the House. The department issued 190 media releases during the reporting period, an increase on last year's figure. The 'About the House News' page and all its subpages received a total of 152,403 page views. This is an increase from last year's 111,000 views.

Seminars

The department's seminar program includes a series of seminars covering the parliament, the budget, the legislative process and the work of parliamentary committees. Additionally, customised seminars can be delivered to individual government departments or other stakeholders on request. The program is designed to raise awareness of the work of the House, particularly among employees of government agencies.

In 2022–23, the department delivered two seminars to 95 attendees – 54 attending in person and 41 via webinar. The three seminars scheduled to take place from January to June 2023 (one administered by the Department of the Senate) were cancelled due to low demand. It is not clear why the level of interest in some seminars was lower than in the previous reporting period, but advertising undertaken later in the year resulted in increased enrolments for the first seminar in 2023–24.

My First Speech competition

The My First Speech competition invites students in years 10 to 12 to imagine themselves as a newly elected member of the House of Representatives and write a 90 second speech on an issue that they are passionate about. The competition is held annually; and returned post COVID-19 restrictions in 2022. The competition attracted 171 entries, which is comparable to pre-COVID-19 engagement numbers.

Australian National Internships Program

The Commonwealth Parliamentary Internships component of the Australian National Internships Program, which operates under an agreement between the Vice-Chancellor of the Australian National University and the Australian Parliament's Presiding Officers, enables students from across Australia to undertake a placement with a member or senator as part of their formal course of study. Students complete a research project on a subject agreed by their host, as part of their placement. The project report is assessed by the university and counts towards the student's degree.

In 2022–23, following the easing of COVID-19 restrictions, interns were once again able to undertake their placements at Parliament House. In the second semester of 2022, there were 30 placements with members and senators. In the first semester of 2023, eighteen interns undertook placements with senators and members.

The department worked with colleagues in the Department of the Senate to facilitate the program and deliver an orientation session for interns. 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

Under the Australian Defence Force Parliamentary Program – arranged through the Minister for Defence Personnel in conjunction with the Department of Defence – 33 Australian Defence Force representatives spent a week at Parliament House in November 2022, hosted by a member or senator. COVID-19 restrictions prevented the program from proceeding in 2021–22. The departments of the House of Representatives and the Senate work together to support the program and provide orientation sessions on the work of the chambers and committees.

Parliamentary Education Office

Jointly funded by the Department of the Senate and the Department of the House of Representatives, the Parliamentary Education Office (PEO) delivers parliamentary education services on behalf of the Australian Parliament to students, teachers and others across Australia. To date, more than 2.4 million students have expanded their knowledge of the Australian Parliament through participating in a PEO program.

In addition to operational management by the Department of the Senate, the PEO is guided by an advisory committee comprised of senators and members, which meets three times a year. The committee is co-chaired by the Deputy Presiding Officers and reports to the Presiding Officers.

The full-time equivalent staffing level for the PEO in 2022–23 was 14.2 (compared with 10.8 in 2020–21).

Education programs: onsite, outreach and digital

The PEO is a leader in civics and citizenship education in Australia and delivers education programs onsite at Parliament House and in classrooms across Australia through its video conference and outreach programs.

In 2022–23, school visits to Parliament House started to return to pre-pandemic levels, with the PEO delivering 2,247 onsite programs to school students from across all states and territories. This is a 74% increase from 2021–22.

Demand for video conference programs remained strong, with the PEO delivering 357 programs in 2022–23. While this is a 20% decrease from 2021–22, the level indicates that while onsite programs are expected to return to pre-pandemic levels in the next reporting period, the demand for videoconference programs will remain much higher than pre-pandemic levels.

The PEO did not conduct its outreach program in 2022–23 (due to a combination of pandemic and resourcing constraints); however, the program will recommence in the next reporting period. The PEO continued to use teacher professional learning (TPL) to further the PEO's delivery of parliamentary education across Australia. The TPL program provides professional learning for teachers and pre-service teachers to support the delivery of an informative and engaging parliamentary and civics and citizenship curriculum for students. In 2022–23, the PEO introduced the Referendum masterclass program to complement its existing TPL programs. In 2022–23, the PEO delivered 25 TPL programs, one fewer than in the previous reporting period.

Content: online and print

The PEO website provides information about parliament and curriculum-aligned teaching resources for Australian teachers and students. In 2022–23, demand and interest in the website remained very strong, with 1.4 million users (representing 3.4 million unique page views). The PEO also produced, refined and distributed a range of publications during the reporting period and observed a notable increase in demand for the pocket edition of the Constitution during this period.

Services for members and senators

The PEO provides educational resources to senators and members to support their engagement with teachers, students and community groups across Australia. Members and senators are offered a complimentary annual allocation of education and information materials for students, teachers and others in their communities. Other activities included:

- » facilitating referendum information sessions for parliamentarians and their staff, which were delivered by representatives of the Australian Electoral Commission
- » supporting the Speaker's Parliament in Schools program through the provision of information sessions, bespoke resources, and briefings for parliamentarians and staff.

In the reporting period, the PEO Advisory Committee was re-established for the 47th Parliament, with the PEO providing secretariat services to support three committee meetings.

Parliamentary Education Office outlook

In the coming year, the PEO will scope a number of activities to further promote youth engagement in learning about parliament and support senator and members' engagement with schools in their communities. The *Federal Parliament history timeline* and the *Australian constitution online* webpages will be redeveloped, and the PEO website will undergo the next of its 5-year reviews to ensure it continues to meet the needs of users. The PEO's outreach program will be reinvigorated in 2023, with a focus on visiting jurisdictions with high levels of relative disadvantage.

Outlook

The increase in the number of subscribers across the department's social media channels indicates a continued strong interest by the public in the work of the House of Representatives. The department's website engagement was down from the previous reporting period but remained higher than all other years prior.

The department will continue to deliver outreach activities to increase awareness of the work of the department across the community and Australian public service. An increase in Indigenous engagement activities will be a goal for the department over the next reporting period. The department will continue to identify opportunities to work with the other parliamentary departments on various communication and engagement activities, as well as improve the Parliament of Australia website.

The department will continue to evaluate the effectiveness of products designed to inform the public about the work of the House and to ensure flexible delivery and maximum reach of its education program into the future.

Members' and corporate support

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

- » providing advice and support on financial and human resource management, as well as records management, publishing and office services
- » paying members' salaries and allowances
- » organising members' office accommodation, furniture and fittings
- » providing mail and courier services, and a booking service for committee rooms and chamber gallery seating
- » maintaining and publishing key information about members and former members.

Results against performance criteria are summarised in the annual performance statement (page 21); staff levels are shown in Table 16.

Performance summary

Working with the Department of the Senate, the Department of the Prime Minister and Cabinet, the Australian Federal Police and DPS, this program area provides the Speaker and the Speaker's Office with timely advice and support on matters such as:

- » control and management of the precincts
- » arrangements in the chambers and their associated galleries
- » ceremonial aspects of the work of the House of Representatives.



Procession of Members of the House of Representatives to attend an address from the Governor-General of Australia in the Senate Chamber, 26 July 2022. Image: Penny Bradfield, Auspic/DPS.

The commencement of the 47th Parliament was a particularly busy time for the Finance Office, the People Strategies Office and the Serjeant-at-Arms' Office. As required under the standing orders, the Opening Day commenced with a traditional Welcome to Country ceremony. On this occasion, Ngambri and Ngunnawal custodian, Aunty Matilda House and her son, Paul Girrawah House delivered the ceremony. This included a smoking ceremony on the Parliament House forecourt. Other aspects of the Opening of Parliament proceeded throughout the day, including the swearing in of all members, the election of the Speaker, the Hon Milton Dick MP, and presentation of the Speaker to the Governor-General of Australia, His Excellency General the Honourable David Hurley AC DSC (retd).



Smoking ceremony and Aboriginal dancers on the Parliament House forecourt following the Welcome to Country ceremony, 26 July 2022. Image: Penny Bradfield, Auspic/DPS.

The department played a significant ceremonial role after the passing of Her Majesty, Queen Elizabeth II, on 9 September 2022. A wreath laying ceremony was held on 10 September, and His Majesty, King Charles III, was proclaimed by the Governor-General on 11 September 2022. A memorial service for Queen Elizabeth was held in the Great Hall on 22 September 2022.

Two Budget speeches were delivered during the year: on 25 October 2022, and 9 May 2023. Budget week arrangements allowed for invited visitors to attend the public galleries to view the Budget and Budget reply speeches.



*Wreath laying ceremony attended by the Governor-General and members on 10 September 2022.
Image: Penny Bradfield, Auspic/DPS.*

Media services

During the year, the Serjeant-at-Arms' Office 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.

They also worked 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 comply with the media rules and with minimum inconvenience to all.

The Serjeant-at-Arms and 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 events, including the delivery of the Budget and Budget reply speeches.

The Serjeant-at-Arms' Office received and responded to 201 requests to film or photograph in the private areas of the building, including a large-scale filming request for a television drama.

Information for members

As part of the department's commitment to keep members and their employees informed about developments in the House, five editions of the members' bulletin House Update were published during the year.

From November 2022, the informal drop-in centres offered to members' staff became more focused information sessions. At each information session, senior officers present on areas of parliamentary practice and are available to answer procedural and administrative queries. Two drop-in centres were held in September 2022, and a further 12 information sessions

were offered in the reporting period. Topics covered included private Member's business, bills and amendments, disallowable instruments, divisions and quorums and Chamber etiquette.



Swearing-in of members of the 47th Parliament on 26 July 2022. Image: Penny Bradfield, Auspic/DPS.

Accommodation services

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

During the reporting period, the Serjeant-at-Arms' office coordinated 13 suite moves, including the Speaker, Deputy Speaker and Second Deputy Speaker who were elected upon the opening of the 47th Parliament, and a number of assistant ministers. This involved extensive liaison and coordination with DPS in their role of making any alterations or adjustments to the fabric of Parliament House, the Department of Finance in their role in providing the secure Ministerial Communications Network to ministers and assistant ministers, and other government agencies that are providing support to their respective ministers and assistant ministers.

Maintenance, access and transport services

The Serjeant-at-Arms' Office coordinates requests for maintenance, including routine and high-priority work, in members' suites and departmental offices. During the year, the office coordinated 347 high-priority requests, all of which were attended to promptly. In addition, the office coordinated 81 routine requests for repairs or alterations to suites or common areas. The office takes a proactive approach by performing office shutdowns and inspections at the commencement of each long recess so that issues can be identified, reported and addressed while parliament is not sitting.

The office coordinated 794 requests for assistance with telephone faults, relocations and allocations of telephone numbers (compared with 446 requests in 2020–21). 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.

The office approved 1,213 requests by DPS and contractors working on behalf of DPS to access suites and general circulation areas for works related to general maintenance, services and projects. This represents a 22% increase on last year (992 requests).

The Serjeant-at-Arms' Office operates a Transport Office, which coordinates with the Department of Finance's COMCAR service to deliver a parliamentary shuttle service during sitting periods. The shuttle provides a readily available, secure, car-with-driver service in Canberra for members. In 2022–23, the Transport Office managed 8,393 bookings from members, compared with 2,872 bookings in 2020–21 (figures exclude unbooked shuttle trips from the House of Representatives entrance). This represents an 82% increase in bookings on last year, reflecting a significant increased demand for shuttle services, influenced by additional sitting weeks following the election period and a relaxation of travel and social distancing restrictions relating to COVID-19.

Parliament House security

The Security Management Board, established pursuant to section 65A of the *Parliamentary Service Act 1999*, advises the Presiding Officers on security policy and the management of security measures for Parliament House. The board met four times during the reporting period. The Serjeant-at-Arms represents the department on the board.

The department is also represented on two security-related consultative groups, both chaired by the Australian Federal Police:

- » The Incident Planning and Response Committee is attended by representatives of the parliamentary departments and several external agencies and 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, and meets weekly to consider security-related matters and coordinate responses at the operational level.

The department has a business continuity network to coordinate contingency plans for work areas in the event of business disruptions. In the reporting period, the department continued to focus on responding to the COVID-19 pandemic. The Serjeant-at-Arms' Office progressed work to update the business continuity framework for the department, in consultation with directors.

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 reporting period, seven exemptions were sought and considered.

Information and communications technology

The Information Management Office coordinates the department's ICT. The majority of the department's ICT and ICT security capacity is provided by DPS under the parliamentary ICT service-delivery framework. A Memorandum of Understanding (MoU) between the parliamentary departments underpins the framework. The original memorandum was deemed no longer fit-for-purpose as it provided the basis of a shared services arrangement agreed in 2018. A new principle-based interim MoU was signed by the heads of parliamentary departments and work commenced on a more comprehensive ongoing agreement.

In support of this arrangement, the department continued to participate in a range of ICT advisory and management committees during the reporting period.

The Strategic ICT Group (SIG), comprising senior parliamentary staff, provides strategic advice on ICT strategy, policy and risk. It considers the priorities for DPS capital expenditure on replacing or upgrading parliamentary business systems and projects. It met four times in the reporting period. The Clerk Assistant (Procedure) is the department's representative on the committee.

During the reporting period, the Clerk Assistant (Procedure) represented the department on the ICT Portfolio Board. This board was established to make key decisions to ensure the effective delivery of prioritised and funded ICT projects, including new ICT systems and enhancing existing applications. The ICT Portfolio Board met twice during the reporting period. It agreed to dissolve at its final meeting in December. ICT Portfolio Board functions have been transferred to the SIG, which now meets five times a year, and monthly service delivery meetings between DPS and each parliamentary department. Eight monthly service delivery meetings were held during the reporting period.

The department continued to work closely with DPS to ensure staff could effectively access departmental ICT systems to work remotely in support of the parliament.

During the reporting period the human resources system was modernised with the introduction of Aurion. The Australian Parliament Digital Strategy 2019–2022 encourages agencies to limit investment in existing systems and transition to selected fit-for-purpose enterprise resource applications. The introduction of Aurion:

- » improves the interconnectivity between internal systems and reduces the need for duplication of data
- » allows for faster and more accurate reporting
- » provides an improved user experience
- » provides opportunities to adopt simplified and standardised processes within the department.

The implementation of Aurion aims to improve services to members and departmental employees, while realising greater efficiency of processes within the People Strategies Office.

Digital strategy

The overarching vision and direction for the future delivery of digital services for the parliamentary departments is outlined in the Australian Parliament Digital Strategy 2019–2022. The strategy is a high-level statement of intent which is intended to:

- » provide a 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.

To complement the broad parliamentary strategy, the department produced the Department of the House of Representatives Digital Strategy 2021–2024. It is intended to bridge the gap between shared objectives and additional priorities and business needs of the department. The strategy highlights four priority themes: technology reform; capability uplift; data and information management; and harnessing opportunities and reducing risk.

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.

Eight students took part in the program in 2022–23: six were continuing assistants, and two were new appointments. All of the assistants are studying at the Australian National University.

Members' salaries

The People Strategies Office processes members' salaries and certain allowances in accordance with legislation and administrative decisions. Ninety per cent of respondents to the 2023 members' survey said that they were satisfied with support for salary payments.

The department continues to focus on improving efficiencies and strengthening controls in relation to the payment of members' salaries and allowances.

Outlook

In 2023–24, the department will continue to provide advice and services of a high standard to support the Speaker, members in Parliament House and the department. Priorities for the members' and corporate support activity during the year include:

- » ongoing support for sittings of the Chamber and Federation Chamber, meetings of parliamentary committees and general departmental operations
- » consideration of a more coordinated approach to satisfy the department's governance, planning and reporting obligations.

Schools hospitality

The department receives a special appropriation to provide modest hospitality to school groups visiting Parliament House. School visits are coordinated by the Serjeant-at-Arms' Office, working in partnership with the Parliamentary Education Office and the Visitor Engagement section of DPS. Results against performance criteria are summarised in the annual performance statement (page 22).

Performance summary

In 2022–23 96,084 school students participated in educational tours of Parliament House, representing a significant increase from 22,457 in 2021–22 (see Table 9). The increase flows from a reduction in travel restrictions which has provided more certainty for schools to book and travel to Parliament House.

Table 9: Students visiting Parliament House, by location and year, 2018–19 to 2022–23

Year	ACT	NSW	NT	Qld	SA	Tas	Vic	WA	Total
2018–19	2,904	69,333	715	17,766	6,340	1,784	21,054	4,935	124,831
2019–20	1,230	46,660	444	14,883	4,565	1,730	12,695	4,108	86,315
2020–21	2,443	24,963	0	1,241	681	2	5,017	6	34,353
2021–22	1,229	17,609	0	674	0	0	2,945	0	22,457
2022–23	2,803	67,675	132	5,497	2,659	459	15,842	1,017	96,084

All visiting students participated in a guided tour and visited both the House and Senate chambers: 68% (65,198) received hospitality and 80% (76,794) participated in a Parliamentary Education Office program (see pages 51 to 52 for more information on the activities of the Parliamentary Education Office).

Outlook

Together, the parliamentary departments continue to manage school participation at Parliament House. As at 1 July 2023, 100,451 students from 2,768 school groups had been booked for the following 12 months, noting that these figures remain subject to change.



Part 3

Management and accountability

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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 staff employed under the Act 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 and 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; establishes an office of the Clerk of the House of Representatives; and confers responsibility for managing the department on the Clerk, under the Speaker.

The *Parliamentary Service Act* and the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) govern the department's operations. Other legislation, including the *Fair Work Act 2009* and the *Work Health and Safety Act 2011* (WHS Act), also apply 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 2023, 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 Serjeant-at-Arms. Each SES Band 1 officer is responsible for one or more of the department's offices (see Figure 1 on page 8). The roles and responsibilities of the Executive are described on page 9.

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

Departmental management committees

Executive

In 2022–23, the department’s Executive held 11 formal meetings to consider and take decisions on a range of departmental management and administrative matters. Standing agenda items include finance, information and communications technology (ICT), people strategies, work health and safety, and risk management. During the year the Executive also discussed:

- » implementation of recommendations of the reviews into parliamentary workplaces
- » the movement of funds and reclassification of the department’s capital appropriation
- » the proposed structure for a revised *Memorandum of understanding (MoU) between parliamentary departments in relation to the provision of information and communications technology services*
- » updated internal audit arrangements
- » corporate planning, information management and fraud control
- » ICT projects and cyber security
- » various departmental policies and strategies.

Audit and Risk Committee

The department’s Audit and Risk 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 committee’s charter (available at www.aph.gov.au/dhr/AuditCharter), the members of the Audit and Risk Committee play an essential role in ensuring the integrity and transparency of the department’s reporting.

In 2022, membership of the committee comprised an independent chair, and four independent members. Following the December 2022 meeting, the committee membership was changed to an independent chair and two independent members.

Chair

Mr Stephen Sheehan joined the committee as an independent member in 2021 and was appointed chair in 2023. Mr Sheehan is a financial management consultant who has over 40 years’ experience working in financial management and accounting roles that spanned both public and private sector entities. Mr Sheehan has considerable experience in financial management and reporting, accounting, risk and assurance, performance reporting, organisational management and governance.

Mr Sheehan’s senior executive career in the Australian public service included roles as the chief financial officer of the Department of Immigration and Citizenship, the Department of Health and Ageing and CRS Australia. Mr Sheehan provides audit committee services and financial management advice to a range of Commonwealth agencies. He holds a Bachelor of Commerce and is a Fellow of CPA Australia.

Mr Paul Groenewegen was chair of the committee from early 2018 until January 2023. Mr Groenewegen is an experienced executive and consultant having fulfilled a number of public and private sector roles encompassing strategy development and implementation; governance practice; regulation, compliance and risk activities and financial enablement. Mr Groenewegen holds a Bachelor of Commerce and Graduate Diploma of Applied Corporate Governance and is a certified practising accountant and graduate member of the Australian Institute of Company Directors.

Independent members

Mr Alistair Nicholson joined the committee as an independent member in 2021. Mr Nicholson is an experienced consultant with a background in governance, strategy development, information management and risk management. He has provided governance, compliance and risk advice to a number of government and corporate organisations including the Attorney-General's Department, Services Australia and its predecessors, the Department of Defence, the Department of Primary Industries and Energy and the Commonwealth Bank of Australia. Mr Nicholson's business improvement advice has been recognised by an IBM Asia Pacific Achievement Award and a Government Technology Efficiency Award.

Mr Nicholson is president and board member of the Canberra chapter of ISACA – the International Systems Audit and Control Association that certifies professionals in information management governance. He holds a Bachelor of Science and is a Certified Information Systems Auditor and Certified Information Systems Manager. Mr Nicholson sits on another Commonwealth agency audit and risk committee and is a member of the Australian Institute of Company Directors.

Ms Emily Purvis joined the committee as an independent member in 2021. Ms Purvis is the executive manager of governance at Anglicare NSW South, NSW West and ACT, a large charity operating in the Canberra region. She is an executive with experience in the provision of high-level governance, strategic and regulatory policy advice. She has a range of skills in service delivery and governance at the executive level within the public and community services sectors, including over 18 years' experience in the Commonwealth public service.

Ms Purvis has experience at the board level in the not-for-profit sector. Ms Purvis holds a Bachelor of Laws, Bachelor of Science, Graduate Diploma of Antarctic and Southern Ocean Studies (Hons), Master of Science and Graduate Certificate in Management. She is an associate of the Governance Institute of Australia and a graduate member of the Australian Institute of Company Directors.

Mr Dermot Walsh was a member of the committee from 2015 until December 2022. He is the chief financial officer and company secretary at Aboriginal Hostels Limited. Before this, Mr Walsh was senior assistant ombudsman at the Office of the Commonwealth Ombudsman. He is an experienced executive and has had roles in both the Commonwealth and Australian Capital Territory (ACT) public services, in a diverse range of entities including the ACT Land Development Agency, the ACT Economic Development Directorate, Comcare, the National Gallery of Australia, the Defence Service Homes Insurance Scheme and the Department of Veterans' Affairs.

Mr Walsh has significant experience in financial management, governance and risk management, human resource management, project management, ICT and program delivery. He holds a Bachelor of Commerce, and is a chartered accountant, certified practising accountant and member of the Australian Institute of Company Directors.

Observers

The Serjeant-at-Arms – who manages the department’s corporate functions – attends committee meetings as an adviser, together with the Chief Finance Officer and other relevant departmental officers, representatives of the Australian National Audit Office and the department’s internal auditors.

Audit and Risk Committee meeting attendance

Table 10: Audit and Risk Committee meeting attendance, 2022–23

Member	Sep 2022	Dec 2022	Mar 2023	Jun 2023
Paul Groenewegen (chair, to January 2023)	✓	✓	N/A	N/A
Stephen Sheehan (chair from January 2023)	✓	✓	✓	✓
Alistair Nicholson	✓	✓	✓	✓
Emily Purvis	✓	×	✓	✓
Dermot Walsh (to December 2022)	✓	✓	N/A	N/A

Audit and Risk Committee remuneration

In 2022–23, Mr Paul Groenewegen was paid \$7,000 for his services as chair of the committee to January 2023. Mr Sheehan was paid \$11,000 including GST for services as an independent member and then as chair of the committee. Mr Nicholson was paid \$6,600 including GST and Ms Purvis was paid \$6,000. Mr Walsh did not receive remuneration for work on the committee during the period.

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 five times during 2022–23.

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
- » other workplace issues including filling vacancies and the staff suggestion box.

Other matters discussed in the reporting period included:

- » the department's response to the Jenkins review and its submission to the Joint Select Committee on Parliamentary Standards
- » the results of the Australian Public Service (APS) Employee Census
- » the replacement of the department's human resources (HR) system and the update to work performance management policies.

Health and Safety Committee

The Health and Safety Committee was established in May 2022 under the WHS Act, following a request from a health and safety representative. The committee provides a forum for consultation and dissemination of information on matters that are likely to affect the health, safety and welfare of departmental staff, in accordance with the requirements of the WHS Act. The committee consists of three management representatives and four staff representatives and is chaired by the Serjeant-at-Arms. The committee met four times in 2022–23.

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.

The committee is chaired by the Clerk Assistant (Table) and includes representatives from all areas of the department. The committee met once in the period to discuss the draft Microsoft Teams governance policy and framework and the status of several ICT projects, including the planned upgrade to Windows 11.

Collaboration across parliamentary departments

Meetings of heads of parliamentary departments

In 2022–23, the Clerk, the Clerk of the Senate, the Secretary of the DPS and the Parliamentary Budget Officer held four formal meetings. The head of the PWSS has attended as an observer for the last three meetings of the 2022-23 year. Matters considered during the period included:

- » the new interim MoU between the parliamentary departments in relation to the provision of ICT services
- » the implementation of recommendations from the Independent Review into Commonwealth Parliamentary Workplaces (Jenkins review)
- » a briefing with the Australian Parliamentary Service Commissioner
- » the development of a new Reconciliation Action Plan.

The heads of parliamentary departments also met seven times with the Chair of the Parliamentary Leadership Taskforce and senior government officials to be briefed on and consider actions in response to the recommendations of the Jenkins review.

The parliamentary departments continued to work together under the new *Strategic framework for the parliamentary service*. The framework emphasises the common goals of the parliamentary departments in serving, supporting and upholding the institutions of the parliament.

Parliamentary Administration Advisory Group

In 2022–23, the Parliamentary Administration Advisory Group met four times to discuss matters of common interest across the parliamentary departments. Membership comprises the Serjeant-at-Arms, the Usher of the Black Rod, a representative from DPS and the Assistant Parliamentary Budget Officer from the Parliamentary Budget Office.

Matters discussed over the reporting period included:

- » the findings of reviews into parliamentary workplaces, and the work to implement recommended changes
- » shared and individual responses to the COVID-19 pandemic, including longer-term impacts on workplaces
- » business continuity planning across the parliamentary departments
- » work health and safety matters, including policies and incident reporting mechanisms
- » matters of relevance in the broader public sector, facilitated through regular meetings with the Australian Public Service Commission
- » progress on work to amend the Parliamentary Service Classification Rules 2010 and the Parliamentary Service Determination 2013.

Other inter-parliamentary department forums

In 2022–23, the department continued to be active in other interdepartmental forums that considered matters of common interest, particularly around ICT and security. Departmental representatives participated in meetings of the following groups:

- » 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.
- » Reconciliation Action Plan Working Group – this group is the governing body responsible for the parliamentary service's *Reconciliation Action Plan 2019–2022* and worked to develop the new reconciliation action plan for the parliamentary service. The department was represented by several staff.

- » Strategic ICT Group – this group is the strategic ICT committee for the parliamentary departments. It provides strategic advice on priorities for ICT projects and initiatives, and considers issues relating to ICT strategy, policy and risk. It is chaired by the DPS Chief Information Officer and the department is represented by the Clerk Assistant (Procedure).
- » Service Delivery Working Group – this group is responsible for operational oversight of the MoU for the provision of ICT services. It provides advice to the Strategic ICT Group, and the department is represented by its Chief Information Officer.
- » Information Security Working Group – this group is a forum to progress information security initiatives that require input from all parliamentary departments. The group is responsible for providing feedback and advice to the DPS Director of Cyber Security, to ensure a consistent and effective approach to information security across the parliamentary service. The department is represented by the Chief Information Office, in their role as Information Technology Security Adviser.
- » Continuity Coordination Group – this group was established by DPS to coordinate that department's response to the COVID-19 pandemic. The Serjeant-at-Arms was invited to attend meetings of the group to ensure consistency in coordination and communication.

Departmental planning

The department recognises the importance of continuing to strengthen 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. Meeting the relevant requirement under the PGPA Act, the department's *Corporate Plan 2022–23* was published in August 2022.

The corporate plan covers 2022–23 and three forward years to 2025–26. It 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, planned capability initiatives and the department's risk management and oversight systems.

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 continues to embed the corporate plan through its comprehensive work performance management framework that applies to all staff, as well as through a format of fortnightly reporting sessions to the Clerk and Deputy Clerk, and to the broader department in quarterly and six-monthly reporting.

The annual 'Departmental conversations' was held in November 2022. This is the principal forum for the department to reflect, collaborate and create collectively. This year, staff discussed the department's approach to diversity and inclusion, innovation and knowledge sharing. The Clerk made her annual address to staff. The newly elected Speaker, the Hon Milton Dick MP, was invited by the Clerk to address the department for the first time.

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 2021–22 provided an assessment of the department's performance against the targets set in the 2021–22 Portfolio Budget Statements and corporate plan and presented the department's financial statements.

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

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 2021–23* and *Risk management plan 2021–23*.

The risk management policy and framework detail 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 risk management plan identifies the key strategic risks for the department and the treatments to be applied and is accompanied by separate operational risk management plans for specific business areas or subject matter.

Both documents are reviewed every two years. The *Risk management policy and framework 2021–23* and the *Risk management plan 2021–23* were approved in September 2021. The documents were reviewed in June 2023 and the department will publish updated versions in the coming months.

Staff can access both documents via the departmental intranet. The department has a monitoring and reporting framework that requires regular reporting on risk and risk treatments to the Executive and to the Audit and Risk Committee. The department has identified risk champions to lead and support activities addressing risk and encourage effective risk management practices.

The department also completes the biennial Comcover Risk Management Benchmarking Program survey. Results from this survey in 2023 indicate that the department has a risk maturity of 'embedded'. This is the second highest rating available and the maturity level the department identified as its goal. The next survey is scheduled for 2025.

Business continuity

The department has a business continuity framework and business continuity plan to provide overarching advice to management about the actions required should a business disruption event occur. The business continuity framework provides governance arrangements and details critical business functions for each office in the department. The business continuity plan provides immediate actions to be considered when a business disruption event occurs, including activating, managing and deactivating the plan. The framework and plan were reviewed and updated during 2022–23 and reflect the lessons learnt from the COVID-19 pandemic.

During the reporting period, the restrictions associated with the pandemic eased and the department's internal COVID-19 Coordination Group also ceased. The business continuity network, with representation from across the department, remains responsible for business continuity governance and oversight.

The business continuity framework supports regular tests of the department's business continuity capability, including desktop reviews, desktop scenario exercises, notification and call-out communications exercises, live scenario exercises and business recovery exercises. During 2022–23, planning took place for a joint desktop scenario exercise with the Department of the Senate, with a focus on cybersecurity incident response management. The department also developed cybersecurity and data breach incident response plans, designed to reflect best practice principles and coordinate with the relevant plans of DPS as the department's provider of ICT services.

Internal audit

A strategic internal audit plan is prepared for the department every three years, and an annual audit plan is prepared in consultation with senior management. The strategic internal audit plan 2021–24 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, reviews were conducted of the department's:

- » travel arrangements
- » learning and development framework
- » legislative compliance.

A review of the department's business continuity planning was completed in 2021–22. In partnership with the Department of the Senate, the department also completed a joint review of the management of ICT capability, projects and risks.

In August 2022, the department appointed RSM Australia as its new internal audit service provider, under the Department of Finance's Management Advisory Services Panel. Following the appointment of RSM Australia as the internal auditor, a new strategic internal audit plan was developed to inform audit priorities for the next two years.

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 held its biennial fraud workshop on 7 June 2023. This information will be incorporated into the *Fraud Risk Assessment 2023–25*. 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.

All new staff are required to complete online training on financial management responsibilities and fraud control and all staff undertake mandatory online fraud prevention training every two years. The Finance Office also provided departmental wide fraud awareness training with the rollout of the TechnologyOne CiA training. The department's monitoring and reporting framework requires regular reporting to the Executive and the Audit and Risk Committee.

There were no identified instances of fraud during the year.

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 2022–23. 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 the Act. During 2022–23, the department continued to ensure that information on public interest disclosure procedures was available to all staff. Training was also provided to authorised officers during the period.

Privacy

Although not an entity to which the *Privacy Act 1988* applies, the department abides by the principles of this 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* (EPBC Act) in its annual report, which is available from the Parliament of Australia website and the Commonwealth Transparency Portal.

APS Net Zero 2030 emissions reporting

As part of the reporting requirements under section 516A of the EPBC Act, and in accordance with the APS Net Zero 2030 policy, the department is required to publicly report on the emissions from its operations.

The APS Net Zero emissions reporting for the department includes staff and business activities incorporating flights and fleet vehicle usage (see Tables 11 and 12). Emissions attributed to the running of the Australian Parliament House building, including for departmental staff working in the building, are separately reported by DPS in its annual report.

Table 11: Emissions inventory for the Department of the House of Representatives (location-based approach for electricity emissions), 2022–23

Emission source	Scope 1 kg CO ₂ -e	Scope 2 kg CO ₂ -e	Scope 3 kg CO ₂ -e	Total kg CO ₂ -e
Electricity (location-based approach)	N/A	-	-	-
Natural gas	-	N/A	-	-
Fleet vehicles	3,499	N/A	890	4,389
Domestic flights	N/A	N/A	56,586	56,586-
Other energy	-	N/A	-	-
Total kg CO₂-e	3,499	-	57,475	60,974

Table 12: Emissions inventory for the Department of the House of Representatives (market-based approach for electricity emissions), 2022–23^a

Emission source	Scope 1 kg CO ₂ -e	Scope 2 kg CO ₂ -e	Scope 3 kg CO ₂ -e	Total kg CO ₂ -e
Electricity (location-based approach)	N/A	-	-	-
Natural gas	-	N/A	-	-
Fleet vehicles	3,499	N/A	890	4,389
Domestic flights	N/A	N/A	56,586	56,586-
Other energy	-	N/A	-	-
Total kg CO₂-e	3,499	-	57,475	60,974

a. The market-based approach accounts for activities such as Greenpower, purchased large-scale generation certificates (LGCs) and/or being located in the ACT, the total emissions for electricity.

External scrutiny

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

Judicial and administrative decisions

During 2022–23, 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 2022–23, the Auditor-General did not present 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 2022–23 financial statements.

In 2022–23, 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 2022–23, the committee met six times and presented three reports:

- » Report No 24: Annual Report 2020–21
- » Report No 25: October Budget Estimates 2022–23
- » Report No 26: Budget Estimates 2023–24.

Disability reporting mechanisms

Australia's Disability Strategy 2021–2031 is the overarching framework for inclusive policies, programs and infrastructure that will support people with disability to participate in all areas of Australian life. The strategy sets out where practical changes will be made to improve the lives of people with disability in Australia. It acts to ensure the principles underpinning the United Nations Convention on the Rights of Persons with Disabilities are incorporated into Australia's policies and programs that affect people with disability, their families and carers. All levels of government have committed to deliver more comprehensive and visible reporting under the strategy. A range of reports on progress of the strategy's actions and outcome areas are available at www.disabilitygateway.gov.au/ads.

The department continually seeks to improve accessibility and inclusion for people with disabilities, including through aligning its actions with this strategy and working with other parliamentary departments through the Access and Inclusion Champions Group.

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

As at 30 June 2023, the department had 176 employees – 139 ongoing, seven non-ongoing and 30 casuals.

The department's workforce is 63% female, and 56% of leadership positions are held by women. Of all staff, 40% are aged over 50 years, and 1% identify as Aboriginal and/or Torres Strait Islander.

Employee statistics

Tables 13 to 17 show the department's employee statistics as at 30 June 2023 (and 30 June 2022 for comparison), 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 13: Employment type by classification and gender, as at 30 June 2023

Classification	Ongoing		Non-ongoing		Casual		Total		Total
	Men/ male	Women/ female	Men/ male	Women/ female	Men/ male	Women/ female	Men/ male	Women/ female	
SES 2	1	0	0	0	0	0	1	0	1
SES 1	3	1	0	0	0	0	3	1	4
EB 2	8	14	0	0	0	0	8	14	22
EB 1	21	26	0	1	0	0	21	27	48
PSL 6	8	24	0	2	0	0	8	26	34
PSL 5	2	7	0	0	0	0	2	7	9
PSL 4	6	16	0	3	0	0	6	19	25
PSL 3	2	0	1	0	1	1	4	1	5
PSL 2	0	0	0	0	13	15	13	15	28
PSL 1	0	0	0	0	0	0	0	0	0
Total	51	88	1	6	14	16	66	110	176

The department had no staff recorded in the human resource management information system as non-binary, using a different term or preferring not to answer.

Figures for this table exclude the Clerk of the House.

Table 14: Employment type by classification and gender, as at 30 June 2022

Classification	Ongoing		Non-ongoing		Casual		Total		
	Men/ male	Women/ female	Men/ male	Women/ female	Men/ male	Women/ female	Men/ male	Women/ female	Total
SES 2	1	0	0	0	0	0	1	0	1
SES 1	3	1	0	0	0	0	3	1	4
EB 2	7	12	0	0	0	0	7	12	19
EB 1	19	22	0	3	0	0	19	25	44
PSL 6	9	23	0	2	0	0	9	25	34
PSL 5	2	5	0	0	0	0	2	5	7
PSL 4	7	20	0	1	0	0	7	21	28
PSL 3	5	0	0	0	1	1	6	1	7
PSL 2	0	0	0	0	13	13	13	13	26
PSL 1	0	0	0	0	0	0	0	0	0
Total	53	83	0	6	14	14	67	103	170

The department had no staff recorded in the human resource management information system as non-binary, using a different term or preferring not to answer.

Figures for this table exclude the Clerk of the House.

Table 15: Employment type by employment status, as at 30 June 2022 and 30 June 2023

Employment type	Full-time		Part-time		Casual		Total	
	2022	2023	2022	2023	2022	2023	2022	2023
Ongoing	121	123	15	16	0	0	136	139
Non-ongoing	4	6	2	1	0	0	6	7
Casual	0	0	0	0	28	30	28	30
Total	125	129	17	17	28	30	170	176

Figures for this table exclude the Clerk of the House.

Table 16: Employment type by office and location, as at 30 June 2022 and 30 June 2023

	Ongoing		Non-ongoing		Casual		Total	
	2022	2023	2022	2023	2022	2023	2022	2023
Office								
Executive/ Executive Support	11	11	0	0	0	0	11	11
Table Office	11	10	0	1	0	0	11	11
Procedure Office	8	12	0	0	0	0	8	12
Committee Office	71	66	0	2	0	0	71	68
International and Parliamentary Relations Office	8	6	0	0	0	0	8	6
Information Management Office	10	13	3	1	1	1	14	15
Finance Office	6	6	1	0	0	0	7	6
People Strategies Office	5	6	2	3	0	0	7	9
Serjeant-at- Arms' Office	7	9	0	0	27	30	34	39
State or territory								
ACT	137	139	6	7	28	31	171	177
Total	137	139	6	7	28	31	171	177

Figures include the Clerk of the House.

Table 17: Aboriginal and/or Torres Strait Islander staff, at 30 June 2022 and 30 June 2023

Employment type	Staff numbers	
	2022	2023
Ongoing	1	2
Non-ongoing	0	0
Casual	0	0
Total	1	2

Employee engagement

Staff Recognition and Rewards Framework

During the reporting period, the department recognised and rewarded employee achievements, reinforcing the department's strategic objectives, vision and values through a new Recognition and Rewards Framework.

The framework provides for both formal and informal options to recognise and reward employees for their professional dedication, alignment with departmental values and performance that contributes to the achievement of the department's strategic priorities.

The framework seeks to build employee motivation and productivity, assist with retention of high-performing employees and contribute to a positive workplace culture. It also seeks to place people and inclusion at the centre of how we engage with each other and with external stakeholders.

Sixteen employees and one team of 31 staff were formally recognised through these processes.

People strategies: planning and delivery

Recruitment

The department advertised to fill 28 ongoing vacancies during 2022–23 (compared with 17 in 2021–22), of which eight were filled by external applicants.

Retention

In 2022–23, 13 ongoing and three non-ongoing staff left the department. The turnover rate was 9% for ongoing staff (compared with 12% in 2021–22).

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

Alumni

The department formed an alumni association of former staff in 2008. As of 30 June 2023, the association had 296 members. It issued two newsletters during the year, in September 2022 and April 2023, and held a reception and annual general meeting in November 2022.

Social club

'Reps Community', the social club of the department, organised a diverse range of activities during the year. This included coffee mornings for new starters, afternoon social gatherings, fundraising barbecues and the traditional Easter egg hunt and morning tea for staff and their children. A trivia night organised jointly with the Department of the Senate's social club was very successful.

The Reps Community held a Christmas raffle and organised a departmental Christmas party for staff outdoors in the grounds of Old Parliament House. The Reps Community maintained its charitable focus, donating food hampers and \$500 to the Mustard Seed Pantry, \$250 to the Cancer Council and \$230 to Soldier On. Donations to local charities have also continued, through aluminium can recycling and 'Lids for Kids' programs.

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 program offers three-month placements to employees of graduate programs of Australian Government agencies. The program exposes graduates to parliamentary processes and to the departments supporting the work of the parliament.

Graduates develop the necessary knowledge and skills to make a significant contribution to the department and broader parliamentary service, while gaining valuable insights into how their home department or agency interacts with the parliament and its committees. The program continued to draw a high level of interest from graduates from a range of agencies. Five graduates undertook placements in the department in 2022–23.

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



Participants in the 2023 Parliament of Australia Graduate Program.

Learning and development

In 2022–23, the department delivered a total of 142 face-to-face and virtual training and development sessions to employees, based around the core themes of health and safety, respectful relationships, workplace bullying and harassment prevention, and management and leadership capability. This is in addition to training and information-sharing sessions delivered internally by departmental staff focusing on building staff capability in the areas of parliamentary practice and procedure.

Table 18 shows the number of staff from each classification attending training, the total number of training days attended, and the average training days attended per person for 2022–23 (and the latter for 2021–22, for comparison).

Table 18: Staff attendance at training courses

Classification	Headcount	Training days attended	Average training days attended per person	
			2021–22	2022–23
Senior Executive Service	5	1.0	1.9	0.2
Executive Band 2	22	18.1	2.9	0.8
Executive Band 1	48	29.1	2.8	0.6
Parliamentary Service Level 6	34	28.5	1.6	0.8
Parliamentary Service Level 5	9	4.0	1.0	0.4
Parliamentary Service Level 4	25	26.7	1.3	1.1
Parliamentary Service Level 3	5	5.8	1.4	1.2
Parliamentary Service Level 2	28	15.2	0.5	0.5
Not specified		49.2		0.3
Total	176	128	1.7	1.0

Studies assistance

The department's studies assistance scheme allows employees to complete relevant tertiary study to improve their professional skills and knowledge. Three employees accessed studies assistance during the year (compared with 10 in 2021–22). Collectively, financial assistance of \$5,095 was administered (compared with \$9,610 in 2021–22), along with a total of 12 days of study leave at full pay.

Performance assessment

All eligible staff participated in the annual work performance assessment cycle, which was completed on 31 October 2022. The cycle involves 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.

The department moved to an online performance management system in June 2023 with staff verifying and importing their current performance agreements. This system guides employees and managers through the steps in the cycle using workflows and provides enhanced reporting capabilities to better support performance management processes across the department.

Diversity and inclusion

The department is committed to actively building a diverse and inclusive workplace that promotes equity and harnesses the skills and experiences of people from all backgrounds. The department partners with the following external organisations that provide strategic and operational-level advice to build capability through inclusion:

- » Australian Breastfeeding Association
- » Australian Network on Disability
- » Diversity Council.

Further support and capability are provided through the department's employee assistance program provider.

Training programs were delivered across the organisation to build awareness and understanding of diversity, inclusion, discrimination, bullying and harassment, cultural awareness, and safety and wellbeing.

The department is supportive of staff participation in employee networks operating in the parliamentary service, including the Parliamentary Service Indigenous Employee Network, the (former) DPS Disability and Carers Employee Network and the DPS LGBTQIA+ Network. The department held a pulse survey in November–December 2022 to gain an understanding of interest in existing and potential employee networks in the parliamentary service.

Drawing on feedback gathered through this process, during the reporting period, work commenced with other parliamentary departments to establish a parliamentary disability employee network and an Access and Inclusion Plan Champions group. Further work on employee networks continues into the 2023–24 reporting period.

Women in leadership

The department continues to have a significant level of female workforce participation. As at 30 June 2023, the proportion of female employees in the department was 63%, which is consistent with 2021–22. The department continues to have strong female representation in leadership roles, with women accounting for 56% of employees at the Executive Band 2 level and above. Across all other classification levels, the representation of women continues to be high.

Aboriginal and/or Torres Strait Islander engagement

The department continued to promote engagement with Aboriginal and/or Torres Strait Islander people and culture through a range of activities and commitments within the *Australian Parliamentary Service Innovate Reconciliation Action Plan 2019–2022*. The Reconciliation Action Plan Working Group comprised committed people from across the parliamentary departments, including Reconciliation Action Plan Champions from each department, who supported the implementation of the plan and early development of a new Reconciliation Action Plan for the parliamentary service. The department also delivers cultural appreciation training as part of the internal training calendar.

During the reporting period, the department also participated in the Jawun APS secondment program, a professional development opportunity for employees to contribute their skills to support the economic development of First Nations Australians while learning about First Nations culture and history. One employee participated in the program in 2022–23. The department had two First Nations staff members as at 30 June 2023 (Table 17).

People from culturally and linguistically diverse background

As at 30 June 2023, 4.7% of employees (eight people) self-reported as being born overseas. As at 30 June 2023, 4.1% of employees (seven people) reported that English was not their first spoken language.

More broadly, the department values workforce diversity and seeks to attract and support employees from a wide range of cultural backgrounds and heritages. The department benefits from the diverse views, backgrounds and beliefs of employees.

People with disability

The department holds Bronze membership status in the Australian Network on Disability, a not-for-profit organisation resourced by its members to advance the inclusion of people with disability in all aspects of business.

The department has an employee-centric approach to supporting people with disability and their managers. This includes workplace adjustments and assistive technology to eliminate workplace barriers; provision of supervisor training courses; and dedicated case management support to provide employees with disability, ill health or injury – and their managers – with information on flexible and inclusive work environments.

In 2022–23, 1.8% of staff (three people) self-identified as having a disability.

Set the Standard report (Jenkins review)

During the reporting period, the department has continued to engage in implementing the recommendations contained in the Australian Human Rights Commission's report on its Independent Review into Commonwealth Parliamentary Workplaces, *Set the Standard*.

While some of the report's 28 recommendations relate more directly to parliamentarians and their staff, or to other organisations, the department appreciates that it has an important role in contributing to the overall culture in parliamentary workplaces. Together with other agencies, the department has engaged in implementing several of the recommendations. The Clerk regularly meets with the heads of the other parliamentary departments and the independent chair of the Parliamentary Leadership Taskforce. The Deputy Clerk represents the department on the Implementation Group, which consists of representatives from parliamentary departments and relevant public sector agencies. During the reporting period, other staff participated in various interdepartmental working groups to progress work on implementing recommendations. This included, for example, collaborating with other parliamentary departments and the Behavioural Economics Team of the Australian Government (BETA) within the Department of the Prime Minister and Cabinet in relation to data on diversity characteristics. The department has one staff representative on the Parliamentary Leadership Taskforce's staff consultation group.

In November 2022, the department agreed an operating protocol with the Parliamentary Workplace Support Service. The department will continue to work with the Parliamentary Workplace Support Service into the 2023–24 reporting period, including after anticipated legislative changes are made to the agency.

Together with the other parliamentary departments, the department made a joint submission to the Joint Select Committee on Parliamentary Standards' inquiry into matters relating to the development of codes of conduct for Commonwealth Parliamentary Workplaces.

Separately and in parallel to the interdepartmental collaboration, the department has continued to work on its own initiatives to further foster a safe, respectful and inclusive workplace. This has included a series of well-received, scenario-based workshops for staff at all levels throughout the department, with a focus on appropriate behaviour in the workplace. This and other work continue into the 2023–24 reporting period.

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. The agreement continues to remain in operation; following extensive consultation, staff voted in favour of the Clerk issuing a determination under section 24(1) of the Parliamentary Service Act to give effect to salary increases in lieu of bargaining. The third salary increase (2%) under the determination was in November 2022. 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 2022–23 to pay staff a monetary bonus.

Employment conditions for SES staff are set out in individual determinations made under section 24(1) of the Parliamentary Service Act. Many of these conditions are aligned with the department's enterprise agreement. Table 19 shows the numbers of staff employed under different employment instruments.

Table 19: Employment arrangements for SES and non-SES staff, as at 30 June 2023

	SES	Non-SES	Total
Enterprise agreement	–	171	171
Individual flexibility arrangement	–	–	–
Australian workplace agreement	–	–	–
Common law contract	–	–	–
Determination under section 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 20.

Table 20: Salary ranges of staff covered by the 2017–20 enterprise agreement, as at 30 June 2023

Classification	Salary range	
	Minimum (\$)	Maximum (\$)
Executive Band 2	150,788	159,772
Executive Band 1	116,503	129,950
Parliamentary Service Level 6	93,889	106,555
Parliamentary Service Level 5	86,784	91,830
Parliamentary Service Level 4	76,725	83,009
Parliamentary Service Level 3	69,411	74,567
Parliamentary Service Level 2	61,687	67,355
Parliamentary Service Level 1	54,530	59,667

In 2022–23, departmental employee benefits totalled \$21.262 million (compared with \$20.521 million in 2021–22).

Non-salary benefits

The department offers staff a range of additional non-remuneration benefits, including:

- » annual influenza vaccination
- » mental health and wellbeing support
- » mentoring and coaching programs
- » in-house capability development programs
- » access to a serious illness leave bank
- » studies assistance to eligible employees
- » access to flexible working arrangements
- » contributions to relevant professional memberships.

Executive remuneration

The PGPA Rule requires the reporting of executive remuneration information for specified officials of Commonwealth entities on an accrual basis. Tables 21 to 23 summarise the remuneration of key management personnel and senior executives. During short absences of senior executive staff, parliamentary officers may be provided with an opportunity to act in the position of the absent senior executive staff. These short acting opportunities are not included in Tables 21 or 22.

Table 21: Key management personnel, 2022–23

Name	Position	Term as key management personnel
Claessa Surtees	Clerk	Full year
Peter Banson	Deputy Clerk	Full year
James Catchpole	Clerk Assistant (Table)	Full year
Peggy Danaee	Serjeant-at-Arms	Full year
Russell Chafer	Clerk Assistant (Committees)	Full year
Glenn Worthington	Clerk Assistant (Procedure)	Full year

In accordance with the PGPA Rule, information about the remuneration and benefits of key management personnel is set out in Table 22.

Table 22: Remuneration and benefits of key management personnel, 2022–23

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 (\$)	(\$)	(\$)
Claessa Surtees	Clerk	402,025	–	29,104	57,046	19,329	–	–	507,504
Peter Banson	Deputy Clerk	273,697	–	0	50,462	8,325	–	–	332,484
James Catchpole	Clerk Assistant (Table)	235,087	–	0	41,489	11,699	–	–	288,275
Peggy Danaee	Serjeant-at-Arms	224,447	–	0	39,971	8,228	–	–	272,646
Russell Chafer	Clerk Assistant (Committees)	225,435	–	0	39,392	-557	–	–	264,270
Glenn Worthington	Clerk Assistant (Procedure)	223,520	–	0	42,916	5,803	–	–	272,239
Total		1,584,211	–	29,104	271,276	52,826	–	–	1,937,417

Discrepancies in totals are due to rounding.

Other senior executives

The department did not have any senior executives who did not meet the definition of key management personnel for part of the year. All key management personnel are included in Tables 21 and 22.

Other highly paid staff

During the reporting period ended 30 June 2023, the department did not have any highly paid staff who did not meet the definitions of key management personnel or senior executives; therefore, there is no reporting on other highly paid staff.

Work health and safety

The department is committed to fulfilling its responsibilities under the 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. In 2022–23, to continue to meet its obligations under the WHS Act, the department:

- » maintained a robust work health and safety management system, to ensure workers are protected from safety risks across the spectrum of activities the department conducts and the shared workplace it operates in
- » held quarterly meetings with the health and safety committee
- » provided work health and safety training and information to all staff, with a continued focus on mental health awareness training through the department's internal training calendar
- » continued to promote flexible working arrangements, including part-time, working from home, and flexible start and end times
- » enhanced positive early intervention outcomes that have supported injured or ill workers to achieve an early, safe and sustainable return to work
- » conducted workstation assessments with a strengthened approach to reasonable adjustment
- » provided a confidential counselling service through the employee assistance program
- » worked closely with the Parliamentary Workplace Support Service (PWSS) to provide training and awareness of services to staff
- » continued to promote a healthy lifestyle, including providing influenza vaccinations, vaccination leave and healthy living reimbursements.

During the reporting period, 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. For most assets, the risk of loss is minimal.

The department adopts a 'break-fix' replacement policy for office machines and equipment. During the year asset purchases included surface hubs, fridges, televisions, mobile drawer units and safes.

A review of the intangible assets category was conducted to verify assets in use. All software items were found to be in use, except for the Gift Shop application, which had been replaced with an online system. This asset was subsequently disposed of with a written down value of zero. There was no indication that any departmental assets were impaired to any extent approaching materiality.

Purchasing

The department has in place policies and procedures 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 21 contracts above the reporting threshold, 13 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. The department is actively considering ways to strengthen its policies and practices in relation to procurement, with a view to implementing changes in 2023–24.

Reportable consultancy contracts

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 2022–23, one new reportable consultancy contract was entered into, for which \$0.003 million actual expenditure was incurred during the period. In addition, two ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$0.015 million (see Table 23).

Table 24 lists the organisations receiving a share of reportable consultancy contract expenditure during the reporting period.

Table 23: Reportable consultancy contracts, 2022–23

Reportable consultancy contract	Number	Expenditure (\$)
New contracts entered into during the reporting period	1	2,750.00
Ongoing contracts entered into during a previous reporting period	2	15,400.00
Total	3	18,150.00

Table 24: Organisations receiving a share of reportable consultancy contract expenditure, 2022–23

Organisation	Proportion of 2022–23 total spend (%)	Expenditure (\$)
JLL Public Sector Valuations Pty Ltd	54.55	9,900.00
Dr Gabrielle Appleby	30.30	5,500.00
RSM Bird Cameron	15.15	2,750.00
Total	100	18,150.00

Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website.

Reportable non-consultancy contracts

During 2022–23, 20 new reportable non-consultancy contracts were entered into involving total actual expenditure of \$0.731 million. In addition, 15 ongoing non-consultancy contracts were active during the period, involving total expenditure of \$0.630 million (see Table 25).

Table 26 lists the organisations receiving a share of reportable non-consultancy contract expenditure during the reporting period.

Table 25: Reportable non-consultancy contracts, 2022–23

Reportable non-consultancy contract	Number	Expenditure (\$)
New contracts entered into during the reporting period	20	731,128.13
Ongoing contracts entered into during a previous reporting period	15	629,977.69
Total	35	1,361,105.82

Table 26: Organisations receiving a share of reportable non-consultancy contract expenditure, 2022–23

Organisation	Proportion of 2022–23 total spend (%)	Expenditure (\$)
Aurion Corporation Pty Ltd	13.71	186,590.84
Technology One Ltd	13.65	185,755.41
Comcare	8.90	121,118.70
Micro Focus Australia Pty Ltd	5.82	79,178.84
Frontier Software Pty Ltd	4.68	63,646.00
Total of the largest shares	46.76	636,289.79

Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.

Competitive tendering and contracting

There were no instances during 2022–23 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 enterprises (SME) and small enterprise participation statistics are available on the Department of Finance's website. 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
- » promoting and supporting the onboarding of e-invoicing where payment is made within five calendar days.

Advertising and market research

During 2022–23 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 2022–23, external legal expenditure was \$11,161 (\$111,285 in 2021–22). The department did not incur any internal legal expenses during 2022–23 (also nil in 2021–22).



Part 4

Financial statements

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Independent Auditor's Report



INDEPENDENT AUDITOR'S REPORT

To the Speaker of the House of Representatives

Opinion

In my opinion, the financial statements of the Department of the House of Representatives (the Entity) for the year ended 30 June 2023:

- (a) comply with Australian Accounting Standards – Simplified Disclosures 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 2023 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 as at 30 June 2023 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 (including Independence Standards)* (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 – Simplified Disclosures 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

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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 scepticism 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



Colin Bienke
Audit Principal

Delegate of the Auditor-General

Canberra
28 September 2023

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 2023 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.



CLARESSA SURTEES

Clerk of the House

26 September 2023



LEISA WARD

Chief Finance Officer

26 September 2023

Statement of comprehensive income

for the period ended 30 June 2023

		2023	2022	Original Budget
	Notes	\$'000	\$'000	\$'000
NET COST OF SERVICES				
Expenses				
Employee benefits	1A	21,262	20,521	22,265
Suppliers	1B	4,221	4,839	4,302
Depreciation and amortisation	4A	384	555	579
Finance costs	1C	1	1	1
Write-down and impairment of assets	1D	45	35	-
Losses from asset sales	1E	13	49	-
Total expenses		25,926	26,000	27,147
Own-source income				
Own-source revenue				
Revenue from contracts with customers	2A	28	137	53
Interest	2B	76	16	16
Other revenue	2C	8	11	-
Total own-source revenue		112	164	69
Gains				
Other gains	2D	2,089	1,944	2,090
Total gains		2,089	1,944	2,090
Total own-source income		2,201	2,108	2,159
Net cost of services		23,725	23,892	24,988
Revenue from government	2E, 10	25,006	25,024	24,446
Surplus/(deficit) on continuing operations		1,281	1,132	(542)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation surplus		-	(792)	-
Total comprehensive income/(loss)		1,281	340	(542)

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

The Original Budget was published in the Portfolio Budget Statements 2022-23 - October 2022.

Budget variance explanations are outlined in Note 17.

Statement of financial position

as at 30 June 2023

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
Cash and cash equivalents	3A	2,716	1,121	1,121
Trade and other receivables	3B	23,866	24,377	24,377
Other investments	3C	2,480	2,480	2,480
Total financial assets		29,062	27,978	27,978
Non-financial assets¹				
Heritage and cultural	4A	570	570	454
Property, plant and equipment	4A	2,811	3,102	3,176
Computer software	4A	90	139	284
Inventories	4B	10	10	10
Other non-financial assets	4C	187	211	211
Total non-financial assets		3,668	4,032	4,135
Total assets		32,730	32,010	32,113
LIABILITIES				
Payables				
Suppliers	5A	516	1,297	1,297
Other payables	5B	561	491	492
Total payables		1,077	1,788	1,789
Interest bearing liabilities				
Leases	6	24	38	37
Total Interest bearing liabilities		24	38	37
Provisions				
Employee provisions	7	6,338	6,260	6,261
Total provisions		6,338	6,260	6,261
Total liabilities		7,439	8,086	8,087
Net assets		25,291	23,924	24,026
EQUITY				
Contributed equity		(11,207)	(11,293)	(10,647)
Reserves		12,971	12,971	12,971
Retained earnings		23,527	22,246	21,702
Total equity		25,291	23,924	24,026

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

The Original Budget was published in the Portfolio Budget Statements 2022-23 - October 2022.

Budget variance explanations are outlined in Note 17.

1. Right-of-use assets are included in property, plant and equipment.

Statement of changes in equity

for the period ended 30 June 2023

	2023	2022	Original Budget
	\$'000	\$'000	\$'000
CONTRIBUTED EQUITY			
Opening balance			
Balance carried forward from previous period	(11,293)	(11,933)	(11,293)
Transactions with owners			
Distributions to owners			
Departmental capital budget	(560)	-	-
Contributions by owners			
Departmental capital budget	646	640	646
Total transactions with owners	86	640	646
Closing balance as at 30 June	(11,207)	(11,293)	(10,647)
RETAINED EARNINGS			
Opening balance			
Balance carried forward from previous period	22,246	21,114	22,244
Comprehensive income			
Surplus/(deficit) for the period	1,281	1,132	(542)
Total comprehensive income	1,281	1,132	(542)
Closing balance as at 30 June	23,527	22,246	21,702
ASSET REVALUATION RESERVE			
Opening balance			
Balance carried forward from previous period	12,971	13,763	12,971
Comprehensive income			
Other comprehensive income	-	(792)	-
Total comprehensive income	-	(792)	-
Closing balance as at 30 June	12,971	12,971	12,971

Statement of changes in equity (continued)

for the period ended 30 June 2023

	2023	2022	Original Budget
	\$'000	\$'000	\$'000
TOTAL EQUITY			
Opening balance			
Balance carried forward from previous period	23,924	22,944	23,922
Comprehensive income			
Surplus/(deficit) for the period	1,281	1,132	(542)
Other comprehensive income	-	(792)	-
Total comprehensive income	1,281	340	(542)
Transactions with owners			
Distributions to owners			
Departmental capital budget	(560)	-	-
Contributions by owners			
Departmental capital budget	646	640	646
Total transactions with owners	86	640	646
Closing balance as at 30 June	25,291	23,924	24,026

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

The Original Budget was published in the Portfolio Budget Statements 2022-23 - October 2022.

Budget variance explanations are outlined in Note 17.

Accounting policy

Equity Injections

Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) and Departmental Capital Budgets (DCBs) are recognised directly in contributed equity in that year.

Cash flow statement

for the period ended 30 June 2023

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
OPERATING ACTIVITIES				
Cash received				
Appropriations		26,065	21,357	24,446
Sale of goods and rendering of services		31	208	53
Interest		22	16	16
Revenue from external sources		8	11	-
Net GST received		216	3	5
Other		-	30	-
Total cash received		26,342	21,625	24,520
Cash used				
Employees		21,110	20,546	22,265
Suppliers		3,164	2,027	2,212
Net GST paid		-	-	5
Interest payments on lease liabilities		1	1	1
Total cash used		24,275	22,574	24,483
Net cash from/(used by) operating activities		1,067	(949)	37
INVESTING ACTIVITIES				
Cash received				
Proceeds from sales of property, plant and equipment		-	2	-
Investments		-	87	-
Total cash received		-	89	-
Cash used				
Purchase of property, plant and equipment		103	98	646
Purchase of intangibles		-	14	-
Total cash used		103	112	646
Net cash from/(used by) investing activities		(103)	(23)	(646)
FINANCING ACTIVITIES				
Cash received				
Contributed equity-departmental capital budget		646	640	646
Total cash received		646	640	646
Cash used				
Principal payments of lease liabilities		15	15	37
Total cash used		15	15	37
Net cash from/(used by) financing activities		631	625	609
Net increase/(decrease) in cash held		1,595	(347)	-
Cash and cash equivalents at the beginning of the reporting period		1,121	1,468	1,121
Cash and cash equivalents at the end of the reporting period	3A	2,716	1,121	1,121

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

The Original Budget was published in the Portfolio Budget Statements 2022-23 - October 2022. Budget variance explanations are outlined in Note 17.

Administered schedule of comprehensive income

for the period ended 30 June 2023

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
NET COST OF SERVICES				
Expenses				
Provision of hospitality services		158	87	334
Total expenses		158	87	334
Net (cost of)/contribution by services		(158)	(87)	(334)
Surplus/(deficit)		(158)	(87)	(334)
Total comprehensive income/(loss)		(158)	(87)	(334)

The above schedule should be read in conjunction with the accompanying notes.
The Original Budget was published in the Portfolio Budget Statements 2022-23 - October 2022.
Budget variance explanations are outlined in Note 18.

Administered schedule of assets and liabilities

as at 30 June 2023

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
GST receivable		2	1	1
Total financial assets		<u>2</u>	<u>1</u>	<u>1</u>
Total assets administered on behalf of Government		<u>2</u>	<u>1</u>	<u>1</u>
LIABILITIES				
Payables				
Suppliers		14	31	30
Other payables		2	1	1
Total payables		<u>16</u>	<u>32</u>	<u>31</u>
Total liabilities administered on behalf of Government		<u>16</u>	<u>32</u>	<u>31</u>
Net assets/(liabilities)		<u>(14)</u>	<u>(31)</u>	<u>(30)</u>

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.

The Original Budget was published in the Portfolio Budget Statements 2022-23 - October 2022.

Budget variance explanations are outlined in Note 18.

Administered reconciliation schedule

	2023	2022
	\$'000	\$'000
Opening assets less liabilities as at 1 July	(31)	(15)
Net (cost of)/contribution by services		
Expenses		
Payments to entities other than corporate Commonwealth entities	(158)	(87)
Transfers (to)/from the Australian Government		
Appropriation transfers from official public account	175	71
Closing assets less liabilities as at 30 June	(14)	(31)

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)

Revenue collected by the department for use by the Government rather than the department is administered revenue. Collections are transferred to the Official Public Account (OPA) maintained by the Department of Finance. 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 flows and in the administered reconciliation schedule.

Administered cash flow statement

for the period ended 30 June 2023

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
OPERATING ACTIVITIES				
Cash received				
Net GST received		12	5	-
Total cash received		12	5	-
Cash used				
Suppliers		188	73	334
Total cash used		188	73	334
Net cash from/(used by) operating activities		(176)	(68)	(334)
Cash from official public account				
Appropriations		175	71	334
GST appropriations		13	2	-
Total cash from official public account		188	73	334
Cash to official public account				
GST appropriations		(12)	(5)	-
Total cash to official public account		176	68	334
Cash and cash equivalents at the end of the reporting period		-	-	-

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

The Original Budget was published in the Portfolio Budget Statements 2022-23 - October 2022.

Budget variance explanations are outlined in Note 18.

Overview

The department is one of four parliamentary departments supporting the Australian Parliament. 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 conducts the following administered activities:

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

The department is a not-for-profit entity and a non-corporate Commonwealth entity and is domiciled in Australia. The registered office is Parliament House, Canberra in the Australian Capital Territory.

Basis of preparation of the financial report

The financial statements 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 – including simplified disclosures for Tier 2 Entities under AASB 1060 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 reported 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 and are rounded to the nearest thousand dollar unless otherwise specified.

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 department's financial statements.

Standard/ Interpretation	Nature of change in accounting policy, transitional provisions, and adjustment to financial statements
AASB 2021-2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates (AASB 2021-2) and	AASB 2021-2 amends AASB 7, AASB 101, AASB 108, AASB 134 and AASB Practice Statement 2. The amending standard requires the disclosure of material, rather than significant, accounting policies, and clarifies what is considered a change in accounting policy compared to a change in accounting estimate.
ASB 2021-6 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies: Tier 2 and Other Australian Accounting Standards (AASB 2021- 6)	AASB 2021-6 amends the Tier 2 reporting requirements set out in AASB 1049, AASB 1054 and AASB 1060 to reflect the changes made by AASB 2021-2. The details of the changes in accounting policies and adjustments are disclosed below and in the relevant notes to the financial statements. This amending standard is not expected to have a material impact on the departments's financial statements for the current reporting period or future reporting periods.

Material accounting judgements and estimates

The department has made assumptions and estimates in the following areas that have the most material impact on amounts recorded in the financial statements:

- » The fair value of property, plant and equipment is assessed at market value or current replacement cost as determined by an independent valuer, with a materially assessment performed at 30 June 2023.
- » Leave provision involve assumptions based on the expected tenure of existing staff, patterns of leave claims and payouts, future salary movements and future discount rates.

No other accounting assumptions or estimates have been identified that have significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next 12 months.

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 2023.

Note 1 Expenses

	2023	2022
	\$'000	\$'000
1A: Employee benefits		
Wages and salaries	16,092	15,745
Superannuation		
Defined contribution plans	1,447	1,414
Defined benefit plans	1,522	1,532
Leave and other entitlements	2,201	1,694
Separation and redundancies	-	136
Total employee benefits	21,262	20,521
1B: Suppliers		
Goods and services supplied or rendered		
Staff-related services	46	1,559
Travel	569	34
Office services	3,438	3,150
Communication	53	35
Corporate expenses	4	5
Total goods and services supplied or rendered	4,110	4,783
Goods supplied	194	172
Services rendered	3,916	4,611
Total goods and services supplied or rendered	4,110	4,783
Other suppliers		
Workers' compensation expenses	111	56
Total other suppliers	111	56
Total suppliers	4,221	4,839

Accounting policy

Employee Benefits

Accounting policies for employee related expenses are contained in the people and relationships section.

Note 1 Expenses (continued)

	2023	2022
	\$'000	\$'000
1C: Finance costs		
Interest on lease liabilities	1	1
Total finance costs	1	1
1D: Write-down and impairment assets		
Impairment of property, plant and equipment	45	35
Total write-down and impairment of assets	45	35
1E: Losses from asset sales		
Losses arising from sale of non-financial assets	13	49
Total losses from asset sales	13	49

*Accounting policy***Finance Costs**

All borrowing costs on lease liabilities are expensed as incurred.

Short-term leases and leases of low-value assets

The department has elected not to recognise right-of-use assets and lease liabilities for short-term leases of assets that have a lease term of 12 months or less and leases of low-value assets (less than \$10,000 per asset). The department recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

Note 2 Own-source revenue and gains

	2023	2022
	\$'000	\$'000
2A: Revenue from contracts with customers		
Sale of goods	14	14
Rendering of services	14	123
Total revenue from contracts with customers	28	137
Disaggregation of revenue from contracts with customers		
Major product / service line:		
Services - seminars/conference	14	123
Goods - publications/gift shop	14	14
	28	137
Type of customer:		
Australian Government entities (related parties)	16	124
State and Territory Governments	1	1
Non-government entities	11	12
	28	137
Timing of transfer of goods and services:		
Over time	-	-
Point in time	28	137
	28	137
2B: Interest		
Interest on deposits	76	16
Total interest	76	16
2C: Other revenue		
Royalties	7	11
Rebates	1	-
Total other revenue	8	11

Note 2 Own-source revenue and gains (continued)

	2023	2022
	\$'000	\$'000
2D: Other gains		
Resources received free of charge		
Remuneration of auditors	90	87
Rent of premises	1,999	1,827
Other gain—other financial income	-	30
Total other gains	2,089	1,944
2E: Revenue from government		
Appropriations		
Departmental appropriations	25,006	25,024
Total revenue from government	25,006	25,024

Accounting policy

The department receives revenue from appropriations, the rendering of services and the sale of goods.

Revenue from the sale of goods is recognised when control has been transferred to the buyer. The department reviews contracts with customers to ascertain if the contract is in the scope of AASB 15 and if the performance obligations are required by an enforceable contract.

The department has assessed its revenues from seminars, conferences and gift shop and considers these are within the scope of AASB 15 as the performance obligations required by an enforceable contract are sufficiently specific.

The principal activities from which the department generates its revenue are:

- sale of merchandise and procedural materials based on customary business practices – revenue is recognised at point of time when payment is received and control passes to customer, i.e., upon shipment to customer.
- conducting seminars on parliamentary procedure and process – revenue is recognised at point of time when payment is received and the service is provided to the customer, i.e., upon holding each seminar.

The transaction price is the total amount of consideration to which the department expects to be entitled in exchange for transferring promised goods or services to a customer. The consideration promised in a contract with a customer may include fixed amounts, variable amounts, or both.

Receivables for goods and services, which generally have pay up-front payment 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.

Accounting policy (continued)

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.

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

	2023	2022
	\$'000	\$'000
3A: Cash and cash equivalents		
Cash on hand or on deposit	2,716	1,121
Total cash and cash equivalents	2,716	1,121
3B: Trade and other receivables		
Goods and services receivables		
Goods and services	166	39
Total goods and services receivables	166	39
Appropriations receivables		
Appropriation receivable—existing programs	23,632	24,251
Total appropriations receivables	23,632	24,251
Other receivables		
Cash held by salary packaging providers	48	55
GST input credits receivable	20	32
Total other receivables	68	87
Total trade and other receivables (gross)	23,866	24,377
Less impairment allowance	-	-
Total trade and other receivables (net)	23,866	24,377
3C: Other investments		
Deposits	2,480	2,480
Total other investments	2,480	2,480

Accounting policy

Financial assets

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

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

Trade receivables are recognised where the department becomes party to a contract and has a legal right to receive cash. 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.

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

Note 4 Non-Financial assets

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

	Heritage and cultural ¹ \$'000	Property, plant and equipment \$'000	Computer software \$'000	Total \$'000
As at 1 July 2022				
Gross book value	570	3,116	807	4,493
Accumulated depreciation, amortisation and impairment	-	(14)	(668)	(682)
Total as at 1 July 2022	570	3,102	139	3,811
Additions				
Purchase or internally developed ²	-	103	-	103
Right-of-use assets (cost)	-	-	-	-
Revaluations and impairments recognised in other comprehensive income	-	-	-	-
Depreciation and amortisation	-	(320)	(49)	(369)
Depreciation on right-of-use assets	-	(15)	-	(15)
Disposals				
Sale or trade-in	-	(14)	-	(14)
Write-off	-	(46)	(8)	(54)
Accumulated depreciation, amortisation and impairment	-	1	8	9
Total as at 30 June 2023	570	2,811	90	3,471
Total as at 30 June 2023 represented by				
Gross book value	570	3,159	799	4,528
Accumulated depreciation, amortisation and impairment	-	(348)	(709)	(1,057)
Total as at 30 June 2023	570	2,811	90	3,471
Carrying amount of right-of-use assets	-	23	-	23

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. There was no work in progress asset completed or capitalised during the 2022-23 financial year.

Revaluations of non-financial assets

All revaluations were conducted in accordance with the revaluation policy stated at Note 15. On 30 June 2023 an independent valuer conducted materiality review.

Accounting policy

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

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

Asset Recognition Threshold

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

Right of Use (ROU) Assets

ROU assets are capitalised at the commencement date of the lease and comprise of the initial lease liability amount, initial direct costs incurred when entering into the lease less any lease incentives received (if applicable). These assets are accounted for by Commonwealth lessees as separate asset classes to corresponding assets owned outright but included in the same column as where the corresponding underlying assets would be presented if these items were owned.

Revaluations

Following initial recognition at cost, property, plant and equipment (excluding ROU assets) are carried at fair value (or an amount not materially different from 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 depends 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 the amount 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 these amounts 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.

Accounting policy (continued)

Depreciation

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

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

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

	2023	2022
Property, plant and equipment	1 to 50 years	1 to 50 years

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

The depreciation rates for ROU assets are based on the commencement date to the earlier of the end of the useful life of the ROU asset or the end of the lease term.

Impairment

All assets were assessed for impairment at 30 June 2023. Where indications of impairment exist, the assets recoverable amount is estimated, and an impairment adjustment made if the assets 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 department 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.

Heritage and cultural assets

The department has the following heritage and cultural assets with an aggregated fair value at 30 June 2023 of \$570,000 (2022: \$570,000):

- » 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

Accounting policy (continued)

- » 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 these items 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. The department's heritage items are deemed part of the Parliament House Art Collection and are maintained in accordance with policies managed by the Department of Parliamentary Services. The Parliament's policy on the preservation of the Parliament House Art Collection can be found at:

https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services/policies

Intangible Assets

The department's intangible assets 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 department's software are 3 to 20 years (2022: 3 to 20 years).

All software assets were assessed for indications of impairment as at 30 June 2023.

Note 4 Non-financial assets (continued)

	2023	2022
	\$'000	\$'000
4B: Inventories		
Inventories held for sale		
Finished goods	10	10
Total inventories held for sale	10	10
Total inventories	10	10

During 2022-23, \$2,912 of inventory was recognised as an expense (2022: \$2,756).

All inventories are expected to be sold or distributed in the next 12 months.

4C: Other non-financial assets

Prepayments	187	211
Total other non-financial assets	187	211

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

	2023	2022
	\$'000	\$'000
5A: Suppliers		
Trade creditors and accruals	516	1,297
Total suppliers	516	1,297

Settlement is usually made within 20 days.

5B: Other payables

Salaries and wages	415	355
Superannuation	80	67
Salary sacrifice payable	48	55
Unearned income	8	8
Input tax credit (GST) payment to the Australian Taxation Office	-	-
Other payables	10	6
Total other payables	561	491

Note 6 Interest bearing liabilities

	2023 \$'000	2022 \$'000
6: Leases		
Lease liabilities	24	38
Total leases	24	38
Maturity analysis - contractual undiscounted cash flows		
Within 1 year	16	14
Between 1 to 5 years	8	24
More than 5 years	-	-
Total leases	24	38

Total cash outflow for leases for the year ended 30 June 2023 was \$20,821. (2022: \$21,356).

The department in its capacity as a lessee has entered into a contractual arrangement with SG Fleet for the provision of motor vehicles. At 30 June 2023 there were two leases.

The above lease disclosures should be read in conjunction with the accompanying notes: 1B, 1C, 4A.

Accounting policy

For all new contracts entered into, the department considers whether the contract is, or contains a lease. A lease is defined as 'a contract, or part of a contract, that conveys the right to use an asset (the underlying asset) for a period of time in exchange for consideration'.

Once it has been determined that a contract is, or contains a lease, the lease liability is initially measured at the present value of the lease payments unpaid at the commencement date, discounted using the interest rate implicit in the lease, if that rate is readily determinable, or the department's incremental borrowing rate.

Subsequent to initial measurement, the liability will be reduced for payments made and increased for interest. It is remeasured to reflect any reassessment or modification to the lease. When the lease liability is remeasured, the corresponding adjustment is reflected in the right-of-use asset or profit and loss depending on the nature of the reassessment or modification.

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 7 Employee provisions

	2023 \$'000	2022 \$'000
7: Employee provisions		
Leave and other entitlements	6,338	6,260
Total employee provisions	6,338	6,260
Employee provisions expected to be settled		
No more than 12 months	1,758	1,691
More than 12 months	4,580	4,569
Total employee provisions	6,338	6,260

Accounting policy

Liabilities for 'short-term employee benefits' (as defined in AASB 119 *Employee Benefits*) and termination benefits expected within twelve months of the end of the reporting period are measured at their nominal amounts.

Leave

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

The annual leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will apply at the time the leave is taken, plus the departments employer superannuation contribution rates and applicable on-costs, 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 (LSL) has been determined using the LSL shorthand model issued by the Department of Finance (2022: LSL shorthand method). The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and enterprise agreements.

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 eligible, elected defined contribution schemes. The CSS and PSS are defined benefit schemes for the Australia Government. The PSSap is a defined contribution scheme.

Accounting policy (continued)

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 department accounts for the contributions as if these amounts were contributions to defined contribution plans. The liability for superannuation recognised as at 30 June 2023 represents outstanding contributions.

Note 8 Key Management Personnel remuneration

Key Management Personnel (KMP) are those persons having authority and responsibility for planning, directing and controlling the activities of the department, directly or indirectly. The department has determined the key management personnel to be the Clerk of the House, the Deputy Clerk, three Clerk Assistants and the Serjeant-at-Arms. Key management personnel remuneration is reported in the table below:

	2023	2022
	\$'000	\$'000
8: Key Management Personnel Remuneration		
Short-term employee benefits	1,613	1,555
Post-employment benefits	271	244
Other long-term employee benefits	53	92
Total key management personnel remuneration expenses	1,937	1,891

The total number of key management personnel that are included in the above table is six. (2022: six)

During 2022-23 a minor overpayment to KMP was identified, totalling approximately \$12,000. The overpayment was calculated with reference to the *Remuneration Tribunal Act 1973* and its associated Determinations. The amount relates to the inclusion of reportable fringe benefits (non-cash), in respect of provision of access to a motor vehicle. Overpayments are recoverable under s16A(1) of the *Remuneration Tribunal Act 1973*. The KMP was not aware of the overpayment until it was identified during the financial statements audit, and has committed to repaying the overpaid amount. The department is continuing investigations to determine the extent of any overpayments in relation to prior financial years.

Note 9 Related party disclosures

Transactions with related parties

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 7 Employee benefits for details on superannuation arrangements with the Commonwealth.

Considering 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 10 Appropriations

Note 10: Annual appropriations ('Recoverable GST exclusive')					
Annual appropriations for 2023					
	Appropriation Act		Total appropriation	Appropriation applied in 2023 (current and prior years)	Variance ³
	Annual appropriation ¹	PGPA Act Section 74 receipts ²			
	\$'000	\$'000	\$'000	\$'000	\$'000
Departmental					
Operating	25,006	655	25,661	(24,730)	931
Capital budget ⁴	646	-	646	(40)	606
Total	25,652	655	26,307	(24,770)	1,537
Administered					
Operating	334	-	334	(175)	159
Total	334	-	334	(175)	159

1. The departmental and administered appropriations are automatically repealed three years after they are passed by Parliament.

2. Adjustments to appropriations include adjustments to current year annual appropriations for PGPA Act section 74 receipts.

3. The departmental appropriation variances primarily relates to:

- operating budget - lower staffing costs due to vacancies across the department.
- capital budget - there has been less of a requirement for a capital budget due to the transition of systems to the Cloud and the associated accounting treatment of these expenses.

The administered appropriation variance relates to reduced school visits in the first quarter of 2022-23.

4. Departmental Capital Budgets are appropriated through *Appropriation (Parliamentary Departments) Bill (No. 1) 2022-2023* and *Supply (Parliamentary Departments) Bill (No. 2) 2022-2023*. They form part of ordinary annual services, and are not separately identified in the Appropriation Bill. Departmental Capital Budget 2022-23: \$646k.

During 2022-23 the department chose to no longer receive a contribution through equity for its departmental capital budget and for these amounts to be received as departmental appropriations. All unused capital budget appropriations from prior years have been moved to future years' departmental appropriations, except for the 2020-21 appropriation which was moved to the current year through Appropriation (Parliamentary Departments) Act (No. 2) 2022-2023.

The department applied \$40k of capital budget appropriation during the 2022-23 year. Total capital purchases for the year totalled \$103k. The department ceased drawing down the capital budget for capital purchases in January 2023 when an agreement had been reached with the Department of Finance that remaining capital funds would be moved to future years operating budget.

Note 10 Appropriations (continued)

Annual appropriations for 2022					
	Appropriation Act		Total appropriation	applied in 2022 (current and prior years)	Variance ³
	Annual appropriation ¹	PGPA Act Section 74 receipts ²			
	\$'000	\$'000	\$'000	\$'000	\$'000
Departmental					
Operating	25,024	1,484	26,508	(23,718)	2,789
Capital budget ⁴	640	-	640	(111)	529
Total	25,664	1,484	27,148	(23,829)	3,318
Administered					
Operating	327	-	327	(71)	256
Total administered	327	-	327	(71)	256

1. In 2021-22, 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. Adjustments to appropriations include adjustments to current year annual appropriations for PGPA Act section 74 receipts.

3. The departmental appropriation variances primarily relates to:

a) operating budget - lower staffing costs due to vacancies across the department.

b) capital budget - the only requirement for capital was the purchase of surface hubs for video conferencing.

The administered appropriation variance relates to reduced school visits due to Parliament House being closed to the public for a number of parliamentary sitting periods throughout the financial year due to the impact of the COVID-19 pandemic.

4. Departmental and Administered Capital Budgets are appropriated through *Appropriation (Parliamentary Departments) Bill (No. 1) 2021-2022*. They form part of ordinary annual services, and are not separately identified in the Appropriation Bill.

Departmental Capital Budget 2021-22: \$640k.

Note 11 Unspent annual appropriations

Note 11: Unspent annual appropriations ('recoverable GST exclusive')

	2023	2022
	\$'000	\$'000
11: Unspent annual appropriations ('recoverable GST exclusive')		
Departmental		
Appropriation (Parliamentary Departments) Act (No. 1) 2020-2021 ¹	266	266
Supply (Parliamentary Departments) Act (No. 1) 2020-2021 ¹	294	334
Appropriation (Parliamentary Departments) Act (No. 1) 2021-2022	640	23,651
Supply (Parliamentary Departments) Act (No. 1) 2022 2023	8,355	-
Supply (Parliamentary Departments) Act (No. 2) 2022 2023	14,637	-
Cash at bank	2,716	1,121
Total departmental	26,908	25,372
Administered		
Appropriation (Parliamentary Departments) Act (No. 1) 2020-2021 ²	105	280
Appropriation (Parliamentary Departments) Act (No. 1) 2021-2022	327	327
Supply (Parliamentary Departments) Act (No. 1) 2022 2023	139	-
Supply (Parliamentary Departments) Act (No. 2) 2022 2023	195	-
Total administered	766	607

1. The unspent departmental appropriations from A appropriation (Parliamentary Departments) Act (No. 1) 2020-2021 and Supply (Parliamentary Departments) Act (No. 1) 2020-2021 will lapse on 1 July 2023 - \$560k.

2. The unspent administered appropriations from A appropriation (Parliamentary Departments) Act (No. 1) 2020-2021 will lapse on 1 July 2023 - \$105k.

Note 12A Special appropriations

	2023	2022
	\$'000	\$'000
12A: Special Appropriations ('recoverable GST exclusive')		
Authority		
<i>Public Governance, Performance and Accountability Act 2013—section 58</i>	2,480	5,047
Total special appropriations applied	2,480	5,047

The *Public Governance, Performance and Accountability (Finance Minister to Accountable Authorities of Non-Corporate Commonwealth Entities) Delegation 2022* 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 were as follows:

2022-23 amount applied	Date	\$'000
Term deposit matured and principal reinvested	10 October 2022	2,480
Total applied		2,480
2021-22 amount applied	Date	\$'000
Term deposit matured and principal reinvested	10 July 2021	2,567
Term deposit matured and principal reinvested	10 October 2021	2,480
Total applied		5,047

The department's term deposit of \$2,480,000 matured on 10 October 2022. This amount was reinvested on 10 October 2022 for 12 months at 3.65% p.a. maturing on 10th October 2023. The source of the initial deposit was the former Inter-parliamentary Relations Special Account which was subject to a sun-setting provision. The balance of the account was initially invested after the release of a new delegation from the Finance Minister in July 2017. The balance of this account is disclosed in Note 3C and interest earned is recorded on an accrual basis in Note 2B.

Note 12B Disclosures by agent in relation to special appropriations

	2023	2022
	\$'000	\$'000
Note 12B: Disclosures by agent in relation to annual and special appropriations ('recoverable GST exclusive')		
Department of Finance (third party access)		
Total receipts	53,271	49,987
Total payments	53,271	49,987

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.

Note 13 Net cash appropriation arrangements

	2023	2022
	\$'000	\$'000
13: Net cash appropriation arrangements		
Total comprehensive income/(loss) - as per the Statement of Comprehensive Income	1,281	1,132
Plus: depreciation/amortisation of assets funded through appropriations (departmental capital budget funding and/or equity injections) ¹	369	539
Plus: depreciation right-of-use assets ²	15	16
Less: principal repayments - leased assets ²	15	15
Net Cash Operating Surplus/ (Deficit)	1,650	1,672

1. From 2010-11, the Government introduced net cash appropriation arrangements where revenue appropriations for depreciation/amortisation expenses of non-corporate Commonwealth entities were replaced with a separate capital budget provided through equity appropriations. Capital budgets are to be appropriated in the period when cash payment for capital expenditure is required.

No depreciation/amortisation amounts are excluded from this calculation.

2. The inclusion of depreciation/amortisation expenses relating to ROU leased assets and the lease liability principal repayment amount reflects the impact of AASB 16 Leases, which does not directly reflect a change in appropriation arrangements. No right-of-use assets or lease principal repayments are excluded from this calculation.

Managing uncertainties

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

Note 14 Financial instruments

14A: Contingent assets and liabilities

The department does not have any significant quantifiable contingent assets or liabilities, nor does it have any significant unquantifiable contingent assets or liabilities.

Unquantifiable or remote contingent liabilities/assets

In the normal course of business, the department has a number of items that are either unquantifiable or are not considered probable. At the date of this report, the department does not consider the outcome of any such matters likely to have a significant effect on its operations or financial position.

Accounting policy

Contingent liabilities and contingent assets are not recognised in the statement of financial position but are reported in the notes. They may arise from uncertainty as to the existence of a liability or asset or represent an asset or liability in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain and contingent liabilities are disclosed when settlement is greater than remote.

	2023 \$'000	2022 \$'000
14B: Categories of financial instruments		
Financial assets at amortised cost		
Term deposit	2,480	2,480
Cash and cash equivalents	2,716	1,121
Trade and other receivables	214	94
Total financial assets at amortised cost	5,410	3,695
Total financial assets	5,410	3,695
Financial liabilities		
Financial liabilities measured at amortised cost		
Suppliers	516	1,297
Other payables	8	8
Total financial liabilities measured at amortised cost	524	1,305
Total financial liabilities	524	1,305

Accounting policy

Financial assets

In accordance with AASB 9 *Financial Instruments*, 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
- 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 department 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 15 Fair value

	2023	2022
	\$'000	\$'000
15: Fair value measurements at the end of the reporting period		
Non-financial assets¹		
Property, plant and equipment ²	2,811	3,102
Heritage and cultural ²	570	570

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 non-financial assets at fair value on a non-recurring basis as at 30 June 2023.

Accounting policy

The department conducts an asset materiality review at least once every 12 months with a full revaluation assessment 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.

Other information

Note 16 Aggregate assets and liabilities

	2023	2022
	\$'000	\$'000
16: Aggregate assets and liabilities		
Assets expected to be recovered in:		
No more than 12 months		
Cash and cash equivalents	2,716	1,121
Trade and other receivables	23,866	24,377
Other Investments	2,480	2,480
Inventories	10	10
Other non-financial assets	187	211
Total no more than 12 months	29,259	28,199
More than 12 months		
Heritage and cultural	570	570
Property, plant and equipment	2,811	3,102
Computer software	90	139
Total more than 12 months	3,471	3,811
Total assets	32,730	32,010
Liabilities expected to be settled in:		
No more than 12 months		
Suppliers	516	1,297
Other payables	561	491
Leases	16	-
Employee provisions	1,758	1,691
Total no more than 12 months	2,851	3,479
More than 12 months		
Leases	8	38
Employee provisions	4,580	4,569
Total more than 12 months	4,588	4,607
Total liabilities	7,439	8,086

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 2023.

Note 17 Departmental budget variances commentary

Explanations of major variances	Affected statements and line items
Asset Management	
The department identified excess furniture for disposal that was no longer required and was not economical to store.	Statement of comprehensive income: <ul style="list-style-type: none"> » depreciation » write-down and impairment of assets » losses from asset sales
Due to the move to IT cloud based services for software licences, intangible assets purchased are lower than expected.	Statement of financial position: <ul style="list-style-type: none"> » non-financial assets Statement of cash flow: <ul style="list-style-type: none"> » purchase of property, plant and equipment
Interest	
The term deposit interest revenue was higher than budget as interest rates increased above forecast estimates.	Statement of comprehensive income: <ul style="list-style-type: none"> » interest Statement of financial position: <ul style="list-style-type: none"> » financial assets
Seminars Program	
Due to low attendance rates, one seminar in the program was cancelled. There were no customised seminars held in 2022-23.	Statement of comprehensive income: <ul style="list-style-type: none"> » sale of goods and rendering of services Statement of cash flow: <ul style="list-style-type: none"> » sale of goods and rendering of services
Employment matters	
Vacancies were open for extended periods due to difficulty recruiting and filling roles. Average staffing levels were 155 compared to the budget of 166.	Statement of comprehensive income: <ul style="list-style-type: none"> » employee benefits Statement of financial position: <ul style="list-style-type: none"> » employee provisions

Note 18 Administered budget variances commentary

Explanations of major variances	Affected statements and line items
Hospitality Services	
School visits to Parliament House were low at the start of the financial year. Bookings have now returned to capacity and forecast costs are expected to align with budget.	Statement of comprehensive income: <ul style="list-style-type: none"> » suppliers expenses Cash flow statement: <ul style="list-style-type: none"> » cash used—suppliers



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1. Chamber and Federation Chamber

This appendix contains summary information on the business of the Chamber and Federation Chamber in 2022–23.

Sittings of the House of Representatives, 2022–23

Events	Spring 2022	Autumn and winter 2023	Total
Sitting weeks	10	10	20
Sitting days	31	37	68
Hours of sitting: ^a			
» including suspensions	317	346	663
» excluding suspensions	294	343	637
Sittings after midnight	1	0	1
Government bills introduced	88	76	164
Private members' bills introduced	8	14	22
Private members' motions moved	15	21	36
Committee reports presented	28	63	91
Days on which:			
» the adjournment motion was debated	23	35	58
» matters of public importance were discussed	23	29	52
» private members' business occurred	6	7	13
Divisions	89	76	165
Closure of question agreed to	2	0	2
Closure of member agreed to	0	0	0
Bills subject to debate management motions	10	6	16

b. Hours are rounded to the nearest hour.

Meetings of the Federation Chamber, 2022–23

Events	Spring 2022	Autumn and winter 2023	Total
Number of meetings	26	36	62
Hours of meeting (excluding suspensions) ^a	111	153	264
Bills referred	24	48	72
Private members' bills debated	1	0	1
Private members' motions moved	48	59	107
Committee reports presented	0	0	0
Committee and delegation reports referred	2	10	12
Days on which:			
» the adjournment motion was debated	6	9	15
» grievance debate occurred	6	8	14
» private members' business occurred	6	7	13

a. Hours are rounded to the nearest hour.

Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2018–19 to 2022–23

Events	2018–19	2019–20	2020–21	2021–22	2022–23
Government bills introduced:					
» initiated in the House	112	196	142	101	157
» initiated in the Senate	13	17	14	14	7
» total	125	213	156	115	164
Private members' bills introduced ^a	30	35	28	26	22
Second reading amendments moved	37	110	105	55	30
Consideration in detail amendments moved:					
» government	471	32	606	551	216
» opposition	63	89	98	76	111
» non-aligned	32	18	47	38	382
» private government member	0	0	0	11	0
» amendments to private members' bills	0	0	0	0	0
Consideration in detail amendments passed:					
» government	471	32	606	551	216
» opposition	2	3	0	0	0
» non-aligned	10	0	1	1	135
» private government member	0	0	0	0	0
» amendments to private members' bills	0	0	0	0	0

a. Includes private senators' bills.

2. Committee activity

This appendix tallies the activities of the House of Representatives and joint committees of the 47th Parliament, 2022–23. Only House and joint committees supported by the Department of the House of Representatives are listed.

Committee	Meetings	Inquiries active as at 30 June 2023	Reports presented ^a
Scrutiny committees			
Aboriginal and Torres Strait Islander Affairs	29	1	1
Aboriginal and Torres Strait Islander Voice Referendum	10	0	1
Agriculture	25	1	0
Climate Change, Environment, Energy and Water	24	1	1
Communications and the Arts	21	1	0
Economics	33	9	1
Electoral Matters	20	1	2
Employment, Education and Training	20	2	0
Foreign Affairs, Defence and Trade	102	4	2
Health, Aged Care and Sport	32	1	1
Implementation of the National Redress Scheme	13	1	0
Industry, Science and Resources	16	1	0
Intelligence and Security	50	6	9
Migration	21	2	0
National Anti-Corruption Commission Legislation	12	0	1
National Capital and External Territories	20	3	0
Public Accounts and Audit	29	7	7
Public Works	39	4	8
Regional Development Infrastructure and Transport	16	1	0
Social Policy and Legal Affairs	25	1	1
Trade and Investment Growth	18	1	0
Treaties	22	4	9
Workforce Australia	29	1	1

Committee	Meetings	Inquiries active as at 30 June 2022	Reports presented ^a
Internal committees			
Appropriations and Administration	6	0	3
Broadcasting of Parliamentary Proceedings	0	0	0
Petitions	20	0	11
Privileges and Members' Interests	4	0	2
Procedure	22	2	0
Publications (House)	1	0	0
Selection	18	0	14

a. The Parliamentary Standing Committee on Public Works and the Joint Standing Committee on Treaties often present reports that incorporate multiple completed inquiries. Statistics detailed here tally the number of reports presented only and not the number of completed inquiries.

3. Committee reports and inquiries

This appendix provides details of reports presented and inquiries conducted by the parliamentary committees supported by the Department of the House of Representatives in 2022–23.

Reports presented	Date presented
Aboriginal and Torres Strait Islander Affairs, Joint Standing Committee on	
<i>Report on the inquiry into community safety support services and job opportunities in the Northern Territory</i>	1 March 2023
Aboriginal and Torres Strait Islander Voice Referendum, Joint Select Committee on	
<i>Advisory Report on the Constitution Alteration (Aboriginal and Torres Strait Islander Voice) 2023</i>	12 May 2023
Climate Change, Energy, Environment and Water, Standing Committee on	
<i>Inquiry into the 2009 and 2013 amendments to the 1996 Protocol to the Convention on the Prevention of Marine Pollution by Dumping of Wastes and Other Matter, 1972 (London Protocol)</i>	13 June 2023
Economics, Standing Committee on	
<i>Review Reserve Bank of Aust Annual Review 2021</i>	21 December 2022
Electoral Matters, Joint Standing Committee on	
<i>Advisory report on the Referendum (Machinery Provisions) Amendment Bill 2022</i>	13 February 2023
<i>Conduct of the 2022 federal election and other matters</i>	1 June 2023
Foreign Affairs, Defence and Trade, Joint Standing Committee on	
<i>Inquiry into international armed conflict decision making</i>	31 March 2023
<i>The Defence Industry Security Program. Review of Auditor-General Report 4 of 2021–22</i>	19 June 2023
Health, Aged Care and Sport, Standing Committee on	
<i>Sick and tired: Casting a long shadow</i>	19 April 2023
Intelligence and Security, Parliamentary Joint Committee on	
<i>Review of the listing and re-listing of eight organisations as terrorist organisations under the Criminal Code</i>	26 September 2022
<i>Review of the re-listing of Islamic State Somalia as a terrorist organisation under the Criminal Code^a</i>	9 November 2022
<i>Review of the re-listing of four organisations as terrorist organisations under the Criminal Code^a</i>	14 February 2023
<i>Annual Report of Committee Activities 2021–2022</i>	22 February 2023
<i>Advisory Report on the Inspector-General of Intelligence and Security and Other Legislation Amendment (Modernisation) Bill 2022</i>	20 March 2023

Reports presented	Date presented
<i>Advisory Report on Item 250 of the National Anti-Corruption Commission (Consequential and Transitional Provisions) Bill 2022</i>	29 March 2023
<i>Review of the Counter-Terrorism (Temporary Exclusion Orders) Act 2019</i>	10 May 2023
<i>Advisory report on the National Security Legislation Amendment (Comprehensive Review and Other Measures No. 2) Bill 2023</i>	12 May 2023
<i>Advisory report on the Australian Security Intelligence Organisation Amendment Bill 2023</i>	13 June 2023
National Anti-Corruptions Commission Legislation, Joint Select Committee on	
<i>Advisory report on the provisions of the National Anti-Corruption Commission Bill 2022 and the National Anti-Corruption Commission (Consequential and Transitional Provisions) Bill 2022</i>	10 November 2022
Public Accounts and Audit, Joint Committee of	
<i>Report 493 Annual Report 2021–22</i>	25 October 2022
<i>Budget Statement on the 2022–23 Draft Estimates for the Australian National Audit Office and the Parliamentary Budget Office^a</i>	25 October 2022
<i>Report 494 Inquiry into the Department of Foreign Affairs and Trade's crisis management arrangement</i>	3 March 2023
<i>Budget Statement on the 2023–24 Draft Estimates for the Australian National Audit Office and the Parliamentary Budget Office^a</i>	9 May 2023
<i>Report 495 Inquiry into Commonwealth grants administration</i>	29 June 2023
<i>Report 496 Inquiry into the Defence Major Projects Report 2020–21 and 2021–22 and Procurement of Hunter Class Frigates - Interim Report</i>	29 June 2023
<i>Report 497 Inquiry into Commonwealth Financial Statements 2021–22</i>	29 June 2023
Public Works, Parliamentary Standing Committee on	
<i>Eighty Fifth Annual Report</i>	6 September 2022
<i>4/2022: Referrals August 2022</i>	26 October 2022
<i>5/2022: Referrals September 2022</i>	28 November 2022
<i>1/2023: Referrals made October and November 2022</i>	7 March 2023
<i>Eighty Sixth Annual Report</i>	21 March 2023
<i>2/2023: Referrals made October and November 2022</i>	28 March 2023
<i>3/2023: Referrals made February and March 2023</i>	9 May 2023
<i>4/2023: Referrals made March 2023</i>	13 June 2023
Social Policy and Legal Affairs, Standing Committee on	
<i>You win some, you lose more - Online gambling and its impacts on those experiencing gambling harm</i>	26 June 2023

Reports presented	Date presented
Treaties, Joint Standing Committee on	
<i>Report 201 - Free Trade Agreement between Australia and the United Kingdom of Great Britain and Northern Ireland)</i>	16 November 2022
<i>Report 202 - Australia-India Economic Cooperation and Trade Agreement</i>	18 November 2022
<i>Report 203 - Australia-Japan Reciprocal Access Agreement; Global Convention on the Recognition of Qualifications</i>	1 December 2022
<i>Report 204 - Agreement between the Government of Australia and the Government of the United States of America on Access to Electronic Data for the Purpose of Countering Serious Crime</i>	13 December 2022
<i>Report 205 - Joint Initiative on Services Domestic Regulation</i>	8 February 2023
<i>Report 206 - International Labour Organization Convention No. 138: Convention concerning Minimum Age for Admission to Employment</i>	7 March 2023
<i>Report 207 - Convention between Australia and Iceland for the Elimination of Double Taxation with respect to Taxes on Income and the Prevention of Tax Evasion and Avoidance and its Protocol; Convention on the Protection of the Underwater Cultural Heritage</i>	20 March 2023
<i>Report 208 - International Labour Organization Convention concerning the elimination of violence and harassment in the world of work (No. 190)</i>	29 March 2023
<i>Report 209 - Treaty on Extradition between Australia and the Czech Republic</i>	14 June 2023
Workforce Australia Employment Services, Joint Select Committee on	
<i>Your Future Planning: Interim report on ParentsNext</i>	1 February 2023

a. Report presented by statement

Internal committees – their purpose and reports presented by them during 2022–23

Committee purpose and reports presented
Appropriations and Administration, Standing Committee on
The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations, Staffing and Security. Reports presented:
<ul style="list-style-type: none"> » <i>Report No 24: Annual Report 2020–21, presented on 27 October 2022</i> » <i>Report No 25: October Budget Estimates 2022–23, presented on 27 October 2022</i> » <i>Report No 26: Budget Estimates 2023–24, presented on 11 May 2023</i>
Broadcasting of Parliamentary Proceedings, Joint Committee on the
The committee meets when required to consider the general principles applying to the radio broadcasting and, in certain circumstances, the televising of proceedings of parliament by the Australian Broadcasting Corporation. No reports were presented during 2022–23.

Committee purpose and reports presented

Petitions, Standing Committee on

The committee receives and processes petitions, and inquires into and reports to the House on any matter relating to petitions and the petitions system. Information on how to go about petitioning the House of Representatives is available at the petitions page on the Parliament of Australia website.

No inquiry reports were presented during 2022–23.

Reports presented:

- » *Report 1: Petitions and ministerial responses*, presented on 26 September 2022
- » *Report 2: Petitions and ministerial responses*, presented on 7 November 2022
- » *Report 3: Petitions and ministerial responses*, presented on 28 November 2022
- » *Report 4: Petitions and ministerial responses*, presented on 6 February 2023
- » *Report 5: Petitions and ministerial responses*, presented on 13 February 2023
- » *Report 6: Petitions and ministerial responses*, presented on 6 March 2023
- » *Report 7: Petitions and ministerial responses*, presented on 20 March 2023
- » *Report 8: Petitions and ministerial responses*, presented on 27 March 2023
- » *Report 9: Petitions and ministerial responses*, presented on 9 May 2023
- » *Report 10: Petitions and ministerial responses*, presented on 22 May 2023
- » *Report 11: Petitions and ministerial responses*, presented on 19 June 2023

Privileges and Members' Interests, Standing Committee of

The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversee arrangements for the maintenance of the register of members' interests, the register of members' qualifications and the members' training program register, and consider any specific complaints about the registering of interests.

Reports presented:

- » *Report concerning the registration and declaration of Members' interests during 2022*, presented on 16 February 2023
- » *Report concerning an application from Mr Andrew Dettmer for the publication of a response to a reference made in the House of Representatives*, presented on 22 June 2023

Procedure, Standing Committee on

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

- » No reports were presented during 2022–23.

Publications, Standing Committee on

The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of documents presented to parliament.

- » No reports were presented during 2022–23.

Committee purpose and reports presented

Selection Committee

The committee was established to determine the program of committee and delegation business and private members' business for each sitting Monday and to select bills for referral to committees.

Reports presented:

- » *3 August 2022*
- » *7 September 2022*
- » *28 September 2022*
- » *26 October 2022*
- » *9 November 2022*
- » *23 November 2022*
- » *30 November 2022*
- » *8 February 2023*
- » *15 February 2023*
- » *8 March 2023*
- » *22 March 2023*
- » *10 May 2023*
- » *14 June 2023*
- » *21 June 2023*

4. Publications

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

Parliament of Australia website: 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 as a witness at a committee public hearing
- » Committee support standards
- » Dealing with parliamentary committees
- » Making a submission: Notes to help those intending to make a submission to a parliamentary committee inquiry

House of Representatives facts and figures

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

House of Representatives Infosheet series

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

Guide to Procedures, sixth edition

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

House of Representatives Practice, seventh edition

The official authority for issues of practice and procedure, 2018

House Review

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

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

Last Week in the House

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

Members' Notes

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

Members' Handbook

An introduction to the role of a Member of the House of Representatives and a guide to public resources, services and facilities, 2022

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 at 2 August 2022

House of Representatives Statistical Digest

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

Work of the Session

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

Working with parliamentary committees

A guide for committee chairs and deputy chairs

A guide for Members and their staff

Publications of an administrative nature

Department of the House of Representatives annual reports

Department of the House of Representatives corporate plans

Department of the House of Representatives *Portfolio Budget Statements*

Department of the House of Representatives Enterprise Agreement 2017–2020

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

5. Incoming parliamentary delegations

This appendix contains summary information on incoming parliamentary delegations in 2022–23.

Date	Delegation	Country represented
21–24 November 2022	Guest of Parliament – Visit from NZ Parliamentary Committee for Governance and Administration	New Zealand
29 November – 3 December 2022	Guest of Parliament – Visit from Vietnam – HE Vuong Dinh Hue, President of the National Assembly	Vietnam
13–14 December 2022	Working Visit – Korean Parliamentary Delegation	Republic of Korea
3–6 January 2023	Conference of Speakers and Presiding Officers of the Commonwealth	Various
16 February 2023	Working Visit – German-Pacific Parliamentary Group of the German Federal Parliament (Bundestag)	Germany
19–22 March 2023	Guest of Parliament – Visit from Verkhovna Rada of Ukraine	Ukraine
27 March 2023	Working Visit – Committee on Budget and Household of the Indonesian Regional Representative Council (Senate)	Indonesia
11 May 2023	Working Visit – Delegation from Commission VI, Indonesia, Meeting with Economics Committee	Indonesia
7 June 2023	Vanuatu – Sponsored Fellowships Program Meeting with Joint Standing Committee on Foreign Affairs, Defence and Trade	Vanuatu

6. Parliamentary capacity building

This appendix contains summary information on activities supporting parliamentary capacity building in 2022–23.

Date	Delegation	Country supported
14 – 21 July 2022	Floating Budget Mission for Fiji – three parliamentary staff participated	Fiji
2022–23	Pacific Parliamentary Partnerships Fund – equipment was supplied to assist Pacific parliaments to improve video conferencing and administration capabilities and a visit was supported for officers from the Samoan Legislative Assembly to attend training in Tasmania with their twinned parliament	Bougainville Nauru Papua New Guinea Samoa Tonga

7. Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2022–23.

Date	Visit	Delegation members
20–26 August 2022	65th Commonwealth Parliamentary Association (CPA) Conference, Halifax, Canada	Senator the Hon Sue Lines, Ms Sharon Claydon MP, Senator Hellen Polley, Senator the Hon Linda Reynolds and Mr Andrew Wallace MP
September – December 2022	United Nations General Assembly, New York, USA	Ms Peta Murphy MP and Hon Darren Chester MP
4–7 October 2022	8th G20 Parliamentary Speakers' Summit (P20), Jakarta, Indonesia	Senator the Hon Sue Lines and the Hon Milton Dick MP
11–15 October 2022	145th Inter-Parliamentary Union Assembly (IPU), Kigali, Rwanda	The Hon Milton Dick MP, Dr Gordon Reid MP, Senator Fatima Payman, Senator the Hon, Linda Reynolds and the Hon Warren Entsch MP
26–29 October 2022	30th Asia-Pacific Parliamentary Forum, Bangkok, Thailand	Senator Jess Walsh, Mrs Bridget Archer MP and Senator David Van
13–21 November 2022	Bilateral visit to Germany and NATO Parliamentary Assembly – Berlin, Germany and Madrid, Spain	Ms Kate Thwaites MP and the Hon Keith Pitt MP
19–25 November 2022	43rd ASEAN Inter-Parliamentary Assembly, Phnom Penh, Cambodia	Senator Deborah O'Neil and Mr Llewelyn O'Brien MP
3–10 December 2022	Delegation to the European Parliament and bilateral visit to Belgium and France	The Hon Shayne Neumann MP, Mr Jerome Laxale MP, Mr Rowan Ramsey MP and Ms Rebekha Sharkie MP
4–9 December 2022	Delegation to Papua New Guinea	Senator the Hon Sue Lines, Ms Sharon Claydon MP, Mr Josh Burns MP, Senator the Hon Linda Reynolds, Senator Mehreen Faruqi and Dr Sophie Scamps MP

Date	Visit	Delegation members
19 January 2023	CPA Executive Committee (ExCo) Meeting (Virtual)	Senator the Hon Sue Lines
7–10 March 2023	8th Mexico, Indonesia, Republic of Korea, Türkiye, Australia (MIKTA) Speakers' Consultation, Istanbul, Türkiye	Senator Andrew McLachlan
10–15 March 2023	146th IPU Assembly, Bahrain	The Hon Milton Dick MP, Dr Gordon Reid MP, Senator Fatima Payman, Senator the Hon Linda Reynolds and Mr Warren Entsch MP
10–19 April 2023	Senate Standing Committee on Rural and Regional Affairs and Transport visit to Vietnam	Senator Glenn Sterle, Senator Linda White, Senator the Hon Richard Colbeck and Senator Peter Whish-Wilson
15–21 April 2023	CPA ExCo Meeting, Gibraltar and official visit to the UK (Westminster)	Senator the Hon Sue Lines
5–10 June 2023	House Standing Committee on Regional Development and Infrastructure and Transport visit to New Zealand and Samoa	Mr Luke Gosling MP and the Hon Scott Buchholz MP

8. Parliamentary staff and other visits

This appendix contains summary information on parliamentary staff and other visits in 2022-23 supported by staff of the department but not part of the program administered by the International and Parliamentary Relations Office.

Date	Visit	Parliament (or body) represented
28 November – 2 December 2022	Staff attachment from the Tasmanian House of Assembly	House of Assembly, Tasmania
1 February 2023	Study visit from the Welsh Parliament	Welsh Parliament / Senedd Cymru
16 February 2023	Visit by a Legislative Assembly of Ontario delegation	Legislative Assembly of Ontario, Canada

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 June 2023.

Contact details

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

10. Correction of material errors

There are two errors to be corrected in the *Department of the House of Representatives Annual Report 2021–22*:

- » the number of petitions presented was reported in Table 6 on page 44 as 628 (2020–21) and 703 (2021–22). The actual number of petitions presented was 649 (2020–21) and 614 (2021–22).
- » the number of signatories to petitions was reported in Table 6 on page 44 as 804,854 (2019–20), 1,218,579 (2020–21) and 2,858,683 (2021–22). The actual number of signatories to petitions was 805,561 (2019–20), 1,239,054 (2020–21) and 2,707,274 (2021–22).

11. List of requirements

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

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AD(g) Letter of transmittal			
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
17AD(h) Aids to access			
17AJ(a)	p. v	Table of contents (print only).	Mandatory
17AJ(b)	pp. 161-168	Alphabetical index (print only).	Mandatory
17AJ(c)	p. 159	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	pp. 152-158	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
17AD(a) Review by accountable authority			
17AD(a)	pp. 2-6	A review by the accountable authority of the entity.	Mandatory
17AD(b) Overview of the entity			
17AE(1)(a)(i)	p. 7	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	pp. 7-9	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	p. 10	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	p. 7	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(aa)(i)	p. 12	Name of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(ii)	p. 12	Position title of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(iii)	p. 84	Period as the accountable authority or member of the accountable authority within the reporting period.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AE(1)(b)	Not applicable	An outline of the structure of the portfolio of the entity.	Portfolio departments – mandatory
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
17AD(c)	Report on the performance of the entity		
Annual performance statements			
17AD(c)(i); 16F	pp. 12-24	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory
17AD(c)(ii)	Report on financial performance		
17AF(1)(a)	p. 25	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	p. 26	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
17AD(d)	Management and accountability		
Corporate governance			
17AG(2)(a)	pp. 70-71	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 (print version)	Description	Requirement
17AG(2)(c)	pp. 62-72	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	Not applicable see p. 71	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
Audit Committee			
17AG(2A)(a)	p. 63	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory
17AG(2A)(b)	pp. 63-65	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	pp. 63-65	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory
17AG(2A)(d)	p. 65	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	p. 65	The remuneration of each member of the entity's audit committee.	Mandatory
External scrutiny			
17AG(3)	p. 73	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	p. 73	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. 73	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
Management of human resources			
17AG(4)(a)	pp. 74-85	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AG(4)(aa)	pp. 74-76	Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: <ul style="list-style-type: none"> » statistics on full-time employees » statistics on part-time employees » statistics on gender » statistics on staff location. 	Mandatory
17AG(4)(b)	pp. 74-76	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: <ul style="list-style-type: none"> » statistics on staffing classification level » statistics on full-time employees » statistics on part-time employees » statistics on gender » statistics on staff location » statistics on employees who identify as Indigenous. 	Mandatory
17AG(4)(c)	pp. 82-83	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the Public Service Act 1999.	Mandatory
17AG(4)(c)(i)	p. 82	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. 83	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	p. 83	A description of non-salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	Not applicable see p. 82	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. 82	Information on aggregate amounts of performance pay at each classification level.	If applicable, mandatory
17AG(4)(d)(iii)	Not applicable see p. 82	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. 82	Information on aggregate amount of performance payments.	If applicable, mandatory
Assets management			
17AG(5)	p. 86	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
Purchasing			
17AG(6)	p. 86	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory
Reportable consultancy contracts			
17AG(7)(a)	pp. 86-87	A summary statement detailing the number of new reportable consultancy contracts entered into during the period; the total actual expenditure on all such contracts (inclusive of GST); the number of ongoing reportable consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory
17AG(7)(b)	p. 86	A statement that 'During [reporting period], [specified number] new reportable consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]'.	Mandatory
17AG(7)(c)	p. 86	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. 87	A statement that 'Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website.'	Mandatory
Reportable non-consultancy contracts			
17AG(7A)(a)	pp. 87-88	A summary statement detailing the number of new reportable non-consultancy contracts entered into during the period; the total actual expenditure on such contracts (inclusive of GST); the number of ongoing reportable non-consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory
17AG(7A)(b)	p. 88	A statement that 'Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.'	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AD(daa)	Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts		
17AGA	pp. 86-88	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory
Australian National Audit Office access clauses			
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
Exempt contracts			
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
Small business			
17AG(10)(a)	p. 88	A statement that '[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website.'	Mandatory
17AG(10)(b)	p. 88	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory
17AG(10)(c)	Not applicable	If the entity is considered by the Department administered by the Finance Minister as material in nature – a statement that '[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website.'	If applicable, mandatory
Financial statements			
17AD(e)	pp. 90-132	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
Executive remuneration			
17AD(da)	pp. 83-84	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2-3 of the Rule.	Mandatory
17AD(f) Other mandatory information			
17AH(1)(a)(i)	Not applicable	If the entity conducted advertising campaigns, a statement that 'During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website.'	If applicable, mandatory
17AH(1)(a)(ii)	p. 88	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, mandatory
17AH(1)(b)	Not applicable	A statement that 'Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website].'	If applicable, mandatory
17AH(1)(c)	p. 73	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	Not applicable see p. 73	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory
17AH(1)(e)	p. 151	Correction of material errors in previous annual report.	If applicable, mandatory
17AH(2)	pp. 62, 72, 73, 88	Information required by other legislation.	Mandatory

Abbreviations and acronyms

Acronym	Meaning
ABC	Australian Broadcasting Corporation
AC	Companion of the Order of Australia
ACT	Australian Capital Territory
ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
APS	Australian Public Service
ASEAN	Association of Southeast Asian Nations
BRAD	Business Records and Documents
DPS	Department of Parliamentary Services
CO2-e	carbon dioxide equivalence
CPA	Commonwealth Parliamentary Association / Certified Practising Accountant
CSPOC	Conference of Speakers and Presiding Officers of the Commonwealth
DSC	Distinguished Service Cross
EB	Executive Band
EPBC Act	Environment Protection and Biodiversity Conservation Act 1999
FOI	freedom of information
GST	goods and services tax
HE	His Excellency / Her Excellency
ICT	information and communications technology
IPRO	International and Parliamentary Relations Office
IPU	Inter-Parliamentary Union
LGBTQIA+	lesbian, gay, bisexual, transgender, intersex, queer, asexual and other sexually or gender diverse
LGC	large-scale generation certificate
MIKTA	Mexico, Indonesia, Republic of Korea, Türkiye, Australia
MP	Member of Parliament
NATO	North Atlantic Treaty Organisation
NSW	New South Wales
NT	Northern Territory
NZ	New Zealand
PEO	Parliamentary Education Office
PGPA	Public Governance, Performance and Accountability
PP	parliamentary paper
PSL	Parliamentary Service Level

Abbreviations and acronyms

Acronym	Meaning
PWSS	Parliamentary Workplace Support Service
Qld	Queensland
SA	South Australia
SES	Senior Executive Service
SIG	Strategic ICT Group
SME	small and medium-sized enterprise
Tas	Tasmania
TOPS	Table Offices Production System
UK	United Kingdom
USA	United States of America
TPL	teacher professional learning
Vic	Victoria
WA	Western Australia
WHS Act	Work Health and Safety Act 2011

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