



DEPARTMENT OF THE  
HOUSE OF REPRESENTATIVES



Annual Report

The background of the top half of the cover is a photograph of the interior of the House of Representatives chamber. The room is large and high-ceilinged, with rows of light blue upholstered seats arranged in a semi-circle around a central area. At the front of the chamber, there is a long wooden table with several chairs behind it. The walls are light blue and feature several doors and windows. The Australian flag is visible on the left and right sides of the chamber. The overall atmosphere is formal and professional.

2016–17

DEPARTMENT OF THE  
HOUSE OF REPRESENTATIVES

# Annual Report

2016–17

© Commonwealth of Australia 2017

ISSN 0157-3233 (Print)

ISSN 2201-1730 (Online)

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



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

### 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.dpmc.gov.au/pmc/publication/commonwealth-coat-arms-information-and-guidelines](http://www.dpmc.gov.au/pmc/publication/commonwealth-coat-arms-information-and-guidelines).

Produced by the Department of the House of Representatives

Editing and indexing by Wilton Hanford Hanover

Design by Lisa McDonald

Printing by CanPrint Communications

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

Front cover image: House of Representatives Chamber. Photo: Getty Images.

Back cover image: Roof detail inside the House of Representatives Chamber. Photo: Penny Bradfield, Auspic/DPS.

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

Serjeant-at-Arms  
Department of the House of Representatives  
Canberra ACT 2600  
Telephone: +61 2 6277 4444  
Facsimile: +61 2 6277 2006  
Email: [james.catchpole.reps@aph.gov.au](mailto:james.catchpole.reps@aph.gov.au)

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

Web address for report: [www.aph.gov.au/house/ar16-17](http://www.aph.gov.au/house/ar16-17)



3 October 2017

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

Dear Mr Speaker

Pursuant to section 65 of the *Parliamentary 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 2017.

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 fraud prevention, detection, investigation and reporting mechanisms that meet its specific needs
- I have taken all reasonable measures to appropriately deal with fraud relating to the department.

Yours sincerely

David Elder  
Clerk of the House

# About this report

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

This annual report details our activities during the 2016–17 financial year.



## Overviews

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



## Performance

The performance section includes the annual performance statement, which assesses the department's performance using measures and targets as set out in its corporate plan for 2016–17. The section also includes 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, the management of its people and assets, and its obligations under various laws.




## Financial statements

The financial statements section includes an independent auditor's report, a statement by the Clerk and Chief Financial 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 staffing, and its work in supporting the House, the parliament, committees and visitors.



## List of abbreviations and acronyms and index

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

# Contents

Letter of transmittal			iii	
About this report			iv	
Our department—a snapshot			vii	
<b>Part 1</b>	<b>Overviews</b>	<b>1</b>	<b>Appendixes</b>	<b>123</b>
	Clerk's review	2	1 Staffing statistics	124
	Departmental overview	5	2 Business of the House and Federation Chamber	128
	Financial performance	9	3 Committee activity	131
<b>Part 2</b>	<b>Performance</b>	<b>11</b>	4 Committee reports and inquiries	133
	Annual performance statement	12	5 Publications	143
	Chamber and Federation Chamber	27	6 Outgoing parliamentary delegations	147
	Community awareness	41	7 Official incoming parliamentary delegations	149
	Committee support	47	8 Other incoming parliamentary delegations	150
	Inter-parliamentary relations and capacity-building	55	9 Parliamentary capacity-building activities	152
	Members' and corporate support	60	10 Entity resource statement	155
	Schools hospitality	66	11 Contact directory	156
			12 List of requirements	157
<b>Part 3</b>	<b>Management and accountability</b>	<b>67</b>	<b>Abbreviations and acronyms</b>	<b>163</b>
	Corporate governance	68	<b>Index</b>	<b>164</b>
	External scrutiny	76		
	Management of people	78		
	Management of financial resources	85		
<b>Part 4</b>	<b>Financial statements</b>	<b>89</b>		

## Figures

1	Departmental structure at 30 June 2017	6
2	Outcome and program structure, 2016–17	8
3	Financial performance, 2012–13 to 2016–17	10
4	Government and private members' business and business of the House (Chamber and Federation Chamber), 2013 to 2017	30
5	Number of committee meetings supported by the Committee Office, 2012–13 to 2016–17	48
6	Number of reports presented by committees, 2012–13 to 2016–17	49
7	Staff survey satisfaction elements, 2013 to 2017	79

## Tables

1	Performance summary, Chamber and Federation Chamber, 2014–15 to 2016–17	28
2	Questions in writing to ministers and answers to questions in writing, 2012–13 to 2016–17	30
3	Number of bills introduced in the House, and number of bills assented to, 2012–13 to 2016–17	32
4	Private members' bills introduced and amendments moved (Chamber and Federation Chamber), 2012–13 to 2016–17	33
5	Petitions and signatories to petitions, 2012–13 to 2016–17	34
6	Committees supported by the Chamber and Federation Chamber activity, 2016–17	36
7	Committees of the Forty-fifth Parliament supported by the Committee Office, 2016–17	47
8	Students visiting Parliament House, by location and year, 2012–13 to 2016–17	66
9	Expenditure on training and development programs, 2015–16 and 2016–17	81
10	Average staff attendance at training courses, 2015–16 and 2016–17	81



# Our department—a snapshot

## Our staff



**3.1 days** the average number of **training days** accessed by each member of staff

## Our community

**You Tube** **3,657** YouTube subscribers

**News** **1,073** Newsletter subscribers

**f** **5,297** Facebook followers


**Twitter** **40,243** Twitter followers

## The House—we supported

 **571 hours** of the House sitting over **64 sitting days**

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

 **243 divisions** conducted in the House

 **248 bills introduced** and **126 bills passed and assented to**

 **588 meetings** of **31 committees**, which presented **75 reports**

 **185 petitions processed** with **235,751 signatories**

## Our world—we supported



**34 visits to the parliament** by incoming delegations representing **25 countries**

**12 outgoing delegations**, which represented the parliament in **10 countries**







# Part 1

## Overviews

Clerk's review	2
Departmental overview	5
Financial performance	9

*Members of the department's 2016–17 Executive at the table in the House of Representatives Chamber. Left to right: James Catchpole, Serjeant-at-Arms; Robyn McClelland, previous Clerk Assistant (Committees); Claessa Surtees, Deputy Clerk; David Elder, Clerk of the House; and Catherine Cornish, then Clerk Assistant (Table). Photo: David Foote, Auspic/DPS.*

# Clerk's review

The 2016–17 financial year was an eventful one for the department. It was also one of transition in which the department focused on developing the capability of its people as more senior staff retire or approach retirement.

The beginning of the reporting period was preceded on 9 May 2016 by a double dissolution that brought the Forty-fourth Parliament to an end. As it was only the seventh double dissolution since Federation—and the first since 1987—the department's resources were tested in terms of retrieving information on procedures and implementing processes that are not commonly used. The expertise and professionalism of the department's staff meant that all proceeded smoothly.

The general election was held on 2 July 2016 and a Coalition government was formed with the slimmest of majorities. While the usual business of parliament is suspended during election periods, it is still a time of intense activity for the department. Over the election period, staff worked on a range of activities, including reviewing and updating departmental policies, preparing office suites for new and returning members, and preparing material for the new members' seminar. They also completed the many tasks required to support the opening and commencement of a new parliament.

The 2016 election saw the retirement of more than 20 members with a collective experience of the House of more than 400 years. Those retirements, combined with the defeat of other members, resulted in a relatively large contingent of new members: 37 new members were elected and two former members were re-elected. In the last two parliaments—that is, since 2013—there has been a turnover of more than half the House. The effect of this on the assistance the department provides to members with their work in the Chamber and on committees has been significant.

One way in which we seek to orient new members is at a two-day seminar that provides an overview of the work of the House and committees and information about services and facilities available to members. All of the newly elected members attended the seminar, which was held in mid-August 2016 before the first sitting of the House. Feedback from participants was overwhelmingly positive.

The Forty-fifth Parliament was officially opened on 30 August 2016 with a Welcome to Country by local Indigenous people, followed by the swearing-in of members and the Governor-General's opening speech.

The reporting year has been a busy one for the department in terms of staffing. There was a higher than usual turnover of staff, including the departure of some senior employees with many years of experience. To maintain the required staffing levels, the department undertook significant recruitment activity. We also continued our focus on professional development of new and existing staff and strengthening our culture of leadership. A renewed leadership statement was launched in April 2017 and a reinvigorated leadership development program was implemented for staff at most levels.

At the end of 2016 and in early 2017 some changes were made to the department's structure. In December 2016, I approved the creation of an additional senior executive position dedicated to providing enhanced procedural capacity-building for members and staff. Priorities for the new Clerk Assistant (Procedure) are to oversee the completion of the seventh edition of *House of Representatives Practice* and to focus on processes for the future production of that key procedural document. As the definitive guide on matters of practice and procedure in the House, it is an invaluable resource for members and staff. I anticipate that the new edition will be ready for publication in 2017–18. Priority is also being given to diversifying the content, format and delivery of procedural guidance and other materials for both members and staff.

The other significant change was the co-location of the Parliamentary Skills Centre with the International and Parliamentary Relations Office. This move consolidates and rationalises the department's support for international parliamentary engagement and parliamentary capacity-building.

The opening of the new parliament heralded the resumption of business-as-usual activities for the department. In the first few weeks of the Forty-fifth Parliament, members were appointed to committees, and by the end of 2016 a busy program of committee inquiries was well underway. In the latter part of 2016, the annual program of official parliamentary delegations gained momentum, and a full program of incoming and outgoing delegations commenced in earnest in early 2017.

A very positive feature of 2016–17 was the increased level of engagement and cooperation among the four parliamentary departments. The department heads held regular formal and informal meetings, culminating in our joint endorsement of the Australian Parliament's *Strategic plan for the parliamentary administration*. The plan brings together the key priorities across the whole of the parliamentary administration, identifying shared goals and formalising a collaborative approach to achieving optimal outcomes in providing support and services for the parliament.

In addition to the resumption of business, a number of notable events occurred in 2016–17 that warrant mention.

In October 2016, the House welcomed His Excellency Lee Hsien Loong, Prime Minister of the Republic of Singapore. In an engaging address to members, senators and guests, he emphasised the close association and warm relations that exist between Singapore and Australia. The address was well supported by staff of the department.

In March 2017, Dr Rosemary Laing, Clerk of the Senate, retired after a distinguished career in parliamentary service. Throughout her tenure as Clerk, Dr Laing exemplified all of the best qualities of a parliamentary officer, with professionalism, a dedication to the institution and a commitment to providing the highest quality of service.

On 23 May 2017, the Address in Reply was presented to the Governor-General. As the formal acknowledgement from the House of the Governor-General's speech given at the opening of parliament, it signified the end of formalities associated with the commencement of the Forty-fifth Parliament. Again, the event was well supported by staff of the department.

Finally, at a meeting convened by the Presiding Officers in June 2017, members and senators in attendance agreed unanimously to apply to reconstitute the Commonwealth of Australia Branch of the Commonwealth Parliamentary Association. The formal process for the branch to be recognised by the association's governing body is now in train.

Looking to the year ahead, 2017–18 promises to be another busy one, as is typical of the middle years in the parliamentary cycle. Acknowledging that the experience, expertise and hard work of staff are crucial, the department continues to consult with staff on a new enterprise agreement. It is anticipated that an agreement will be finalised and implemented early in 2017–18.

I have noted over the years since I have been Clerk the pressure on the department's budgetary position. A most welcome development in the 2017–18 budget process was the government's commitment of additional funding over the next four years for the department's core work of supporting the Chamber, Federation Chamber and parliamentary committees. I am pleased that all of the additional funding we sought has been allocated. This means that we are well placed to respond effectively to the opportunities and challenges that will inevitably arise in the years ahead.

In closing, I would like to thank the Speaker for his support to me and the department over the year and the support and encouragement we have had from members of the House.

# Departmental overview

## Purpose

The department's purpose as set out in its 2016–17 corporate plan is:

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

## Role and functions

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

During 2016–17, the department continued in its role as a service department for the parliament, supporting the work of the House of Representatives, its members and committees, and some joint committees (comprising members of both the House and the Senate).

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

## Departmental structure

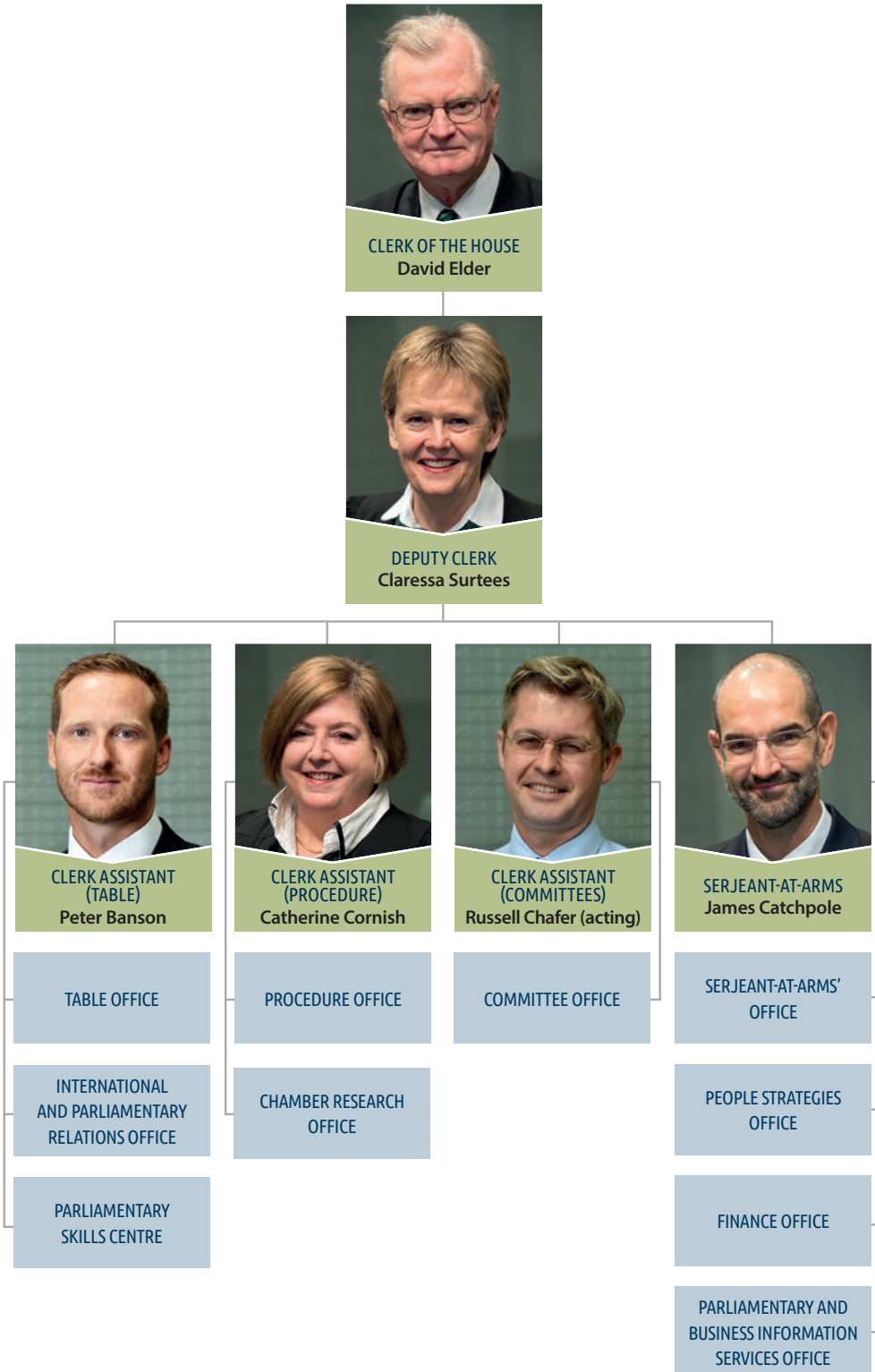
The department is managed by its Executive: the Clerk, Deputy Clerk, Clerk Assistant (Table), Clerk Assistant (Procedure), Clerk Assistant (Committees) and Serjeant-at-Arms.

Two changes were made to the department's organisational structure during the year. In December 2016, to support an enhanced focus on parliamentary procedural capacity-building for members and departmental staff, the Clerk approved an additional Senior Executive Service Band 1 position for a designated Clerk Assistant (Procedure). The position is established for an 18-month period, and the Clerk Assistant (Procedure) assumed responsibility for the Procedure Office and the Chamber Research Office. The Chamber Research Office previously reported to the Clerk Assistant (Table).

The second change was the Parliamentary Skills Centre's co-location with the International and Parliamentary Relations Office, which consolidated the department's support for international parliamentary engagement and parliamentary capacity-building. The two areas are now under the same director and report to the Clerk Assistant (Table).

Figure 1 shows the department's organisational structure at 30 June 2017.

Figure 1 Departmental structure at 30 June 2017





## Roles and responsibilities of the Executive

### *Clerk*

The Clerk is the most senior official of the department. The Clerk is the principal adviser to the Speaker, and is responsible for leading 153 departmental staff members who provide administrative and procedural advice to the House, its committees and its international and domestic liaison services.

### *Deputy Clerk*

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

### *Clerk Assistant (Table)*

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

### *Clerk Assistant (Procedure)*

The Clerk Assistant (Procedure) is responsible for the Procedure Office and the Chamber Research Office. Those offices provide procedural research and publications on the work of the House and its institutional role. The Clerk Assistant (Procedure) also contributes to the House's parliamentary strengthening activities related to parliamentary procedure.

### *Clerk Assistant (Committees)*

The Clerk Assistant (Committees) is responsible for the Committee Office, which provides a range of support services to House committees and to some joint committees.

### *Serjeant-at-Arms*

The Serjeant-at-Arms is responsible for the corporate areas of the department, which provide support and a range of services for members and for departmental staff. The Serjeant-at-Arms has a key role in managing 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 2016–17 Portfolio Budget Statements.

The department has one outcome:

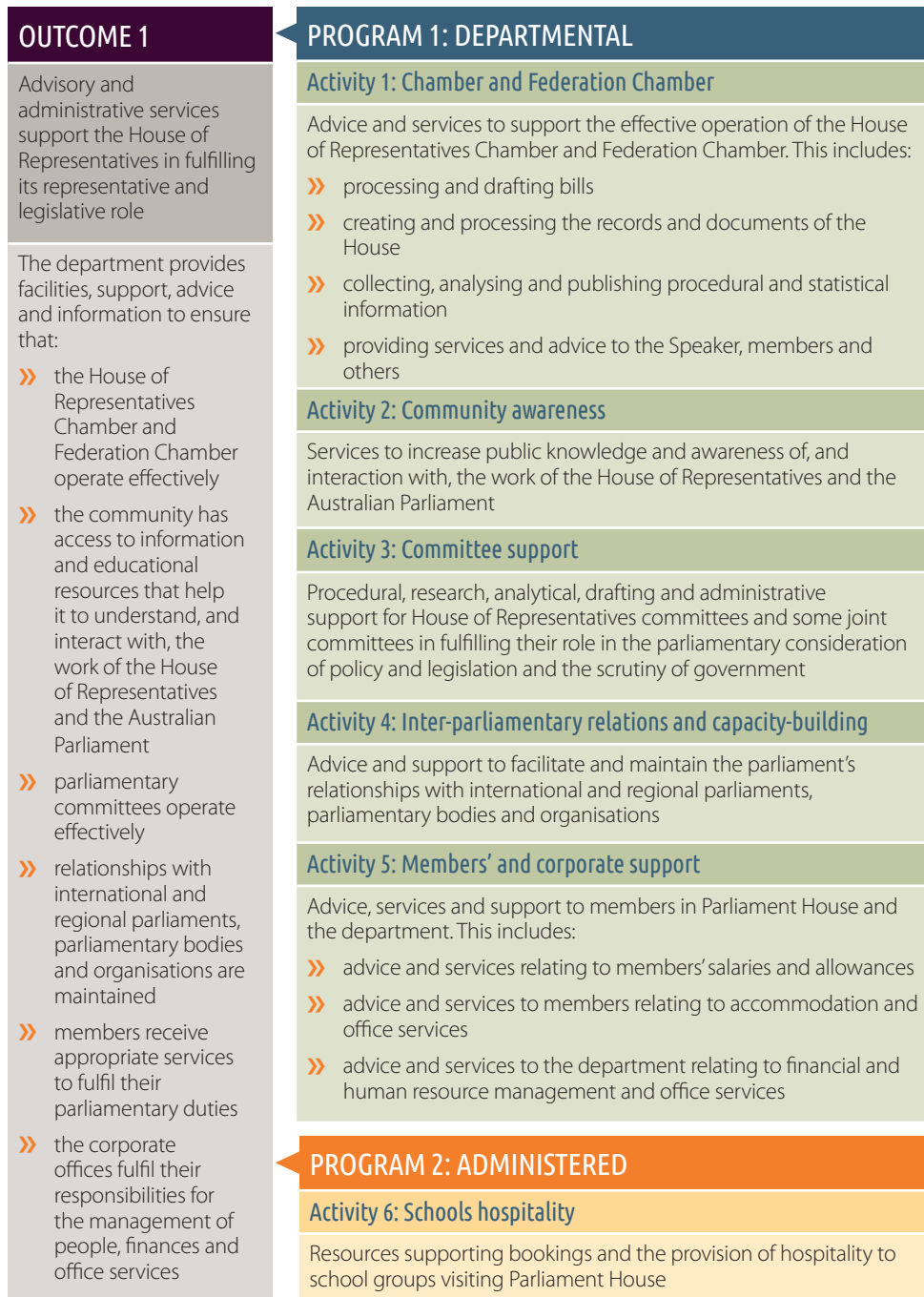
Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.

The department has two programs:

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

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

**Figure 2 Outcome and program structure, 2016–17**



# Financial performance

The department ended the 2016–17 financial year reporting a surplus attributable to the Australian Government of \$2.316 million. The net cash position (after deducting depreciation and amortisation expenses of \$0.909 million) was a surplus of \$1.407 million.

There were two reasons for this result:

- » The 2016–17 federal budget included supplementary funding of \$2.368 million for the department. The department also recognised revenue from government relating to the prior year of \$1.016 million, making a total of \$3.384 million in additional available appropriation for 2016–17.
- » Expenditure can vary significantly over the three-year parliamentary cycle due to fluctuations in the level of departmental activity (see Figure 3). As the Forty-fifth Parliament commenced during the first quarter of the reporting period, expenditure remained low until the second half of the financial year. The main stimulus to expenditure is employee costs. Depending on the sitting pattern and the number of committees supported, the department may undertake an extensive recruitment process at the start of each new parliament. The department reached full staffing capacity in February 2017.

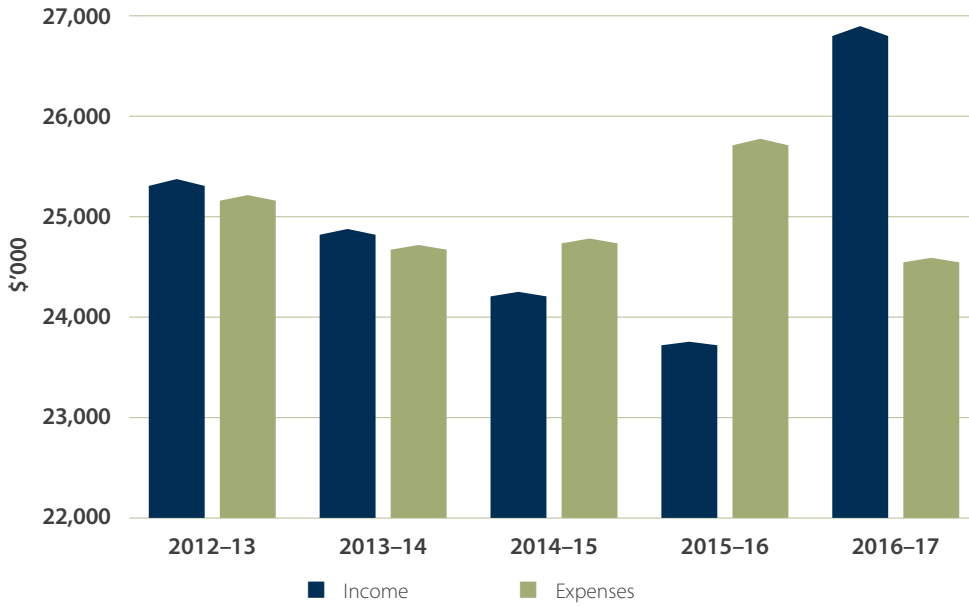
The increase in funding was very welcome, relieves financial pressure and ensures appropriate allocation of resources to support business-as-usual operations. The department's own-source revenue decreased as a result of the completion of external funding contracts from the Department of Foreign Affairs and Trade for Pacific parliamentary development programs; no new programs were established and other programs were not able to be progressed due to the timing of the general election. The amount of revenue recognised in relation to these programs corresponds to the amount of expenses incurred during the financial year.

The department's financial position has remained strong, with appropriation receivable totalling \$14.742 million. The department undertook a materiality review of its carrying value of the property, plant and equipment asset class. The independent valuer's report concluded that there was no material difference between the fair value and the carrying value of this asset class. Asset additions during the year related to the office furniture replacement project. Replacement of items in the staff areas of members' offices commenced in late 2015 and will conclude in July 2018.

Total liabilities rose slightly as a result of the calculation of leave balances in employee provisions and an increase in the payables for accrued salaries and wages due to the timing of the final payroll payment for the year.

The estimates for 2017–18 indicate that the department has sufficient resources to continue to support members, the House and committees. The department will continue to innovate and keep pace with technological change in order to sustain the quality of its service delivery.

Figure 3 Financial performance, 2012-13 to 2016-17





# Part 2

## Performance

Annual performance statement	12
Chamber and Federation Chamber	27
Community awareness	41
Committee support	47
Inter-parliamentary relations and capacity-building	55
Members' and corporate support	60
Schools hospitality	66

# Annual performance statement

## Introductory statement

I, as the accountable authority of the Department of the House of Representatives, present the department's 2016–17 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.

**David Elder, Clerk of the House**

## Purpose

The department's purpose, as set out in its 2016–17 corporate plan, is to support the House of Representatives, and the wider Parliament, in the role of a representative and legislative body by providing expert advice and services of a high standard (Outcome 1).

## Data sources

The results and analysis presented in this annual performance statement are based on data from several sources. These include a survey of members of the House, interviews with new members who were elected to the House in 2016, and a survey of departmental staff. Data from these sources has been supplemented with formal and informal feedback from stakeholders, including the Presiding Officers, visiting dignitaries and external clients, such as seminar participants and beneficiaries of the department's inter-parliamentary capacity-building activities.

## Members' survey

In previous years, 30 members of the House were randomly selected for survey and interview to gauge their level of satisfaction with the advice and services provided by the department. In 2017, for the first time, all 150 members were invited to complete an online questionnaire; hard copies were available on request. The survey was open from 20 March to 30 June 2017 and members were advised that their responses would be anonymous.

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

- » the quality and timeliness of chamber procedural support and advisory services
- » the quality and availability of procedural and statistical publications, and support to obtain these
- » the quality and timeliness of parliamentary committee advice and services
- » the standard of committee reports
- » support for participation in official international delegations
- » support for their House of Representatives office accommodation
- » support for their salary payments.



Members could provide specific comments about each service and, at the end of the survey, they were invited to provide additional comments on any aspect of services.

A total of 24 members completed the online questionnaire, a response rate of 16 per cent. There were no requests for the survey in hard copy.

### ***New members' interviews***

To complement the members' survey, the 37 members newly elected to the House in 2016 were invited to participate in in-depth face-to-face interviews. The members were advised that the department was conducting the interviews to get feedback on the level and quality of its advice, information and services, and to gain an insight into service provision, particularly as it relates to new members. Areas covered in the interviews were:

- » the usefulness of the new members' seminar held in August 2016
- » the timeliness and quality of advice and support received in relation to participation in the Chamber and Federation Chamber
- » the quality, availability and usefulness of any procedural publications and resources
- » the quality and usefulness of advice and support received in relation to work on parliamentary committees
- » the support received from the Serjeant-at-Arms' Office in relation to accommodation in Parliament House and support services such as transport, stationery, salaries and allowances
- » any additional advice or support or services that would assist new members in adapting to the role of a member.

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

Interviews were conducted in May and June 2017 with 26 new members, a participation rate of 70 per cent.

### ***Staff survey***

The departmental staff survey for 2016–17 was available online from 30 June to 21 July 2017. Staff were advised that the survey would assist the department in gauging the level of staff satisfaction with current conditions. Staff were also advised that results of the survey would be distributed to staff, addressing key trends, but that individual responses would not be identified.

A total of 111 staff responded to the survey, a participation rate of 73 per cent.

### ***Other data sources***

At the commencement of the Forty-fifth Parliament, a register of feedback on departmental supports and services was established. The register is used to record oral and written comments received during the year, and includes feedback from members, their staff, participants in official parliamentary delegations and visiting dignitaries.



### Activity information

The department monitors its work output by collecting information on specific activities throughout the year. 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.

## Results

### Activity 1: Chamber and Federation Chamber

<b>Performance criterion</b>	<b>Target</b>
Level of satisfaction among surveyed members with the quality and timeliness of chamber support and advisory services	99 per cent satisfied
<b>Criterion source</b>	
2016–17 corporate plan, p. 18; 2016–17 Portfolio Budget Statements, p. 18	
<b>Result against performance criterion</b>	
Target met. One hundred per cent of members who responded to the members' survey indicated satisfaction. Feedback from new members was largely consistent with the survey results. The majority of new members interviewed reported a high degree of satisfaction and some commented specifically on the professionalism and helpfulness of chamber support staff. However, a few new members indicated that they were unsure about the extent and nature of the support and advisory services available through the department for their chamber work.	
<b>Performance criterion</b>	<b>Target</b>
Level of satisfaction among surveyed members with the quality and availability of procedural and statistical publications, and support in obtaining such information	99 per cent satisfied
<b>Criterion source</b>	
2016–17 corporate plan, p. 18; 2016–17 Portfolio Budget Statements, p. 18	
<b>Result against performance criterion</b>	
Target met. One hundred per cent of members who responded to the members' survey indicated satisfaction. Feedback from new members on this criterion was varied. Some indicated that they were satisfied with the quality and availability of the department's procedural and statistical publications. Others indicated that they did not use the publications much, and it appeared that some new members were not aware of the range of publications and resources available to them. A small number commented that they found it difficult to locate the resources on the department's internet and intranet systems.	

### Activity 1: Chamber and Federation Chamber (continued)

<b>Performance criterion</b>	<b>Target</b>			
Percentage of chamber support service standards met for sittings of the House and meetings of the Federation Chamber, with no significant errors	100 per cent			
<b>Criterion source</b>				
2016–17 corporate plan, p. 18; 2016–17 Portfolio Budget Statements, p. 18				
<b>Result against performance criterion</b>				
Target met. Chamber support service standards were met, with no significant errors identified.				
<b>Performance criterion</b>	<b>Target</b>			
Percentage of bills, votes, messages, and documents processed within deadlines and with no significant errors	100 per cent			
<b>Criterion source</b>				
2016–17 corporate plan, p. 18; 2016–17 Portfolio Budget Statements, p. 18				
<b>Result against performance criterion</b>				
Target met. Processing of proposed legislation and other business was completed within agreed timeframes and no significant errors were identified.				
<b>Activity measures (no targets set)</b>				
<b>Source</b>				
2016–17 corporate plan, p. 17				
<b>Measure and results</b>				
	<b>2013–14<sup>a</sup></b>	<b>2014–15</b>	<b>2015–16</b>	<b>2016–17<sup>a</sup></b>
Number of sittings of the House	53	77	60	64
Number of meetings of the Federation Chamber	40	57	41	59
Number of bills introduced	182	203	162	248
a. Election year.				

### Activity 2: Community awareness

<b>Performance criterion</b>				
Level of satisfaction among surveyed members with community outreach initiatives in raising awareness of the work of the parliament	<b>Target</b>			
	95 per cent satisfied			
<b>Criterion source</b>				
2016–17 corporate plan, p. 19; 2016–17 Portfolio Budget Statements, p. 18				
<b>Result against performance criterion</b>				
New measures are being developed for this criterion.				
The members' survey did not include a question on members' satisfaction with community outreach initiatives. In 2017 the department reviewed its performance measures to develop a more meaningful framework. Revised measures for community awareness based on quantitative data measuring the level of public interaction with published material on the work of the House, and levels of satisfaction with seminars offered to external clients, have been included in the 2017–18 corporate plan.				
<b>Performance criterion</b>				
Number of participants in community awareness programs and subscribers to digital services	<b>Target</b>			
	Number of participants and subscribers continues to increase over time			
<b>Criterion source</b>				
2016–17 corporate plan, p. 19; 2016–17 Portfolio Budget Statements, p. 18				
<b>Result against performance criterion</b>				
Target met.				
The number of participants in community awareness programs continues to grow over time. The department has progressively expanded its seminar program by creating tailored seminars to meet the needs of specific clients. The department continues to raise awareness through a range of digital publications, and use of those publications has increased over time.				
The department is developing a methodology for measuring different types of community engagement with its various digital platforms and will provide that information in future reporting.				
<b>Activity measure (no target set)</b>				
<b>Source</b>				
New activity measure				
<b>Measure and results</b>				
	<b>2013–14<sup>a</sup></b>	<b>2014–15</b>	<b>2015–16</b>	<b>2016–17<sup>a</sup></b>
Number of seminars conducted	5	7	8	9
a. Election year.				

### Activity 3: Committee support

<b>Performance criterion</b>					<b>Target</b>
Level of satisfaction among surveyed committee members with the thoroughness, accuracy and timeliness of advice and services provided					90 per cent satisfied
<b>Criterion source</b>					
2016–17 corporate plan, p. 20; 2016–17 Portfolio Budget Statements, p. 18					
<b>Result against performance criterion</b>					
Target met.					
Ninety-six per cent of respondents to the members' survey indicated satisfaction. One member commented that briefing material was sometimes circulated only a short time before meetings, allowing little time for committee members to review and consider the content.					
Feedback from new members was consistent with the survey results. Overall, new members expressed high levels of satisfaction with committee support services, commenting on the professionalism of secretariat staff. A small number, however, noted that briefing materials were sometimes circulated only a short time ahead of meetings.					
<b>Performance criterion</b>					<b>Target</b>
Level of satisfaction among surveyed committee members with the standard of committee reports					90 per cent satisfied
<b>Criterion source</b>					
2016–17 corporate plan, p. 20; 2016–17 Portfolio Budget Statements, p. 18					
<b>Result against performance criterion</b>					
Target met.					
One hundred per cent of members who responded to the members' survey indicated satisfaction. Feedback from new members was consistent with the survey results. Responses indicated a high level of satisfaction with the quality of reports and other written material produced by the committee staff.					
<b>Activity measures (no targets set)</b>					
<b>Source</b>					
2016–17 corporate plan, p. 20					
<b>Measure and results</b>					
	<b>2013–14<sup>a</sup></b>	<b>2014–15</b>	<b>2015–16</b>	<b>2016–17<sup>a</sup></b>	
Number of committee meetings <sup>b</sup>	327	574	555	541	
Hours of meetings <sup>b</sup>	619	1,018	912	845	
Number of committee reports <sup>b</sup>	21	70	72	46	
a. Election year.					
b. Excludes internal committees.					

### Activity 4: Inter-parliamentary relations and capacity-building

<b>Performance criterion</b>	<b>Target</b>
Level of satisfaction of Presiding Officers with arrangements for incoming and outgoing delegations	Very satisfied
<b>Criterion source</b>	
2016–17 corporate plan, p. 22; 2016–17 Portfolio Budget Statements, p. 18	
<b>Result against performance criterion</b>	
Target met.	
Good feedback was received from the Presiding Officers and their offices on arrangements for incoming and outgoing delegations during the year, including the Presiding Officers' own travel. In particular, the Presiding Officers were very satisfied with arrangements made for the MIKTA (Mexico, Indonesia, Republic of Korea, Turkey and Australia) Speakers' Consultation hosted by the Australian Parliament and conducted in Tasmania.	
<b>Performance criterion</b>	<b>Target</b>
Level of satisfaction among delegates and diplomatic representatives with arrangements for incoming and outgoing delegations	Very satisfied
<b>Criterion source</b>	
2016–17 corporate plan, p. 22; 2016–17 Portfolio Budget Statements, p. 18	
<b>Result against performance criterion</b>	
Target met.	
Eighty-nine per cent of respondents to the members' survey were satisfied with participation in official delegations. Comments indicating dissatisfaction related to limited opportunities for members to participate, rather than dissatisfaction with the quality of support for members who participated in outgoing delegations.	
Very good verbal and, for incoming delegations, written feedback from delegations and diplomatic representatives was received during the year. For outgoing delegations, feedback suggested members were very satisfied with arrangements. Post-visit feedback from delegates and Australian embassies and high commissions also indicated that visit objectives were met.	
<b>Performance criterion</b>	<b>Target</b>
Level of satisfaction among parliaments in the Pacific region with the training and any equipment purchases provided	Very satisfied
<b>Criterion source</b>	
2016–17 corporate plan, p. 22; 2016–17 Portfolio Budget Statements, p. 18	

### Activity 4: Inter-parliamentary relations and capacity-building (continued)

#### Result against performance criterion

Target met.

Survey feedback from participants in the Inter-Parliamentary Study Program conducted for staff of other parliaments, participants in the Australia–Samoa Parliamentary Partnerships Seminar Series and participants in the ‘Outrigger’ facilitators’ workshop under the Pacific Women’s Parliamentary Partnerships Project indicated a very high degree of satisfaction with the training provided.

An item of equipment was provided to the Niue Parliament and support to attend training in Australia was provided to the Cook Islands Parliament from the Pacific Parliamentary Partnerships Fund. The parliaments were satisfied with this support. Other equipment and training purchases supported from the fund were deferred in 2016–17 while a review of the fund was undertaken.

#### Activity measure (no target set)

Levels of participation in parliamentary organisations

#### Source

2016–17 corporate plan, p. 21

#### Result

The department continued to support Australia’s membership in international parliamentary associations, including active participation in relevant conferences and general assemblies, such as the Inter-Parliamentary Union General Assembly and the Asia–Pacific Parliamentary Forum.

The department provided significant ongoing support for other parliamentary organisations, including the Australia and New Zealand Association of Clerks-at-the-Table and the Australasian Study of Parliament Group.

#### Activity measures (no targets set)

#### Source

2016–17 corporate plan, p. 21, and new activity measure

#### Measures and results

	2013–14 <sup>a</sup>	2014–15	2015–16	2016–17 <sup>a</sup>
Number of delegations managed	33	48	47	46
Number and nature of non-delegation study programs and other activities:	34	44	29	19
occasions equipment supplied to Pacific parliaments	9	7	7	1
staff attachments and study visits	19	32	18	13
conferences, seminars and workshops	6	5	4	5

a. Election year.

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

<p><b>Performance criterion</b></p> <p>Level of satisfaction among members, their staff and departmental staff with the provision of accommodation and office support services</p>	<p><b>Target</b></p> <p>95 per cent satisfied</p>
<p><b>Criterion source</b></p> <p>2016–17 corporate plan, p. 24; 2016–17 Portfolio Budget Statements, p. 18</p>	
<p><b>Result against performance criterion</b></p> <p>Target not fully met.</p> <p>Ninety-one per cent of respondents to the members' survey indicated satisfaction. Some members raised issues with office support services that are the responsibility of other entities, including the Department of Parliamentary Services (DPS) and the Department of Finance.</p> <p>Feedback from new members was consistent with the survey result, also covering services provided by other government entities. The majority of members interviewed were satisfied with their office accommodation and office support services. Suggestions for improvement related to refurbishment of members' offices and access to stationery.</p> <p>Eighty-seven per cent of departmental staff who responded to the 2016–17 staff survey indicated that they were satisfied that they had the materials and equipment they needed to do their work, and 89 per cent indicated that they were satisfied with the working environment.</p>	
<p><b>Performance criterion</b></p> <p>Percentage of variations to salary and allowances and salary increases processed accurately</p>	<p><b>Target</b></p> <p>99 per cent</p>
<p><b>Criterion source</b></p> <p>2016–17 corporate plan, p. 24; 2016–17 Portfolio Budget Statements, p. 18</p>	
<p><b>Result against performance criterion</b></p> <p>Target met.</p> <p>More than 99 per cent of variations to salary and allowances and salary increases for members and for departmental staff were processed accurately.</p> <p>While the members' survey did not ask about the accuracy of processing of salary and allowance variations, members were invited to comment on their satisfaction with the support provided by the department for salary payments. Eighty-eight per cent of the respondents indicated that they were satisfied. Reference was made in comments to two occasions when members had not been satisfied with the department's processing of superannuation variations.</p> <p>Feedback from new members was consistent with the survey findings. The majority of members interviewed indicated that they were satisfied with support for salary payments.</p>	



### Activity 5: Members' and corporate support (continued)

<p><b>Performance criterion</b></p> <p>Financial resources are managed efficiently and effectively, and expenditure levels are constrained within budgetary allocations</p>	<p><b>Target</b></p> <p>Budget variances kept to within +/-2 per cent of total departmental expenses</p>
<p><b>Criterion source</b></p> <p>2016–17 corporate plan, p. 24; 2016–17 Portfolio Budget Statements, p. 18</p>	
<p><b>Result against performance criterion</b></p> <p>Target not fully met.</p> <p>The department ended the 2016–17 financial year with a surplus. Variances in employee benefits and supplier expenses reflect an underspend against the budget of more than 2 per cent.</p> <p>The timing of the election and the commencement of the Forty-fifth Parliament at the beginning of the financial reporting period meant that staffing and activity levels did not return to normal until the second half of 2016–17. The department's financial position as at 30 June 2017 remains sound.</p>	
<p><b>Activity measures (no targets set)</b></p>	
<p><b>Source</b></p> <p>2016–17 corporate plan, p. 23</p>	
<p><b>Measure and results</b></p>	
	<p><b>2013–14<sup>a</sup></b>    <b>2014–15</b>    <b>2015–16</b>    <b>2016–17<sup>a</sup></b></p>
Number of Parliament House suite-related services provided to members	<p>735            331            361            617</p>
Number of transport services provided to members	<p>11,710        15,995        13,129        14,892</p>
Timeliness of transport services provided to members	<p>Feedback from members suggests general satisfaction with the timeliness of transport services, with a number of suggestions for enhancements</p>
Monthly budget reporting to the Executive and quarterly financial reporting to the department	<p>All budget reporting obligations to the Executive and the department were met</p>
<p>a. Election year.</p>	

### Activity 6: Schools hospitality

<b>Performance criterion</b>	<b>Target</b>			
Percentage of visiting school groups provided hospitality in accordance with booking	100 per cent			
<b>Criterion source</b>				
2016–17 corporate plan, p. 25				
<b>Result against performance criterion</b>				
Target met.				
A total of 117,654 students toured Parliament House during the reporting period. Of those students, 88,169 participated in a Parliamentary Education Office program and 95,887 requested and received hospitality. In 2016–17, there were no reports of instances where hospitality was not provided to school groups that had requested it.				
<b>Activity measures (no targets set)</b>				
<b>Source</b>				
2016–17 corporate plan, p. 25				
<b>Measure and results</b>				
	<b>2013–14<sup>a</sup></b>	<b>2014–15</b>	<b>2015–16</b>	<b>2016–17<sup>a</sup></b>
Number of visiting school groups	Data unavailable	2,144	2,155	2,153
Total number of visiting students	113,709	120,216	115,774	117,654
Number of students provided hospitality	Data unavailable	100,236	94,986	95,887
a. Election year.				

## Analysis

This analysis of the department's performance draws on quantitative data from the 2017 members' survey. While that data provides a valuable gauge of satisfaction, a degree of caution is required given the relatively small number of respondents—24 out of a possible 150—and the fact that participants were self-selected, rather than randomly selected. The qualitative information from comments in the members' survey and from interviews with new members provides useful context, revealing a more nuanced picture of the department's performance.

Collectively, results from the members' survey and feedback from interviews with new members indicate that the department performed well in supporting its core activities during 2016–17—namely, providing expert advice and services of a high standard to the House, and the wider parliament, to achieve its purpose as a representative and legislative body.

### Chamber and Federation Chamber

Quantitative data from the members' survey indicates that support provided for the Chamber and Federation Chamber met performance targets for quality and timeliness. The target for members' satisfaction with procedural and statistical support was also met.

Departmental service standards for sittings of the Chamber and Federation Chamber were achieved, and chamber documents were processed on time and without significant error.

Although encouraged by these positive results, the department is acutely aware that its reputation rests on providing services that are of a consistently high standard, and that we continue to meet changing stakeholder expectations. For these reasons, the department is committed to continuous improvement. Therefore, drawing on qualitative feedback from the members' survey and from the new members' interviews, the department has identified some areas where support and services can be improved or extended.

Comments from new members indicate that there is scope to enhance aspects of the department's procedural and statistical publications. To address the feedback, the department will continue to diversify the content and format of procedural information so that it better meets specific requirements, and renew efforts to ensure that the material is readily accessible and members are kept informed about the full range of resources available to them. This will remain a strong focus in 2017–18 for the recently established position of Clerk Assistant (Procedure) (see page 3).

### ***Community awareness***

Increasing community awareness of the work of the House and of committees is an evolving area of the department's activities. Although for most performance criteria members are the primary stakeholders, the stakeholder group for outreach activities is largely external, extending to the entire Australian community and beyond. A 2017 review of the department's performance measures recommended changing the criteria and assessment methodology to recognise the breadth of the stakeholder group. In view of this, the 2017 members' survey did not include an assessment of members' satisfaction with the department's community awareness activities.

Available activity information for community awareness suggests that engagement continues to grow, with increased demand for seminars and increased subscriptions across digital platforms. The department's 2017–18 corporate plan includes revised performance measures for community awareness, which will provide the basis for future reporting.

### ***Committee support***

Data from the members' survey indicates that support for committees met performance targets for quality and timeliness. Members' comments about their experiences with committees were broadly positive. However, some members suggested that committee services could be enhanced, noting that on occasion committee meeting papers were circulated close to the meetings, giving members a relatively short time to read and absorb the content. Advice regarding this feedback from members has been discussed with committee secretariats by the Clerk Assistant (Committees) and options to address this issue have been developed.

### ***Inter-parliamentary relations and capacity-building***

The members' survey indicated a high level of satisfaction with the department's support for official delegations, which is provided as part of its inter-parliamentary relations activities. Oral and written feedback from participants of incoming delegations and from diplomatic representatives involved in the 2016–17 official delegation program was overwhelmingly positive, as was the feedback from the Presiding Officers, who are responsible for overseeing the delegation program.

Two respondents to the members' survey commented on the limited opportunities to participate in official delegations. Although the department manages the administrative arrangements for delegations, and has a role in developing a delegation program for review and endorsement by the Presiding Officers, a finite number of delegation places are available each year. While all members can express interest in participating in official delegations, delegation appointments are not determined by the department.

During the year the department supported a range of capacity-building activities for overseas parliaments, including professional development activities for members and staff. Assistance was also provided through small-scale equipment purchases to support the work of members and staff of Pacific parliaments. Formal surveys of participants in professional development activities and feedback from recipients of other capacity-building assistance suggests a high level of satisfaction.

### ***Members' and corporate services***

Results from the members' survey on satisfaction with accommodation and office services, and from the annual staff survey, indicate that the department did not fully achieve its target. Context provided by the qualitative information in the members' survey, which was broadly supported by the interviews with new members, reveals that while there is scope to improve some services, the department needs to promote what is already available so that members are aware of the full range of services available to them. The limited comments in the staff survey do not identify specific concerns that departmental staff have with their accommodation and office services, but these matters can be followed up through other avenues.

To some extent, the result recorded for accommodation and office services reflects members' dissatisfaction with a number of services that the department is not responsible for (for example, office cleaning services and ICT services). The substance of the comments on these matters has been provided to the responsible entity.

The department processes salaries and allowances for members and for departmental staff. The department met its target in terms of accuracy of processing salaries and allowances. While processing errors are extremely uncommon, one administrative error during the reporting period resulted in overpayment of a salary-of-office allowance to a member. The excess amount is being recouped from the member. The department acknowledges feedback from members noting two occasions of dissatisfaction with handling of superannuation payments. Again, qualitative information from the members' survey and the new members' interviews reveals that, to some extent, feedback relates to services that the department does not provide (for example, processing of members' entitlements). Advice on members' feedback on these matters has been provided to the responsible entity.

Due to a budgetary underspend, representing a variation of more than 2 per cent, the target for management of financial resources was not met. The underspend was mainly due to the timing of the 2016 election and the lead time for resumption of full activities following the commencement of the new parliament. More detailed information on the 2016–17 budgetary variations, and a comprehensive explanation of the reasons, is provided in the financial statements (page 122). In 2017–18, the department will require more detailed quarterly variance reporting on expenditure from each work area. The new arrangements will help to increase the financial reporting capability of staff with budgeting responsibilities and enable the department to more closely monitor expenditure as the year progresses.

### ***Schools hospitality***

Schools hospitality is a collaborative effort between parliamentary departments. The department provides a booking service for school groups, and liaises with the Department of the Senate (which hosts the Parliamentary Education Office) and with DPS (which provides a guide service and hospitality for students in school groups where hospitality has been requested). Data about hospitality provision relies on exception reporting from DPS or school groups. Post-visit feedback from schools suggests that the target was met.

### ***Activity information***

A review of activity information for the four years from 2013–14 to 2016–17 (where available) gives an indication of the extent to which the department's work is affected by the parliamentary cycle. Elections held in September 2013 and in July 2016 affected levels of chamber activity, with reductions in the number of sittings and the number of bills introduced associated with the periods of inactivity while the House was dissolved. Committee work output was also affected, with fewer meetings and reports, largely due to lower levels of activity while new committees were being established and work programs determined. Increased activity for suite services was noticeable in election years, associated with the departure of members and with preparing suites for new members. Other work areas were less influenced by the parliamentary cycle. For example, the number of visiting students appears to have been substantially unaffected.

### ***New members' seminar***

Although not a discrete activity identified in the department's corporate plan, at the start of each new parliament the department holds an orientation seminar for members newly elected to the House. The program includes information on the role of a member, and guidance on the advice, facilities and services available to support members in their work as parliamentarians.

The new members' seminar for the Forty-fifth Parliament was held on 16–17 August 2017 and attended by all 37 new members plus one returning member. Feedback on the seminar was overwhelmingly positive. Participants commented that the seminar was well structured and presented and that they had benefited from attending. Notwithstanding, there were a number of suggestions for improving the new members' seminar for the start of the next parliament. Suggestions included increasing the procedural content, with a focus on the practical aspects of members' work in the chamber, and holding the seminar over two separate sessions, the first addressing 'need to know' matters and a follow-up session some time later dealing with matters that are less time-critical. The department will consider that and other feedback when organising the new members' seminar program for the next parliament.

### *The year ahead*

In 2017, the department's independent internal auditor reviewed the department's performance measures framework to improve its reporting under the enhanced Commonwealth performance framework. The review led to the development of a refined and more meaningful performance framework, with a revised purpose statement and more rigorous processes to collect information to assess performance. The revised purpose statement and performance measures are presented in summary in the department's 2017–18 Portfolio Budget Statements, and in more detail in the department's 2017–18 corporate plan.

The department acknowledges that a greater number of responses to the members' survey would have resulted in increased confidence in reporting against some of the key performance measures. Ahead of next year's members' survey, the department will consider its dissemination and follow-up processes with a view to improving response rates. Recognising also the value of the more detailed feedback obtained from face-to-face interviews, the department will continue to supplement the members' survey with interviews with specific groups of members.

# Chamber and Federation Chamber

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

During the reporting period, the department met the additional demands associated with the opening of the Forty-fifth Parliament following the double-dissolution election. The offices' role included providing resources on House procedure to support the orientation seminar for new members. We also continued to:

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

In 2016–17, the budget allocation for this activity was \$3.384 million and expenditure was \$3.210 million. Results against performance criteria are summarised in the annual performance statement (pages 14–15); staff levels are shown in Appendix 1.

In January 2017, some of the additional funding (\$2.1 million over four years) received in 2016–17 for parliamentary strengthening through publications and systems was used to create the role of Clerk Assistant (Procedure).

## An election year

Following the dissolution of the House on 9 May 2016, we completed a range of administrative activities, including finalising House records for the Forty-fourth Parliament. In preparation for the opening of parliament, we made arrangements for the swearing-in of all 150 members and the elections of Speaker, Deputy Speaker and Second Deputy Speaker. At the request of the incoming government, we drafted amendments to the standing orders, including changes to sitting hours and arrangements for private members' business.

## Performance summary

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

The annual survey of members was supplemented by interviews with all new members. Feedback from members on the range and standard of the services we provide was generally positive. This result was largely consistent with comments we 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 provides more detailed analysis of the results of the survey and interviews.

Statistics on sittings of the House and meetings of the Federation Chamber in 2016–17 and the two preceding years are shown in Table 1.

**Table 1 Performance summary, Chamber and Federation Chamber, 2014–15 to 2016–17**

Aspect of performance	2014–15	2015–16	2016–17 <sup>a</sup>
Number of sittings of the House	77	60	64
Number of meetings of the Federation Chamber	57	41	59
Hours of sittings of the House <sup>b</sup>	726	592	570
Hours of meetings of the Federation Chamber <sup>b</sup>	208	132	237
Number of bills introduced	203	162	248
Number of bills that passed both Houses and were assented to <sup>c</sup>	168	118	126

a. Election year.

b. Excludes suspensions and rounded to the nearest hour.

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

The Forty-fifth Parliament opened in August 2016, only slightly later than sittings would ordinarily resume after the winter recess, and the statistics therefore show only a slight reduction in the number of sittings of the House compared with an average year, and a slight increase on 2015–16. There were 64 sitting days in 2016–17, an increase of four days (6.7 per cent) on 2015–16. However, the total number of sitting hours in the House was lower, and the number of meeting hours in the Federation Chamber was higher, partly as a result of changes to the order of business (see the next paragraph). In 2016–17, the House sat for 22 fewer hours than in the previous year (3.7 per cent less time), and the Federation Chamber met for an additional 105 hours in comparison to the previous year (79.5 per cent more time). Legislative activity continued at a high rate during the period: 248 bills were introduced (compared with 162 in 2015–16) and 126 bills were passed by both Houses and assented to (118 in 2015–16).



Changes to the House's program in the new parliament included an earlier adjournment on Mondays and Tuesdays and a change to the order of business for the Federation Chamber, making the optional Tuesday afternoon meeting a permanent fixture and adding a further 2 hours and 45 minutes of private members' business on Monday afternoons.

Detailed information on the business of the House and the Federation Chamber is in Appendix 2 and in the department's publication *Work of the Session* (available on the Parliament of Australia website).

## Advice on practice and procedure

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

## Programming and coordination of business

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

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

Table 2 shows the number of questions in writing to ministers and answers that were processed by the House in the five years from 2012–13 to 2016–17.

**Table 2 Questions in writing to ministers and answers to questions in writing, 2012–13 to 2016–17**

	2012–13	2013–14 <sup>a</sup>	2014–15	2015–16	2016–17 <sup>a</sup>
Questions in writing <sup>b</sup>	411	201	633	1,310	761
Questions answered <sup>c</sup>	374	126	623	1,235	247

a. Election year.

b. Excludes questions withdrawn.

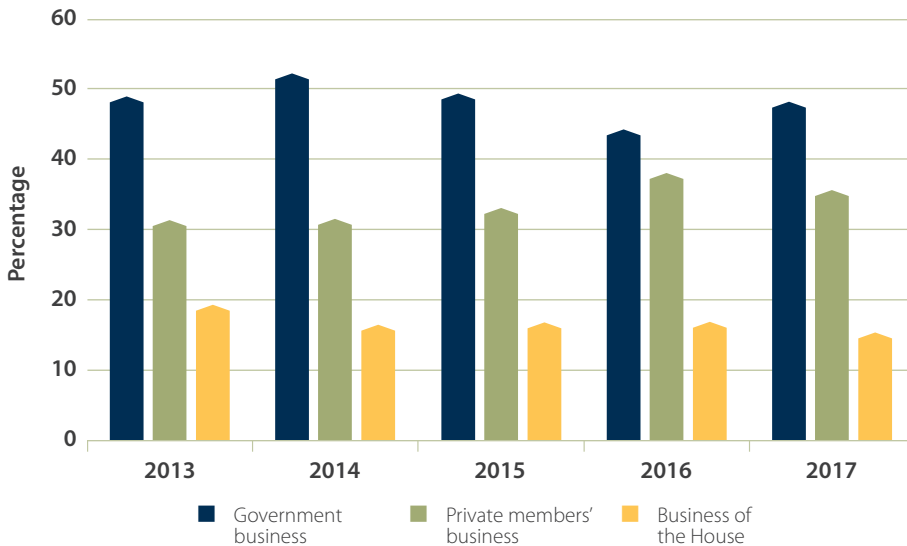
c. The responsibility for responding to questions in writing rests with the ministers to whom the questions are put.

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

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

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

**Figure 4 Government and private members’ business and business of the House (Chamber and Federation Chamber), 2013 to 2017**



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

## Processing and drafting of bills

### Legislation

Support for the legislative process in 2016–17 included our traditional responsibilities of:

- » receiving bills from the Office of Parliamentary Counsel and keeping them in custody under embargo before their introduction in the House
- » providing bills to ministers for introduction, and to all members in the Chamber after introduction
- » uploading bills, explanatory memorandums and proposed amendments to the Parliament of Australia website, and providing an over-the-counter service for access to hard copies of bills and associated material
- » processing all bills and amendments to bills:
  - » initiated in the House—from introduction to assent
  - » initiated in the Senate—from introduction in the House until passage by the House
- » providing a legislative drafting service for private members
- » preparing and delivering messages to the Senate. During 2016–17, we delivered 170 messages relating to the passage of bills (173 in 2015–16) and 30 other messages (21 in 2015–16)
- » preparing and issuing a Daily Bills List for each sitting day. The list provides cumulative information on the status of all bills before the parliament, or assented to in the current calendar year.

Chamber staff of both Houses continued to work with the developer of the bills system to maintain optimal levels of technical support. This included testing on upgrades to the system. Staff also provided input to the Bills System Advisory Group, which continued its role of overseeing the operational governance of the system, the quality of service and the fulfilment of business requirements.

Queries on the bills and legislation collection on the website totalled 1.6 million in 2016–17, representing 14.8 per cent of the 10.8 million queries made through ParlInfo Search.

During the year, 248 bills were introduced (162 in 2015–16), an increase of 53.1 per cent on the previous year. Of these, 239 were initiated in the House of Representatives and nine were received from the Senate. A total of 126 bills passed both Houses (118 in 2015–16), of which 121 were initiated in the House of Representatives (113 in 2015–16) and five in the Senate (five in 2015–16). Table 3 shows the number of bills introduced in the House and assented to in the five years from 2012–13 to 2016–17.

In 2016–17, the House passed 150 bills (136 in 2015–16), an average of 2.3 bills for each sitting (the same as in the previous year).

The House amended 12 (8 per cent) of the bills it passed, compared with eight (5.9 per cent) in 2015–16. The Table Office incorporated the amendments into the text of the bills and arranged for their reprinting (as third-reading prints) before transmittal to the Senate. The House agreed to Senate amendments, made amendments requested

by the Senate, or did both, in relation to 13 House bills (20 in 2015–16). After further processing by the Table Office, the bills were presented to the Governor-General for assent. The House made amendments to two bills in place of Senate amendments that were not agreed to (one of those bills is included in the total, above, of House bills with Senate amendments agreed to by the House).

The number of amendments moved during consideration in detail increased from 119 in 2015–16 to 173 in 2016–17. Fifty-nine were passed, of which one was an opposition amendment. The House did not amend any bills initiated in the Senate in 2016–17 or in the previous year.

The Table Office prepared 12 third-reading prints (eight in 2015–16) and 121 assent prints (114 in 2015–16). All documents accurately reflected the decisions of both Houses.

**Table 3 Number of bills introduced in the House, and number of bills assented to, 2012–13 to 2016–17**

	2012–13	2013–14 <sup>a</sup>	2014–15	2015–16	2016–17 <sup>a</sup>
Bills introduced	241	182	203	162	248
Bills assented to <sup>b</sup>	228	94	168	118	126

a. Election year.

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

### *Legislative drafting*

The department drafts bills, amendments and second-reading (in-principle) amendments for private members, and ensures that those documents comply with the Constitution and the standing orders. We also arrange copies for circulation in the Chamber.

In 2016–17, 35 private members' bills were introduced (including two private senators' bills). Of the 173 amendments moved during consideration in detail, 115 were private members' amendments, one of which was agreed to. Table 4 provides chamber statistics for private members' legislation for the past five years. The table does not reflect all of the department's work in this area, as some drafted material is not introduced into the House.

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

**Table 4 Private members' bills introduced and amendments moved (Chamber and Federation Chamber), 2012–13 to 2016–17**

	2012–13	2013–14 <sup>a</sup>	2014–15	2015–16	2016–17 <sup>a</sup>
Bills introduced	30	7	12	21	35
Second-reading amendments moved	9	36	22	16	40
Consideration-in-detail amendments moved <sup>b</sup>	923	66	303	119	173

a. Election year.

b. Includes government amendments.

## Record of proceedings and House documents

### *Votes and Proceedings*

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

The *Votes and Proceedings* is prepared from the *Votes Officer's Minutes* (better known as the *Live Minutes*), an electronic draft record of the proceedings of the Chamber and the Federation Chamber. The *Votes Officer's Minutes* are more detailed than the *Votes and Proceedings* and are compiled progressively throughout a sitting. 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 provide positive feedback.

### *Table Offices Production System*

Further enhancements were made to the Table Offices Production System (TOPS) during 2016–17. A set of scheduled enhancements was completed in August 2016 and other priorities were identified and progressed during the reporting period. That work will continue in 2017–18.

Table Office staff continued to work with colleagues from the departments of Parliamentary Services and the Senate on preparing and testing the interface between TOPS and the new ParlWork application. ParlWork, developed by the Department of Parliamentary Services in conjunction with the Department of the House of Representatives and the Department of the Senate, gives parliamentarians access to live chamber business information on their mobile devices. It draws on content from both chamber departments, and displays repurposed parliamentary information, including the *Live Minutes*, *Daily Program* and *Notice Paper* produced by the Table Office (alongside the Senate's equivalent documents, produced by the Senate Table Office). Questions in writing, and any answers provided, were also made available on ParlWork.

## Documents

During the year, the Table Office processed all documents presented to the House and recorded their details in the *Votes and Proceedings* and the *Index to Papers Presented to Parliament*. Copies were made available on request to members and their staff and others, principally in Parliament House. The original documents were added to the records of the House, which are maintained by the Table Office. Tabling stock requirements continue to be reviewed in light of the online availability of documents and the declining demand for hard copies.

In 2016–17, 3,702 documents were presented to the House, an increase on 3,023 in the previous year.

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

## Parliamentary Papers Series

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

The Presiding Officers advised that 2016 would be the last year in which hard copies of the series would be distributed to the 27 external recipients. In 2015–16, the department took over responsibility from the external service provider for administering the distribution of the printed copies, and work continued during 2016–17 on clearing the distribution backlog.

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

## Petitions

The House petitioning process enables Australians to raise issues with the House that are of interest to them. Table 5 shows the number of petitions presented to the House, and the number of signatories, for the past five years. In 2016–17, 185 petitions were presented, compared with 87 in 2015–16. The number of signatures increased to 235,751 from 118,846 in the previous year.

**Table 5** Petitions and signatories to petitions, 2012–13 to 2016–17

	2012–13	2013–14 <sup>a</sup>	2014–15	2015–16	2016–17 <sup>a</sup>
Number of petitions presented	125	75	101	87	185
Number of signatories	325,360	1,365,151	250,369	118,846	235,751

a. Election year.

## Research

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

In 2016–17, the office provided:

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

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

## Publications

The Chamber Research Office continued to produce regular publications outlining significant procedural events and popular statistics for a variety of readers. After each sitting fortnight, we published the *Procedural Digest*, an online, subject-based record of proceedings, and the *Statistical Digest*, a statistical record of the work of the House. *Work of the Session*, a comprehensive six-monthly overview of the business of the House and committees, was published in January 2017. The series of 22 infosheets on the work of the House was updated to incorporate changes introduced in the Forty-fifth Parliament.

Together, these publications provide a current and concise record of the work of the House and the more significant aspects of that work. The department's publications, including the *Infosheet* series, are listed in Appendix 5.

The Chamber Research Office maintains, publishes and distributes the standing orders of the House. The standing orders were reprinted as at 13 September 2016, incorporating a number of amendments made by the House on 31 August, 1 September and 13 September 2016.

We continued to expand and diversify our publications about the work of the House to cater to the wide range of needs and interests of members, staff and the public. The intention is to increase procedural capability and understanding of the House's role and formal processes. Several new publications were created. Three editions of *House Review*, a publication that provides a plain-English analysis of significant events in the House in the previous fortnight, have now been published on the Parliament of Australia website. *House Review* is prepared by the Procedure Office and is published on the second Friday of the sitting fortnight. It complements *Last Week in the House*, which collects and outlines the business transacted each week in the House, and the *Procedural Digest*, which provides more technical procedural analysis.

### *Parliamentary Procedural Records System*

The Parliamentary Procedural Records System, which records significant procedural events in the House and Federation Chamber, became operational in 2016. The system was the product of a joint project between the department and the South Australian House of Assembly and replaced the Procedural Records System. Further work to refine this technical database is anticipated in the coming year.

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

The Chamber Research Office continued its longstanding collaboration with colleagues in the Department of the Senate, including through participation in orientation seminars for the Australian National Internship Program and the Australian Defence Force parliamentary exchange program (discussed in more detail on page 42).

### *Collaboration with other parliaments*

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

## Parliamentary committees

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

In 2016–17, those committees held 47 meetings and produced 29 reports. Details of meetings and reports are set out in Appendixes 3 and 4.

**Table 6 Committees supported by the Chamber and Federation Chamber activity, 2016–17**

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



### **Selection Committee**

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

- » selecting and programming private members' business and committee and delegation business
- » selecting items of private members' business and committee and delegation business for referral to the Federation Chamber or return to the House
- » considering all bills introduced and determining whether to refer bills directly to House or joint committees for inquiry.

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

### **Standing Committee on Appropriations and Administration**

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

The committee has nine members: the Speaker (as chair), four government members and four non-government members. It is supported by the Clerk, the Serjeant-at-Arms and other officers of the department. During the year the committee met three times and presented two reports (see page 76).

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

The Standing Committee of Privileges and Members' Interests met 11 times during the reporting period and presented three reports to the House. Two of the reports were presented under the resolution agreed to by the House that allows individual citizens to have published in Hansard a response to an adverse reference made to them in the House.

The report, *Claim of parliamentary privilege by a member in relation to material seized under a search warrant* (presented in November 2016), followed an inquiry by the committee. The task for the committee was to consider a member's claim for privilege in relation to material seized by the Australian Federal Police (AFP) under a search warrant executed on the Department of Parliamentary Services at Parliament House on 24 August 2016. The search was effectively a data search of records held in the name of one of the member's staff. The execution of the warrant and the claim of privilege occurred in accordance with a formal process established under the terms of a memorandum of understanding between the Presiding Officers and the Attorney-General and Minister for Justice and a related 2005 AFP guideline. Shortly after the material was seized it was given into the custody of the Clerk of the House, at the request of the member. The committee concluded that the seized material fell within the definition of 'proceedings in Parliament'

and so was not subject to impeachment or questioning, and that the search warrant amounted to such an impeachment or questioning. The committee recommended that the House rule to uphold the member's claim of parliamentary privilege, the AFP be advised and the seized material be returned to the member. The House passed a resolution to that effect on 1 December 2016.

The committee presented six sets of alterations of members' interests during the period and in February 2017 reported on its operations in connection with the registration and declaration of members' interests in 2016.

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

The Standing Committee on Procedure usually meets once each sitting week. The committee commenced two inquiries during the reporting period, one into the maintenance of the standing orders and the other into the provisions relating to disorder in the House.

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

The House Publications Committee makes recommendations to the House on which documents that have been presented to the House (and that the House or the Senate has not already made a determination on) should be included in the Parliamentary Papers Series. The committee may confer with the Senate Publications Committee, forming the Joint Committee on Publications. The House Publications Committee held four meetings in 2016–17 and met with the Senate Publications Committee on seven other occasions. The committee presented 10 reports containing recommendations on which documents presented to parliament should be included in the Parliamentary Papers Series. All recommended documents were agreed for inclusion.

In November 2016, the committee, together with the Senate Publications Committee, commenced an inquiry into the printing standards for documents presented to the parliament. Submissions to the inquiry were received and a roundtable public hearing was held on 22 June 2017.

### ***Joint Committee on the Broadcasting of Parliamentary Proceedings***

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

Under the 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.

## Procedural training and resources

In collaboration with the Table Office, the Procedure Office is working to further develop the procedural capability of members and staff, in particular by publishing key procedural resources. During the election period, senior Table Office staff reviewed and redesigned the guidance notes prepared for members who take the chair in the House and Federation Chamber and updated the professional development DVD for members, *House Rules*. The DVD was provided to new members at their orientation in August 2016, and is available to all members via their intranet. A glossary of key parliamentary terms was created to provide members with concise, practical guidance for their work in the Chamber. It was published in hard copy and on the members' intranet site. Summary guidance notes were created for ministers on their roles and opportunities in the Chamber and Federation Chamber. The regular program of House Briefing sessions for members and their staff continued and included topics such as private members' business and the budget process.

The department continued to use a range of measures to support its staff to develop the specialised knowledge and skills required for applying parliamentary law, practice and procedure. These included:

- » debriefs following each sitting week or fortnight, focusing on matters of procedural interest. The format was changed to include videos of some of the more complex events, allowing for easier explanation and analysis
- » regular parliamentary briefings and training provided by senior departmental staff
- » specialist training and coaching for departmental staff who undertake duty as Clerks and Deputy Clerks in the Chamber and Federation Chamber. The number of these sessions was increased and supporting written materials were made more detailed and formal
- » shadowing opportunities that enable staff to learn specialist skills such as preparing House procedures, the *Notice Paper* and the *Votes and Proceedings*. Once the trainee staff have sufficient experience, the use of shadowing allows chamber support staff to finish work earlier on some sitting nights and provides a back-up in the event of staffing absences or turnover
- » opportunities for participation in parliamentary conferences, including the annual Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) professional development seminar
- » participation in the Graduate Certificate in Parliamentary Law and Practice, currently taught by the University of Tasmania under the auspices of ANZACATT.

Departmental staff who are rostered for duty at the table were invited to identify their procedural training needs and preferences. Their responses prompted some changes to existing activities and the establishment of new ones. Beginning in March 2017, on each sitting day a briefing was provided for staff who act as Clerk and Deputy Clerk at the table in the Federation Chamber. Those briefings complement the sitting-day briefings traditionally provided by the Deputy Clerk for staff who are rostered for duty as Clerk and Deputy Clerk in the House. Both sets of briefings provide an opportunity for staff to prepare for the day's events and discuss procedural issues in general.

## Improving performance

Procedural training and development continued to be a priority during the year. The complexities that were addressed last year during prorogation, a second session and a double-dissolution election provided us with a rich period of learning and development that we have recorded and will capitalise on. In addition, the finely balanced numbers in the House in the Forty-fifth Parliament provide challenges and opportunities for professional development that build on the experience gained during the Forty-third Parliament. The significant turnover in members and the retirement of several senior departmental staff have necessitated a renewed emphasis on procedural capability. Where possible, resources and activities that are established for this purpose are designed so that they can be easily used or adapted for use by more general audiences.

## Outlook

Further improvements to TOPS and the Parliamentary Procedural Records System will make them easier to use and result in further efficiencies. The long-term pattern of chamber support activity resumed in 2016–17, with increases in the hours of meeting of the Federation Chamber and the number of bills introduced. This is expected to continue in 2017–18.

Our focus in 2017–18 will continue to be on providing high-quality services to meet the needs of the Speaker, members and others and ensuring that understanding of the role and operations of the House is increased.

In 2017–18, highlights for the Procedure Office will include the publication of two well-established procedural resources: the seventh edition of *House of Representatives Practice* and the sixth edition of the *Guide to Procedures*. Both publications are well known and cater to different levels of interest. *House of Representatives Practice* is the most authoritative reference on House procedure, providing a wealth of history and analysis. The *Guide to Procedures* is a much more concise resource and is ideal for readers who seek a more straightforward explanation of processes and events in the House.

# Community awareness

The department promotes the work of the House through a range of activities aimed at different sectors of the community.

In 2016–17 the budget allocation for the activity was \$0.835 million and expenditure was \$0.601 million. Results against performance criteria are summarised in the annual performance statement (page 16); staff levels are shown in Appendix 1.

## Performance summary

In 2016–17, we continued to expand our electronic media offerings to provide general information about the House and its committees in an accessible format, and launched a new *About the House* e-newsletter. Our engagement with public sector organisations continued through the face-to-face seminar program and the parliamentary internship program, both of which grew in popularity.

The department continued its role in supporting school visits and providing background support to the Parliamentary Education Office. The parliamentary internship program continued its success in 2017, with the reinvigoration of an advisory board to guide the future direction of the program.

## Electronic media

The department uses its electronic media distribution channels to expand the reach of parliamentary business and educational information. Our Twitter and Facebook handles provide valuable information to their subscriber bases and receive consistently positive feedback. During the reporting period, our Facebook subscriber base increased by 21 per cent on the previous year (from 4,600 to 5,837 subscribers). Our Twitter following increased by 7.5 per cent and recently reached the milestone of 40,000 followers.

The department launched an electronic newsletter to coincide with the start of the Forty-fifth Parliament. This fortnightly publication aims to promote committee activity and provide information about the House and its procedure, educating subscribers and drawing them to related information on the Parliament of Australia website. It also enables the public to engage with the House through a regular 'Ask us anything' segment, which provides a channel for interested members of the community to have their questions answered.

## Seminars

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

During 2016–17, we held nine seminars for a total of 252 participants, an increase of 14.5 per cent on the previous year. Feedback was very positive, with 100 per cent of surveyed attendees agreeing that their objectives were met.

## My First Speech competition

In November 2016, the department held the fourth annual My First Speech competition. The competition is open to Australian school students in Year 10. Entrants are asked to imagine themselves as a newly elected member of the House of Representatives and write a three-minute speech on issues they are passionate about and record themselves presenting it. Submissions were reviewed by a panel of members and the finalists were flown to Canberra to receive their awards at a ceremony on 1 December 2016. Finalists were also given a personalised tour of the Australian Parliament.

## Parliamentary assistants program

In 2016–17, the parliamentary assistants program, run by the Serjeant-at-Arms' Office, entered its seventeenth year. The program offers university students part-time employment in the House of Representatives to promote understanding of, and engagement with, the work of the parliament. (See page 64 for further details.)

## Parliamentary internship program

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

Due to the federal election, no students were placed with a member or senator in the second semester of 2016. In the first semester of 2017, 39 students were placed with a member or senator, which is one of the largest cohorts in the program's history.

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

In 2016–17, an advisory board was established for the program and the Commonwealth Parliamentary Internship Program Steering Committee, which had not been active for some years, was reconstituted. The objectives of the advisory board are to provide expert guidance on the strategic direction of the program as it expands to meet the needs of the parliament and the university through national and international recruitment and placements.

## Parliamentary exchange program for the Australian Defence Force

Each year, a small number of Australian Defence Force representatives spend a week at Parliament House, hosted by a member or senator. Arrangements for participation are made by members and senators through the Minister for Defence Personnel in conjunction with the Department of Defence. In August 2016, 16 Defence Force representatives were hosted by senators and members through the program. The departments of the House of Representatives and the Senate collaborate to support the exchange program and provide orientation seminars 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 to teachers, students and other learners across Australia through:

- » experiential learning programs that enable students and teachers to understand and engage with the work of the parliament
- » comprehensive websites covering fundamental concepts such as representation, law-making, the separation of powers and responsible government
- » teaching resources aligned to the Australian civics and citizenship curriculum.

To date, almost 2.3 million students have expanded their knowledge of the role, function and value of the Australian Parliament through participating in a PEO program.

In addition to operational management from both departments, the PEO is guided by the PEO Advisory Committee. Co-chaired by the Deputy Speaker of the House and the Deputy President of the Senate, the committee offers advice on the strategic direction of the PEO, and forms an additional conduit between the PEO and parliamentarians. The committee reports to the Presiding Officers and meets twice a year, with the Clerk Assistant (Procedure) attending as an observer.

### *Education programs at Parliament House*

The PEO's immersive learning program at Parliament House is regarded as a highly effective method of parliamentary education. The program continued to run at capacity, with 88,169 students from 1,621 schools across Australia participating in 2016–17.

While these figures represent a small (1 per cent) decrease on 2015–16, student participation rates at Parliament House remain ahead of most other national institutions in Canberra and parliaments in a number of significantly larger countries.

### *Outreach, online and classroom resources*

The PEO offers several options for students and teachers who are unable to travel to Canberra, including outreach, a comprehensive web presence and video conferencing.

In 2016–17, the PEO delivered three weeks of outreach to 3,585 students in 64 schools across six electorates in Victoria, Tasmania and the Northern Territory.

The PEO's primary website, [www.peo.gov.au](http://www.peo.gov.au), continued to perform strongly. A total of 1.35 million visitor sessions (representing 3.06 million page views) were recorded over the past year.

Reflecting the increasing use of technology in the classroom, the PEO completed the installation of video conferencing facilities to allow engagement with schools across Australia, particularly those in regional and remote areas.

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

The PEO provides dedicated support to encourage and assist members and senators to engage with schools and students.

Members and senators are offered a complimentary annual allocation of education and information materials for students, teachers and others in their communities. In 2016–17, 116 members and 35 senators requested their allocation, an increase of 25 per cent from 2015–16.

The PEO's customised materials for members and senators continue to be popular. In 2016–17, personalised versions of *Representing You*—a tailored brochure outlining the role of a parliamentarian and the issues in their electorate, state or territory—were created for 46 members and 13 senators.

During sitting periods, members and senators are encouraged to meet school groups from their state, territory or electorate visiting Parliament House. Over the past 12 months, 99 members and five senators met with school groups during PEO programs.

### **Printed products and additional materials**

The PEO produced and distributed a range of publications during the reporting period, including:

- » 11,049 copies of the *Australian Constitution Pocket Edition*, which is produced in partnership with the Australian Government Solicitor
- » 6,864 copies of *Get Parliament*, an easy-to-understand booklet that explores Australia's system of government
- » 3,386 copies of *Role-play the Parliament: a Teacher's Guide*, a step-by-step guide to conducting immersive parliamentary education in the classroom.

Additional products—including materials for younger learners—are available through the PEO website.

### **Joint ventures and partnerships**

In 2016–17, the PEO delivered several tailored education programs, including:

- » 'Rotary Adventure in Citizenship', a week-long program for 25 Year 11 students from around Australia
- » committee and chamber debate role-play sessions for over 400 Year 12 students participating in the 2017 National Youth Science Forum
- » professional development to assist 40 science teachers to incorporate civics and citizenship in their work as part of the Australian Science Teachers Association's STEM X Academy.
- » 'The Outrigger—Navigating Gender Equality through Pacific Parliaments', a three-day training workshop on gender equality for parliamentary clerks and senior officers from 13 nations around the Pacific. The PEO facilitated the workshop in conjunction with the Parliamentary Skills Centre.



## Documentary shows a different side to parliamentary debate

In February 2017, more than 50 students visiting Parliament House from Beechworth Public School got an extra degree of realism when a film crew from the ABC recorded their debate on the issue of an eight-hour school day.

Recording footage for ABC TV's *The House*—a six-part documentary on the day-to-day operation of Parliament House—the crew joined students as they considered a bill for an Act to make the school day longer.

PEO Education Manager Angela Casey said the documentary demonstrated the benefits of the immersive learning approaches used in parliamentary education.

'Often, the views young people have about parliament are formed by the noisy highlights of question time,' she said. 'PEO teaching programs show a different perspective to parliament, and the work of it. This includes allowing students to explore an issue from all sides, and better understand the relevance the parliament has in their communities and personal lives.'



Parliamentary educator Marissa Beard (right) talks to presenter Annabel Crabb during filming for the ABC TV documentary *The House*. Photo: Tim Grainger, PEO.

## Outlook

The department will continue to raise community awareness of the work of the parliament through a variety of activities. It will conduct an audience analysis to develop a better understanding of the expectations and interests of its digital and face-to-face audiences. The analysis, along with improved evaluation and reporting systems, will assist the department to more effectively target its publishing efforts. The department will contribute to enhancements to the parliament's website, to improve accessibility and navigation on mobile devices.

Given the ongoing demand for learning programs at Parliament House, the department will continue to work with the PEO to identify strategies to meet this—and ensure program quality—in 2017–18. In particular, the PEO expects to increase options for students and teachers who are unable to travel to Canberra, including a greater use of video conferencing and digital technology, to extend and enhance access and to help teachers deliver parliamentary education in their own classrooms.

# Committee support

The Committee Office supports parliamentary committees by examining policy and legislation and scrutinising the executive. In 2016–17, the Committee Office comprised 10 secretariats that supported 13 House committees and 11 joint committees (see Table 7).

Expenditure on these services in 2016–17 was \$7.431 million, which was \$1.679 million less than the budget allocation of \$9.110 million. Results against performance criteria are summarised in the annual performance statement (page 17); staff levels are shown in Appendix 1.

**Table 7 Committees of the Forty-fifth Parliament supported by the Committee Office, 2016–17**

House committees	Joint committees
Select Committee on Regional Development and Decentralisation (from 1 June 2017)	Joint Committee of Public Accounts and Audit <sup>a</sup>
Standing Committee on Agriculture and Water Resources	Joint Select Committee on Government Procurement (from 1 December 2016)
Standing Committee on Communications and the Arts	Joint Standing Committee on Electoral Matters
Standing Committee on Economics	Joint Standing Committee on Foreign Affairs, Defence and Trade
Standing Committee on Employment, Education and Training	Joint Standing Committee on Migration
Standing Committee on the Environment and Energy	Joint Standing Committee on the National Capital and External Territories
Standing Committee on Health, Aged Care and Sport	Joint Standing Committee on Northern Australia
Standing Committee on Indigenous Affairs	Joint Standing Committee on Trade and Investment Growth
Standing Committee on Industry, Innovation, Science and Resources	Joint Standing Committee on Treaties
Standing Committee on Infrastructure, Transport and Cities	Parliamentary Joint Committee on Intelligence and Security <sup>a</sup>
Standing Committee on Petitions	Parliamentary Standing Committee on Public Works <sup>a</sup>
Standing Committee on Social Policy and Legal Affairs	
Standing Committee on Tax and Revenue	

a. Joint statutory committee.

**Note:** Five House internal committees (Appropriations, Privileges and Members' Interest, Procedure, Publications and Selection) and the Joint Committee on the Broadcasting of Parliamentary Proceedings are supported by other areas of the department and are discussed on pages 37–8.

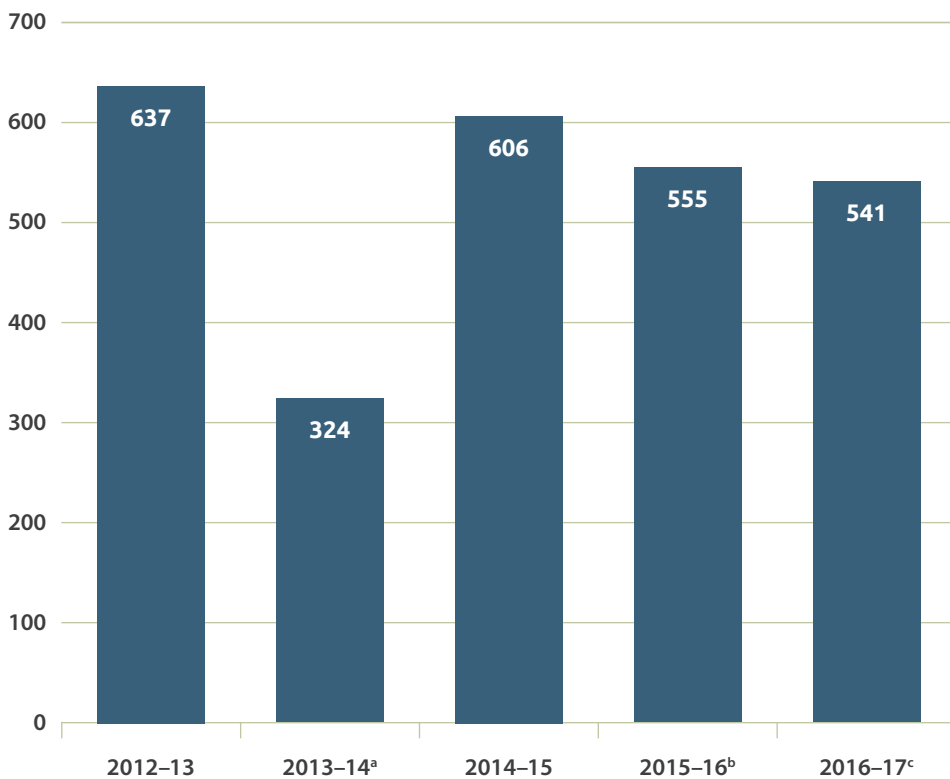
## Committee Office activity

In 2016–17, 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 for committees and stakeholders
- » fielding inquiries from interested stakeholders about the purpose and progress of inquiries
- » promoting committee inquiries and reports
- » conducting research and analysing evidence received by committees
- » drafting chairs' reports
- » facilitating the adoption and tabling of committee reports.

The committees supported by the Committee Office held 541 meetings in 2016–17. Appendix 3 provides a breakdown of that activity by committee. Figure 5 shows the number of meetings held by committees over the past five years.

**Figure 5** Number of committee meetings supported by the Committee Office, 2012–13 to 2016–17



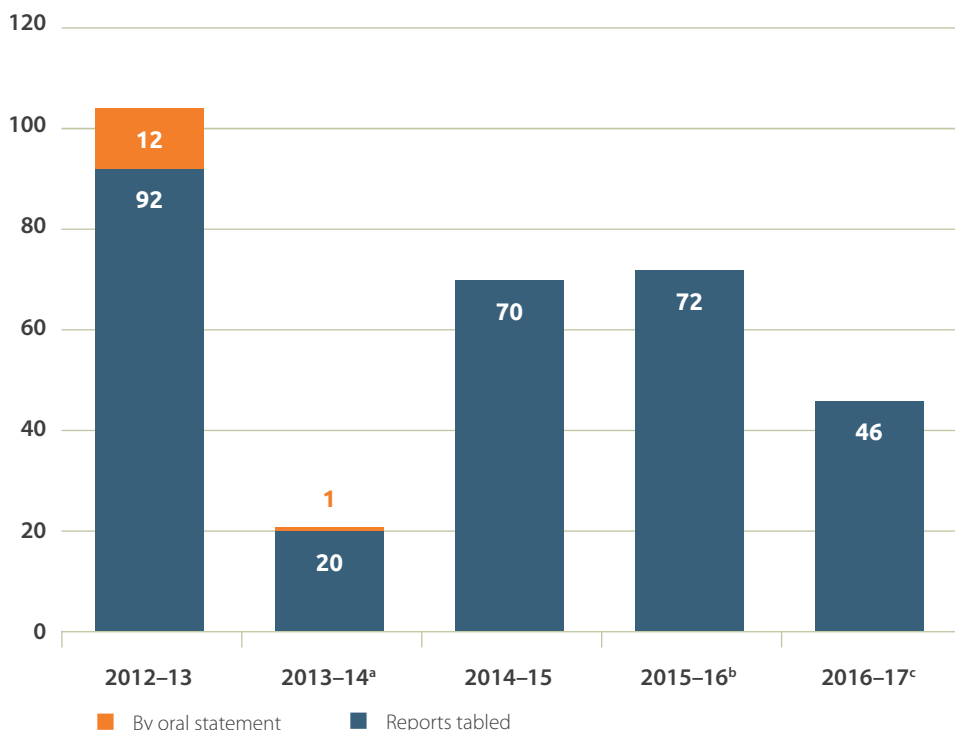
a. The Forty-fourth Parliament opened on 12 November 2013.

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

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

The Committee Office tabled 46 reports in 2016–17. Appendix 4 provides a breakdown of that activity by committee. Figure 6 shows the number of reports tabled by committees over the past five years.

**Figure 6 Number of reports presented by committees, 2012–13 to 2016–17**



a. The Forty-fourth Parliament opened on 12 November 2013.

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

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

## Government responses to committee reports

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

During 2016–17, 18 of the 46 tabled reports contained recommendations that required a government response. Government responses to two reports were received within the six-month timeframe; the other 16 reports are awaiting responses.

## Support for public administration—biennial conference

The chair and deputy chair of the Joint Committee of Public Accounts and Audit (JCPAA), joined by Committee Office staff, attended the biennial conference of the Australasian Council of Public Accounts Committees held in Brisbane in April 2017. The conference was an opportunity to exchange ideas and knowledge about public accounts committees and public administration issues. The chair gave a jurisdictional update on

the committee's work during the Forty-fifth Parliament, and the deputy chair presented on the theme 'Parliamentarians versus politicians'. During the conference, Committee Office staff met with secretariat staff from other jurisdictions to discuss ideas specific to supporting public accounts committees. The council's next biennial conference will be hosted by the JCPAA in Canberra in 2019.



*Delegates to the Australasian Council of Public Accounts Committees conference, Parliament House, Brisbane, April 2017.*

## High-level committee business—Parliamentary Budget Office

The JCPAA has an important oversight role of the Parliamentary Budget Office (PBO), which includes reviewing the PBO's annual budget and work plan. In 2016–17, the JCPAA approved the appointment of Ms Jenny Wilkinson as the next Parliamentary Budget Officer, commencing 24 July 2017, and commissioned an independent review of the PBO. In accordance with the legislative requirements (section 64XA of the *Parliamentary Service Act 1999*), the Presiding Officers wrote to the committee seeking its approval of Ms Wilkinson's appointment. The independent review focused on the operations of the PBO since its establishment in 2012 and made 16 recommendations, including on accuracy of policy costings; transparency and public understanding of budget and fiscal policy settings; and governance and resources.

## Forward-looking committee inquiries—driverless vehicles inquiry

The first inquiry in the Forty-fifth Parliament for the Industry, Innovation, Science and Resources Committee was into the social aspects of driverless vehicles in Australia. The secretariat supported the inquiry by organising 10 public hearings and four site inspections held around the country—in Perth, Melbourne, Sydney, Brisbane and Canberra. Committee members rode in a highly automated car in Canberra and in a driverless bus in Perth. The committee heard from more than 30 witnesses across its hearings and received approximately 50 written submissions from a broad range of stakeholders, including



Commonwealth and state government agencies, vehicle manufacturers, academics, industry groups, representatives of legal and insurance firms, and road safety experts. The committee's report is expected to be tabled in September 2017.



*Members of the Industry, Innovation, Science and Resources Committee during a 'drive experience' as part of the inquiry into driverless vehicles, Canberra, March 2017. Left to right: Mr Tim Wilson MP; Mr Peter Kahlil MP; Mr Ted O'Brien; Ms Michelle Landry MP (chair); Mr Luke Gosling MP (deputy chair); Mr David Littleproud MP; Mr David Pickett, Technical Manager, Volvo; Mr Brian Mitchell MP; Dr John McVeigh MP; Mr Greg Bosnich, Director Corporate, Volvo.*

## Information and communications technology

The Committee Office continued to expand its use of ICT to increase the efficiency of the office's work and provide greater access for stakeholders interested in engaging with committees.

### **Using multimedia to improve accessibility**

As part of its inquiry into the hearing health and wellbeing of Australia, the Standing Committee on Health, Aged Care and Sport piloted live remote captioning for 10 of the 11 public hearings held. The pilot enabled participants to follow committee proceedings remotely in real time using their own electronic devices. The inquiry received 42 submissions and 17 exhibits, three of which were communicated in Auslan via video. The inquiry is just one example of the growing move towards improving accessibility of parliamentary proceedings.

### **Crowdsourcing questions for a public hearing**

The Joint Standing Committee on the National Capital and External Territories used Facebook for the first time to call for questions from the Canberra community at its biannual briefing with the National Capital Authority held on 24 November 2016.

While parliamentary committees have had a longstanding practice of accepting submissions from the public, this was the first time a committee used Facebook (specifically, the department's About the House page) to take questions directly from the public. The Facebook post calling for input ahead of the hearing generated 22 individual responses.

At the hearing, the committee discussed community concerns raised via Facebook in addition to a range of other issues. The success of the trial has led the committee to crowdsource suggested questions again for its biannual hearing in June 2017.

### ***Introduction of e-petitioning***

At the start of the Forty-fifth Parliament, an e-petitions system and website were introduced to the House. The Speaker informed members that several changes were to be agreed to in standing orders to facilitate the new system.

The e-petitions system is designed to make it easier to petition the House. It enables members of the public to enter and sign petitions online, and to track the progress of any petition as it is presented, referred and responded to by the relevant minister. The introduction of e-petitioning shows that parliamentary processes can be modernised to the benefit of the House and the community.

The establishment of the e-petitioning system and website has proven to be a valuable enhancement for the public, the members of the House and the secretariat supporting the Petitions Committee. Since the system was introduced, the committee has received 75 per cent of its petitions as e-petitions. This figure is a positive reflection on the new system and a clear indication that the general public is receptive to petitioning the House online.

### ***Shared Committee Information Database and Report Builder***

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

After several months of testing the new template, the Committee Office officially started using Report Builder in the Forty-fifth Parliament. A number of Report Builder defects continued to be resolved throughout 2016–17.



## Committee report success story—country-of-origin labelling for food

In October 2014, the Standing Committee on Agriculture and Industry tabled the report *A clearer message for consumers: report on the inquiry into country of origin labelling for food*.

In early 2015, the country-of-origin food-labelling issue was brought to national attention after more than 20 Australians contracted hepatitis A from imported frozen berries. In response to that incident, and essentially ending more than 10 years of discussion and debate, the government accepted the committee's report as a whole (a government response to the report was tabled in June 2015). A policy working group was formed and the Minister for Industry invited the committee chair to participate. The minister gave three briefings to the committee on the progress of the policy reform, and the committee consulted widely with consumer and industry groups.

On 1 July 2016, the new program of country-of-origin labelling for food commenced. It includes a two-year implementation period to give Australian food producers time to change over their product packaging to meet the new labelling standard. Products featuring the new food labels are now appearing on supermarket shelves.

This is just one example of the positive impact that committee work has on government policy, and the valuable influence and relevance that committee work has in the lives of Australians more generally.

## Facilitating international visits

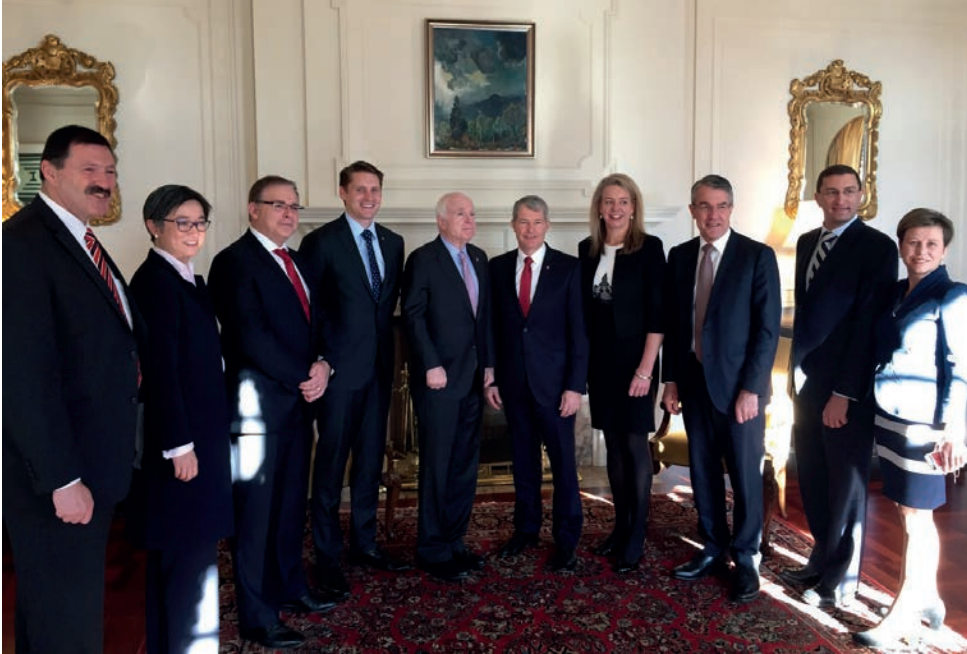
In April 2017, the secretariat supported an additional parliamentary delegation from the Foreign Affairs and Aid Sub-Committee of the Joint Standing Committee on Foreign Affairs, Defence and Trade. The delegation visited London as part of its inquiry into whether to introduce legislation in Australia similar to the UK Modern Slavery Act 2015.

The delegation attended the Commonwealth Parliamentary Association UK's Asia-Pacific Regional Workshop on Modern Slavery at Westminster from 26 to 28 April, joining parliamentarians and officials from Bangladesh, India, Pakistan, Sri Lanka and New Zealand. During the visit, the delegation met with UK parliamentarians involved in the introduction and implementation of the Modern Slavery Act. They also met with officials from the UK Home Office, organisations working to support victims of slavery in the United Kingdom, and businesses required to report under the Modern Slavery Act on how they ensure their global supply chains are free of slavery and human trafficking.

A delegation from the Joint Committee on Intelligence and Security travelled to Washington DC in January 2017 to meet with US security agencies and counterpart congressional committee members. Committee members spoke with officials from the Central Intelligence Agency, the Federal Bureau of Investigation, the Department of

Homeland Security and the Pentagon about cooperative approaches to domestic and international threats of terrorism.

The committee has continued its close alliance with the United States, conducting private meetings with Senator John McCain and Professor James Clapper when they were recently in Australia.



*Delegation from the Joint Committee on Intelligence and Security in Washington DC, January 2017. Left to right: the Hon Dr Mike Kelly AM MP, Senator the Hon Penny Wong, the Hon Anthony Byrne MP, Mr Andrew Hastie MP (chair), US Senator John McCain, Senator David Fawcett, Senator Bridget McKenzie, the Hon Mark Dreyfus QC MP, Mr Julian Leeser MP, Senator Jenny McAllister.*

## Outlook

The Committee Office is currently supporting several ongoing inquiries and, given the high level of committee activity over the reporting period, it is expected that a heightened level of activity will continue through 2017–18.

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

In the latter part of the year, the Committee Office will celebrate the thirtieth anniversary of the House committee system. A seminar and other activities are being planned to reflect on the history, and celebrate the achievements, of the House committee system.

# Inter-parliamentary relations and capacity-building

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

The program's activities and projects in 2016–17 were coordinated by the International and Parliamentary Relations Office (IPRO) and the Parliamentary Skills Centre (PSC), with input from all four parliamentary departments. IPRO and the PSC are offices administered by the department, and IPRO receives part funding from the Department of the Senate.

Support for the parliament's international program continues to be provided by IPRO and the PSC as separate offices; however, in 2016–17 the decision was made to co-locate the two offices and for them to be managed by one director. The two offices fall under the responsibility of the Clerk Assistant (Table). IPRO continues to manage incoming and outgoing delegation programs, membership of international parliamentary organisations, and the international interests and travel of members and senators. The PSC continues to be responsible for all parliamentary strengthening and capacity-building programs of the Australian Parliament, including study programs for visiting parliamentarians and staff of other parliaments.

IPRO manages the administration of Parliamentary Regional Networks and Parliamentary Country Groups as established under the auspices of the Inter-Parliamentary Union. In 2016–17, it also assumed responsibility for administering the parliament's non-country Friendship Groups.

As part of the regular procedures for coordinating official outgoing delegation programs, IPRO arranges briefings for members and senators on a number of security issues, including information security. To address a growing concern over information security issues, the Presiding Officers requested IPRO to begin facilitating the provision of security advice to members and senators travelling overseas in a private capacity.

In 2016–17, the budget allocation for program activity was \$2.074 million and expenditure was \$1.254 million. Results against performance criteria are summarised in the annual performance statement (pages 18–19); staff levels are shown in Appendix 1.

## Performance summary

A comprehensive program of incoming and outgoing visits during the year strengthened bilateral relations with several national parliaments. Due to the dissolution of both Houses of Parliament and the subsequent election, activity was lower in the second half of 2016. The Australian Parliament continued to support the capacity-building of parliaments in the region, and played an active role in parliamentary associations to which it belongs. As foreshadowed in last year's report, 2017 saw a return to the high level of incoming and outgoing delegation activity that is typical of that period of the parliamentary cycle.

## Parliamentary engagement

During 2016–17, IPRO coordinated 12 official visits overseas, including bilateral visits to 10 countries; attendance at six assemblies, conferences, workshops and seminars; and other visits, including Presiding Officer visits (see Appendix 6). There were seven official visits to Australia by parliamentary delegations from other countries as guests of the Australian Parliament (see Appendix 7) and 27 other visits (see Appendix 8), plus a range of capacity-building activities (see Appendix 9).

A regional focus was maintained in the visits programs. Nineteen of the 30 visits to Australia were from parliaments in the Asia–Pacific region, including the annual visit by a combined delegation from ASEAN countries. Four of the 12 overseas visits were to countries in Asia or Oceania.

In October 2016, the Presiding Officers hosted the second annual MIKTA (Mexico, Indonesia, the Republic of Korea, Turkey and Australia) Speakers' Consultation in Hobart, Tasmania. The meeting was attended by more than 120 delegates from the five member countries, including Senator Ana Gabriela Guevara Espinoza, from Mexico's Senate; Deputy Alejandra Noemí Reynoso Sánchez, from Mexico's Chamber of Deputies; His Excellency Dr Ade Komarudin, Speaker of Indonesia's House of Representatives; Mr Sye-kyun Chung, Speaker of the Republic of Korea's National Assembly; and His Excellency Mr İsmail Kahraman, Speaker of Turkey's Grand National Assembly. The speakers met in Hobart to consult on the topic 'Open parliament for open government', which generated a wide-ranging discussion on the challenges, solutions and benefits of maintaining open parliaments.

During the reporting period, the Australian Parliament hosted visits by a number of presiding officers, including His Excellency Professor Dr Norbert Lammert, Speaker of the German Bundestag; the Rt Hon David Carter MP, Speaker of the New Zealand House of Representatives; Ms Gabriela Michetti, Vice President of the Argentine Republic and President of the Argentine Senate; and Madam Halimah Jacob, Speaker of the Parliament of Singapore.



*The Hon Tony Smith MP, Speaker of the House of Representatives (left) welcomes the Rt Hon David Carter MP, Speaker of the New Zealand Parliament's House of Representatives, to the Australian Parliament in February 2017. Photo: David Foote, Auspic/DPS.*

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

Outgoing and incoming delegations gave positive feedback on the quality of the programs, both at debrief meetings and through correspondence. For example, an Australian ambassador who accompanied a visiting Presiding Officer wrote that the delegation was 'very happy indeed with the visit and the level of access they received'. The ambassador also commented on the visit program, saying that 'by any standard I think it was a tremendous success—in part owing to its excellent organisation'.

## Parliamentary cooperation

The Australian Parliament maintained its strong commitment to regional and international parliamentary cooperation in 2016–17. However, due to the timing of the election, the parliament was not represented at some association assemblies. Nevertheless, delegations attended an Inter-Parliamentary Union assembly and the Asia–Pacific Parliamentary Forum (for more detail, see Appendix 6).

In June 2016, IPRO coordinated a seminar at Parliament House for more than 80 members of the diplomatic community on the role and work of the Australian Parliament, committee operations, security matters and the parliament's international program. A deputy head of a foreign mission remarked that she found the seminar 'extremely useful' for her work and 'appreciated that the President of the Senate and Speaker of the House of Representatives as well as the highest ranking parliamentary officials all took time to address and enlighten us about their work'.

## Parliamentary strengthening

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

The centre continued to coordinate activities under the Pacific Parliamentary Partnerships program and the Pacific Women's Parliamentary Partnerships Project (funded under the Australian Government's Pacific Women's Shaping Pacific Development Initiative). The major focus of the Pacific Parliamentary Partnerships program during the year was work with the parliaments of Fiji and Samoa.

Support for the Parliament of Fiji was arranged in conjunction with the United Nations Development Programme and included placements of parliamentary researchers from the Department of Parliamentary Services and the Victorian Parliament to assist the Fiji Parliament's budget analysis and provide mentoring support for Fiji's parliamentary sittings. In October 2016, the Deputy Speaker of the Fiji Parliament, the Hon Ruveni Nadalo, visited Canberra and Melbourne for mentoring support from his Australian counterparts.

Two seminars were held in Apia for members and staff of the Samoan Legislative Assembly, on the topics of committee operations and parliamentary procedure. They were conducted with the help of two former Speakers of the House of Representatives, Ms Anna Burke and Mr Harry Jenkins AO, and senior staff from the department.

During the year, the major activities of the Pacific Women's Parliamentary Partnerships Project involved facilitating research scholarships for parliamentary officers from Fiji and Samoa; training facilitators and making support arrangements for the learning program on gender equality, 'The Outrigger—Navigating Gender Equality through Pacific Parliaments'; and arranging a visit for a new woman parliamentarian from Tonga to the South Australian Parliament.

Departmental staff and colleagues from all parliamentary departments, through the coordination of the PSC, contributed to study programs for visiting members and staff of a number of overseas parliaments. In March 2017, an Inter-Parliamentary Study Program was conducted for parliamentary staff, with participants from China, Hong Kong, Switzerland, Kiribati, Fiji, Samoa and Vanuatu.

## Improving performance

In February 2017, amendments were made to the Parliamentary Entitlements Regulations 1997 to provide for a global budget of \$250,000 per financial year for each Presiding Officer's overseas travel, and to give the Presiding Officers the authority to formally approve the outgoing delegations program for each year. These changes streamlined the approval process for all overseas delegation travel. They enable IPRO to be more responsive to members and senators, and strategic with forward planning for outgoing delegations. The parliament also continued to benefit from the amended process for Presiding Officer approval of additional delegations introduced in the previous year.

The co-location of IPRO and the PSC has allowed for greater knowledge-sharing between the offices and efficiencies in the coordination of the international program through the sharing of common resources.

The outgoing delegation online portal continued to be utilised, where appropriate, for official outgoing delegations. The portal allows up-to-date information to be made available to delegations both prior to and during official visits.

## Outlook

The year ahead will include a full program of delegation visits, with the continued implementation of the 2016–19 delegations program as approved by the Presiding Officers. In the first half of 2017–18, 15 outgoing delegations (including committee visits, a parliamentary field visit and attendance at assemblies) and five official incoming parliamentary delegations are scheduled.

Parliamentary strengthening programs administered through the PSC will remain a priority area for the international program, and initiatives and activities established under the Pacific Parliamentary Partnerships program and the Pacific Women's Parliamentary Partnerships Project will continue to be supported. The Australian Parliament largely relies on funding from government or other sources, such as the United Nations

Development Programme, to support much of its parliamentary capacity-building work with other parliaments. The PSC will continue to respond to invitations to the Australian Parliament to collaborate on parliamentary strengthening, giving due consideration to the limited resources available for such work.

The next annual Pacific Women's Parliamentary Partnerships Forum, to be held in Honiara, Solomon Islands, in September 2017, will be a major focus for the PSC in the year ahead. The PSC also expects to support several study programs for staff of other parliaments, and will coordinate the first Inter-Parliamentary Study Program for deputy speakers of Pacific parliaments, which will be held in November 2017.



# Members' and corporate support

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

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

The 2016–17 budget allocation for the activity was \$8.551 million and expenditure was \$8.945 million. Results against performance criteria are summarised in the annual performance statement (pages 20–1); staff levels are shown in Appendix 1.

## Performance summary

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

During the year, we completed a number of ICT projects to support the work of the two chambers, committees and members. This included the development of an online petitioning system for the House.

## Opening of the Forty-fifth Parliament

A major activity for the Serjeant-at-Arms' Office during the reporting period was preparation for the opening of the Forty-fifth Parliament. This involved ceremonial duties, gallery attendance and security, and logistics associated with members' accommodation at Parliament House. The opening was marked by ceremonies and traditional practices derived from those of the UK Parliament and included a Welcome to Country and smoking ceremony to pay respect to the traditional custodians of the land.



## Address in Reply

The Address in Reply for the Forty-fifth Parliament was presented to the Governor-General at Government House on 23 May 2017. The Address in Reply is the formal acknowledgement by the House to the Governor-General for the speech given at an opening of parliament. The address is printed on goatskin parchment and signed by the Speaker and the Clerk.



*Presentation of the Address in Reply at Government House, Canberra, 23 May 2017. In the foreground, left to right: Claressa Surtees, Deputy Clerk of the House; David Elder, Clerk of the House; the Hon Tony Smith MP, Speaker of the House; Ms Nicolle Flint MP, Member for Boothby; the Hon Malcolm Turnbull MP, Prime Minister; His Excellency General the Hon Sir Peter Cosgrove AK MC (Retd), Governor-General. Photo: David Foote, Auspic/DPS.*

## Services and advice

### **Media services**

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

During the year, the Serjeant-at-Arms, the Usher of the Black Rod and their delegates liaised closely with the press gallery to balance media access, security and parliamentary requirements at major parliamentary events, including budget day and the opening of the Forty-fifth Parliament.

The Presiding Officers approved wide-ranging access to Parliament House for the ABC to document the work of the Australian Parliament. The outcome of the filming will be a TV documentary series consisting of six half-hour episodes to be screened on ABC TV in the second half of 2017. The Serjeant-at-Arms' Office supported arrangements to facilitate filming activities throughout the building over a number of weeks.

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

During the year, the Serjeant-at-Arms' Office responded to around 180 requests to film or photograph in the private areas of the building.

### **Information services**

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

### **Accommodation services**

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

In early 2016, endorsement was given to proceed with the construction of two new suites for members' accommodation. DPS took the lead in managing the design and construction phases, with close oversight of scope and quality requirements provided by the Serjeant-at-Arms' Office. Construction of the suites began in December 2016 and they were completed and handed over in February 2017.

After the election on 2 July 2016, the office was tasked with allocating accommodation for the new members. Defeated members were given two weeks to clear their suites so that they could be prepared for the new members. After consultation with the whips, and endorsement by the Speaker, suite allocations were finalised in readiness for the arrival of the new members.

During the year, the office arranged 73 office relocations as a result of the election, ministry reshuffles and changes to office-holder positions. That number is significantly higher than the 28 relocations in 2015–16. The Serjeant-at-Arms' Office worked closely with the government and opposition whips to ensure the relocations were completed quickly. The office also coordinated over 600 requests to supply and move furniture. Again, that number is significantly higher than the previous year's (428), which may reflect increased activity due to members settling into their suites after the election. All tasks were performed within agreed timeframes, to agreed standards, and to the satisfaction of the whips and individual members.

### **Office furniture replacement project**

The second phase of the furniture replacement project continued during the year. Installation of new furniture was completed in 84 of the 125 members' staff offices as at 30 June 2017, and 55 suites in total were completed during 2016–17. To begin the process, floorplans are developed in consultation with members and their staff; furniture is then installed during non-sitting weeks to minimise disruption.

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

Requests for maintenance work in members' suites are coordinated by the Serjeant-at-Arms' Office, and include both emergency and routine work. During the year, the office coordinated 399 emergency requests, which were all attended to promptly. In addition, the office coordinated 229 routine requests for repairs or alterations to suites or common areas. We take a proactive approach by performing office shutdowns and inspections over the autumn and winter recesses, so that issues can be identified, reported and addressed while parliament is not sitting.

The office coordinated 1,321 requests for assistance with telephone faults, relocations and allocations of telephone numbers (1,126 in 2015–16). The increase is a result of the election and the furniture replacement project. Faults reported were referred to telephone support in DPS within five minutes of receipt, and appropriate timeframes for resolution were agreed with the affected areas.

As the area responsible for access to members' suites, the office approved 919 requests by DPS for access to suites and general circulation areas for general maintenance and services. This is a significant increase on the previous year (615 requests) as a result of the election and an increase in support from the office for DPS projects.

The Serjeant-at-Arms' Office operates a Transport Office that delivers a parliamentary shuttle service during sitting periods. The shuttle provides a readily available, secure car-with-driver service in Canberra for members. In 2016–17, the Transport Office managed 9,390 bookings from members, compared with 8,172 bookings in 2015–16 (figures exclude unbooked shuttle trips from the House of Representatives entrance). This represents a 15 per cent increase in bookings on the previous year, reflecting a greater number of sitting days in the period.

### ***Parliament House security***

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

### ***Security screening***

Certain guests are exempt from security screening on entry to Parliament House. Approvals for any other exemptions are made jointly by the Serjeant-at-Arms and the Usher of the Black Rod. During the year, exemptions were approved for 36 groups and individuals (compared with 26 in 2015–16).

### ***Information and communications technology***

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

The Joint Management Committee, which comprises senior parliamentary department staff, oversees the service-level agreement; it met four times in the reporting period. The Serjeant-at-Arms is the department's representative on the committee.

### ***Software services***

A number of ICT systems supporting the work of the chamber, its committees and its members were put into production in the period. These included:

- » ParlWork (see page 33)
- » Parliamentary Procedural Records System (see page 36)
- » e-petitions system (see page 52)
- » Report Builder template (see page 52).

The implementation stage of the Venue Management System project was finalised, and ongoing support arrangements were agreed with the Department of the Senate and DPS.

The department continues to use e-Trim to file and manage records electronically, and upgraded its version of e-Trim to enhance this capability. A project to identify methods of improving the user experience is underway. The department is committed to meeting the targets under the National Archives' Digital Continuity 2020 Policy by December 2020.

### ***Internet and intranet services***

We continued to support the new consolidated intranet portal for senators and members, the portal for outgoing parliamentary delegations and the new departmental intranet site. A project to consolidate House news for members of the public and other interested parties commenced in June 2017.

### ***Printing***

The department's in-house printing service produced around 1.5 million impressions in 2016–17 (a decrease of 0.4 million from 2015–16). The decreased volume is a result of further efficiencies achieved in the printing and distribution of chamber documents and committee reports.

### ***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; rosters are planned around student commitments and the requirements of the House.

Six students took part in the program in 2016–17: three were existing assistants, and three were new appointments. The new assistants came from the ACT, New South Wales and Victoria, and all were studying at universities in Canberra. Former parliamentary assistants were also engaged in the Serjeant-at-Arms' Office to work at the front counter and in other areas of members' services.

## Members' salaries

All processing of members' salaries and entitlements by the People Strategies Office was in accordance with legislation and administrative decisions. In the 2017 members' survey, 88 per cent of respondents said that they were satisfied with support for salary payments. Annual expenditure on members' salaries and other entitlements was \$47.531 million.

## Corporate support

The People Strategies Office provides corporate services and advice to the department. Operational performance indicators for finance, human resources and other corporate support services were met in 2016–17, and the department was in compliance with internal and external governance and reporting requirements. Also during the year:

- » the staff survey was reviewed and benchmarked with a view to modernising the terminology and gaining feedback on newly emerging themes
- » the department's leadership statement was updated and leadership training and development programs for staff were redeveloped
- » an Indigenous secondment program was developed.

Related information is detailed in Part 3 of this report.

## Outlook

In 2017–18, the department will continue to provide advice and services of a high standard to support the Speaker, members in Parliament House and the department.

We anticipate that priorities for the members' services and corporate support program during the year will include:

- » overseeing several major capital works projects that will have a significant impact on all occupants of the House of Representatives wing
- » completing the second phase of the furniture replacement project
- » planning and preparing for the hosting of a Serjeant-at-Arms conference in 2018
- » finalising a new memorandum of understanding and related service-level agreement with DPS for the provision of ICT support
- » installing new, more efficient print machinery for the in-house printing service
- » developing a new system to support chamber gallery bookings
- » making further enhancements to various systems supporting the chamber, its committees and its members
- » developing a consolidated news page for information on the House and its committees
- » negotiating a new enterprise agreement for departmental staff.

# 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 Visitor Services.

In 2016–17 the administered appropriation for the schools hospitality program activity was \$0.322 million, and expenditure (including accrued expenses) was \$0.324 million. Results against performance criteria are summarised in the annual performance statement (page 22); staff levels are shown in Appendix 1.

## Performance summary

In 2016–17, 117,582 school students participated in educational tours of Parliament House, up from 115,744 in the previous year. The number of students from the ACT, Queensland and South Australia decreased, while all other states recorded higher numbers than in the previous financial year (see Table 8).

**Table 8 Students visiting Parliament House, by location and year, 2012–13 to 2016–17**

Year	ACT	NSW	NT	QLD	SA	TAS	VIC	WA	Other	Total
2012–13	1,657	67,955	881	16,395	4,742	1,471	17,245	5,064	241	115,651
2013–14	1,859	62,597	835	18,193	5,390	1,581	17,766	5,488	–	113,709
2014–15	2,158	67,385	819	19,489	5,061	1,750	18,531	5,023	–	120,216
2015–16	3,004	64,438	654	16,056	5,849	1,621	18,950	5,159	13	115,744
2016–17	2,783	65,653	686	15,828	5,610	1,683	19,971	5,440	–	117,654

All visiting students participated in a guided tour and visited both chambers. Eighty-one per cent (95,887) received hospitality and 75 per cent (88,169) participated in the PEO program (see pages 43–4 for more information on the PEO's activities).

## Improving performance

From July 2016, bookings were taken on a rolling monthly basis for the following two calendar years. This process was developed in conjunction with stakeholders to bring our booking schedule into line with the schedules of other designated agencies on the visits program and has been well received.

Through the Venue Management System, an online calendar was introduced to allow schools and agents to view availability of school programs at Parliament House before making a booking. The school visits section of the website was updated to make it easier for users to access information and make bookings.

## Outlook

By 30 June 2017, we had booked 112,383 students from 1,703 schools for the following 12 months. Last year at the same time we had 106,775 students booked from 1,671 schools.





# Part 3

## Management and accountability

Corporate governance	68
External scrutiny	76
Management of people	78
Management of financial resources	85

*The parliamentary department heads at the launch of the Australian Parliament's Strategic plan for the parliamentary administration. Left to right: David Elder, Clerk of the House; Richard Pye, Clerk of the Senate; Rob Stefanic, Secretary of the Department of Parliamentary Services; and Phil Bowen, Parliamentary Budget Officer.  
Photo: David Foote, Auspic/DPS.*

# Corporate governance

As Presiding Officer of the House of Representatives, the Speaker has a role in relation to the department that is in some ways analogous to that of a minister of state in relation to an executive government department. The Speaker oversees administration of the department and is accountable to the House in respect of that role. The Clerk, who is responsible for leading the department and for its day-to-day management, reports to the Speaker.

## Governance structure

### Legislation

The department is established under the *Parliamentary Service Act 1999* as one of four parliamentary departments that together support the parliamentary service. The department's operations are governed by the *Parliamentary Service Act* and the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). Other legislation, including the *Fair Work Act 2009*, also applies to the operations of the department. Together, these Acts set out the Clerk's responsibilities for managing the department.

### Executive and senior management

There were some changes in senior executive service (SES) staffing during the year, mainly due to the retirement in early 2017 of a long-serving SES Band 1 staff member and the establishment of an additional SES Band 1 position, the Clerk Assistant (Procedure), for an 18-month period.

As at 30 June 2017, the department's Executive comprised the Clerk, the Deputy Clerk and four SES Band 1 staff: the Clerk Assistant (Table), the Clerk Assistant (Procedure), the Clerk Assistant (Committees) and the Serjeant-at-Arms. Each SES Band 1 is responsible for one or more of the department's offices (see Figure 1 on page 6). The roles and responsibilities of the Executive are described on page 7.

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

### Departmental management committees

#### Executive

In 2016–17, the department's Executive held 11 formal meetings to consider a range of departmental management and administrative matters. As well as standing items on finance and people strategies, during the year the Executive discussed:

- » corporate reporting and business planning
- » the department's organisational structure
- » the department's approach to leadership development
- » changes to the members' survey and to the staff survey
- » a range of policies relating to financial compliance, information management and security, and employment and employees
- » matters relating to the negotiation of a new enterprise agreement for non-SES staff.



## Audit Committee

The department's Audit Committee provides independent assurance to the Clerk on the department's risk, control and compliance framework, and its external accountability responsibilities.

In 2016–17, the committee was chaired by the Clerk Assistant (Procedure) and its membership included another SES Band 1 officer and three independent members. At 30 June 2017, the independent members were Mr Tim Courtney of the Australian Electoral Commission, Ms Susan McNeilly of the Office of Parliamentary Counsel, and Mr Dermot Walsh of the Office of the Commonwealth Ombudsman. The independent members contributed a valuable mix of skills, expertise and experience, complemented by an enhanced understanding, over time, of the department's operations and its operating environment.

The committee met four times in 2016–17. In the first half of the year, it considered the department's draft financial statements for 2015–16; the Australian National Audit Office's closing letter on its audit of the financial statements; and, for the first time, the annual performance statement that was proposed for the 2015–16 annual report. The committee recommended to the Clerk that he sign the financial statements and management response letter and include the annual performance statement in the annual report.

In addition, the committee was briefed on:

- » the status of ICT arrangements between the parliamentary departments, presented by representatives of the Department of Parliamentary Services
- » departmental ICT security, risk and services, presented by the director of the department's Parliamentary and Business Information Services Office.

The Serjeant-at-Arms attends committee meetings as an adviser, together with representatives of the Australian National Audit Office, the department's internal audit team and the Chief Financial Officer.

During the reporting period, the department's independent internal auditors, Bellchambers Barrett Pty Ltd, conducted the following audits:

- » a review of the framework of departmental policies and procedures
- » an assessment of the department's records management practices
- » a review of the department's performance measures and targets
- » a risk and fraud assessment and a review of the fraud and risk management framework.

As at 30 June 2017, a final internal audit plan for 2017–18 is in preparation. The plan will be provided to the Audit Committee for review.

### *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 has four departmental representatives, two elected staff representatives and two union-nominated representatives.

The committee met six times during 2016–17. Standing agenda items for the meetings are:

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

Other matters discussed in the reporting period included:

- » the department's recruitment and staff selection processes
- » changes to the department's organisational structure
- » the department's health and fitness reimbursement.

#### **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 may make recommendations to the Executive for decision and undertake roles as requested by the Executive. It is the department's Information Governance Committee under the National Archives' Digital Continuity 2020 Policy.

The committee is chaired by the Clerk Assistant (Table) and includes representatives from all areas of the department. In 2016–17 it met four times and discussed matters such as:

- » enhancements to internal information-sharing systems, including the departmental intranet
- » development of a departmental project management toolkit
- » the department's response to the Digital Continuity 2020 Policy.

### *Inter-parliamentary departmental collaboration*

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

In 2016–17, the Clerk, the Clerk of the Senate, the Secretary of the Department of Parliamentary Services and the Parliamentary Budget Officer held four formal meetings. Matters discussed included:

- » amendments to the Parliamentary Service Act
- » Parliament House Open Day and the thirtieth anniversary of Parliament House
- » future directions for parliamentary ICT
- » security capital works

- » the parliamentary pass policy
- » enterprise bargaining.

During the reporting period, the four department heads endorsed two significant joint publications. The first was the Australian Parliament's *Reconciliation action plan 2016–18*, which articulates the four departments' vision for and commitment to working collectively to establish respectful, sustainable and enduring partnerships between the Australian parliamentary service and Aboriginal and Torres Strait Islander peoples.



David Elder, Clerk of the House (third from left), and a representative from Reconciliation Australia (second from left) with representatives from the three other parliamentary departments at the launch of the Australian Parliament's Reconciliation action plan 2016–18, July 2016. Photo: David Foote, Auspic/DPS.

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

### **Parliamentary Administration Advisory Group**

In 2016–17, the Parliamentary Administration Advisory Group met four times to discuss matters of common interest across the parliamentary departments. Membership comprised the Serjeant-at-Arms, the Usher of the Black Rod, an Assistant Secretary of the Department of Parliamentary Services, and the Assistant Parliamentary Budget Officer of the Corporate Strategy Branch of the Parliamentary Budget Office. Responsibility for chairing the group rotates annually.

Matters discussed over the reporting period included:

- » work health and safety policies across the four parliamentary departments
- » proposed amendments to the Parliamentary Service Determination 2013
- » proposed amendments to the Parliamentary Service Act
- » sunsetting of the Archives (Records of Parliament) Regulations 1995
- » parenting and nursing room facilities in Parliament House.

### **Other inter-parliamentary department forums**

In 2016–17, the department was active in a number of other inter-parliamentary department forums that considered matters of common interest, particularly ICT and security. Departmental representatives participated in meetings of the following groups:

- » Parliamentary ICT Strategic Initiatives Steering Group—a forum for making decisions on ICT strategic initiatives for the parliament. The group was chaired by the Chief Information Officer of the Department of Parliamentary Services, and the department was represented by the Deputy Clerk.
- » Joint Management Committee—a committee to ensure oversight of ICT service delivery in accordance with formal agreements between the parliamentary departments. Responsibility for chairing the committee rotates on an annual basis, and the department was represented by the Serjeant-at-Arms.
- » Joint Management Group—a group to consider security-related matters. The group was chaired by a senior representative from the Australian Federal Police, and the department was represented by the Deputy Serjeant-at-Arms.
- » Incident Planning and Response Committee—a committee to manage security and emergency incident planning and response operations. The committee was chaired by a senior representative from the Australian Federal Police, and the department was represented by the Deputy Serjeant-at-Arms.

## **Departmental planning**

The department continues to work on strengthening its corporate planning and performance reporting to comply with its statutory obligations and to improve transparency and accountability.

The corporate plan is the department's primary planning document. As required under the PGPA Act, the department's corporate plan for 2016–17 was published in August 2016. It covered 2016–17 and three forward years to 2019–20. The corporate plan sets out the department's purpose, the activities undertaken to achieve that purpose, and measures for assessing the department's performance. It also describes the environment in which the department operates and the department's risk management and oversight systems.

Program areas and individual offices in the department were invited to consider whether they would benefit from developing their own business plans with a more operational focus to complement the corporate plan.

As part of the department's comprehensive work management framework, each year individual staff members, together with their supervisors, must identify and agree on work objectives. The work objectives reflect the individual's role in their work area, but must also relate to any applicable program area or office business plan and, ultimately, to the corporate plan.

## 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 2015–16 provided an assessment of the department's performance against the targets set in the 2015–16 Portfolio Budget Statements and the corporate plan, and presented the department's financial statements.

The department's annual report and Portfolio Budget Statements were provided to all members and published on the Parliament of Australia website.

## 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 2015–17 and Risk Management Plan 2015–17.

The risk management policy and framework details the department's commitment to embedding systematic risk management into governance and planning processes. The policy defines the department's risk appetite and tolerance, and allocates responsibility for aspects of planning, mitigation, oversight and reporting to staff at various levels.

The accompanying plan identifies the key strategic risks for the department and the treatments to be applied.

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

In April 2017, the department undertook a periodic risk assessment exercise facilitated by its internal auditors. Outcomes from the exercise will be used to update the risk management policy and plan for 2017–19.

### *Comcover benchmarking*

In 2017, the department completed the Comcover risk management benchmarking program survey. The survey assessed risk management capability using a six-state maturity model.

Results from the 2017 survey indicate that the department achieved a risk maturity of systematic, an increase on the previous year's level of developed.

### *Business continuity*

A departmental business continuity plan was in force throughout the reporting year, complemented by office-level business resumption plans. The department's business continuity plan is managed by the Serjeant-at-Arms and endorsed by the Clerk. The Business Continuity Network, which is responsible for business continuity governance

and oversight, met once in 2016–17. The department also conducted a scenario-based training exercise during the year involving the Clerk's Office. Work commenced on reviewing the business continuity plan and associated resumption plans to ensure that they are still relevant and up to date.

## Preventing fraud

The department is committed to compliance with the provisions of section 10 of the PGPA Rule relating to preventing, detecting and dealing with fraud.

The department's Fraud Control Plan 2015–17 outlines strategies and processes for preventing and detecting fraud, and for investigating and reporting instances of fraud should they occur. The plan is available to all staff on the department's intranet, and all new staff are required to complete online training on financial management responsibilities and fraud control. The department's monitoring and reporting framework requires regular reporting to the Executive and the Audit Committee. No losses of public money and no instances of fraud were identified during the year.

In April 2017, the department undertook a periodic fraud risk assessment exercise facilitated by its internal auditors. Outcomes from the exercise will inform an updated fraud risk assessment and fraud control plan for 2017–19.

## 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 2016–17. The finance law incorporates the PGPA Act, any rules and instruments created under the PGPA Act, and appropriation and supply acts.

## 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.

## Public interest disclosure

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

During 2016–17 the department continued to ensure that information on public interest disclosure procedures was available to all staff, and in 2016 an information session on the Act presented by the Commonwealth Ombudsman was open to all staff. During the year there were three authorised officers approved to handle public interest disclosures.

## Privacy

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

## Ecologically sustainable development and environmental reporting

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

# External scrutiny

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

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

The Auditor-General did not table any reports directly relating to the administration of the department or its operations. The Australian National Audit Office provided an unqualified audit report on the department's 2015–16 financial statements.

There were no investigations by the Commonwealth Ombudsman in 2016–17 that involved the department.

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

- » the Queensland Legislative Assembly's Committee of the Legislative Assembly's inquiry into powers, rights and immunities of members of parliament
- » the Department of Foreign Affairs and Trade's foreign policy white paper
- » the New South Wales Legislative Council's Procedure Committee's inquiry into the rules for questions
- » the New South Wales Legislative Council's Procedure Committee's inquiry into rules for notices of motion
- » the Parliamentary Joint Committee on Publications' review of parliamentary printing standards
- » the Senate Finance and Public Administration Legislation Committee's inquiry into the Parliamentary Business Resources Bill 2017 and the Parliamentary Business Resources (Consequential and Transitional Provisions) Bill 2017
- » the New South Wales Legislative Council's Procedure Committee's inquiry into e-petitions
- » the Parliamentary Joint Committee on Corporations and Financial Services' inquiry into whistleblower protections
- » the Senate Select Committee on a National Integrity Commission's inquiry into the establishment of a national integrity commission.

The department continued to support the Standing Committee on Appropriations and Administration's consideration of the department's funding requirements and budget position. During 2016–17 the committee met three times and tabled two reports: *Report no. 12: Annual report 2015–16* and *Report no. 13: Budget estimates 2017–18*. In the budget estimates report, the committee noted that the department was allocated supplementary funding of \$12.4 million over four years, commencing in 2017–18. The supplementary funding will be used to reinforce the department's procedural capacity and to provide additional support for the parliamentary committees administered by the department.



## Judicial and administrative decisions

No judicial decisions or decisions of administrative tribunals or the Australian Information Commissioner during 2016–17 had, or are anticipated to have, a significant effect on the operations of the department.

## 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.

## Disability reporting mechanisms

The National Disability Strategy 2010–2020 sets out a 10-year national policy framework to improve the lives of people with disability, promote participation and create a more inclusive society. A high-level two-yearly report will track progress against each of the six outcome areas of the strategy and present a picture of how people with disability are faring. The first of those reports, *Progress report to the Council of Australian Governments 2014*, can be found at [www.dss.gov.au](http://www.dss.gov.au).

# Management of people

## Staffing numbers

At 30 June 2017, the department had 153 employees—127 ongoing and 26 non-ongoing. As at 30 June 2016, the number of staff was 147, comprising 129 ongoing and 18 non-ongoing. Further information on staffing levels can be found in Appendix 1.

## Investors in People Standard

The department has held accreditation against the Investors in People Standard since 2002 and was awarded 'Investors in People Silver' in 2015. Investors in People is an international quality framework that benchmarks the effectiveness of leadership and management practices. The standard defines what it takes to lead, support and manage people well for sustainable results.

Accreditation requires a genuine commitment from leaders, passionate employees and a focus on the ambitions of the department. One of the requirements to retain accreditation is to be reassessed against the criteria every three years by an independent assessor. The next accreditation will occur in 2018 and will involve assessment against the new Investors in People Standard: Leading–Supporting–Improving.

## Staff survey

In June 2017, the department conducted its annual staff survey. The department has surveyed its staff for the past 12 years. During the reporting period, the department reviewed and benchmarked the survey with a view to modernising the terminology and gaining feedback on newly emerging themes.

The survey measures the quality of the department's leadership, its strengths, and staff satisfaction with pay and conditions of service. The results are taken into account in the ongoing development of the department's strategy for attracting and retaining staff.

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

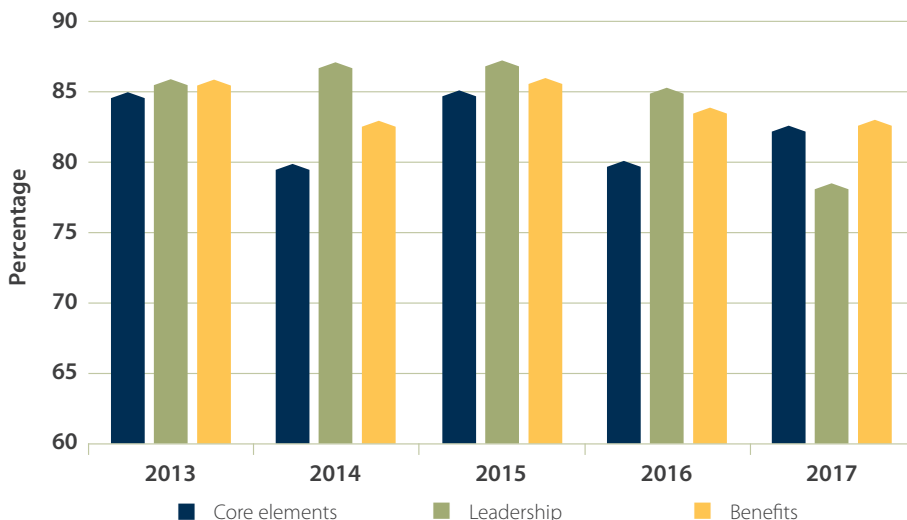
- » The 'core elements' satisfaction index measures the extent to which the department provided the core elements needed to attract, focus and keep the most talented staff (satisfaction rate of 82.6 per cent in 2017 and an average of 83.2 per cent over the last five years).
- » The 'leadership' satisfaction index measures the level of satisfaction of staff with their managers against the department's leadership statement (satisfaction rate of 78.5 per cent in 2017 and an average of 86.6 per cent over the last five years).
- » The 'benefits' satisfaction index measures the level of staff satisfaction with pay and working conditions (satisfaction rate of 82.9 per cent in 2017 and an average of 85.8 per cent over the last five years).

In the 2017 survey, the 'leadership' satisfaction index was segmented to obtain feedback from staff on their direct supervisor and on the Executive as a group. A new question on workforce planning was also added to provide guidance on potential future workforce changes.

As in previous years, most staff participated in the survey.

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

**Figure 7 Staff survey satisfaction elements, 2013 to 2017**



## People strategies: planning and delivery

### *Organisational reviews*

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

### *Recruitment of staff*

The department advertised to fill 23 ongoing vacancies during 2016–17 (compared with four in 2015–16), of which 11 were filled by external applicants.

### *Retention of staff*

Eleven ongoing and 11 non-ongoing staff left the department in 2016–17. The turnover rate was 8.5 per cent for ongoing staff (9.8 per cent in 2015–16). Appendix 1 includes details of separations.

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

### *Graduate placement program*

The department, in conjunction with the Department of the Senate, the Department of Parliamentary Services and the Parliamentary Budget Office, conducts the annual Parliament of Australia Graduate Program. The program involves three-month placements of people from the graduate programs of Australian Government agencies. An objective of the program is to promote the work of the parliament to agencies and the staff of those agencies. It assists graduates to develop the necessary knowledge and skills to make a significant contribution to the department and broader parliamentary service. At the completion of the program, participants return to their home departments with valuable experiences of parliamentary operations.

The program continued to draw a high level of interest from graduates from a range of agencies. Six graduates undertook placements in the department in 2016–17.

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



*2016–17 Graduate Program participants Murray Colless (left), Laura Johnson and David Sandbach. Photo: Michael Masters, Auspic/DPS.*

### *Alumni*

The department formed an alumni association of former staff in 2008. On 30 June 2017, it had 213 members. The association issued two newsletters during the year and its board met once. On 18 November 2016, the association held its annual general meeting. Twenty-eight association members attended the meeting, and two co-chairs were elected.

## Training and development

Table 9 shows the department's training and development expenditure as a percentage of salaries in 2015–16 and 2016–17. It also shows the average number of person-days spent on training and the average staffing level in both years. The average number of training days for staff remained the same at 3.1 days of off-the-job training per person per year. The fluctuation in staff training days generally reflects the stages of the parliamentary cycle.

**Table 9 Expenditure on training and development programs, 2015–16 and 2016–17**

	2015–16	2016–17
Expenditure as a percentage of annual payroll	0.8%	1.0%
Average training days per person	3.1	3.1
Average staffing level	153	153

Table 10 compares the average attendance of staff at training courses in 2015–16 and 2016–17. It also shows the average staffing level and total number of training days attended in 2016–17 for each classification.

**Table 10 Average staff attendance at training courses, 2015–16 and 2016–17**

Classification	Average staffing level	Total number of training days attended	Average number of training days attended	
	2016–17	2016–17	2015–16	2016–17
Senior Executive Service	6	28.3	2.8	4.7
Executive Band 2	23	51.5	2.1	2.2
Executive Band 1	44	98.3	2.1	2.2
Parliamentary Service Level 6	25	40.1	2.4	1.6
Parliamentary Service Level 5	7	14.6	2.1	2.1
Parliamentary Service Level 4	29	88.5	3.1	3.1
Parliamentary Service Level 3	8	23.3	1.0	2.9
Parliamentary Service Level 2	11	19.5	2.6	1.8
Not specified	–	115.7	–	–
<b>Total</b>	<b>153</b>	<b>479.8</b>	<b>3.1</b>	<b>3.1</b>

## Leadership development

The department has invested in leadership development with a range of external providers for over a decade and has trend data from staff surveys on leadership for the entire period. Following the review of the department's leadership statement in 2016, the department worked with an external provider to redevelop leadership programs for staff. In 2016–17, programs were conducted for the SES and staff at Executive Bands 1 and 2 and Parliamentary Service Levels 4, 5 and 6.

### *Workplace diversity*

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

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

During the reporting period, the Australian Parliament's *Reconciliation action plan 2016–18* was endorsed. (See page 71 for more information.)

In 2016–17 the department developed an Indigenous secondment program to provide opportunities for graduates from the Indigenous Australian Graduate Development Program to participate in three-month placements with the department. The program is an important part of the department's commitment to the career progression and professional development of Aboriginal and Torres Strait Islander people. At the completion of the program, participants return to their home departments with valuable experiences of parliamentary operations.

The program attracted a high level of interest from Aboriginal and Torres Strait Islander people from a range of agencies. Two placements were undertaken in 2016–17.



2016–17 Indigenous secondees Shanece Liddy-Wilde and Nathan King. Photo: Michael Masters, Auspic/DPS.

### Studybank

Seven staff participated in the department's Studybank program during the year (compared with 13 staff in 2015–16). Collectively, they received financial assistance of \$29,115 (\$25,389 in 2015–16), along with a total of 51.3 days of study leave on full pay.

### Performance assessment

All eligible staff participated in the annual work performance assessment cycle, which was completed on 31 October 2016. The cycle consists of setting individual work objectives, conducting performance assessments, preparing individual development plans and providing feedback to supervisors. Information from the individual development plans is used to formulate the training program for the next calendar year.

## Employment framework

The Department of the House of Representatives Enterprise Agreement 2012–15 covers all staff except SES. The department's SES staff are covered by determinations made under section 24(1) of the Parliamentary Service Act.

There is no provision in the enterprise agreement to remunerate staff based on performance. The Clerk did not make a determination under section 24(1) of the Act in 2016–17 to pay staff a monetary bonus.

On 22 September 2016, bargaining for a new enterprise agreement ceased following a decision of the full bench of the Fair Work Commission in relation to questions concerning the notices of employee representational rights for agencies undertaking bargaining. On 23 September 2016, a new notice of employee representational rights was issued to staff, recommencing the bargaining process for a new enterprise agreement.

Salary scales under the 2012–15 agreement are summarised in Table 11.

**Table 11 Salary scales of staff covered by the 2012–15 enterprise agreement**

Classification	Salary scale (\$)
Executive Band 2	132,608–140,509
Executive Band 1	102,457–114,283
Parliamentary Service Level 6	82,570–93,709
Parliamentary Service Level 5	76,320–80,758
Parliamentary Service Level 4	67,474–73,001
Parliamentary Service Level 3	61,044–65,576
Parliamentary Service Level 2	54,250–59,235
Parliamentary Service Level 1	47,955–52,473

### Salaries expenditure

In 2016–17, departmental salaries and allowances totalled \$18.762 million (\$19.208 million in 2015–16).

## Work health and safety

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

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

In October 2015, a work health and safety working group was established to review:

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

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

In 2016–17, the department focused on implementing its work health and safety management system, which provides an evidence-based risk management approach to work health and safety considerations. The department aims to deliver high-quality and timely outcomes, providing leadership, direction, capability and governance, to nurture a safety culture. A rehabilitation management system was also developed to ensure injured and/or ill workers are supported to achieve an early, safe and sustainable return to work, and the procedures for managing safety within the department were reviewed.

The department's Comcare premium rate for 2016–17 was 0.43 per cent of total employee benefits, an increase from the 2015–16 rate of 0.42 per cent.

One compensation claim has lodged during the reporting period, under the injury group 'strain excluding back'.

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



# Management of financial resources

## Asset management

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

A stocktake of office machines and equipment and portable and attractive assets was completed in 2016–17. During the stocktake process, Finance Office staff conducted a visual assessment for impairment. A verification of impairment testing was undertaken in conjunction with asset counting.

During the reporting period, two items in the asset register were reclassified from the property, plant and equipment asset class to the heritage and cultural asset class due to their heritage value and cultural significance. These two items are the rosewood despatch boxes located in the House of Representatives Chamber. Also during the reporting period, two heritage and cultural items were removed from the department's register. The 1927 gold key to Old Parliament House and the 1988 gold key to Australian Parliament House were identified as belonging to the Department of Parliamentary Services. The carrying value of the assets at the date of adjustment has been recognised in other comprehensive income.

The department undertook a materiality assessment of the carrying value of its assets measured against fair value. The independent valuer's report concluded that there was no material difference between the carrying value and fair value.

The furniture replacement project continued during 2016–17. This project consists of replacing the office furniture in the staff areas of members' offices. At 30 June 2017, 65 per cent of the offices had been completed. The project is due for completion in July 2018. A combination of cash reserves and funding from the departmental capital budget has been used to replace these furniture items. The total estimated cost for this project is \$4.0 million. Actual expenditure at 30 June 2017 was \$2.7 million. The project is tracking in line with budget estimates.

Other minor asset purchases included replacement of televisions, fridges and task chairs in members' and departmental offices. The department adopts a 'break-fix' replacement policy for these items.

During 2016–17, the department finalised the development of the Parliamentary Procedural Records System; developed an electronic petitions system; and, in partnership with the Department of the Senate, continued to enhance the Shared Committee Information Database.

A review of the intangible assets category was conducted to verify assets in use. All software items were found to be in use.

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

## Purchasing

An approach to market was conducted to replace the department's ageing print-room equipment. Arrangements were entered into to provide expertise associated with the Pacific Parliamentary Partnerships program and activities under the Pacific Women's Parliamentary Partnerships Project. The department accessed existing panel arrangements for the procurement of training and leadership development programs and recruitment.

The department continued its arrangement with the Office of Parliamentary Counsel for the provision of legislative drafting services. The procurement of these services is provided on a fee-for-service basis.

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

## Consultants

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

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

During 2016–17, 10 new consultancy contracts were entered into involving total expenditure of \$0.056 million. In addition, five ongoing consultancy contracts were active in 2016–17, involving total expenditure of \$0.215 million.

Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website ([www.tenders.gov.au](http://www.tenders.gov.au)).

## Competitive tendering and contracting

The department's contracting activities have been disclosed through the government's AusTender system, as required. There were no instances during 2016–17 where contracts were let that did not provide for the Auditor-General to have access to the contractor's premises, or where the Clerk exempted a contract from being published on AusTender.

## Advertising and market research

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

The department did not conduct any advertising campaigns during 2016–17.

## Procurement initiatives to support small business

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

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

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

## 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 2016–17, external legal expenditure was \$61,062 (\$64,794 in 2015–16). The department did not incur any internal legal expenses during 2016–17 (nil in 2015–16).





# Part 4

## Financial statements

Independent auditor's report	91
Certification	93
Overview	101
Financial performance	103
Income and expenses administered on behalf of Government	93
Financial position	106
Assets and liabilities administered on behalf of Government	101
Funding	114
People and relationships	112
Managing uncertainties	118
Expenses administered on behalf of Government	120
Assets and liabilities administered on behalf of Government	120

*James Catchpole, Serjeant-at-Arms (third from right), with staff from the department's Finance Office. Photo: Michael Masters, Auspic/DPS.*

# Contents

Independent auditor's report	91
Certification	93
<b>Primary financial statements</b>	
Statement of comprehensive income	94
Statement of financial position	95
Statement of changes in equity	96
Cash flow statement	97
Administered schedule of comprehensive income	98
Administered schedule of assets and liabilities	98
Administered reconciliation schedule	99
Administered cash flow statement	100
<b>Overview</b>	<b>101</b>
<b>Notes to the financial statements</b>	
<b><i>Financial performance</i></b> <b>103</b>	
1 Expenses	103
2 Own-source revenue and gains	104
<b><i>Financial position</i></b> <b>106</b>	
3 Financial assets	106
4 Non-financial assets	107
5 Payables	111
<b><i>People and relationships</i></b> <b>112</b>	
6 Employee provisions	112
7 Key management personnel remuneration	113
8 Related party disclosures	113
<b><i>Funding</i></b> <b>114</b>	
9 Appropriations	114
10 Unspent annual appropriations ('recoverable GST exclusive')	116
11 Disclosures by agent in relation to special appropriations ('recoverable GST exclusive')	116
12 Special account	117
13 Net cash appropriation arrangements	117
<b><i>Managing uncertainties</i></b> <b>118</b>	
14 Financial instruments	118
15 Fair value	119
<b><i>Expenses administered on behalf of Government</i></b> <b>120</b>	
16 Administered expenses	120
<b><i>Assets and liabilities administered on behalf of Government</i></b> <b>120</b>	
17 Administered financial assets	116
18 Administered payables	121
19 Administered financial instruments	121
<b><i>Major budget variances</i></b> <b>122</b>	
20 Departmental budget variances commentary	122

# Independent auditor's report



## INDEPENDENT AUDITOR'S REPORT

To the Speaker of the House of Representatives

Report on the Annual Financial Statements

### Opinion

In my opinion, the financial statements of the Department of the House of Representatives for the year ended 30 June 2017:

- (a) comply with Australian Accounting Standards – Reduced Disclosure Requirements and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Department of the House of Representatives as at 30 June 2017 and its financial performance and cash flows for the year then ended.

The financial statements of the Department of the House of Representatives, which I have audited, comprise the following statements as at 30 June 2017 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 and forming part of 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 Department of the House of Representatives 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* to the extent that they are not in conflict with the *Auditor-General Act 1997* (the Code). 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 Department of the House of Representatives, the Clerk of the House is responsible under the *Public Governance, Performance and Accountability Act 2013* for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Reduced Disclosure Requirements and the rules made under that 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 and fair presentation 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 Department of the House of Representatives' ability to continue as a going concern, taking into account whether the entity's operations will cease as a result of an administrative restructure or for any other reason. The Clerk of the House

# Independent auditor's report

is also responsible for disclosing matters related to going concern as applicable 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 those charged with governance 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



Clea Lewis  
 Executive Director  
 Delegate of the Auditor-General  
 Canberra  
 19 September 2017



# 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 2017 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

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



D ELDER  
Clerk of the House  
18 September 2017



K SAUNDERS  
Chief Finance Officer  
18 September 2017

## Statement of comprehensive income

for the period ended 30 June 2017

		2017	2016	Original Budget
	Notes	\$'000	\$'000	\$'000
<b>NET COST OF SERVICES</b>				
<b>Expenses</b>				
Employee Benefits	1A	18,762	19,208	20,078
Suppliers	1B	4,572	5,321	5,998
Depreciation and amortisation	4A	909	896	880
Write-Down and Impairment of Assets	1C	10	34	-
Losses from asset sales		11	6	3
<b>Total expenses</b>		<b>24,264</b>	<b>25,465</b>	<b>26,959</b>
<b>Own-Source Income</b>				
<b>Own-source revenue</b>				
Sale of Goods and Rendering of Services	2A	64	66	47
Other Revenue	2B	443	797	764
<b>Total own-source revenue</b>		<b>506</b>	<b>863</b>	<b>811</b>
<b>Gains</b>				
Other Gains	2C	1,914	1,895	2,125
<b>Total gains</b>		<b>1,914</b>	<b>1,895</b>	<b>2,125</b>
<b>Total own-source income</b>		<b>2,420</b>	<b>2,758</b>	<b>2,936</b>
<b>Net cost of services</b>		<b>21,843</b>	<b>22,706</b>	<b>24,023</b>
Revenue from Government	2D	24,159	20,668	23,143
<b>Surplus/(Deficit) on continuing operations</b>		<b>2,316</b>	<b>(2,038)</b>	<b>(880)</b>
<b>OTHER COMPREHENSIVE INCOME</b>				
<b>Items not subject to subsequent reclassification to net cost of services</b>				
Changes in asset revaluation surplus		(17)	772	-
<b>Total other comprehensive income</b>		<b>2,299</b>	<b>(1,266)</b>	<b>(880)</b>

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

## Statement of financial position

as at 30 June 2017

	Notes	2017 \$'000	2016 \$'000	Original Budget \$'000
<b>ASSETS</b>				
<b>Financial assets</b>				
Cash and Cash Equivalents	3A	3,057	570	350
Trade and Other Receivables	3B	14,837	14,732	12,691
<b>Total financial assets</b>		<b>17,895</b>	15,302	13,041
<b>Non-financial assets</b>				
Heritage and cultural	4A	419	422	419
Plant and equipment	4A	7,446	6,505	7,870
Computer software	4A	1,775	2,218	2,214
Inventories	4B	13	16	20
Other Non-Financial Assets	4C	156	119	200
<b>Total non-financial assets</b>		<b>9,809</b>	9,280	10,723
<b>Total assets</b>		<b>27,703</b>	24,582	23,764
<b>LIABILITIES</b>				
<b>Payables</b>				
Suppliers	5A	286	334	200
Other Payables	5B	843	771	200
<b>Total payables</b>		<b>1,129</b>	1,105	400
<b>Provisions</b>				
Employee Provisions	6A	6,310	6,153	5,550
<b>Total provisions</b>		<b>6,310</b>	6,153	5,550
<b>Total liabilities</b>		<b>7,439</b>	7,258	5,950
<b>Net assets</b>		<b>20,265</b>	17,324	17,814
<b>EQUITY</b>				
Contributed equity		(10,393)	(11,035)	(10,393)
Reserves		14,192	14,209	13,767
Retained surplus/(Accumulated deficit)		16,466	14,150	14,440
<b>Total equity</b>		<b>20,265</b>	17,324	17,814

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

## Statement of changes in equity

for the period ended 30 June 2017

	2017	2016	Original Budget
	\$'000	\$'000	\$'000
<b>CONTRIBUTED EQUITY</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	(11,035)	(11,677)	(11,035)
<b>Adjusted opening balance</b>	<b>(11,035)</b>	<b>(11,677)</b>	<b>(11,035)</b>
<b>Transactions with owners</b>			
Departmental capital budget	642	642	642
<b>Total transactions with owners</b>	<b>642</b>	<b>642</b>	<b>642</b>
<b>Closing balance as at 30 June</b>	<b>(10,393)</b>	<b>(11,035)</b>	<b>(10,393)</b>
<b>RETAINED EARNINGS</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	14,150	16,188	15,320
<b>Adjusted opening balance</b>	<b>14,150</b>	<b>16,188</b>	<b>15,320</b>
<b>Comprehensive income</b>			
Surplus/(Deficit) for the period	2,316	(2,038)	(880)
<b>Total comprehensive income</b>	<b>2,316</b>	<b>(2,038)</b>	<b>(880)</b>
<b>Closing balance as at 30 June</b>	<b>16,466</b>	<b>14,150</b>	<b>14,440</b>
<b>ASSET REVALUATION RESERVE</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	14,209	13,437	13,767
<b>Adjusted opening balance</b>	<b>14,209</b>	<b>13,437</b>	<b>13,767</b>
<b>Comprehensive income</b>			
Other comprehensive income	(17)	772	-
<b>Total comprehensive income</b>	<b>(17)</b>	<b>772</b>	<b>-</b>
<b>Closing balance as at 30 June</b>	<b>14,192</b>	<b>14,209</b>	<b>13,767</b>
<b>TOTAL EQUITY</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	17,324	17,948	18,052
<b>Adjusted opening balance</b>	<b>17,324</b>	<b>17,948</b>	<b>18,052</b>
<b>Comprehensive income</b>			
Surplus/(Deficit) for the period	2,316	(2,038)	(880)
Other comprehensive income	(17)	772	-
<b>Total comprehensive income</b>	<b>2,299</b>	<b>(1,266)</b>	<b>(880)</b>
<b>Transactions with owners</b>			
<b>Contributions by owners</b>			
Departmental capital budget	642	642	642
<b>Total transactions with owners</b>	<b>642</b>	<b>642</b>	<b>642</b>
<b>Closing balance as at 30 June</b>	<b>20,265</b>	<b>17,324</b>	<b>17,814</b>

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

## Cash flow statement

for the period ended 30 June 2017

	2017	2016	Original Budget
Notes	\$'000	\$'000	\$'000
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations	23,765	21,781	24,483
Sale of goods and rendering of services	106	136	47
Revenue from external sources	710	596	662
Net GST received	344	260	71
Other	-	7	-
<b>Total cash received</b>	<b>24,925</b>	<b>22,780</b>	<b>25,263</b>
<b>Cash used</b>			
Employees	18,550	19,162	20,023
Suppliers	3,088	3,654	3,669
Net GST paid	-	-	283
<b>Total cash used</b>	<b>21,638</b>	<b>22,816</b>	<b>23,975</b>
<b>Net cash from/(used by) operating activities</b>	<b>3,287</b>	<b>(37)</b>	<b>1,288</b>
<b>INVESTING ACTIVITIES</b>			
<b>Cash received</b>			
Proceeds from sales of property, plant and equipment	4	-	-
<b>Total cash received</b>	<b>4</b>	<b>-</b>	<b>-</b>
<b>Cash used</b>			
Purchase of property, plant and equipment	1,414	1,333	1,930
Purchase of Intangibles	31	60	-
<b>Total cash used</b>	<b>1,445</b>	<b>1,393</b>	<b>1,930</b>
<b>Net cash from/(used by) investing activities</b>	<b>(1,441)</b>	<b>(1,393)</b>	<b>(1,930)</b>
<b>FINANCING ACTIVITIES</b>			
<b>Cash received</b>			
Contributed equity (DCB)	642	642	642
<b>Total cash received</b>	<b>642</b>	<b>642</b>	<b>642</b>
<b>Cash used</b>			
<b>Net cash from/(used by) financing activities</b>	<b>642</b>	<b>642</b>	<b>642</b>
<b>Net increase/(decrease) in cash held</b>	<b>2,487</b>	<b>(788)</b>	<b>-</b>
Cash and cash equivalents at the beginning of the reporting period	570	1,357	350
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>3,057</b>	<b>570</b>	<b>350</b>

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

## Administered schedule of comprehensive income

for the period ended 30 June 2017

		2017	2016	Original Budget
	Notes	\$'000	\$'000	\$'000
<b>NET COST OF SERVICES</b>				
<b>Expenses</b>				
Suppliers	16	324	317	322
<b>Total expenses</b>		<b>324</b>	<b>317</b>	<b>322</b>
<b>Net (cost of)/contribution by services</b>		<b>(324)</b>	<b>(317)</b>	<b>(322)</b>
<b>Surplus/(Deficit)</b>		<b>(324)</b>	<b>(317)</b>	<b>(322)</b>
<b>Total comprehensive income/(loss)</b>		<b>(324)</b>	<b>(317)</b>	<b>(322)</b>

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

## Administered schedule of assets and liabilities

as at 30 June 2017

		2017	2016	Original Budget
	Notes	\$'000	\$'000	\$'000
<b>ASSETS</b>				
<b>Financial assets</b>				
Trade and Other Receivables	17	4	4	2
<b>Total financial assets</b>		<b>4</b>	<b>4</b>	<b>2</b>
<b>Total assets administered on behalf of Government</b>		<b>4</b>	<b>4</b>	<b>2</b>
<b>LIABILITIES</b>				
<b>Payables</b>				
Suppliers	18A	26	-	26
Other Payables	18B	4	4	2
<b>Total payables</b>		<b>30</b>	<b>4</b>	<b>28</b>
<b>Government</b>		<b>30</b>	<b>4</b>	<b>28</b>
<b>Net assets/(liabilities)</b>		<b>(26)</b>	<b>-</b>	<b>(26)</b>

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

## Administered reconciliation schedule

	2017	2016
	\$'000	\$'000
<b>Opening assets less liabilities as at 1 July</b>	-	(22)
Adjustment for errors	-	(4)
<b>Adjusted opening assets less liabilities</b>	<b>-</b>	<b>(26)</b>
<b>Net (cost of)/contribution by services</b>		
Expenses		
Payments to entities other than corporate		
Commonwealth entities	<b>(324)</b>	(317)
Appropriation transfers from Official Public Account	<b>298</b>	343
<b>Closing assets less liabilities as at 30 June</b>	<b>(26)</b>	-

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

### *Accounting policy*

#### **Administered cash transfers to and from the official public account**

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

## Administered cash flow statement

for the period ended 30 June 2017

	Notes	2017 \$'000	2016 \$'000
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Net GST received		23	24
<b>Total cash received</b>		<b>23</b>	<b>24</b>
<b>Cash used</b>			
Suppliers		320	369
<b>Total cash used</b>		<b>320</b>	<b>369</b>
<b>Net cash from/(used by) operating activities</b>		<b>(297)</b>	<b>(345)</b>

	Notes	2017 \$'000	2016 \$'000
<b>Cash from Official Public Account</b>			
Appropriations		298	343
GST Appropriations		22	24
<b>Total cash from official public account</b>		<b>320</b>	<b>367</b>
<b>Cash to Official Public Account</b>			
GST Appropriations		(23)	(22)
<b>Total cash to official public account</b>		<b>297</b>	<b>345</b>
<b>Cash and cash equivalents at the end of the reporting period</b>	17	-	-

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



# Overview

## Objectives of the Department of the House of Representatives

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

The Department is structured to meet one outcome:

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

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

The Department's activities contributing to this outcome are classified as either Departmental or Administered. Departmental activities involve the use of assets, liabilities, revenues and expenses controlled or incurred by the Department in its own right. Administered activities involve the management or oversight by the Department, on behalf of the Parliament, of items controlled or incurred by the Government.

## Basis of preparation of the financial report

The financial statements are general purpose financial statements and are required by section 42 of the *Public Governance, Performance and Accountability Act 2013*.

The financial statements have been prepared in accordance with:

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

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

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

## 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 2017.

<b>Note 1 Expenses</b>		
	<b>2017</b>	2016
	<b>\$'000</b>	\$'000
<b>1A: Employee Benefits</b>		
Wages and salaries	<b>14,134</b>	14,139
Superannuation		
Defined contribution plans	<b>846</b>	802
Defined benefit plans	<b>2,013</b>	1,870
Leave and other entitlements	<b>1,625</b>	2,280
Separation and redundancies	<b>143</b>	117
<b>Total employee benefits</b>	<b>18,762</b>	19,208
<b>1B: Suppliers</b>		
<b>Goods and services supplied or rendered</b>		
Staff Related Services	<b>440</b>	603
Travel	<b>742</b>	1,195
Office Services	<b>2,876</b>	2,980
Communication	<b>105</b>	117
Corporate Expenses	<b>266</b>	273
<b>Total goods and services supplied or rendered</b>	<b>4,430</b>	5,169
Goods supplied	<b>330</b>	356
Services rendered	<b>4,100</b>	4,813
<b>Total goods and services supplied or rendered</b>	<b>4,430</b>	5,169
<b>Other suppliers</b>		
Operating lease rentals	<b>62</b>	72
Workers compensation expenses	<b>80</b>	80
<b>Total other suppliers</b>	<b>142</b>	152
<b>Total suppliers</b>	<b>4,572</b>	5,321
<b>Leasing commitments</b>		
Operating leases 2016-17 included were effectively non-cancellable and comprise agreements for the provision of motor vehicles to senior executives and for departmental use.		
<b>Commitments for minimum lease payments in relation to non-cancellable operating leases are payable as follows:</b>		
Within 1 year	<b>37</b>	51
Between 1 to 5 years	<b>1</b>	37
<b>Total operating lease commitments</b>	<b>38</b>	88
<b>1C: Write-Down and Impairment of Assets</b>		
Impairment of property, plant and equipment	<b>10</b>	34
<b>Total write-down and impairment of assets</b>	<b>10</b>	34

Note 2 Own-source revenue and gains		
	2017	2016
	\$'000	\$'000
<b>2A: Sale of Goods and Rendering of Services</b>		
Sale of goods	26	26
Rendering of services	38	40
<b>Total sale of goods and rendering of services</b>	<b>64</b>	<b>66</b>
<b>2B: Other Revenue</b>		
Royalties	-	15
Funding from external sources	443	782
<b>Total other revenue</b>	<b>443</b>	<b>797</b>
<b>2C: Other Gains</b>		
Resources received free of charge		
Remuneration of auditors	83	85
Rent of premises	1,831	1,803
Other financial income	-	7
<b>Total other gains</b>	<b>1,914</b>	<b>1,895</b>
<b>2D: Revenue from Government</b>		
Appropriations		
Departmental appropriations	24,159	20,668
<b>Total Revenue from Government</b>	<b>24,159</b>	<b>20,668</b>

## **Accounting policy**

### **Revenue from the sale of goods**

Revenue from the sale of goods is recognised when:

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

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

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

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

### **Resources received free of charge**

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

Contributions of assets at no cost of acquisition or for nominal consideration are recognised as gains at their fair value when the asset qualifies for recognition.

### **Revenue from Government**

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

# Financial position

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

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

<b>Note 3 Financial assets</b>		
	<b>2017</b>	2016
	<b>\$'000</b>	\$'000
<b>3A: Cash and Cash Equivalents</b>		
Cash on hand or on deposit	<b>3,057</b>	570
<b>Total cash and cash equivalents</b>	<b>3,057</b>	570
<b>3B: Trade and Other Receivables</b>		
<b>Goods and services receivables</b>		
Goods and services	<b>21</b>	290
<b>Total goods and services receivables</b>	<b>21</b>	290
<b>Appropriations receivables</b>		
Appropriation receivable - existing programs	<b>14,742</b>	11,801
Appropriation receivable - special account	-	2,547
<b>Total appropriations receivables</b>	<b>14,742</b>	14,348
<b>Other receivables</b>		
Cash held by salary packaging providers	<b>37</b>	46
GST inputs credits receivable	<b>38</b>	47
<b>Total other receivables</b>	<b>75</b>	94
<b>Total trade and other receivables (gross)</b>	<b>14,837</b>	14,732

Credit terms for goods and services were within 30 days (2016: 30 days).

## *Accounting policy*

### **Financial assets**

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

## Note 4 Non - financial assets

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

	Heritage and cultural <sup>1</sup> \$'000	Property, Plant and equipment \$'000	Computer Software <sup>2</sup> \$'000	Total \$'000
<b>As at 1 July 2016</b>				
Gross book value	422	6,505	3,665	10,592
Accumulated depreciation, amortisation and impairment	-	-	(1,447)	(1,447)
<b>Total as at 1 July 2016</b>	<b>422</b>	<b>6,505</b>	<b>2,218</b>	<b>9,145</b>
Additions				
Purchase	-	1,414	21	1,435
Internally developed	-	-	10	10
Depreciation and amortisation	-	(437)	(472)	(909)
Other movements				
Reclassification <sup>3</sup>	14	(14)	-	-
Adjustment recognised in other comprehensive income <sup>4</sup>	(17)	-	-	(17)
Disposals				
Other	-	(22)	(3)	(25)
<b>Total as at 30 June 2017</b>	<b>419</b>	<b>7,446</b>	<b>1,775</b>	<b>9,640</b>
<b>Total as at 30 June 2017 represented by</b>				
Gross book value	419	7,883	3,671	11,972
Accumulated depreciation, amortisation and impairment	-	(437)	(1,895)	(2,332)
<b>Total as at 30 June 2017</b>	<b>419</b>	<b>7,446</b>	<b>1,775</b>	<b>9,640</b>

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

2. The carrying amount of computer software included \$18,804 (2016: \$12,948) of purchased software and \$1,756,586 (2016: \$2,205,915) of internally generated software.

3. During the year the following items were reclassified from Property, Plant and Equipment to the Heritage and Cultural class:

- Despatch Box - Rosewood with sliver and enamel embossing; and
- Despatch Box - Rosewood with sliver and enamel embossing.

These items have been classified as heritage and cultural due to their heritage value and cultural significance.

4. During the year the following items were removed from the Department's asset register:

- Gold Key 1988 Parliament and;
- Gold Key 1927 Parliament.

These items were identified as belonging to the Department of Parliamentary Services. The items have been removed from the register and the carrying value of the assets at the date of adjustment has been recognised in other comprehensive income.

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

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

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

**Asset recognition threshold**

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

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

**Revaluations**

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

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

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

**Depreciation**

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

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



**Note 4 Non - financial assets (continued)****Depreciation (continued)**

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

	2017	2016
Property, plant & equipment	5 to 50 years	5 to 50 years

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

**Impairment**

All assets were assessed for impairment at 30 June 2017. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the entity were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

**Derecognition**

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

**Accounting policy**

Heritage and Cultural Assets

The Department has the following heritage and cultural assets with an aggregated fair value of \$419,000 (2016: \$422,000).

- » Mace - Garrard Engraved Silver
- » Dispatch Boxes (2) Rosewood with silver and enamel embossing
- » Yirrkala Bark Petition 14 Aug 1963, Wood Bark 59.1cm X 33.2cm
- » Yirrkala Bark Petition 28 Aug 1963, Wood Bark 49.1cm X 30cm
- » Yirrkala Bark Petition 8 Oct 1968, Wood Bark 59.1cm X 34cm
- » Ritual Stick - Yirrkala People 1976, Wood Feathers 47.1cm X 24.2cm

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

## Note 4 Non - financial assets (continued)

**Intangibles**

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

Software is amortised on a straight-line basis over its anticipated useful life. The useful lives of the entity's software are 2 to 13 years (2016: 2 to 13 years).

All software assets were assessed for indications of impairment as at 30 June 2017.

	2017	2016
	\$'000	\$'000
<b>4B: Inventories</b>		
<b>Inventories held for sale</b>		
Finished goods	13	16
<b>Total inventories held for sale</b>	<b>13</b>	<b>16</b>
<b>Total inventories</b>	<b>13</b>	<b>16</b>

During 2017, \$2,745 of inventory held for sale was recognised as an expense (2016: \$1,816).

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

**4C: Other Non-Financial Assets**

Prepayments	156	119
<b>Total other non-financial assets</b>	<b>156</b>	<b>119</b>

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

**Accounting policy**

Inventories held for sale are valued at the lower of cost and net realisable value. Inventories held for distribution are valued at cost, adjusted for any loss of service potential. Inventories acquired at no cost or nominal consideration are initially measured at current replacement cost at the date of acquisition.

## Note 5 Payables

	2017 \$'000	2016 \$'000
<b>5A: Suppliers</b>		
Trade creditors and accruals	286	334
<b>Total suppliers</b>	<b>286</b>	<b>334</b>
Settlement was usually made within 30 days.		
<b>5B: Other Payables</b>		
Salaries and wages	101	49
Superannuation	22	10
Salary Sacrifice Payable	37	46
Unearned income <sup>1</sup>	682	665
Input Tax Credit (GST) Payment to ATO	1	1
<b>Total other payables</b>	<b>843</b>	<b>771</b>

<sup>1</sup> Unearned income relates to payments from Department of Foreign Affairs (DFAT) (AusAid) funding for Pacific Parliamentary Development programs. Payment is made in advance of work being performed, and unspent funds are acquitted to DFAT.

# 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.

<b>Note 6 Employee provisions</b>		
	<b>2017</b>	2016
	<b>\$'000</b>	\$'000
<b>6A: Employee Provisions</b>		
Leave	<b>6,310</b>	6,153
<b>Total employee provisions</b>	<b>6,310</b>	6,153
<b>Employee provisions expected to be settled</b>		
No more than 12 months	<b>1,543</b>	1,437
More than 12 months	<b>4,767</b>	4,716
<b>Total employee provisions</b>	<b>6,310</b>	6,153

## *Accounting policy*

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

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

### **Leave**

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

The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will be applied at the time the leave is taken, including the entity's employer superannuation contribution rates and additional oncosts (annual leave and long service leave) to the extent that the leave is likely to be taken during service rather than paid out on termination. The liability for long service leave has been determined by the short-hand method as at 30 June 2017. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

### **Superannuation**

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

The CSS and PSS are defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme. The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported in the Department of Finance's administered schedules and notes.

The department makes employer contributions to the employees' defined benefit superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. The entity accounts for the contributions as if they were contributions to defined contribution plans. The liability for superannuation recognised as at 30 June represents outstanding contributions.

### Note 7 Key management personnel remuneration

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the department, directly or indirectly, including any director (whether executive or otherwise) of the department. The department has determined the key management personnel to be the Clerk of the House, Deputy Clerk of the House and four Clerks Assistant. Key management personnel remuneration is reported in the table below:

	2017 \$'000	2016 \$'000
<b>Short-term employee benefits</b>		
Salary	1,269	1,171
Motor vehicle allowance	75	66
<b>Total short-term employee benefits</b>	<b>1,344</b>	<b>1,237</b>
<b>Post-employment benefits</b>		
Superannuation	201	206
<b>Total post-employment benefits</b>	<b>201</b>	<b>206</b>
<b>Other long-term employee benefits</b>		
Annual leave	93	89
Long-service leave	30	29
<b>Total other long-term employee benefits</b>	<b>123</b>	<b>118</b>
<b>Total key management personnel remuneration expenses</b>	<b>1,668</b>	<b>1,561</b>

The total number of key management personnel that are included in the above table is 7. (2016: 7)

### Note 8 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 Department of Finance. These are not considered individually significant to warrant separate disclosure as related party transactions. Refer to Note 1A Employee Benefits for details on superannuation arrangements with the Commonwealth.

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

# Funding

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

## Note 9 Appropriations Annual Appropriations for 2017

	Appropriation Act		PGPA Act	Total appropriation \$'000	Appropriation applied in 2017 (current and prior years) \$'000	Variance <sup>3</sup> \$'000
	Annual Appropriation <sup>1</sup> \$'000	Section 74 Receipts <sup>2</sup> \$'000				
<b>Departmental</b>						
Operating Budget	24,159	3,576		27,735	(24,794)	2,941
Capital Budget	642	-		642	(642)	-
<b>Total departmental</b>	<b>24,801</b>	<b>3,576</b>		<b>28,377</b>	<b>(25,436)</b>	<b>2,941</b>
<b>Administered<sup>3</sup></b>						
Operating Budget	322	-		322	(298)	24
<b>Total administered</b>	<b>322</b>	<b>-</b>		<b>322</b>	<b>(298)</b>	<b>24</b>

1. In 2016-17, there were no appropriations subject to quarantine and no reductions. The Departmental and Administered Appropriation ceases to be in force on 1 July 2019.

2. The s74 Receipts included \$2,601,108.47 from the original IPR Special Account on 29 March 2017 when it was subject to sun-setting.

3. The Departmental variance relates to the increase in s74 receipts due to the need to recognise the receipt of the Special Account. The Administered variance relates to balance undrawn for accrued expenses payable in 2017-18.

## Note 9 Appropriations (continued)

## Annual Appropriations for 2016

	Appropriation Act		PGPA Act		Appropriation applied in 2016 (current and prior years) \$'000	Variance <sup>2</sup> \$'000
	Annual Appropriation <sup>1</sup> \$'000	Section 74 Receipts \$'000	Total appropriation \$'000	Total appropriation \$'000		
<b>Departmental</b>						
Operating Budget	21,168	820	21,988	21,988	(22,646)	(658)
Capital Budget	642	-	642	642	(642)	-
<b>Total departmental</b>	<b>21,810</b>	<b>820</b>	<b>22,630</b>	<b>22,630</b>	<b>(23,288)</b>	<b>(658)</b>
<b>Administered</b>						
Operating Budget	324	-	324	324	(322)	2
<b>Total administered</b>	<b>324</b>	<b>-</b>	<b>324</b>	<b>324</b>	<b>(322)</b>	<b>2</b>

1. In 2015-16, there were no appropriations subject to quarantine and no reductions. The Departmental and Administered Appropriation ceases to be in force on 1 July 2018.

2. The Departmental variance relates to capital expenditure funded from undrawn 2013-14 appropriation. The Department draws from the prior year unspent amounts to fund capital projects in excess of the Departmental Capital appropriation. The Administered variance relates to balance undrawn for expenses payable in 2016-17.

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

	2017 \$'000	2016 \$'000
<b>Departmental</b>		
Appropriation (Parliamentary Departments) Act (No. 1) 2013-14	80	80
Appropriation (Parliamentary Departments) Act (No. 1) 2015-16	-	11,801
Appropriation (Parliamentary Departments) Act (No. 1) 2016-17	<b>14,742</b>	-
<b>Total departmental</b>	<b>14,822</b>	11,881
<b>Administered</b>		
Appropriation (Parliamentary Departments) Act (No. 1) 2015-16	-	2
Appropriation (Parliamentary Departments) Act (No. 1) 2016-17	<b>26</b>	-
<b>Total administered</b>	<b>26</b>	2

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

	Department of Finance (third party access)	Australian Public Service Commission (third party access)
<b>2017</b>	<b>\$'000</b>	<b>\$'000</b>
Total receipts	<b>7,890</b>	<b>39,641</b>
Total payments	<b>7,890</b>	<b>39,641</b>
	Department of Finance (third party access)	Australian Public Service Commission (third party access)
2016	\$'000	\$'000
Total receipts	7,415	37,402
Total payments	7,415	37,402



## Note 12 Special account

	Inter-Parliamentary Relations Special Account (Departmental) <sup>1</sup>	
	2017 \$'000	2016 \$'000
<b>Balance brought forward from previous period</b>	<b>2,560</b>	2,550
<b>Increases</b>	<b>51</b>	60
<b>Total increases</b>	<b>51</b>	60
Available for payments	<b>2,611</b>	2,610
<b>Decreases</b>		
Departmental	<b>(2,611)</b>	(50)
<b>Total departmental</b>	<b>(2,611)</b>	(50)
<b>Total decreases<sup>2</sup></b>	<b>(2,611)</b>	(50)
<b>Total balance carried to the next period</b>	-	2,560
<b>Balance represented by:</b>		
<b>Cash held in entity bank accounts</b>	-	13
<b>Cash held in the Official Public Account</b>	-	2,547

1. Appropriation: *Public Governance, Performance and Accountability Act 2013* section 80.

Establishing Instrument: 2004/08.

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

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

2. The Special Account became subject to sun-setting provisions during the reporting period. \$2,601,108.47 was drawn down on 29 March 2017 and deposited into the Official Inter-parliamentary Relations bank account pending the release of a new delegation from the Finance Minister.

## Note 13 Net cash appropriation arrangements

	2017 \$'000	2016 \$'000
<b>Total comprehensive income/(loss) less depreciation/amortisation expenses previously funded through revenue appropriations</b>	<b>3,207</b>	(370)
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	<b>(909)</b>	(896)
<b>Total comprehensive income/(loss) - as per the Statement of Comprehensive Income</b>	<b>2,299</b>	(1,266)

# Managing uncertainties

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

<b>Note 14 Financial instruments</b>		
	<b>2017</b>	2016
	<b>\$'000</b>	\$'000
<b>Categories of Financial Instruments</b>		
<b>Financial Assets</b>		
<b>Loans and receivables</b>		
Cash and cash equivalents	<b>3,057</b>	570
Trade and other receivables	<b>58</b>	337
<b>Total loans and receivables</b>	<b>3,115</b>	907
<b>Total financial assets</b>	<b>3,115</b>	907
<b>Financial Liabilities</b>		
<b>Financial liabilities measured at amortised cost</b>		
Suppliers	<b>286</b>	334
Other Payables	<b>682</b>	665
<b>Total financial liabilities measured at amortised cost</b>	<b>968</b>	999
<b>Total financial liabilities</b>	<b>968</b>	999

## *Accounting policy*

### **Financial assets**

The department classifies its financial assets in the following categories:

- financial assets at fair value through profit or loss; and
- loans and receivables.

The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition.

### **Loans and receivables**

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at the carrying amount less impairment.

### **Impairment of financial assets**

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

### **Financial liabilities**

Supplier and other payables are recognised at amortised cost and consist of trade creditors, accruals and unearned income.

### **Fair value**

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

## Note 15 Fair value

	Fair value measurements at the end of the reporting period	
	2017 \$'000	2016 \$'000
<b>Non-financial assets</b> <sup>1</sup>		
Property, Plant and Equipment <sup>2</sup>	7,446	6,505
Heritage & Cultural <sup>2</sup>	419	422

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

2. The Department did not measure any non-financial assets at fair value on a non-recurring basis as at 30 June 2017

**Accounting policy**

The Department tests the procedures of the valuation model as an asset materiality review at least once every 12 months (with a formal revaluation undertaken once every three years). If a particular asset class experiences significant and volatile changes in fair value (i.e. where indicators suggest that the value of the class has changed materially since the previous reporting period), that class is subject to specific valuation in the reporting period, where practicable, regardless of the timing of the last specific valuation. For the period ended 30 June 2017, the Department engaged JLL Public Sector Valuations Pty Ltd (JLL) to undertake a materiality review of all plant and equipment assets and confirm that the models developed comply with AASB 13.

The materiality assessment carried out by JLL determined that there was no material difference between the carrying values of assets to the fair value of assets.

# Expenses administered on behalf of Government

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

Note 16 Administered expenses		
	2017	2016
	\$'000	\$'000
<b>Suppliers</b>		
<b>Goods and services supplied or rendered</b>		
Hospitality Services	324	317
<b>Total goods and services supplied or rendered</b>	<b>324</b>	<b>317</b>
Services rendered	324	317
<b>Total goods and services supplied or rendered</b>	<b>324</b>	<b>317</b>
<b>Total suppliers</b>	<b>324</b>	<b>317</b>

# Assets and liabilities administered on behalf of Government

Note 17 Administered financial assets		
	2017	2016
	\$'000	\$'000
<b>Trade and Other Receivables</b>		
<b>Other receivables</b>		
GST Receivable from Australian Taxation Office	4	4
<b>Total other receivables</b>	<b>4</b>	<b>4</b>
<b>Total trade and other receivables</b>	<b>4</b>	<b>4</b>
<b>Trade and other receivables expected to be recovered</b>		
No more than 12 months	4	4
<b>Trade and other receivables aged as follows</b>		
Not overdue	4	4
<b>Total trade and other receivables</b>	<b>4</b>	<b>4</b>

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

### Note 18 Administered payables

	2017	2016
	\$'000	\$'000
<b>18A: Suppliers</b>		
Trade creditors and accruals	26	-
<b>Total suppliers</b>	<b>26</b>	<b>-</b>
<b>Suppliers expected to be settled</b>		
No more than 12 months	26	-
<b>Total suppliers</b>	<b>26</b>	<b>-</b>

Settlement was usually within 30 days.

	2017	2016
	\$'000	\$'000
<b>18B: Other Payables</b>		
GST Appropriation payable to OPA	4	4
<b>Total other payables</b>	<b>4</b>	<b>4</b>
<b>Other payables expected to be settled</b>		
No more than 12 months	4	4
<b>Total other payables</b>	<b>4</b>	<b>4</b>

### Note 19 Administered financial instruments

	2017	2016
	\$'000	\$'000
<b>Categories of Financial Instruments</b>		
<b>Financial Assets</b>		
<b>Loans and receivables</b>		
Other receivables	4	4
<b>Total loans and receivables</b>	<b>4</b>	<b>4</b>
<b>Total financial assets</b>	<b>4</b>	<b>4</b>
<b>Financial Liabilities</b>		
<b>Financial liabilities measured at amortised cost</b>		
Trade creditors	26	-
<b>Total financial liabilities measured at amortised cost</b>	<b>26</b>	<b>-</b>
<b>Total financial liabilities</b>	<b>26</b>	<b>-</b>

# Major budget variances

This section provides explanations for major budget variances between the department's budget and actual results for the year ended 2017.

## Note 20 Departmental budget variances commentary

### Explanations of major variances

### Affected line items (and statement)

#### Employees

The variances were caused by the following factors; the primary factor being the Election and commencement of the 45th Parliament taking place at the beginning of the reporting period. Initially, this resulted in a greater than normal amount of staff taking leave. During the first half of the financial year the department was not fully staffed. Secondly, staff movements at all levels due to internal recruitment decisions resulted in short-term vacancies. The timing of the Election was not known when setting budget forecasts.

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

#### Own source revenue

The variances were caused by a number of factors; due to the timing of the Election the programs facilitated through funding from Department of Foreign Affairs and Trade were not able to be progressed as forecast in the budget. The department has been successful in securing an extension of time for some of these programs. The department did not receive any revenue from royalties during the reporting period.

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

#### Financial assets

The variance was caused by an increase to appropriation revenue received in the budget not able to be matched with a corresponding increase in expenses due to the timing of the Election. This resulted in an increase to cash receivables and was not able to be forecast in the budget.

Trade and other receivables (Statement of Financial Position)

#### Non-financial assets

The variance was caused by the purchase of print-room equipment being delayed until 2017-18; office furniture project tracking below forecast budget; software development projects not progressing as forecast and a decrease in prepayments due to a decrease in annual premiums not forecast in the budget.

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



## Appendixes

1	Staffing statistics	124
2	Business of the House and Federation Chamber	128
3	Committee activity	131
4	Committee reports and inquiries	133
5	Publications	143
6	Outgoing parliamentary delegations	147
7	Official incoming parliamentary delegations	149
8	Other incoming parliamentary delegations	150
9	Parliamentary capacity-building activities	152
10	Entity resource statement	155
11	Contact directory	156
12	List of requirements	157

# 1 Staffing statistics

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

## Location and classification of staff

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

### Staff by location, at 30 June 2014, 2015, 2016 and 2017

Location	2014	2015	2016	2017
Executive	5	5	5	6 <sup>a</sup>
Executive support/project staff	6	7	6	6
Table Office	14 <sup>b</sup>	13	14	12
Chamber Research Office	9	10	10	8
International and Parliamentary Relations Office <sup>c</sup>	–	7	7	7
International and Community Relations Office <sup>d</sup>	10	–	–	–
Committee Office	65	60	58	65
Serjeant-at-Arms' Office	22 <sup>e</sup>	23 <sup>e</sup>	22 <sup>f</sup>	22 <sup>g</sup>
Finance Office	6	6	5	6
Parliamentary and Business Information Services Office	11 <sup>b</sup>	14 <sup>b</sup>	12 <sup>b</sup>	11
People Strategies Office	6	6	8 <sup>b</sup>	10 <sup>b</sup>
<b>Total</b>	<b>154</b>	<b>151</b>	<b>147</b>	<b>153</b>

a. Includes the Clerk Assistant (Procedure), a position that was established in January 2017.

b. Includes one sessional staff member.

c. Established in July 2014.

d. Disbanded in August 2014.

e. Includes 12 sessional staff.

f. Includes 11 sessional staff.

g. Includes 10 sessional staff.



## Staff by classification level and gender, at 30 June 2016 and 2017

Classification level	30 June 2016			30 June 2017		
	Male	Female	Total	Male	Female	Total
Senior Executive Service	2	3	5	4	2	6
Executive Band 2	7	10	17	9	14	23
Executive Band 1	21	19	40	26	18	44
Parliamentary Service Level 6	10	16	26	8	17	25
Parliamentary Service Level 5	1	4	5	1	6	7
Parliamentary Service Level 4	7	25	32	5	24	29
Parliamentary Service Level 3	2	6	8	3	5	8
Parliamentary Service Level 2	10	4	14	5	6	11
<b>Total</b>	<b>60</b>	<b>87</b>	<b>147</b>	<b>61</b>	<b>92</b>	<b>153</b>

## Ongoing and non-ongoing staff, by classification level, at 30 June 2016 and 2017

Classification level	30 June 2016			30 June 2017		
	Ongoing	Non-ongoing	Total	Ongoing	Non-ongoing	Total
Senior Executive Service	5	–	5	6	–	6
Executive Band 2	17	–	17	22	1	23
Executive Band 1	39	1	40	41	3	44
Parliamentary Service Level 6	26	–	26	24	1	25
Parliamentary Service Level 5	4	1	5	6	1	7
Parliamentary Service Level 4	30	2	32	21	8	29
Parliamentary Service Level 3	7	1	8	6	2	8
Parliamentary Service Level 2	1	13	14	1	10	11
<b>Total</b>	<b>129</b>	<b>18</b>	<b>147</b>	<b>127</b>	<b>26</b>	<b>153</b>

## Ongoing and non-ongoing staff, by employment status and gender, at 30 June 2016 and 2017

Employment status	30 June 2016			30 June 2017		
	Female	Male	Total	Female	Male	Total
Ongoing full-time	77	50	127	69	54	123
Ongoing part-time	2	–	2	4	–	4
Non-ongoing full-time	2	1	3	10	2	12
Non-ongoing part-time	6	9	15	9	5	14
<b>Total</b>	<b>87</b>	<b>60</b>	<b>147</b>	<b>92</b>	<b>61</b>	<b>153</b>

## Ongoing and non-ongoing Indigenous staff, at 30 June 2016 and 2017

Employment status	30 June 2016	30 June 2017
Ongoing	–	–
Non-ongoing	1	4

## Staff by classification and equal employment opportunity group, at 30 June 2017

	Executive <sup>a</sup>	Parliamentary Service Levels 4–6	Parliamentary Service Levels 1–3	Total
Female	34	47	11	92
Male	39	14	8	61
<b>Subtotal</b>	<b>73</b>	<b>61</b>	<b>19</b>	<b>153</b>
Aboriginal and Torres Strait Islander	1	3	–	4
Non-English-speaking background	3	4	5	12
People with disability	1	1	1	3

a. The Executive classification group consists of all Senior Executives, and Executive Band 1 and 2 staff.

## Separations

The reasons for staff separating from the department, with comparative figures for 2014–15 and 2015–16, are detailed below.

### Separations, 2014–15 to 2016–17

Reason for separation	2014–15	2015–16	2016–17
Transfer/promotion to another Commonwealth agency	3	7	8
Resignation	5	6	7
Retirement	2	5	2
Cessation of non-ongoing employment	17	11	4
Voluntary retrenchment	1	1	1
<b>Total</b>	<b>28</b>	<b>30</b>	<b>22</b>

## 2 Business of the House and Federation Chamber

This appendix contains summary information on the business of the House and Federation Chamber in 2016–17.

### Meetings of the House of Representatives, 2016–17

Events	Spring 2016	Autumn– Winter 2017	Total
Sitting weeks	7	10	17
Sitting days	27	37	64
Hours of sitting <sup>a</sup>			
including suspensions	251	364	615
excluding suspensions	241	330	571
Sittings after midnight	0	1	1
Government bills introduced <sup>b</sup>	99	114	213
Private members' bills introduced <sup>c</sup>	17	18	35
Private members' motions moved	14	11	25
Committee reports presented	36	64	100
Days on which			
the adjournment motion was debated	22	33	55
matters of public importance were discussed	20	29	49
private members' business occurred	6	7	13
Divisions	135	108	243
Closure of question agreed to	35	23	58
Closure of member agreed to	24	14	38
Bills guillotined	0	0	0

a. Hours are rounded to the nearest hour.

b. Includes seven Senate bills.

c. Includes two private senators' bills.

## Meetings of the Federation Chamber, 2016–17

Events	Spring 2016	Autumn– Winter 2017	Total
Number of meetings	23	36	59
Hours of meeting (excluding suspensions) <sup>a</sup>	87	150	237
Bills referred	7	6	13
Private members' bills debated	0	0	0
Private members' motions moved	47	60	107
Committee reports presented	0	0	0
Committee and delegation reports referred	7	14	21
Other documents debated	4	6	10
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), 2012–13 to 2016–17

Events	2012–13	2013–14	2014–15	2015–16	2016–17
Government bills introduced (including bills brought from the Senate)	209	175	191	141	213
Initiated in					
the House	206	173	181	136	206
the Senate	3	2	10	5	7
Private members' bills introduced <sup>a</sup>	32	7	12	21	35
Second-reading amendments moved	9	36	22	16	40
Consideration-in-detail amendments moved					
government	701	14	215	60	58
opposition	140	50	62	38	44
non-aligned	82	2	26	21	71
amendments to private members' bills	0	0	0	0	0
Consideration-in-detail amendments passed					
government	701	14	215	60	58
opposition	5	0	4	2	0
non-aligned	22	0	0	0	1
amendments to private members' bills	0	0	0	0	0

a. Includes private senators' bills.

## 3 Committee activity

This appendix summarises the activities of House and joint committees of the Forty-fifth Parliament in 2016–17.

Committee	Meetings	Inquiries active at 30 June 2017	Reports presented
Agriculture and Water Resources	16	1	1
Appropriations and Administration	3	0	2
Australian Commission for Law Enforcement and Integrity <sup>a</sup>	14	2	0
Broadcasting of Parliamentary Proceedings	0	0	0
Communications and the Arts	9	1	0
Corporations and Financial Services <sup>a</sup>	29	3	1
Economics	26	2	9
Electoral Matters	30	1	3
Employment, Education and Training	12	1	1
Environment and Energy	20	1	1
Foreign Affairs, Defence and Trade	89	6	0
Government Procurement	6	0	1
Health, Aged Care and Sport	25	2	0
Human Rights <sup>a</sup>	25	0	11
Indigenous Affairs	28	1	0
Industry, Innovation, Science and Resources	20	1	0
Infrastructure, Transport and Cities	13	1	1
Intelligence and Security	50	2	9
Law Enforcement <sup>a</sup>	23	5	3
Migration	22	1	0
National Broadband Network <sup>a</sup>	24	1	0
National Capital and External Territories	16	3	0
National Disability Insurance Scheme <sup>a</sup>	18	5	0
Northern Australia	14	1	0
Petitions	18	1	0
Privileges and Members' Interests	11	0	4

Committee	Meetings	Inquiries active at 30 June 2017	Reports presented
Procedure	9	2	0
Public Accounts and Audit	20	7	4
Publications (House)	4	0	10
Publications (Joint)	7	1	0
Public Works	34	7	5
Regional Development and Decentralisation	3	1	0
Selection	13	0	13
Social Policy and Legal Affairs	17	1	0
Tax and Revenue	15	1	1
Trade and Investment Growth	12	0	1
Treaties	26	4	9

a. Joint committees supported by the Department of the Senate.

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



## 4 Committee reports and inquiries

This appendix provides details of inquiries and reports of scrutiny committees and internal committees of the Forty-fifth Parliament in 2016–17.

### Scrutiny committees, Forty-fifth Parliament, 2016–17

Committee	Inquiries at 30 June 2017	Reports
Agriculture and Water Resources, Standing Committee on	Inquiry into water use efficiency in Australian agriculture	<i>Safe keeping: inquiry into the biosecurity of Australian honey bees</i> Presented 27 March 2017 PP: 90/2017
Australian Commission for Law Enforcement Integrity, Parliamentary Joint Committee on <sup>a</sup>	Inquiry into the integrity of Australia's border arrangements  Examination of the annual report of the Integrity Commissioner 2015–16	
Communications and the Arts, Standing Committee on	Inquiry into the Australian film and television industry	
Corporations and Financial Services, Joint Committee on <sup>a</sup>	Inquiry into the life insurance industry  Inquiry into the oversight of ASIC, the Takeovers Panel and the Corporations Legislation No. 1 of the 45th Parliament  Inquiry into whistleblower protections in the corporate, public and not-for-profit sectors	<i>Report on the 2015–16 annual reports of bodies established under the ASIC Act</i> Presented 13 June 2017 PP: 175/2017
Economics, Standing Committee on	Review of the 2016 Reserve Bank of Australia annual report (second report)	<i>Review of the Reserve Bank of Australia annual report 2015 (second report)</i> Presented 7 November 2016 PP: 310/2016  <i>Review of the Australian Prudential Regulation Authority annual report 2015 (second report)</i> Presented 21 November 2016 PP: 411/2016

Committee	Inquiries at 30 June 2017	Reports
Economics, Standing Committee on (continued)		<p><i>Review of the Australian Competition and Consumer Commission annual report 2015 (second report)</i> Presented 21 November 2016 PP: 412/2016</p> <p><i>Review of the Australian Securities and Investments Commission annual report 2015</i> Presented 21 November 2016 PP: 413/2016</p> <p><i>Review of the four major banks (first report)</i> Presented 24 November 2016 PP: 420/2017</p> <p><i>Report on the inquiry into home ownership</i> Presented 16 December 2017 PP: 32/2017</p> <p><i>Review of the 2016 Reserve Bank of Australia annual report (first report)</i> Presented 30 March 2017 PP: 99/2017</p> <p><i>Review of the four major banks (second report)</i> Presented 21 April 2017 PP: 129/2017</p> <p><i>Report on the inquiry into tax deductibility</i> Presented 15 June 2017 PP: 202/2017</p>
Electoral Matters, Joint Standing Committee on	Inquiry into and report on all aspects of the conduct of the 2016 federal election and matters related thereto	<p><i>First interim report on the inquiry into the conduct of the 2016 federal election: authorisation of voter communication</i> Presented 9 December 2016 PP: 483/2017</p> <p><i>Second interim report on the inquiry into the conduct of the 2016 federal election: foreign donations</i> Presented 10 March 2017 PP: 86/2017</p> <p><i>Third interim report on the inquiry into the conduct of the 2016 federal election: AEC modernisation</i> Presented 21 June 2017 PP: 62/2017</p>
Employment, Education and Training, Standing Committee on	Inquiry into school to work transition	<p><i>Innovation and creativity</i> Presented 19 June 2017 PP: 61/2017</p>
Environment and Energy, Standing Committee on	Inquiry into modernising Australia's electricity grid	<p><i>Inquiry into flying-fox management in the eastern states</i> Presented 27 February 2017 PP: 37/2017</p>

Committee	Inquiries at 30 June 2017	Reports
Foreign Affairs, Defence and Trade, Joint Standing Committee on	<p>Inquiry into Australia's trade and investment relationship with the United Kingdom</p> <p>Inquiry into establishing a Modern Slavery Act in Australia</p> <p>Inquiry into human organ trafficking and organ transplant tourism</p> <p>Inquiry into the benefits and risks of a Bipartisan Australian Defence Agreement, as a basis of planning for, and funding of, Australian Defence capability</p> <p>Inquiry into the status of the human right to freedom of religion or belief</p> <p>Review of the Defence annual report 2015–16</p>	
Government Procurement, Joint Select Committee on		<p><i>Buying into our future: review of amendments to the Commonwealth Procurement Rules</i> Presented 29 June 2017 PP: 239/2017</p>
Health, Aged Care and Sport, Standing Committee on	<p>Inquiry into the hearing health and wellbeing of Australia</p> <p>Inquiry into the use and marketing of electronic cigarettes and personal vaporisers in Australia</p>	
Human Rights, Parliamentary Joint Committee on <sup>a</sup>		<p><i>Report 7 of 2016: Human rights scrutiny report</i> Presented 11 October 2016</p> <p><i>Report 8 of 2016: Human rights scrutiny report</i> Presented 9 November 2016</p> <p><i>Report 9 of 2016: Human rights scrutiny report</i> Presented 22 November 2016</p> <p><i>Report 10 of 2016: Human rights scrutiny report</i> Presented 30 November 2016</p> <p><i>Report 1 of 2017: Human rights scrutiny report</i> Presented 16 February 2017</p> <p><i>Report 2 of 2017: Human rights scrutiny report</i> Presented 21 March 2017</p>

Committee	Inquiries at 30 June 2017	Reports
Human Rights, Parliamentary Joint Committee on <sup>a</sup> (continued)		<p><i>Freedom of speech in Australia</i> Presented 28 February 2017</p> <p><i>Report 3 of 2017: Human rights scrutiny report</i> Presented 28 March 2017</p> <p><i>Report 4 of 2017: Human rights scrutiny report</i> Presented 9 May 2017</p> <p><i>Report 5 of 2017: Human rights scrutiny report</i> Presented 14 June 2017</p> <p><i>Report 6 of 2017: Human rights scrutiny report</i> Presented 20 June 2017</p>
Indigenous Affairs, Standing Committee on	Inquiry into educational opportunities for Aboriginal and Torres Strait Islander students	
Industry, Innovation, Science and Resources, Standing Committee on	Inquiry into the social issues relating to land-based driverless vehicles in Australia	
Infrastructure, Transport and Cities, Standing Committee on	Inquiry into the Australian Government's role in the development of cities	<p><i>Harnessing value, delivering infrastructure: inquiry into the role of transport connectivity on stimulating development and economic activity</i> Presented 6 December 2016 PP: 31/2017</p>
<p>Intelligence and Security, Parliamentary Joint Committee on</p> <p>The committee's scrutiny includes the review of terrorist listings and the administration and expenditure of the Australian intelligence community.</p>	<p>Review of Administration and Expenditure No. 15 (2015–16)</p> <p>Review of ASIO's questioning and detention powers</p>	<p><i>Advisory report on the Criminal Code Amendment (High Risk Terrorist Offenders) Bill 2016</i> Presented 4 November 2016 PP: 314/2016</p> <p><i>Review of the re-listing of six terrorist organisations under the Criminal Code: Abu Sayyaf Group, Al-Qa'ida, Al-Qa'ida the Lands of the Islamic Maghreb, Jabhat al-Nusra, Jamiat ul-Ansar, Jemaah Islamiyah</i> Presented 7 November 2016 PP: 312/2016</p> <p><i>Review of the declaration of Islamic State as a declared terrorist organisation under the Australian Citizenship Act 2007</i> Presented 7 November 2016 PP: 313/2016</p> <p><i>Advisory report on the Criminal Code Amendment (War Crimes) Bill 2016</i> Presented 18 November 2016 PP: 414/2016</p> <p><i>Advisory report on item 28 of the Law Enforcement Legislation Amendment (State Bodies and Other Measures) Bill 2016</i> Presented 18 November 2016 PP: 415/2016</p>

Committee	Inquiries at 30 June 2017	Reports
Intelligence and Security, Parliamentary Joint Committee on (continued)		<p><i>Review of Administration and Expenditure No. 14 (2014–15)</i> Presented 1 March 2017 PP: 42/2017</p> <p><i>Review of the listing and re-listing of four terrorist organisations under the Criminal Code</i> Presented 20 March 2017 PP: 87/2017</p> <p><i>Annual report of committee activities 2015–16</i> Presented 22 May 2017 PP: 149/2017</p> <p><i>Review of the Telecommunications and Other Legislation Amendment Bill 2016</i> Presented 30 June 2017 PP: 240/2017</p>
Law Enforcement, Parliamentary Joint Committee on <sup>a</sup>	<p>Examination of the Australian Crime Commission annual report 2015–16</p> <p>Examination of the Australian Federal Police annual report 2015–16</p> <p>Inquiry into crystal methamphetamine (ice)</p> <p>Inquiry into human trafficking</p> <p>Inquiry into illicit tobacco</p>	<p><i>Inquiry into financial related crime</i> Presented 7 September 2016</p> <p><i>Examination of the Australian Crime Commission annual report 2014–15</i> Presented 25 May 2017 PP: 165/2017</p> <p><i>Examination of the Australian Federal Police annual report 2014–15</i> Presented 25 May 2017 PP: 166/2017</p>
Migration, Joint Standing Committee on	Inquiry into migrant settlement outcomes	
National Broadband Network, Joint Standing Committee on the <sup>a</sup>	Inquiry into the rollout of the National Broadband Network	
National Capital and External Territories, Joint Standing Committee on the	<p>Australia's Antarctic Territory</p> <p>Review of the National Capital Authority: biannual public briefings</p> <p>Strategic importance of the Indian Ocean Territories</p>	

Committee	Inquiries at 30 June 2017	Reports
National Disability Insurance Scheme, Joint Standing Committee on the <sup>a</sup>	<p>General issues around the implementation and performance of the NDIS</p> <p>The provision of services under the NDIS Early Childhood Early Intervention Approach</p> <p>The provision of hearing services under the NDIS</p> <p>The provision of services under the NDIS for people with psychological disabilities related to a mental health condition</p> <p>Transitional arrangements for the NDIS</p>	
Northern Australia, Joint Select Committee on	Inquiry into opportunities and methods for stimulating the tourism industry in Northern Australia	
Public Accounts and Audit, Joint Committee of	<p>Commonwealth performance framework—inquiry based on Auditor-General's reports 6 (2016–17) and 31 (2015–16)</p> <p>Commonwealth procurement—inquiry based on Auditor-General's reports 1, 13 and 16 (2016–17)</p> <p>Inquiry into Defence Major Projects Report</p> <p>Inquiry into defence sustainment expenditure</p> <p>Commonwealth financial statements—inquiry based on Auditor-General's report 33 (2016–17)</p>	<p><i>Report 459: Annual report 2015–16</i> Presented 9 November 2016 PP: 377/2016</p> <p><i>Report 460: Public sector governance—inquiry based on Auditor-General's report 29 (2015–16)</i> Presented 16 February 2017 PP: 39/2017</p> <p><i>Report 461: Commonwealth risk management—inquiry based on Auditor-General's report 18 (2015–16)</i> Presented 10 May 2017 PP: 136/2017</p> <p><i>Report 462: Commonwealth infrastructure spending—inquiry based on Auditor-General's reports 14 (2015–16) and 38 (2016–17)</i> Presented 21 June 2017 PP: 209/2017</p>

Committee	Inquiries at 30 June 2017	Reports
Public Accounts and Audit, Joint Committee of (continued)	<p>Commonwealth grants administration—inquiry based on Auditor-General's reports 25 (2015–16), 4, 12 and 35 (2016–17)</p> <p>Cybersecurity compliance—inquiry based on Auditor-General's report 42 (2016–17)</p>	
<p>Public Works, Parliamentary Standing Committee on</p> <p>The <i>Public Works Committee Act 1969</i> empowers the committee to inquire into and report on all public works that are referred to it. Commonwealth works estimated to cost more than \$15 million must be referred to it.</p>	<p>Australian War Memorial, Treloar E Large Technology Objects Store Project, Mitchell, Australian Capital Territory</p> <p>Explosive Ordnance Logistics Reform Program Project</p> <p>HMAS Cerberus redevelopment, Western Port Bay, Victoria</p> <p>HMAS Moreton Unit Relocation Project, HMAS Moreton, Bulimba, Queensland</p> <p>IP Australia Accommodation Project: building refresh, Discovery House, Woden, Australian Capital Territory</p> <p>JP2008 Phase 5B2 Wideband Satellite Capability—Satellite Ground Station—East Facilities Project</p> <p>Land 155—Enhanced Gap Crossing Capability Facilities Project</p>	<p><i>Report 1/2017: Referrals made October/ November 2016</i> Presented 13 February 2017 PP: 35/2017</p> <p><i>Eightieth annual report</i> Presented 27 March 2017 PP: 93/2017</p> <p><i>Report 3/2017: Referrals made December 2016</i> Presented 29 March 2017 PP: 95/2017</p> <p><i>Report 4/2017: Referrals made December 2016 and February 2017</i> Presented 22 May 2017 PP: 148/2017</p> <p><i>Report 5/2017: Referrals received December 2016, February and March 2017</i> Presented 29 May 2017 PP: 156/2017</p>
Regional Development and Decentralisation, Select Committee on	Inquiry into regional development and decentralisation	

Committee	Inquiries at 30 June 2017	Reports
Social Policy and Legal Affairs, Standing Committee on	Parliamentary inquiry into a better family law system to support and protect those affected by family violence	
Tax and Revenue, Standing Committee on	Inquiry into taxpayer engagement with the tax system	<i>2015–16 annual report of the Australian Taxation Office</i> Presented 30 March 2017
Trade and Investment Growth, Joint Select Committee on		<i>Leveraging our advantages—the trade relationship between Australia and Indonesia</i> Presented 19 June 2017 PP: 204/2017
Treaties, Joint Standing Committee on	Consular functions in Macau—China Defence Supplies and Services—Japan Montreal Protocol Ozone Layer—amendment Singapore Free Trade Agreement—amendment	<p><i>Report 163: Paris agreement</i> Presented 7 November 2016 PP: 311/2016</p> <p><i>Report 164: Air services—Kuwait</i> Presented 23 November 2016 PP: 418/2016</p> <p><i>Report 165: Trans-Pacific Partnership Agreement</i> Presented 30 November 2016 PP: 464/2016</p> <p><i>Report 166: Implementation procedures for airworthiness—USA</i> Presented 23 November 2016 PP: 419/2016</p> <p><i>Report 167: Nuclear cooperation—Ukraine</i> Presented 16 December 2016 PP: 476/2016</p> <p><i>Report 168: Certain maritime arrangements—Timor-Leste</i> Presented 30 March 2017 PP: 96/2017</p> <p><i>Report 169: Future Submarine Program</i> Presented 13 April 2017 PP: 127/2017</p> <p><i>Report 170: Social Security Agreement—NZ</i> Presented 9 May 2017 PP: 128/2017</p> <p><i>Report 171: International Trade in Endangered Species—amendments</i> Presented 19 June 2017</p>

a. Joint committees supported by the Department of the Senate



## Internal committees, Forty-fifth Parliament, 2016–17

Committee	Purpose	Reports and inquiries
Appropriations and Administration, Standing Committee on	The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations and Staffing.	<i>Report no. 12: Annual report 2015–16</i> Presented 28 November 2016  <i>Report no. 13: Budget estimates 2017–18 (Department of the House of Representatives)</i> Presented 11 May 2017 PP: 135/2017
Broadcasting of Parliamentary Proceedings, Joint Committee on the	The committee meets when required to consider the general principles applying to the radio broadcasting and, in certain circumstances, the televising of proceedings of parliament by the Australian Broadcasting Corporation.	
House Committee	The committee usually meets with the equivalent Senate committee as the Joint House Committee. It is serviced by the Department of Parliamentary Services.	
Parliamentary Library, Joint Standing Committee on the	The committee usually meets with the equivalent Senate committee as the Joint Library Committee. It is serviced by the Department of Parliamentary Services.	
Petitions, Standing Committee on	The committee receives and processes petitions, and inquires into and reports to the House on any matter relating to petitions and the petitions system. Information on how to go about petitioning the House of Representatives is available at the petitions page on the Parliament of Australia website.	Inquiry into the e-petitioning system of the House of Representatives Petitions Committee
Privileges and Members' Interests, Standing Committee of	The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversee arrangements for the maintenance of the Register of Members' Interests and consider any specific complaints about the registering of interests.	<i>Claim of parliamentary privilege by a member in relation to material seized under a search warrant</i> Presented 28 November 2016 PP: 462/2016  <i>Right of reply for Mr Mercurius Goldstein</i> Presented 24 November 2016  <i>Right of reply for Mr Calum Thwaites</i> Presented 9 February 2017  <i>Report concerning the registration and declaration of members' interests during 2016</i> Presented 9 February 2017 PP: 33/2017

Committee	Purpose	Reports and inquiries
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	Maintenance of the standing orders  Inquiry into the provisions relating to disorder in the House of Representatives
Publications, Standing Committee on	The committee presents reports making recommendations relating to the inclusion of papers presented to parliament in the Parliamentary Papers Series.	The committee presented reports, on: <ul style="list-style-type: none"> <li>» 13 October 2016</li> <li>» 20 October 2016</li> <li>» 10 November 2016</li> <li>» 1 December 2016</li> <li>» 16 February 2017</li> <li>» 2 March 2017</li> <li>» 30 March 2017</li> <li>» 11 May 2017</li> <li>» 1 June 2017</li> <li>» 22 June 2017</li> </ul>
Publications, Parliamentary Joint Committee on	The committee inquires into matters relating to parliamentary and government publications.	Inquiry into the printing standards for documents presented to parliament
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.	The committee presented reports, on: <ul style="list-style-type: none"> <li>» 14 September 2016</li> <li>» 12 October 2016</li> <li>» 19 October 2016</li> <li>» 9 November 2016</li> <li>» 23 November 2016</li> <li>» 8 February 2017</li> <li>» 15 February 2017</li> <li>» 1 March 2017</li> <li>» 22 March 2017</li> <li>» 10 May 2017</li> <li>» 24 May 2017</li> <li>» 14 June 2017</li> <li>» 22 June 2017</li> </ul>

## 5 Publications

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

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

Type	Title
Publications directly related to the work of the House and its committees	<b>House of Representatives <i>Infosheet</i> series</b>
	1 <i>Questions</i> , November 2016
	2 <i>A typical sitting day</i> , November 2016
	3 <i>The Speaker</i> , November 2016
	4 <i>Committees</i> , November 2016
	5 <i>Parliamentary privilege</i> , November 2016
	6 <i>Opportunities for private members</i> , November 2016
	7 <i>Making laws</i> , November 2016
	8 <i>Elections for the House of Representatives</i> , November 2016
	9 <i>A new parliament</i> , November 2016
	10 <i>The budget and financial legislation</i> , May 2017
	11 <i>Petitions</i> , November 2016
	12 <i>Finding out about the House</i> , November 2016
	13 <i>The Constitution</i> , November 2016
	14 <i>Making decisions—debate and division</i> , November 2016
	15 <i>The work of a member of parliament</i> , November 2016
	16 <i>The Federation Chamber</i> , November 2016
	17 <i>Citizens' right of reply</i> , November 2016
	18 <i>Double dissolution</i> , November 2016
	19 <i>The House, government and opposition</i> , November 2016
	20 <i>The Australian system of government</i> , November 2016
	21 <i>The Clerk and other officials</i> , November 2016
22 <i>Political parties</i> , November 2016	
	<b>House of Representatives Practice</b> , sixth edition
	The official authority for issues of practice and procedure, 2012
	<b>House Review</b>
	Discussion and analysis of selected features of House of Representatives business, published each sitting week or fortnight
	<b>Images of the House</b>
	A pictorial record of the people and events that shaped the House from 1901 to 2001, June 2002
	<b>Last Week in the House</b>
	An overview of the work of the House each sitting week, including links to the official transcript (Hansard)

Type	Title
Publications directly related to the work of the House and its committees	<b>Members' notes</b>
	1 <i>First speech</i> , August 2016
	2 <i>The registration of members' interests</i> , August 2016
	3 <i>Introduction to the Chamber environment</i> , August 2016
	4 <i>Etiquette in the Chamber</i> , August 2016
	5 <i>House business documents and guidance</i> , August 2016
	6 <i>Motions, debate and voting</i> , August 2016
	7 <i>Bills</i> , August 2016
	8 <i>Raising a matter in the House</i> , August 2016
	9 <i>Private members' motions</i> , August 2016
	10 <i>Private members' bills and amendments</i> , August 2016
	11 <i>Procedural motions</i> , August 2016
	12 <i>Parliamentary privilege</i> , August 2016
13 <i>Presenting a petition</i> , August 2016	
	<b>Members' handbook</b>
	A guide to services and facilities for members of the House of Representatives, 2016
	<b>Procedural Digest</b>
	A record of procedural events in the House of Representatives, published each sitting week or fortnight
	<b>The Speaker of the House of Representatives</b>
	An illustrated history of the office, role and duties of the Speaker, April 2016
	<b>Standing Orders of the House of Representatives</b>
	The permanent rules of procedure, as of 13 September 2016
	<b>Statistical Digest</b>
	A statistical record of the work of the House of Representatives, published each sitting week or fortnight
	<b>Work of the Session</b>
	A periodic summary of the business of the House and its committees, Spring 2016
	<b>Working with parliamentary committees</b>
	» <i>A guide for committee chairs</i> , September 2016
	» <i>A guide for members</i> , September 2016
	» <i>A guide for members' staff</i> , September 2016

Type	Title
Publications of an administrative nature	<p><b><i>Department of the House of Representatives annual report 2015–16</i></b>                      The annual report on the operations of the department, presented to the House pursuant to the <i>Parliamentary Service Act 1999</i></p> <hr/> <p><i>Department of the House of Representatives corporate plan 2016–17</i>  <i>Department of the House of Representatives enterprise agreement 2012–15</i>  <i>Department of the House of Representatives Portfolio Budget Statements 2017–18</i>  <i>Department of the House of Representatives service charter: community service standards, January 2014</i></p>

## 6 Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2016–17.

Date	Visit	Delegation members
14 September–14 December 2016	Parliamentary delegation to attend the United Nations General Assembly, New York	Senator Cory Bernardi Senator the Hon Lisa Singh
13–19 November 2016	Parliamentary delegation to attend the Pacific Parliamentary Forum, Auckland and Wellington, New Zealand	Ms Susan Lamb MP Mr Andrew Laming MP
15–27 January 2017	Parliamentary delegation to attend the Commonwealth Human Rights Committee Conference, London	Mr Graham Perrett MP Senator Linda Reynolds
14–20 January 2017	Parliamentary delegation to attend the 24th annual meeting of the Asia–Pacific Parliamentary Forum, Sigatoka, Fiji	The Hon Warren Entsch MP <i>Delegation leader</i> Senator Claire Moore Ms Meryl Swanson MP Senator John Williams
28 January–3 February 2017	Parliamentary delegation to the United States by members of the Parliamentary Joint Committee on Intelligence and Security, Washington DC	Mr Michael Sukkar MP <i>Delegation leader</i> Mr Andrew Hastie MP Senator Jenny McAllister
13–20 March 2017	Visit to the United States to represent the Australian Parliament at the Inter-Parliamentary Union's Parliamentary Meeting on the Occasion of the 61st Session of the Commission on the Status of Women, New York	Senator Sue Lines <i>Deputy President of the Senate</i>
1–7 April 2017	Visit to London	Senator the Hon Stephen Parry <i>President of the Senate</i>

26–28 April 2017	Parliamentary delegation by members of the Foreign Affairs and Aid Sub-Committee of the Joint Standing Committee on Foreign Affairs, Defence and Trade to attend the Commonwealth Parliamentary Association's Asia-Pacific Regional Workshop on Modern Slavery, London	Mr Chris Crewther MP <i>Delegation leader</i> Senator Alex Gallacher Senator Malarndirri McCarthy Senator Linda Reynolds
31 May–9 June 2017	Visit to Argentina, Uruguay and Chile	Senator the Hon Stephen Parry <i>President of the Senate</i>
24–30 June 2017	Parliamentary delegation to observe elections in Papua New Guinea	Mr Andrew Laming MP Ms Cathy McGowan MP Senator Claire Moore Senator Linda Reynolds
26–30 June 2017	Parliamentary delegation to China	The Hon Tony Smith MP <i>Speaker of the House of Representatives and delegation leader</i> Mr David Coleman MP Mr Luke Gosling MP The Hon Stuart Robert MP Senator Dean Smith Senator Murray Watt
26 June–12 July 2017	Parliamentary delegation to Germany and the United States by members of the House of Representatives Standing Committee on the Environment and Energy	Mr Andrew Broad MP <i>Delegation leader</i> Mr Pat Conroy MP <i>Deputy delegation leader</i> Mr Craig Kelly MP Ms Anne Stanley MP



## 7 Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2016–17.

Date	Delegation	Country represented
5–8 October 2016	Parliamentary delegations to attend the Second MIKTA (Mexico, Indonesia, Republic of Korea, Turkey and Australia) Speakers' Consultation	Indonesia, Mexico, Republic of Korea, Turkey
15–23 November 2016	Parliamentary delegation from ASEAN countries	Cambodia, Laos, Malaysia, Singapore, Thailand, Vietnam
26 February–3 March 2017	Visit to Australia by the Rt Hon David Carter MP, Speaker of the House of Representatives of the Parliament of New Zealand	New Zealand
19–24 March 2017	Visit to Australia by Ms Gabriela Michetti, Vice President of the Argentine Republic and President of the Argentine Senate	Argentina
19–22 March 2017	Parliamentary delegation from the Commonwealth Parliamentary Association UK Branch	United Kingdom
27–31 March 2017	Parliamentary delegation from the Justice and Electoral Committee of the Parliament of New Zealand	New Zealand
27–30 March 2017	Visit to Australia by Madam Halimah Yacob, Speaker of the Parliament of Singapore	Singapore

## 8 Other incoming parliamentary delegations

This appendix contains summary information on other incoming parliamentary delegations in 2016–17.

Date	Delegation	Country represented
12 September 2016	Visit to the parliament by members of the Chinese People's Political Consultative Conference	China
13 September 2016	Visit to the parliament by the Australian Political Exchange Council, 20th Delegation from Vietnam	Vietnam
11 October 2016	Visit to the parliament by Ms Ingrid Fischbach MP, State Parliamentary Secretary to the Federal Minister of Health	Germany
11 October 2016	Visit to the parliament by the Australian Political Exchange Council, 10th Delegation from the Philippines	Philippines
12 October 2016	Visit to the parliament by Mr Tshering Tobgay, Prime Minister of Bhutan	Bhutan
12 October 2016	Visit to the parliament by the Hon Dinendra Ruwan Wijewardene MP, Sri Lankan State Minister of Defence	Sri Lanka
13–15 October 2016	Visit to Melbourne by HE Professor Dr Norbert Lammert	Germany
4 November 2016	Visit to the parliament by members of the Jiangsu Provincial People's Congress	China
8 November 2016	Visit to the parliament by members of the Committee of Sports of the Chamber of Deputies of Brazil	Brazil
8 November 2016	Visit to the parliament by Mr Francisco Guterres, President of Timor-Leste's Fretilin Party	Timor-Leste
9 November 2016	Visit to the parliament by the Australian Political Exchange Council, 24th Delegation from China	China
21 November 2016	Visit to the parliament by the Australian Political Exchange Council, 11th Delegation from New Zealand	New Zealand
23 November 2016	Visit to the parliament by members of the Cambodian Senate	Cambodia

Date	Delegation	Country represented
28 November 2016	Visit to the parliament by members of the Vietnam National Assembly Committee of People's Aspiration	Vietnam
15 February 2017	Visit to the parliament by members of the French House of Representatives Committee on Defence	France
28 February 2017	Visit to the parliament by HE Dr Sonexay Siphandone, Deputy Prime Minister of the Lao People's Democratic Republic	Laos
21 March 2017	Visit to the parliament by the Australian Political Exchange Council, 33rd Delegation from the United States	United States
28 March 2017	Visit to the parliament by the Pacific Island Electoral Management Body representatives from Kiribati and the Australian Electoral Commission	Kiribati
29 March 2017	Visit to the parliament by members of the Committee of Land-Use Planning and Sustainable Development of the French Senate	France
2 May 2017	Visit to the parliament by Mr Witold Waszczykowski, Polish Minister of Foreign Affairs	Poland
10 May 2017	Visit to the parliament by the Union Election Commission of Myanmar and the Australian Electoral Commission	Myanmar
22 May 2017	Visit to the parliament by the Hon Korn Chatikavanij MP, Deputy Leader of the Thai Democrat Party	Thailand
23 May 2017	Visit to the parliament by the Australian Political Exchange Council, 21st Delegation from Vietnam	Vietnam
24 May 2017	Visit to the parliament by members of the Internal and Judicial Affairs Committee of the National People's Congress of the People's Republic of China	China
13–14 June 2017	Visit to the parliament by the Hon John Ajaka MLC, President of the Legislative Council, Parliament of New South Wales	Australia
20 June 2017	Visit to the parliament by the Australian Political Exchange Council, 11th Delegation from the Philippines	Philippines
22 June 2017	Visit to the parliament by a delegation of young parliamentarians from India	India

## 9 Parliamentary capacity-building activities

This appendix contains summary information on parliamentary capacity-building activities supported by the department in 2016–17.

Date	Program and activity	Country or legislature represented
30 June–5 July 2016	<p><b>Pacific Parliamentary Partnerships Fund</b></p> <p>The Deputy Clerk of the Cook Islands Parliament attended the ANZACATT Parliamentary Law, Practice and Procedure Course with assistance from the fund</p>	Cook Islands
3 July 2016	<p><b>Pacific Parliamentary Partnerships Fund</b></p> <p>One table computer was supplied</p>	Niue
3–9 July 2016	<p><b>Fiji Parliamentary Support Program</b></p> <p>The manager of civics education and media and a senior education officer from the Fiji Parliament undertook attachments to the Victorian Parliament</p>	Fiji
9–16 July 2016	<p><b>Fiji Parliamentary Support Program</b></p> <p>The manager of the Procedure Office of the Victorian Parliament supported the Fiji Parliament</p>	Fiji
16–23 July 2016	<p><b>Fiji Parliamentary Support Program</b></p> <p>The manager of the Hansard Office of the Victorian Parliament supported the Fiji Parliament</p>	Fiji
28 August–3 September 2016	<p><b>Fiji Parliamentary Support Program</b></p> <p>A senior education officer from the Fiji Parliament undertook an attachment to the Victorian Parliament</p>	Fiji
11–14 September 2016	<p><b>Fiji Parliamentary Support Program</b></p> <p>A parliamentary educator from the Victorian Parliament and an officer from the Victorian Department of Education supported the Fiji Parliament</p>	Fiji
12–24 September 2016	<p><b>Fiji Parliamentary Support Program</b></p> <p>Corporate services staff from the Fiji Parliament undertook attachments at the Australian and Victorian parliaments</p>	Fiji

Date	Program and activity	Country or legislature represented
12–24 September 2016	<p><b>Pacific Women's Parliamentary Partnerships Project</b></p> <p>A newly elected Tongan woman MP visited the South Australian Parliament</p>	Tonga
24 September–1 October 2016	<p><b>Australia–Samoa Parliamentary Partnerships Seminar Series</b></p> <p>Seminar 1 for members and staff of the Samoan Legislative Assembly was delivered by a former Speaker and senior officers from the department and a professor from the University of Tasmania</p>	Samoa
30 October–26 November 2016	<p><b>Pacific Women's Parliamentary Partnerships Project</b></p> <p>Research scholars from the Fiji and Samoan parliaments were attached to the Australian Parliamentary Library for three weeks and then spent one week with their twinned parliaments</p>	Fiji and Samoa
15–17 November 2016	<p><b>Pacific Women's Parliamentary Partnerships Project</b></p> <p>A workshop was held for facilitators for the 'Outrigger' gender equality learning program</p>	Autonomous Region of Bougainville (Papua New Guinea), Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Marshall Islands, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu
28 November 2016	<p><b>Study visit programs</b></p> <p>Government officials from Kenya visited the Australian Parliament to learn about integrity systems</p>	Kenya
30 November–1 December 2016	<p><b>Fiji Parliamentary Support Program</b></p> <p>The Clerk and Government Whip from the Victorian Parliament and a former federal Opposition Whip facilitated a workshop for parliamentary whips from Fiji</p>	Fiji
3–17 December 2016	<p><b>Fiji Parliamentary Support Program</b></p> <p>A human resources officer from the Victorian Parliament supported the Fiji Parliament</p>	Fiji
4–9 March 2017	<p><b>Fiji Parliamentary Support Program</b></p> <p>A former Clerk of the Legislative Council of Victoria supported the Fiji Parliament</p>	Fiji

Date	Program and activity	Country or legislature represented
13–22 March 2017	<p><b>Inter-Parliamentary Study Program</b></p> <p>A study program for senior parliamentary officers from seven countries was held at the Australian Parliament looking at parliamentary procedure and administration and the Australian political system</p>	China, Fiji, Hong Kong, Kiribati, Sri Lanka, Switzerland, Vanuatu
24–27 April 2017	<p><b>Australia–Samoa Parliamentary Partnerships Seminar Series</b></p> <p>Seminar 2 for members and staff of the Samoan Legislative Assembly was delivered by a former Speaker and senior officers from the department</p>	Samoa
26–28 April 2017	<p><b>Fiji Parliamentary Support Program</b></p> <p>The librarian of the Fiji Parliament attended a conference of the Association of Parliamentary Librarians of Asia and the Pacific in Seoul, Korea</p>	Fiji

# 10 Entity resource statement

## Entity resource statement, 2016–17

	Actual available appropriations for 2016–17 \$'000	Payments made 2016–17 \$'000	Balance remaining 2016–17 \$'000
	(A)	(B)	(A)–(B)
<b>Departmental<sup>a</sup></b>			
Annual appropriation	45,426	28,047	17,379
<b>Total</b>	<b>45,426</b>	<b>28,047</b>	<b>17,379</b>
<b>Administered expenses<sup>b</sup></b>			
Outcome 1	322	298	24
<b>Total</b>	<b>322</b>	<b>298</b>	<b>24</b>
<b>Total available annual appropriations</b>	<b>A 45,748</b>	<b>28,345</b>	<b>17,403</b>
<b>Special accounts</b>			
Opening balance	2,560		
Appropriation receipts <sup>c</sup>	51		
Payments made <sup>d</sup>		2,611	
<b>Total special accounts</b>	<b>B 2,611</b>	<b>2,611</b>	<b>–</b>
<b>Total resourcing and payments for the Department of the House of Representatives</b>	<b>43,137</b>	<b>25,734</b>	

a. *Appropriation (Parliamentary Departments) Act (No. 1) 2016–17*, prior year departmental appropriation and section 74 retained revenue receipts.

Includes an amount of \$0.642 million in 2016–17 for the departmental capital budget. For accounting purposes, this amount has been designated as contributions by owners. Also includes an amount of \$0.051 million that has been credited to the Inter-parliamentary Relations Special Account for interest equivalency payments.

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

b. *Appropriation (Parliamentary Departments) Act (No. 1) 2016–17*.

c. Appropriation receipts from departmental appropriation for 2016–17 included above.

d. The special account became subject to sunset provisions during the reporting period. The balance was drawn down and deposited into the Official Inter-parliamentary Relations bank account pending release of a new delegation from the Finance Minister.

## Third-party drawdowns from and on behalf of other entities

	\$'000
Payments made on behalf of the Department of Finance (disclosed in the respective entity's resource statement)	7,890
Payments made on behalf of the Australian Public Service Commission (disclosed in the respective entity's resource statement)	39,641

# 11 Contact directory

This appendix contains the current contact details of House of Representatives office holders and the department's senior executive officers.

<b>Speaker of the House of Representatives, the Hon Tony Smith MP</b>	<b>Parliament House</b>	<b>Phone</b> (02) 6277 4000
	<b>Electorate office</b>	<b>Phone</b> (03) 9727 0799
	<b>Email</b> tony.smith.mp@aph.gov.au	
<b>Deputy Speaker, the Hon Mark Coulton MP</b>	<b>Parliament House</b>	<b>Phone</b> (02) 6277 4607
	<b>Electorate office</b>	<b>Phone</b> (02) 6882 0999
	<b>Email</b> mark.coulton.mp@aph.gov.au	
<b>Second Deputy Speaker, Mr Rob Mitchell MP</b>	<b>Parliament House</b>	<b>Phone</b> (02) 6277 4117
	<b>Electorate office</b>	<b>Phone</b> (03) 9333 0440
	<b>Email</b> rob.mitchell.mp@aph.gov.au	
<b>Clerk of the House, Mr David Elder</b>	<b>Phone</b> (02) 6277 4111	
	<b>Email</b> clerk.reps@aph.gov.au	
<b>Deputy Clerk, Ms Claressa Surtees</b>	<b>Phone</b> (02) 6277 4222	
	<b>Email</b> depclerk.reps@aph.gov.au	
<b>Clerk Assistant (Table), Mr Peter Banson</b>	<b>Phone</b> (02) 6277 4777	
	<b>Email</b> peter.banson.reps@aph.gov.au	
<b>Clerk Assistant (Procedure), Ms Catherine Cornish</b>	<b>Phone</b> (02) 6277 4396	
	<b>Email</b> catherine.cornish.reps@aph.gov.au	
<b>Clerk Assistant (Committees), Ms Bronwyn Glenn</b>	<b>Phone</b> (02) 6277 4399	
	<b>Email</b> bronwyn.glenn.reps@aph.gov.au	
<b>Serjeant-at-Arms, Mr James Catchpole</b>	<b>Phone</b> (02) 6277 4444	
	<b>Email</b> james.catchpole.reps@aph.gov.au	
<b>Departmental addresses</b>	<b>Post</b> Department of the House of Representatives PO Box 6021, Parliament House, Canberra ACT 2600	
	<b>Internet</b> <a href="http://www.aph.gov.au/house">www.aph.gov.au/house</a>	



# 12 List of requirements

Description	Requirement	Page
<b>Letter of transmittal</b>		
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 PGPA Act and any enabling legislation that specifies additional requirements in relation to the annual report	Mandatory	iii
<b>Aids to access</b>		
Table of contents	Mandatory	v
Alphabetical index	Mandatory	164–171
Glossary of abbreviations and acronyms	Mandatory	163
List of requirements	Mandatory	157–62
Details of contact officer	Mandatory	ii
Entity's website address	Mandatory	ii
Electronic address of report	Mandatory	ii
<b>Review by accountable authority</b>		
A review by the accountable authority of the entity	Mandatory	2–4
<b>Overview of the entity</b>		
A description of the role and functions of the entity	Mandatory	5
A description of the organisational structure of the entity	Mandatory	5–7
A description of the outcomes and programs administered by the entity	Mandatory	7–8
A description of the purposes of the entity as included in corporate plan	Mandatory	5
An outline of the structure of the portfolio of the entity	Portfolio departments—mandatory	Not applicable
Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change	If applicable, mandatory	Not applicable

Description	Requirement	Page
<b>Report on the performance of the entity</b>		
<b>Annual performance statements</b>		
Annual performance statement in accordance with section 39(1)(b) of the PGPA Act and section 16F of the PGPA Rule	Mandatory	12–26
<b>Report on financial performance</b>		
A discussion and analysis of the entity's financial performance	Mandatory	9–10
A table summarising the total resources and total payments of the entity	Mandatory	155
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	Not applicable
<b>Management and accountability</b>		
<b>Corporate governance</b>		
Information on compliance with section 10 of the PGPA Rule (fraud systems)	Mandatory	74
A certification by the accountable authority that fraud risk assessments and fraud control plans have been prepared	Mandatory	iii
A certification by the 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	iii
A certification by the accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity	Mandatory	iii
An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance	Mandatory	68–75
A statement of significant issues reported to minister under section 19(1)(e) of the PGPA Act that relate to non-compliance with the finance law and action taken to remedy non-compliance	If applicable, mandatory	Not applicable—see page 74

Description	Requirement	Page
<b>External scrutiny</b>		
Information on the most significant developments in external scrutiny and the entity's response to the scrutiny	Mandatory	76–7
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	77
Information on any reports on operations of the entity by the Auditor-General (other than a report under section 43 of the PGPA Act), a parliamentary committee, or the Commonwealth Ombudsman	If applicable, mandatory	76
Information on any capability reviews on the entity that were released during the period	If applicable, mandatory	Not applicable
<b>Management of human resources</b>		
An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives	Mandatory	78–83
Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: <ul style="list-style-type: none"> <li>» statistics on staffing classification level</li> <li>» statistics on full-time employees</li> <li>» statistics on part-time employees</li> <li>» statistics on gender</li> <li>» statistics on staff location</li> <li>» statistics on employees who identify as Indigenous</li> </ul>	Mandatory	124–6
Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under section 24(1) of the Parliamentary Service Act	Mandatory	83
Information on the number of SES and non-SES employees covered by agreements identified in section 17AG(4)(c) of the PGPA Rule	Mandatory	83
The salary ranges available for employees by classification level	Mandatory	83
A description of non-salary benefits provided to employees	Mandatory	83
Information on the number of employees at each classification level who received performance pay	If applicable, mandatory	Not applicable—see page 83
Information on aggregate amounts of performance pay at each classification level	If applicable, mandatory	Not applicable—see page 83

Description	Requirement	Page
Information on the average amount of performance payment, and range of such payments, at each classification level	If applicable, mandatory	Not applicable—see page 83
Information on aggregate amount of performance payments	If applicable, mandatory	Not applicable—see page 83
<b>Asset management</b>		
An assessment of effectiveness of asset management where asset management is a significant part of the entity's activities	If applicable, mandatory	85
<b>Purchasing</b>		
An assessment of entity performance against the Commonwealth Procurement Rules	Mandatory	86
<b>Consultants</b>		
A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST)	Mandatory	86
A statement that 'During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million].'	Mandatory	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	86
A statement that 'Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.'	Mandatory	86
<b>Australian National Audit Office access clauses</b>		
If an entity entered into a contract with a value of more than \$100,000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, the purpose and value of the contract, and the reason why a clause allowing access was not included in the contract	If applicable, mandatory	Not applicable—see page 86

Description	Requirement	Page
<b>Exempt contracts</b>		
If an entity entered into a contract or there is a standing offer with a value greater than \$10,000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the Freedom of Information Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters	If applicable, mandatory	Not applicable—see page 86
<b>Small business</b>		
A statement that '[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and medium enterprise and small enterprise participation statistics are available on the Department of Finance's website.'	Mandatory	87
An outline of the ways in which the procurement practices of the entity support small and medium enterprises	Mandatory	87
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	Not applicable
<b>Financial statements</b>		
Inclusion of the annual financial statements in accordance with section 43(4) of the PGPA Act	Mandatory	89–122

Description	Requirement	Page
<b>Other mandatory information</b>		
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	Not applicable
If the entity did not conduct advertising campaigns, a statement to that effect	If applicable, mandatory	86
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	Not applicable
Outline of mechanisms of disability reporting, including reference to website for further information	Mandatory	77
Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of the Freedom of Information Act can be found	Mandatory	Not applicable—see page 77
Correction of material errors in previous annual report	If applicable, mandatory	Not applicable
Information required by other legislation	Mandatory	75, 84, 87

# Abbreviations and acronyms

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

# Index

## A

- ABC radio, 38
- ABC television, 38, 45, 61
- Aboriginal and Torres Strait Islander people, 82, 126
- About the House* (magazine), 143
- About the House* (newsletter), 41
- accommodation services, 13, 62
- accountability, 73
- accreditation (Investors in People), 78
- Address in Reply, 3, 61
- administrative decisions, 77
- advertising, 86
- agency resource statement, 155
- agreements
  - ICT, 63, 72
  - staff, 83
- alumni association, 80
- annual members' survey, 12–13, 14, 17, 18, 20, 22–3, 24, 26, 28, 65
- annual performance statement, 12–26
- appropriation receivable, 9
- archive monitoring, 34
- Asia–Pacific Parliamentary Forum, 57
- assets management, 85
- Attorney-General, 37
- Audit Committee, 69, 73, 74
- Auditor-General, 76, 86
- audits, 26, 69, 73, 74
  - independent auditor's report, 91–2
- AusTender, 86
- Australasian Council of Public Accounts Committees, 49, 50
- Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT), 19, 39
- Australian Constitution Pocket Edition*, 44
- Australian Defence Force parliamentary exchange program, 42
- Australian Electoral Commission, 69
- Australian Federal Police (AFP), 37, 38, 60, 62, 72
- Australian Information Commissioner, 77
- Australian National Audit Office, 69, 76
  - report, 91–2
- Australian National Internship Program, 36, 42
- Australian National University, 42
- Australian Science Teachers Association, STEM X Academy, 44

## B

- Beechworth Public School, 45
- Bellchambers Barrett Pty Ltd, 69
- bilateral visits, 56
- bills. *see also* private member bills
  - amendments workload, 31–2
  - processing and drafting, 28, 31–2
  - statistics, 28, 31, 32
- Bills System Advisory Group, 31
- broadcasting parliamentary proceedings, 38
- Budget estimates 2017–18*, 76
- business continuity, 73–4
- Business Continuity Network, 73–4
- business plan, 72, 73

## C

- capability development, 152–4
- Chamber and Federation Chamber (Activity 1).
  - see also* Chamber Research Office; Clerk's Office; Table Office
  - advice on practice and procedure, 29
  - bills, processing and drafting, 28, 31–3
  - budget, 27
  - captioning service, 29
  - collaborations, 36
  - committees supported, 36
  - coordination of business, 29–30
  - documents of the House, 34
  - election 2016, 27
  - expenditure, 27
  - feedback, 28
  - functions, 27
  - ICT, 33, 34, 40
  - legislative process, support of, 31–3
  - official records, management, 36, 40
  - outlook, 40
  - performance results, 14–15, 22–3, 28–9, 40
  - procedural training, 39–40
  - proceedings records, 33–4
  - programming, 29–30
  - research, 35
  - role, 27
  - secretariat support, 27, 36
  - sitting hours, 28
  - staff levels, 124
- Chamber Research Office, 5, 7, 27, 35, 36



- Chief Financial Officer, 69
- Claim of parliamentary privilege by a member in relation to material seized under a search warrant* (report, 2016), 37
- A clearer message for consumers: report on the inquiry into country of origin labelling for food* (report, 2014), 53
- Clerk Assistant (Committees), 5, 7, 23, 68
- Clerk Assistant (Procedure), 3, 5, 7, 23, 27, 68, 69
- Clerk Assistant (Table), 5, 7, 43, 55, 70
- Clerk of the House, 5, 29, 37, 39, 61, 68, 69, 73
  - budget pressures, 4
  - determination, 83
  - public interest disclosure, 74
  - review, 2–4
  - role and responsibilities, 7
  - submissions, 76
- Clerk of the Senate, 3, 70
- Clerk's Office, 27, 74
- Code of Conduct, 74
- Comcare, 84
- Comcover, 73
- Committee Office
  - accessibility through multimedia, 51
  - activity, 48–9
  - biennial conference, 49–50
  - budget, 47
  - collaborations, 52
  - committees supported, 47–8
  - country-of-origin food-labelling inquiry, 52
  - crowdsourcing questions for public hearings, 51–2
  - driverless vehicles inquiry, 50–1
  - e-petitioning, 52
  - expenditure, 47
  - feedback, 57
  - forward-looking committee inquiries, 50–1
  - ICT, 51–2
  - inquiries, supported, 50–1
  - international visits, 53–4
  - meetings supported, 48
  - members' survey, 23
  - outlook, 54
  - overseas committee visits, 53–4
  - Parliamentary Budget Office review, 50
  - performance results, 17, 23
  - prorogation of parliament, 40
  - public administration supported, 49–50
  - Report Builder, 52
  - reports awaiting government response, 49
  - reports tabled, 49
  - role, 47
  - secretariats, functions, 47
  - Shared Committee Information Database (SCID), 52
  - staff levels, 124
- committee reports and inquiries, 133–42
- committee support (Activity 3). *see* Committee Office
- committees. *see also individual committees*
  - beginning Joint and Standing*
  - activities, 131–2
  - government response to reports, 49
  - reports and inquiries, 133–42
  - reports tabled, 49
- Commonwealth Electoral Act 1918*, 86
- Commonwealth Ombudsman, 69, 74, 76
- Commonwealth Parliamentary Association
  - Commonwealth of Australia Branch, 4
  - UK's Asia–Pacific Regional Workshop on Modern Slavery, 53
- Commonwealth Parliamentary Internship Program Steering Committee, 42
- Commonwealth Procurement Rules, 86, 87
- community awareness (Activity 2). *see also* Parliamentary Education Office
  - activity information, 23
  - aims, 41
  - Australian Defence Force parliamentary exchange program, 42
  - budget, 41
  - collaboration, 44
  - competitions, 42
  - education services, 43–5
  - electronic media, 41
  - feedback, 41
  - outlook, 46
  - parliamentary assistants program, 42, 64
  - parliamentary internship program, 36, 42
  - performance results, 16, 23, 41
  - seminars, 41
- competitions, 42
- consultants, 86
- Consultative Committee, 70
- contact directory, 156
- contracting, 86
- contracts, 86
- corporate governance, 68–75

- corporate plan
  - 2015–16, 73
  - 2016–17, 5, 12, 72
  - 2017–18, 23, 26
- Corporate Strategy Branch (PBO), 71
- D**
- Daily Bills List, 31
- Daily Program*, 29, 33
- data sources, 12–22
- delegations
  - incoming, 56–7, 149–51
  - outgoing, 55, 56–7, 58, 147–8
- delegations program (2016–19), 58
- Department of Defence, 42
- Department of Finance, 20, 60, 87, 112, 113
- Department of Parliamentary Services (DPS), 5
  - Appropriations and Administration Committee, 37, 76
  - building services, 85
  - collaborations, 60, 70–1, 72
  - environmental management, 75
  - graduate program, 80
  - ICT, 33, 69, 72
  - parliamentary privilege issue, 37
  - supporting other parliaments, 57
- Department of the Prime Minister and Cabinet, 60
- Department of the Senate, 5, 55, 60. *see also* Parliamentary Education Office
  - collaborations, 36, 52
  - education services, 25
  - event management, 64
  - graduate program, 80
  - ICT joint projects, 33, 36, 52, 85
  - joint funding with, 43
- Deputy Clerk, 7, 29, 39, 68, 70, 72
- Deputy Speaker, 27, 35, 43
- Digital Continuity 2020 Policy, 64, 70
- disability reporting mechanisms, 77
- Disallowable Instruments List, 34
- documentary, *The House* (ABC TV), 45, 61
- double dissolution, 2, 27, 40, 55
- driverless vehicles inquiry, 50–1
- E**
- e-petitions system, 52, 85
- e-Trim, 64
- ecologically sustainable development, 75
- education programs, 43, 44, 45. *see also* schools
  - hospitality (Activity 6)
- educational resources, 43, 44
- election 2013, 25
- election 2016, 2, 9, 24, 25, 27, 42, 55, 57, 62, 63
- electronic media, 41
- Enterprise Agreement 2012–15, 83
- Environment Protection and Biodiversity Conservation Act 1999*, 75
- environmental reporting, 75
- ethics, 74
- Executive, 7, 68
- expenditure, 9, 10
  - members' salaries, 65
- external scrutiny, 76–7
- F**
- Facebook, 41, 51, 52
- Fair Work Act 2009*, 68
- Fair Work Commission, 83
- federal budget 2016–17, 9
- Federation Chamber
  - bills and amendments processed, 130
  - business, 128–30
  - meetings, 129
  - sittings, 28
- feedback. *see also* annual members' survey
  - community, 25, 41, 80
  - delegations, 18, 23, 57
  - new members, 22, 23, 25
  - register, 13
- Fiji, 57, 58
- filming requests, 62
- finance law compliance, 74
- Finance Office, 60, 85
- financial performance, 9–10
- financial statements, 89–122
- Foreign Affairs and Aid Sub-Committee, 53
- Forty-fifth Parliament, opening, 2, 3
- Forty-fourth Parliament, dissolution, 2, 27, 55
- fraud control, 74
- Fraud Control Plan 2015–17, 74
- freedom of information, 77
- Freedom of Information Act 1982*, 77
- funding, 4, 9
- furniture replacement project, 9, 62, 63, 85

## G

*Get Parliament*, 44  
 governance structure, 68–72  
 government business, 30  
 Governor-General, 2, 3, 32, 61  
 Graduate Certificate in Parliamentary Law and Practice, 39  
 graduate placement program, 80  
*Guide to Procedures*, 40

## H

Hansard, 37  
 House Briefing sessions, 39  
 House of Representatives  
   bills and amendments processed, 31, 32  
   committee activity, 36  
   dissolution, 2, 27, 40, 55  
   legislative workload, 28  
   meetings, 28  
   questions in writing, 30  
   sittings, 28  
*House of Representatives Practice*, 3, 40  
 House Publications Committee, 38  
*House Review*, 35, 144  
*House Rules*, 39  
*House Update*, 62  
*The House* (ABC TV), 45

## I

ICT  
   e-petitions system, 52, 85  
   Parliamentary Papers Series, 34  
   service-level agreement, 63–4, 65  
   Shared Committee Information Database (SCID), 52  
   Table Offices Production System (TOPS), 33, 34, 40  
   venue management system, 64, 66  
 Incident Planning and Response Committee, 72  
 income, 10  
 independent auditor's report, 91–2  
*Index to Papers Presented to Parliament*, 34  
 Indigenous Australian Graduate Development Program, 82  
 Industry, Innovation, Science and Resources Committee, 50, 51  
 information technology. *see* ICT; websites  
*Infosheet* series, 35, 144

inter-parliamentary departmental collaboration, 70–2  
 inter-parliamentary relations (Activity 4)  
   budget, 55  
   expenditure, 55  
   incoming delegations and visits, 56–7, 58  
   outgoing delegations and visits, 55, 56–7, 58  
   outlook, 58–9  
   performance results, 18–19, 23–4, 55, 58  
   regional and international parliamentary cooperation, 57–8  
   staff levels, 124  
   support for other parliaments, 57–8  
 Inter-Parliamentary Study Program, 19, 58, 59  
 Inter-Parliamentary Union, 55, 57  
 internal auditor, 26, 69, 73, 74  
 internal committees, 141–2  
 International and Parliamentary Relations Office (IPRO), 3, 5, 55, 56, 57, 58  
 international program, 55, 57, 58  
 international visits (incoming/outgoing), 55, 56–7, 58, 147–51  
 internet, 64. *see also* social media; websites  
 internship program, 36, 42  
 inter-parliamentary department forums, 72  
 intranet, 64  
 Investors in People Standard, 78

## J

Joint Committee of Public Accounts and Audit (JCPAA), 49, 50  
 Joint Committee on Intelligence and Security, 53–4  
 Joint Committee on the Broadcasting of Parliamentary Proceedings, 38  
 Joint Management Committee, 72, 131–2  
 Joint Management Group, 72  
 Joint Standing Committee on Foreign Affairs, Defence and Trade, 53  
 Joint Standing Committee on the National Capital and External Territories, 51–2  
 judicial decisions, 77

## K

Knowledge Management Steering Committee, 70

## L

*Last Week in the House*, 29, 35  
 leadership training, 2, 78, 81, 83, 86

legal services, 87  
 Legal Services Directions 2017, 87  
 legislation, 68  
 legislative process  
     drafting, 32  
     responsibilities, 31  
     support functions, 31–2  
 liabilities, 9  
*Live Minutes*, 33

**M**

maintenance work, 62, 63  
 management committees, 68–70  
 market research, 86  
 media services, 61–2. *see also* electronic media  
 members  
     alterations of interests, 38  
     interviews, 13  
 members' and corporate support (Activity 5).  
     *see also* Finance Office; People  
     Strategies Office; Serjeant-at-Arms'  
     Office  
     access to members' suites, 63  
     accommodation services, 13, 62  
     broadcasting of proceedings, 38  
     budget, 60  
     concierge service, 62  
     corporate support, 65  
     expenditure, 60  
     furniture replacement project, 9, 62, 63, 85  
     ICT, 63–4  
     information services, 62  
     internet and intranet services, 64  
     maintenance, 62, 63  
     media services, 61–2  
     members' salaries and entitlements, 65  
     opening of parliament, 60–1  
     orientation seminar, 2  
     outlook, 65  
     parliamentary assistants program, 42, 64  
     performance results, 20–1, 24, 60  
     printing, 64  
     security, 63  
     transport, 63  
 members' survey, 12–13, 14, 17, 18, 20, 22–3, 24,  
     26, 28, 65  
 memorandum of understanding  
     with Attorney-General, 37  
     with DPS, 63, 65

messengerial attendants, 64  
 MIKTA (Mexico, Indonesia, the Republic  
     of Korea, Turkey and Australia) Speakers'  
     Consultation, 56  
 Minister for Defence Personnel, 42  
 Minister for Industry, 53  
 Minister for Justice, 37  
*Modern Slavery Act 2015* (UK), 53  
 My First Speech competition, 42

## N

National Archives of Australia Digital Continuity  
     2020 Policy, 64, 70  
 National Capital Authority, 51  
 National Disability Strategy 2010–2020, 77  
 National Youth Science Forum 2017, 44  
*Notice Paper*, 29, 33, 39

## O

office furniture, 9, 62, 63, 85  
 Office of Parliamentary Counsel, 31, 32, 69, 86  
 office relocations, 62  
 organisational reviews, 79  
 organisational structure, 5, 6  
 outcome and program structure, 7–8  
 outreach, 23, 43  
 'The Outrigger—Navigating Gender Equality  
     through Pacific Parliaments', 44, 58  
 overseas official visits, 55, 56–7, 58, 147–8

## P

Pacific parliamentary development, 9  
 Pacific Parliamentary Partnerships program, 57,  
     58, 86  
 Pacific parliaments, 44  
 Pacific Women's Parliamentary Partnerships  
     Project, 19, 57, 58, 86  
 Pacific Women's Shaping Pacific Development  
     Initiative, 57  
 Parliament House  
     school visits, 43, 44  
     security, 63  
 Parliament of Australia Graduate Program, 80  
 Parliament of Australia website, 31, 33, 35, 41,  
     46, 57  
 Parliamentary Administration Advisory Group,  
     71–2, 84  
 Parliamentary and Business Information  
     Services Office, 60, 69

- parliamentary assistants program, 42, 64
  - Parliamentary Budget Office (PBO), 5, 50
    - Corporate Strategy Branch, 71
  - Parliamentary Budget Officer, 50, 70, 71, 80
  - parliamentary committees, 36. *see also under*
    - individual committees reports and inquiries, 133–42
  - parliamentary cooperation, 57
  - parliamentary delegations
    - incoming, 149–51
    - outgoing, 147–8
  - parliamentary departmental heads, meetings, 70–1
  - Parliamentary Education Office (PEO), 25, 41, 43–5, 66
    - Advisory Committee, 43
  - Parliamentary Entitlements Regulations 1997, 58
  - Parliamentary ICT Strategic Initiatives Steering Group, 72
  - Parliamentary Papers Series, 34, 38
  - parliamentary privilege, 37–8
  - Parliamentary Procedural Records System, 36, 40, 85
  - Parliamentary Proceedings Broadcasting Act 1946*, 38
  - Parliamentary Regional Networks and Parliamentary Country Groups, 55
  - Parliamentary Relations Office, 3, 5, 55
  - Parliamentary Security Service, 62
  - Parliamentary Service Act 1999*, 5, 50, 63, 68, 73, 74, 77, 83
  - Parliamentary Service Code of Conduct, 74
  - Parliamentary Service Determination 2013, 72
  - Parliamentary Service Values, 74, 82
  - Parliamentary Skills Centre (PSC), 3, 5, 55
  - ParlInfo Search, 31
  - ParlInfo Tabled Papers Register, 34
  - ParlWork, 33
  - People Strategies Office, 60, 65
  - performance assessment cycle, 83
  - petitions, vii, 34
    - e-petitions system, 52, 85
  - Petitions Committee, 52
  - photography requests, 62
  - planning, 72–3
  - Portfolio Budget Statements
    - 2015–16, 73
    - 2016–17, 7
    - 2017–18, 26
  - President of the Senate, 38, 43, 57
  - Presiding Officers, 4, 12, 23, 24, 34, 37, 42, 43, 50, 55, 56, 58, 61, 63
  - Press Gallery, 61
  - printing service, 38, 64, 65
  - privacy, 75
  - Privacy Act 1988*, 75
  - private members' bills, 7, 32, 33
  - private members' business, 27, 29, 30, 37, 39
  - Procedural Digest*, 35
  - Procedure Office, 5, 7, 27, 35, 40
    - election period projects, 39
  - procurement, 86, 87
  - program structure, 7–8
  - Program 1: Departmental
    - Activity 1: Chamber and Federation Chamber, 14–15, 22–3, 27–40
    - Activity 2: Community awareness, 16, 41–6, 23
    - Activity 3: Committee support, 17, 47–54, 23
    - Activity 4: Inter-parliamentary relations and capacity-building, 18–19, 23–4, 55–9
    - Activity 5: Members' and corporate support, 20–1, 24, 60–5
  - Program 2: Administered
    - Activity 6: Schools hospitality, 22, 25, 66
  - Progress report to the Council of Australian Governments 2014*, 77
  - prorogation of parliament, 40
  - Public Governance, Performance and Accountability Act 2013*, 12, 68, 72, 86
  - Public Governance, Performance and Accountability Rule 2014, 86
  - public interest disclosure, 74
  - Public Interest Disclosure Act 2013*, 74
  - publications, 35, 143–6
  - purchasing, 86
  - purpose, 5, 12
- ## Q
- questions in writing, 30
- ## R
- radio broadcasting, 38
  - Reconciliation action plan 2016–18*, 71, 82
  - recruitment, 79
  - refurbishment of furniture, 9, 62, 63, 85

- rehabilitation management system, 84
- Report Builder, 52
- Report no. 12: Annual report 2015–16*, 76
- Report no. 13: Budget estimates 2017–18*, 76
- Representing You*, 44
- research. *see* Chamber Research Office; market research
- risk management, 73–4, 84
- Risk Management Plan 2015–17, 73
- Risk Management Policy and Framework 2015–17, 73
- role, 5
- Role-play the Parliament: a Teacher's Guide*, 44
- Rotary Adventure in Citizenship, 44
- S**
- Safety, Rehabilitation and Compensation Act 1988*, 84
- salaries
  - departmental, 83
  - expenditure (members), 65
  - staff scales, 83
- Samoa, 57, 58
- school visits program, 43
- schools hospitality (Activity 6)
  - administered appropriation, 66
  - education programs, 43
  - expenditure, 66
  - feedback, 25
  - outlook, 67
  - performance results, 22, 25, 66
  - visits, 66–7
- scrutiny committees, 133–40
- Secretary, Department of Parliamentary Services, 70, 71
- security, 63
- Security Management Board, 63
- Selection Committee, 37, 142
- seminars, 41
  - new members, 2, 25
- Senate
  - bills, 31, 32
  - dissolution, 2, 55
- Senate Publications Committee, 38
- Senate Standing Committee on Appropriations and Staffing, 37
- senior executive service (SES), vii, 5, 68, 79
- senior management, 68
- separations, 127
- Serjeant-at-Arms, 5, 7, 37, 68, 71, 72
- Serjeant-at-Arms' Office
  - accommodation, 13, 62
  - business continuity, 73
  - ceremonial duties, 60
  - committee support, 38
  - concierge service, 62
  - conference 2018, 65
  - filming and photography requests, 62
  - maintenance, 63
  - media, management, 61–2
  - opening of parliament, 60
  - parliamentary assistants program, 42, 64
  - responsibilities, 29, 60, 64, 69
  - school visits, 66
  - security, 63
  - staff levels, 124
  - Transport Office, 63
- Shared Committee Information Database (SCID), 52
- Singapore, 3
- small and medium enterprises, procurement, 87
- social media, 41
- Speaker, House of Representatives, 38, 56, 57
- Speaker's Office, 60
- staff
  - alumni, 80
  - enterprise agreements, 83
  - exit interviews, 79
  - leadership development, 2, 78, 81, 83, 86
  - location, 124
  - numbers, 78
  - performance, 83
  - profile, 125–6
  - recruitment, 79
  - retention, 79
  - salary scales, 83
  - secondment, 65, 82
  - separations, 127
  - survey, 13, 24, 65, 78–9, 81
  - training and development, 39–40, 44, 81
  - turnover, 2, 79
- Standing Committee of Privileges and Members' Interests, 37
- Standing Committee on Agriculture and Industry, 53
- Standing Committee on Appropriations and Administration, 37, 76

- Standing Committee on Health, Aged Care and Sport, 51
- Standing Committee on Procedure, 35, 38
- Standing Committee on Publications, 38
- Statistical Digest*, 35
- Strategic plan for the parliamentary administration*, 3, 67, 71
- Studybank, 83
- supplementary funding, 9
- surplus, 9
- surveys
- Comcover risk management benchmarking program, 73
  - members, 12–13
  - staff, 13, 24, 65, 78–9, 81
- T**
- Table Office, 27, 31, 32, 33, 34, 37, 39
- Table Offices Production System (TOPS), 33, 34, 40
- taxation, 101
- telephone service requests, 63
- tendering, 86
- The House*, 45
- third-party drawdowns, 155
- This Week in the House*, 29
- training and development, 39–40, 44, 81
- transport services, 63
- Trim software, 64
- Twitter, 41
- U**
- United Nations Development Programme, 57, 58–9
- universities
- Australian National Internship Program, 36, 42
  - parliamentary assistants program, 42, 64
- University of Tasmania, 39
- Usher of the Black Rod, 61, 63, 71
- V**
- values, 74, 82
- venue management system, 64, 66
- Visitor Services, 66
- visits
- delegations, 56–7, 149–51
  - dignitaries, 3
  - school students, 44, 66–7
  - to schools, 43
- Votes and Proceedings*, 33, 34, 39
- Votes Officer's Minutes*, 33
- W**
- websites
- e-petitions, 52
  - Parliament of Australia website, 31, 33, 35, 41, 46, 57
  - PEO, 43
- whole-of-government contracts, 86
- work health and safety, 84
- Work Health and Safety Act 2011*, 84
- Work Health and Safety Regulations 2011, 84
- Work of the Session*, 29, 35
- workplace diversity, 82
- workstation assessments, 84
- Y**
- YouTube channel, vii





