



DEPARTMENT OF THE
HOUSE OF REPRESENTATIVES

Annual Report

2021–22

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Acknowledgment

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

Disclaimer

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

Use of the Coat of Arms

The terms under which the Coat of Arms can be used are detailed on the website of the Department of the Prime Minister and Cabinet at www.pmc.gov.au/resource-centre/government/commonwealth-coat-arms-information-and-guidelines.

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Front cover: Parliament House front verandah. Image: David Foote, Auspic/DPS.

Back cover: Inside Parliament House, the pool of reflection. Image: Michael Masters, Auspic/DPS.

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

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Date 14 October 2022

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

Dear Mr Speaker

Pursuant to section 65 of the *Parliamentary Service Act 1999* and section 46 of the *Public Governance, Performance and Accountability Act 2013*, I have pleasure in submitting to you, for presentation to the House, the annual report of the Department of the House of Representatives for the year ended 30 June 2022.

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

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

Yours sincerely

Claressa Surtees
Clerk of the House

About this report

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

This annual report details our activities during the 2021–22 financial year.

Overviews

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

Performance

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

Management and accountability

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

Financial statements

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

Appendixes

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

Abbreviations and acronyms, and index

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

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Our department – a snapshot

Our staff



Our community

 **12,733**
YouTube subscribers

 **8,777**
Facebook followers

 **51,494**
Twitter followers

 **13** seminars to
513 participants

The House – we supported

 **380 hours**
of the House sitting over
41 sitting days

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

 **87 divisions**
conducted in the House

 **141 bills introduced**
and
101 bills assented to

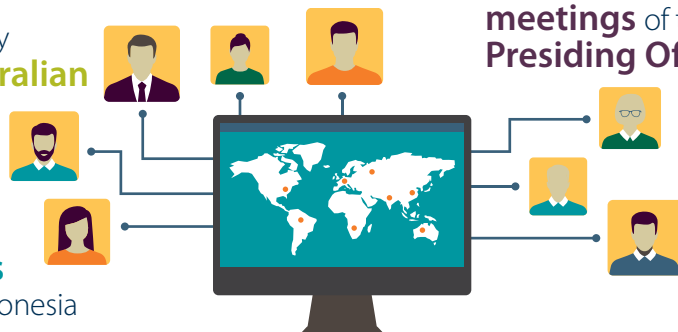
 **443 meetings**
of
33 committees
which presented
98 reports

 **703 petitions**
presented with
2,858,683
signatories

International engagement – we supported

7 virtual
inter-parliamentary
events with **Australian
Parliament
delegations**

2 Outgoing
delegations
US/UK and Indonesia



30 virtual
meetings of the
Presiding Officers



Part 1

Overviews

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Clerk's review

Overview

Performance of the department's work has changed remarkably since the emergence of the COVID-19 pandemic. In 2021–22, the department has maintained very high levels of responsiveness and adaptability to fluctuating circumstances, including public health advice and related restrictions, in supporting the work of the House of Representatives and the parliament.



The conclusion of the parliamentary term in a further pandemic year of significant workload has seen departmental staff continue to be unwavering in their efforts, ensuring that the vital legislative and representative functions of the House could succeed. I acknowledge and thank them for their dedicated and professional parliamentary service. The department consistently acted on the latest health advice, with the result that most of our staff were working from home during parliamentary sittings, in order to reduce health risks associated with the large influx of people coming to Parliament House. Our staff demonstrated resilience and innovation in undertaking all aspects of their work regardless of whether they were in the building or working from home.

The continuing challenges presented by the pandemic included a two-month local area lockdown, fluctuating border restrictions and changing approaches to building management, all of which affected our staff as well as parliamentarians. Physical distancing remained an important aspect of risk management, and changing seating plans and face masks were familiar features within the Chamber during the year. The health and wellbeing of our staff remained a priority and staff were encouraged to seek guidance and support in dealing with the high degree of uncertainty in aspects of work and life, including drawing on the department's employee assistance program.

The focus on work health and safety during the period also included the department responding to a range of reviews relating to our parliamentary workplace: the Independent Review into Commonwealth Parliamentary Workplaces conducted by the Australian Human Rights Commission's Sex Discrimination Commissioner Kate Jenkins, the Review of the Parliamentary Workplace: Responding to Serious Incidents (the Foster review) and a Comcare review. Responding to these reports has meant an additional ongoing stream of work for the department and across the parliamentary service. The report of the Jenkins review *Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces* was presented on 30 November 2021, with a two-year implementation timeframe.

The final sitting week of the House for this reporting period ended on 31 March. It featured an early presentation of the government's budget, due to the federal election; in addition, on the final day of sittings, the department supported the parliament in welcoming the President of Ukraine, His Excellency Volodymyr Zelenskyy, to address a meeting of the House and invited senators, via video link from a war zone. The facilitation of the address involved much collaboration and cooperation among departmental staff and across the parliamentary service. The relative ease with which this address was able to be supported at very short notice was due to the unique arrangements put in place for remote contributions to chamber proceedings by members in response to the COVID-19 pandemic.

Parliament's work continued

The Presiding Officers decided that for the spring sittings, while Canberra was in lockdown, Parliament House would operate under a range of conditions, including closing the building to the public for four months, restrictions on the number of people in the building and mandated mask wearing. The changes to building access meant that much of the parliamentary work outside the Chamber needed to be conducted via remote access technology, and the continued cooperation of the Department of Parliamentary Services (DPS), specifically the Broadcasting and ICT areas, was an ever present and welcome feature of the year. Chamber proceedings themselves remained fully broadcast on the website.

Only 90 of the 151 members of the House attended the Chamber for the first sitting of the Canberra lockdown period. Once again, pursuant to resolution, members were able to participate in the business of the House remotely. In participating remotely, members could contribute to debate, make a ministerial statement or ask or answer a question during Question Time. Over this period, meetings in the Federation Chamber were postponed.

There was change of a different kind also when, after six years as Speaker of the House, the Hon Tony Smith MP announced that he would step down from the position in November 2021. The House acknowledged and thanked Speaker Smith. The change in speakership is an event of particular significance for the department, as it effects a change in the department's leadership. More immediately, it necessitated a significant level of preparation by our staff outside the Chamber for the election process in the Chamber to ensure that the nomination process and possible voting process went smoothly. The Clerk has an active role in this process, in accordance with standing orders. I chaired the election, in which there were two nominations for Speaker; following a ballot, I declared Andrew Wallace as Speaker.

An early 2022–23 Budget was held in March in what eventuated to be the last week of sittings of the 46th Parliament. With changes to public health advice, the Budget was able to be delivered with the galleries and public areas open and a larger number of people in Parliament House for the event than had been possible in the previous two years.

As the 46th Parliament came to an end there was the usual pattern of increased activity, particularly with parliamentary committees finalising their inquiries before the dissolution of the House. Although there were fewer committee meetings than in previous years, the number of reports presented was very high, with 24 reports being presented on the last day of sittings. There was general satisfaction among members and committee support staff that committees were able to hold more in-person meetings than in recent years, although last-minute changes to scheduled events, related to the pandemic, remained prevalent.

The 46th Parliament was prorogued and the House of Representatives dissolved on 11 April 2022, for a general election for the House of Representatives and half the Senate, which was held on 21 May.

In late June, the department held its usual orientation seminar for 35 new members of the House of Representatives. This seminar was held in Parliament House and newly elected members undertook an intensive program of information sessions presented by senior staff of the department, other parliamentary departments, and certain offices in the executive government finance portfolio, designed to assist members with their new role. This valuable opportunity to provide the newest members of the House with an introduction to the parliamentary environment requires a significant level of coordination and organisation and it is pleasing that feedback from attendees was so positive.

Our staff and the parliamentary service

The pandemic continued to present challenges which, I am happy to say, we were able to counter with resilience and good humour. The lockdown in Canberra in August and September 2021 meant that many staff entered a period of working from home, with only staff members essential to support the work of the Chamber attending Parliament House. The last few years have meant that staff are now well adapted to working remotely, and they continued to provide a high standard of support for committee hearings and briefings and other events.

During lockdown and across the reporting period the welfare of staff was paramount, and staff were encouraged to keep in touch with each other and, public health advice permitting, to meet in workgroups outside the building. A spontaneous Reps Fun Committee developed an online program of activities to boost morale and keep staff connected to one another. Staff particularly enjoyed the photo of the week selections as well as a variety of online sessions by colleagues on cooking, flower arranging, keeping bees and chickens, and more! The social culmination of 2021 was the re-established, and rebranded, Reps Community (formerly social club), who organised a Christmas raffle and a well-attended Christmas party in the beautiful gardens of Old Parliament House.

After a challenging 46th Parliament, staff were encouraged to take leave where possible to refresh and maintain their equilibrium. For the corporate areas, I acknowledge that the end of the parliamentary term brings an intensive work program. These offices respond to the significant imperative of finalising arrangements for retiring and non-retained members and of receiving returning and new members. The election period also provided an opportunity for a professional refresh for some staff to work on special projects in the department, perform different duties on secondment or take up mobility placements elsewhere.



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

Our training and development focus over the period included the core themes of work health and safety, workplace bullying and harassment prevention and management, and leadership capability. We were pleased that much of the training was able to take place in person; even so, the amenity presented by virtual training remains valuable for staff. Our in-house professional development sessions, designed to build staff procedural capacity, remain a valuable resource for the department.

I thank the leaders of the other three parliamentary departments for their cooperation and collaboration as we work together in our common parliamentary service for the parliament: Richard Pye, Clerk of the Senate, Rob Stefanic, Secretary of DPS and Stein Helgeby, Parliamentary Budget Officer.

Together, we four heads of the parliamentary service have acknowledged that the parliamentary service has been under considerable scrutiny this year, due to issues raised in 2021 involving serious workplace incidents at Parliament House and commentary about the culture in our workplace. I was pleased that we made a joint submission to the Jenkins review, with details of the working environment of parliamentary service employees under the *Parliamentary Service Act 1999* and related departmental policies and procedures.

Looking ahead

Preparations for the opening of the 47th Parliament and the establishment of parliamentary committees will dominate the first month of the new parliament. There will be 35 new members and many other members in new roles given the change of government. Together with a large number of crossbench members, these changes mean there is likely to be an increased need for services and advice from departmental staff, and consideration is being given as to how best to address this both in the short term and on an ongoing basis.

Following the presentation of the report of the Jenkins review, a range of leadership groups have been established featuring senior executive departmental staff working with colleagues across the parliamentary service and from executive agencies to progress implementation of recommendations. While many of the recommendations relate to parliamentarians and their staff, the department is part of the parliamentary workplace and we are committed to playing a meaningful role in guiding change and contributing to a healthy culture. The introduction of the Parliamentary Workplace Support Service (PWSS) was an important outcome of the Foster review and, with my parliamentary colleagues, I was encouraged by the broadening of its scope to provide some services to parliamentary departments and continue to advocate for the extension of the PWSS in full to the department.

In the coming year, parliamentary engagement will return to a more traditional, in-person format; however, travel remains complex and planning and lead times remain significant. Where possible, outgoing and incoming delegations will take place; where they cannot, virtual means provide opportunities to continue this valuable engagement.

Claressa Surtees
Clerk of the House

Departmental overview

The department's purpose as set out in its *Corporate Plan 2021–22* is:

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

Role and functions

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

During 2021–22 the department continued to meet the challenges presented by the COVID-19 pandemic, and provided the highest standard of support for the work of the House of Representatives, its members and committees, and some joint committees (comprising members of the House and the Senate).

The department strengthened its services to increase public knowledge and awareness of the work of the House and the Australian Parliament, and to encourage interaction. Despite restrictions to interstate and international travel for part of the year, the department continued to assist the House and the parliament in maintaining institutional relationships with state, territory and international counterparts.

Departmental structure

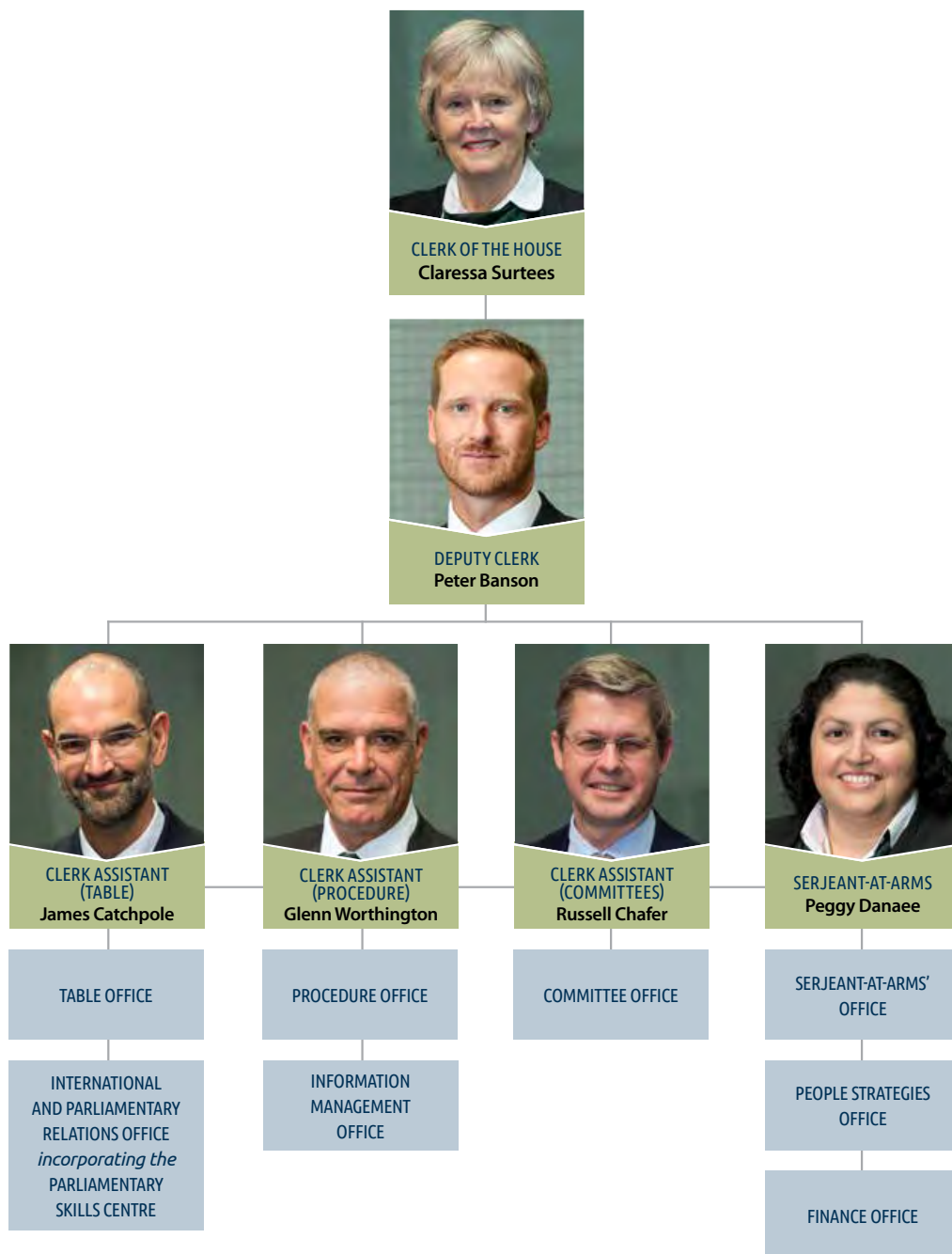
The department is managed by its Executive: the Clerk, Deputy Clerk, Clerk Assistant (Table), Clerk Assistant (Procedure), Clerk Assistant (Committees) and Serjeant-at-Arms.

During the year, the Parliamentary and Business Information Services Office was renamed as the Information Management Office, with Executive responsibility shifting from the Serjeant-at-Arms to the Clerk Assistant (Procedure).

Also this year, although the Executive membership remained the same, there was a rotation among branch manager responsibilities.

Figure 1 shows the departmental structure as at 30 June 2022.

Figure 1: Departmental structure as at 30 June 2022



Roles and responsibilities of the Executive

Clerk

The Clerk is the most senior official of the department. The Clerk is principal adviser to the Speaker and members on House and committee proceedings, parliamentary privilege and other parliamentary matters. The Clerk leads some 178 departmental staff members, who provide administrative and procedural advice and services to the House and parliamentary committees, and support the parliament's international and domestic engagement. With the heads of the other three parliamentary departments, the Clerk leads the parliamentary service.

Deputy Clerk

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

Clerk Assistant (Table)

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

Clerk Assistant (Procedure)

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

Clerk Assistant (Committees)

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

Serjeant-at-Arms

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

Outcome and program structure

The department's outcome and program structure for the year is set out in the *Portfolio Budget Statements 2021–22*.

The department has one outcome:

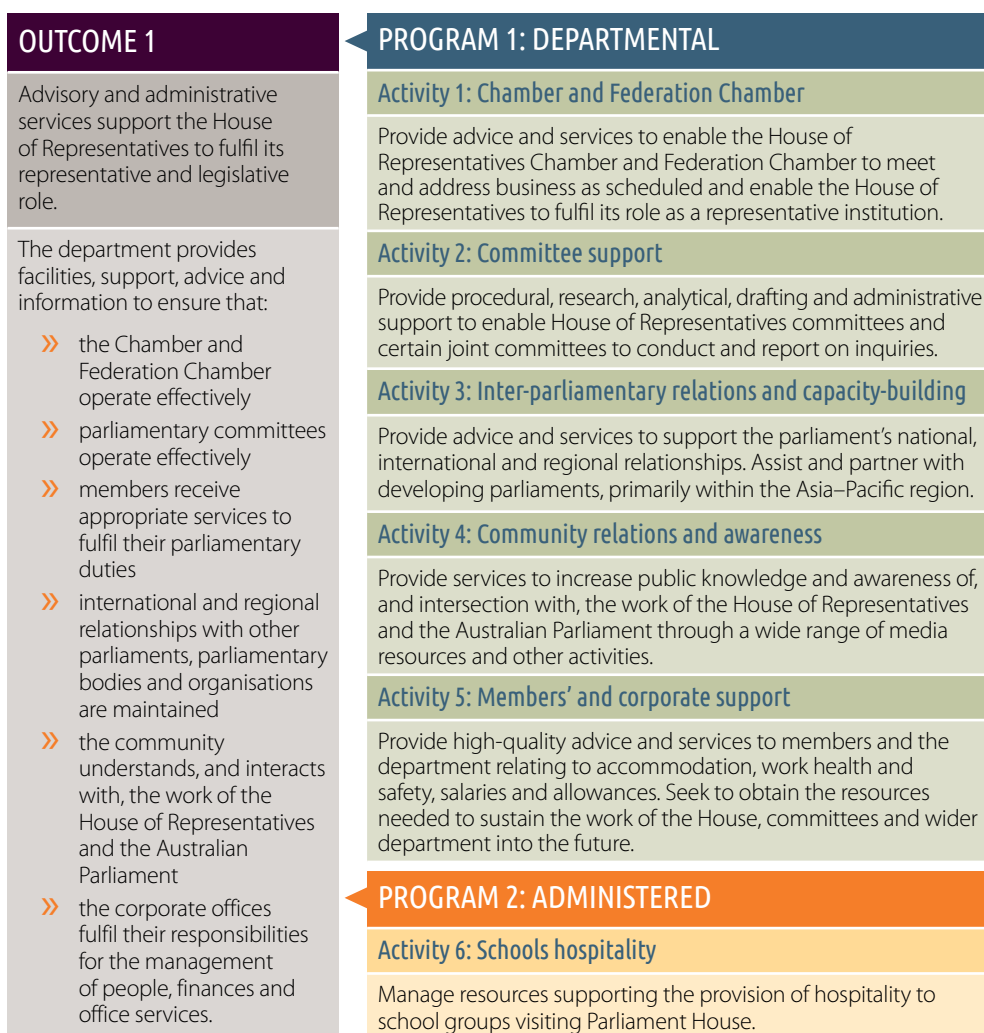
Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.

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, 2021–22





Part 2

Performance

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Annual performance statement

Introductory statement

I, as the accountable authority of the Department of the House of Representatives, present the department's 2021–22 annual performance statement, as required under section 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). In my opinion, this annual performance statement accurately reflects the performance of the department and complies with section 39(2) of the PGPA Act.

Claressa Surtees, Clerk of the House

Purpose

The department's purpose, as set out in its *Corporate Plan 2021–22*, is:

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

Data sources

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

Members' survey

In March 2022 all members were invited to complete a survey, intended to gauge their views on, and satisfaction with, the services provided by the department. Members were advised that their responses could be anonymous, and would be de-identified before publication. The survey was available online and in hard copy, and responses were collected until 11 April.

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

- » the quality and timeliness of chamber procedural support and advisory services
- » the quality and timeliness of advice, and the standard of report drafting for parliamentary committees
- » support for their House of Representatives office accommodation
- » support for their salary payments
- » support for transport coordination in Canberra during sitting weeks.

As was the case last year, the survey did not include questions about international relations activities due to the impact of the COVID-19 pandemic on the official delegation program.

Members were able to provide comments in response to each question. At the end of the survey, members were invited to comment on the effect of the COVID-19 pandemic on services, and on any aspect of the services provided by the department.

Twenty-one members completed the survey. This represents a response rate of 14% of the 150 members of the House at the time. Members were invited to add their name to the survey, and the majority of those who responded did so. The department notes that the 14% response rate for the members' survey is lower than recent years, recognising that the survey had to take place over a shorter period of time and earlier than usual due to the federal election timing.

Other data sources

In addition to the members' survey, feedback on the services provided by the department is sought from the Presiding Officers through interviews with their staff. Formal feedback is also received from participants in the department's seminar programs. A further data source is analytics relating to contact with the department's social media and publications. Internal chamber support service standards, internal records and exception reporting are also drawn on for reporting on the department's performance.

Activity information

The department monitors its work output by collecting information on specific activities throughout the year. No targets are set for outputs, as most are dependent on factors outside the direct control of the department, particularly the parliamentary cycle.

Comparisons with data from previous years provide a longitudinal perspective and an indication of the extent to which various outputs are affected by the parliamentary cycle.

Commentary

The department has a well-established performance framework that continues to mature. The department's purpose statement and performance measures are presented in summary in the department's *Portfolio Budget Statements 2021–22*, and in more detail in the department's *Corporate Plan 2021–22*.

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

Results and analysis

Activity 1: Chamber and Federation Chamber

Performance measures and targets

Criterion 1

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

Target: 90% satisfied.

Source: *Corporate Plan 2021–22*, page 14; *Portfolio Budget Statements 2021–22*, page 16.

Result against the performance criterion: Target met.

All respondents to the members' survey (100%) indicated satisfaction with the quality and timeliness of chamber procedural support and advisory services, and all respondents (100%) indicated satisfaction with the quality and availability of procedural and statistical publications, and the support available to obtain these. Comments made about chamber procedural support and advisory services were highly positive and included 'always very prompt and attentive' and 'always prompt and accurate'. In relation to procedural and statistical publications, one member noted that although they did not use them, their staff 'used them a lot'.

Criterion 2

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

Target: 100%.

Source: *Corporate Plan 2021–22*, page 14; *Portfolio Budget Statements 2021–22*, page 16.

Result against the performance criterion: Target not met on one occasion.

All chamber support service standards were met, with one exception when the agreed timeframe for production of a chamber document could not be met due to extended chamber sittings. Processing of proposed legislation and other parliamentary business was completed, within agreed timeframes, and no significant errors were identified.

Activity information

Source: *Corporate Plan 2021–22*, page 14; *Portfolio Budget Statements 2021–22*, page 16.

	2018–19 ^a	2019–20	2020–21	2021–22 ^a
Number of sittings of the House	42	62	67	41
Number of meetings of the Federation Chamber	41	54	63	25
Number of bills introduced	155	248	184	141

a. Election year.

Analysis

In 2021–22 the department continued to provide a high standard of support to the Chamber and Federation Chamber. The activity information set out in the table above indicates activity levels consistent with the latter stages of the parliamentary cycle. The additional precautions to manage risks associated with the COVID-19 pandemic ensured that the Chamber and Federation Chamber were able to operate safely.

There were fewer sitting days in 2021–22 than in 2020–21, reflecting that the House was dissolved on 11 April ahead of the federal election and did not sit again during the financial year. The Federation Chamber also met for fewer days than last year, largely because of the dissolution of the House but also in part because COVID-19 outbreaks meant that it did not meet as planned in August 2021.

All targets set against the performance measures for the House of Representatives Chamber and Federation Chamber support, as set out in the *Corporate Plan 2021–22*, were met, with the one exception mentioned above. The exception occurred when the sitting on 9 February 2022 extended into the following day, resulting in publication of the *Notice Paper* for 10 February on the morning of a sitting day, rather than the night before. Further, an information and communications technology (ICT) outage beyond the control of the department prevented continuous publication of the *Live Minutes* during the same extended sitting night.

The uncertainty caused by the COVID-19 pandemic continued throughout the year. Physical distancing requirements and restricted travel presented logistical and procedural challenges for the House of Representatives, members and parliamentary staff. Agreements for certain sitting periods enabled those members who could not attend parliament due to travel restrictions the opportunity to contribute remotely to debate. Revised seating arrangements and certain hygiene measures were also maintained. It was pleasing that the chambers managed to operate when scheduled without interruptions caused by the COVID-19 pandemic.

Certain restrictions were lifted in 2022, and the department will continue to adapt to the changing COVID-19 circumstances and provide high-quality services and advice to ensure the continued, safe operation of the House of Representatives Chamber and Federation Chamber.

Activity 2: Committee support

Performance measures and targets

Criterion 1

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

Target: 90% satisfied.

Source: *Corporate Plan 2021–22*, page 15; *Portfolio Budget Statements 2021–22*, page 16.

Result against the performance criterion: Target met.

All respondents to this question in the members' survey (100%) indicated satisfaction with the quality and timeliness of advice and services to their committees. Comments made by members in the survey reflected a high degree of satisfaction with the quality of administrative and procedural support provided to committees, and included 'impeccable service and support', 'they were very patient', and 'above and beyond support over the 2021 Christmas period and January 2022'.

Criterion 2

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

Target: 90% satisfied.

Source: *Corporate Plan 2021–22*, page 15; *Portfolio Budget Statements 2021–22*, page 16.

Result against the performance criterion: Target met.

Again, all respondents (100%) indicated satisfaction with the standard of research and drafting support provided to committees. Comments included 'impressed with the timeliness of the service and quality of the work', 'very impressed with the work of the committee staff and their support', 'excellent' and 'very professional'.

Activity information

Source: *Corporate Plan 2021–22*, page 15.

	2018–19 ^a	2019–20	2020–21	2021–22 ^a
Number of committee meetings ^b	511	571	620	407
Hours of meetings ^{b,c}	988	790	1,177	663
Number of committee reports ^b	85	55	61	82

a. Election year.

b. Excludes internal committees.

c. To the nearest hour.

Analysis

As is usual in an election year, the number and total hours of committee meetings decreased (there were 213 fewer meetings supported than last year) as committees completed the evidence-gathering stages of their inquiries. The number of reports presented, however, significantly increased (there were 20 more than last year) as committees sought to conclude those inquiries before the dissolution of the House, resulting in high workloads for departmental staff.

Feedback gathered through the members' survey indicates that members continue to be highly satisfied with committee support services, including advice and report drafting. All members responding to the survey indicated satisfaction with the quality and timeliness of advice and services to committees, and with the standard of research and drafting.

The department continues to provide training and development opportunities to committee support staff, which will help to ensure that parliamentary committees continue to be well served by secretariats staffed by the department.

Activity 3: Inter-parliamentary relations and capacity-building

Performance measures and targets

Criteria 1 and 2

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

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

Target: 90% satisfied.

Source: *Corporate Plan 2021–22*, page 16; *Portfolio Budget Statements 2021–22*, page 16.

Result against the performance criteria: Target met.

While the COVID-19 pandemic prevented official incoming and outgoing delegations for most of the reporting period, the Presiding Officers and their staff indicated that they were satisfied with the department's support for inter-parliamentary relations and capacity-building activities during the year. Two outgoing delegations were conducted just prior to the election being called in 2022.

Feedback was sought from delegates, who were satisfied with and thankful for the support provided to successfully conduct an overseas visit during a period when COVID-19 restrictions and requirements continued to have a significant impact on travel.

Criterion 3

Level of satisfaction among participants with capacity-building activities.

Target: 90% satisfied.

Source: *Corporate Plan 2021–22*, page 16; *Portfolio Budget Statements 2021–22*, page 16.

Result against the performance criterion: Target met.

Satisfaction levels for capacity-building activities coordinated by the International and Parliamentary Relations Office have previously been measured through an online survey of participants. Due to the COVID-19 pandemic, no capacity-building programs were conducted at Parliament House during the year.

Instead, the International and Parliamentary Relations Office coordinated support to two virtual capacity-building projects sponsored by the United Nations Development Programme. This included a meeting between Australian and Fijian parliamentarians to share insights into committee practices, and support provided to the Tongan Parliament in May 2022 to assist with annual budget analysis processes. The International and Parliamentary Relations Office also facilitated a broad range of information-sharing requests and provision of equipment through the Pacific Parliamentary Partnerships program.

The Presiding Officers and their staff indicated they were satisfied with the department's support for capacity-building activities.

Activity information

Source: *Corporate Plan 2021–22*, page 16.

	2018–19 ^a	2019–20	2020–21	2021–22 ^a
Number of delegations managed	56	32	Program suspended	2
Number and nature of parliamentary capacity-building activities	28	14	24	21
» Occasions equipment supplied to Pacific parliaments	4	1	6	4
» Staff attachments and study visits	20	10	2 (virtual)	2 (virtual)
» Conferences, seminars and workshops	4	3	0	1
» Information-sharing requests facilitated	–	–	16	14
Number of virtual engagement activities	–	–	98	94
» Virtual meetings involving one or both Presiding Officers	–	–	29	9
» Virtual inter-parliamentary events/forums with Australian Parliament delegations	–	–	16	9
» Virtual events and webinars offered to parliamentarians	–	–	53	76

a. Election year.

Analysis

The COVID-19 pandemic continued to have a significant effect on the inter-parliamentary relations and capacity-building work of the parliament. The majority of international engagement was conducted by virtual means through the reporting period with in-person engagement opportunities recommencing in February 2022, shortly before the federal election.

The department continued to provide and support a broad range of opportunities for members to engage virtually with their international counterparts. As with the previous reporting year, almost 100 virtual engagement activities were offered. This reporting period also featured the parliament hosting virtual multilateral meetings. The former Speaker, the Hon Tony Smith MP, as President of the Asia-Pacific Parliamentary Forum, held virtual meetings with counterparts across the region to progress organisational matters, and then President of the Senate hosted the 7th Mexico, Indonesia, Republic of Korea, Turkey and Australia (MIKTA) Speakers' Consultation virtually in February 2022. The offices of the Speaker and President indicated a high level of satisfaction with the support provided for this work.

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

Activity 4: Community relations and awareness

Performance measures and targets

Criterion 1

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

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

Source: *Corporate Plan 2021–22*, page 17; *Portfolio Budget Statements 2021–22*, page 16.

Result against the performance criterion: Target met.

Using subscription data and publication circulation data as the data sources, the numbers of engagements on the department's social media platforms were as follows:

- » Facebook: 8,777 followers (increase of 1.1%)
- » Twitter: 51,494 followers (increase of 5.1%)
- » YouTube: 12,733 subscribers (increase of 19%)
- » LinkedIn: 274 (increase of 40.5%).

Posts to the department's Twitter page received more than 2.1 million impressions during the year. The account's reputation as an authoritative source of parliamentary information continued to grow during the year, with procedurally based tweets shared on major media platforms.

Criterion 2

Clients are satisfied with seminars.

Target: 90% of seminar participants are satisfied.

Source: *Corporate Plan 2021–22*, page 17; *Portfolio Budget Statements 2021–22*, page 16.

Result against the performance criterion: Target met.

The department continued to offer seminars in various formats: in person at Parliament House, virtually by webinar or in a hybrid delivery format.

Feedback from participants was positive overall and achieved the target level of client satisfaction. Of all attendees, 95% were satisfied with the seminar content, level of detail, presenter and audio-visual elements, and 97% said the seminar met their objectives for attending.

Activity information

Source: *Corporate Plan 2021–22*, page 17.

	2018–19 ^a	2019–20	2020–21	2021–22 ^a
Community contacts with the department's publications				
» @AboutTheHouse Twitter account impressions	Over 4.6 million	Over 5 million	Over 4.4 million	2.1 million
» Website hits ^b	482,804	884,238	957,894	1.64 million
Number of seminar participants	Not reported	Not reported	55 in person 59 virtually	193 in person 320 virtually

a. Election year.

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

Analysis

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

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

This year saw steady growth across the department's community outreach channels, and strong growth for the YouTube channel for the second year in a row. This trend is in line with best practice research that suggests videos are the best digital content to engage an audience. Steady growth of the department's Twitter account continued; however, the number of impressions for this account decreased by 52% from last year. This is likely to be due to the election period, when there was reduced activity in the chambers, in committees and in parliamentary proceedings by members.

Interest in the information published to the Parliament of Australia website continued to grow, surpassing last year's already significant volume.

There continues to be strong demand for the department's seminar program. The department will continue to refine its publications and products for members of the public, further develop its feedback mechanisms, actively monitor satisfaction levels and continue to refine its offerings.

Activity 5: Members' and corporate support

Performance measures and targets

Criterion 1

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

Target: Very satisfied.

Source: *Corporate Plan 2021–22*, page 18; *Portfolio Budget Statements 2021–22*, page 16.

Result against the performance criterion: Target met.

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

The Speaker's Office indicated that it was very satisfied with the support services provided by the department to the Speaker, the Speaker's Office and members.

Criterion 2

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

Target: 90% satisfied.

Source: *Corporate Plan 2021–22*, page 18; *Portfolio Budget Statements 2021–22*, page 16.

Result against the performance criterion: Target met.

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

Several comments made by members in the survey emphasise the high level of satisfaction with the non-chamber support provided to members; comments included 'extremely responsive', 'friendly service by attending staff', 'excellent' and 'very good'.

Activity information

Source: *Corporate Plan 2021–22*, page 18.

	2018–19 ^a	2019–20	2020–21	2021–22 ^a
Number of Parliament House accommodation and office support services	473	1,139	1,949	1,744
Number of transport coordination services provided to members	12,449	17,811	8,153	6,556

a. Election year.

Analysis

All performance targets relating to the delivery of services to members were exceeded. All feedback received from members indicates very high levels of satisfaction with support services provided to members by this activity area. The department continues to work closely with members to assist them to have any matters promptly resolved.

Activity 6: Schools hospitality

Performance measures and targets

Criterion 1

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

Target: 100%.

Source: *Corporate Plan 2021–22*, page 19.

Result against the performance criterion: Target met.

The data source is the number of students booked, combined with exception reporting from DPS and school groups. A total of 22,457 students toured Parliament House during the reporting period. Of those students, 15,891 requested and received hospitality. There were no reports during the year of hospitality not being provided to a school group that had requested it.

Activity information

Source: *Corporate Plan 2021–22*, page 19.

	2018–19 ^a	2019–20	2020–21	2021–22 ^a
Number of visiting school students booked	124,831	86,315	34,353	22,457

a. Election year.

Analysis

The delivery of hospitality to schools at their request is a combined effort between the parliamentary departments. The department provides a booking service for school groups, and liaises with the Department of the Senate (which administers the Parliamentary Education Office) and with DPS (which provides tours for school groups as well as hospitality where this has been requested). Data about hospitality provision relies on exception reporting from DPS or school groups. In 2021–22 there were no reports of schools not receiving the hospitality they had requested.

The reduction in the number of visiting students with bookings made in the period reflects the continued impact of the COVID-19 pandemic, including the closure of Parliament House to the public for most of the year. Throughout the year the Serjeant-at-Arms' Office managed thousands of cancellations and re-bookings for schools as travel restrictions constantly changed throughout the country.

Effect of the COVID-19 pandemic on services provided to members

As part of the members' survey this year, members were invited to comment on the effect of the COVID-19 pandemic on the department's provision of services. While it was noted that the pandemic had been disruptive, the majority of comments received were positive about the department's response to the pandemic and the level of services and support provided. The department will continue to carefully review the services it provides against the risk management measures in place to respond to the COVID-19 pandemic.

Summary of performance against purpose

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

The department is committed to the delivery of high standards of advice, service and support to the Speaker, members, parliamentary committees, other parliaments and the Australian community. While the COVID-19 pandemic continued to affect the operations of the House of Representatives chambers and committees to a certain extent, the department, along with the other parliamentary departments, continued to provide the support, services and advice that enabled the House of Representatives, and the wider parliament, to fulfil the role of a representative and legislative body.

Based on feedback received, as well as performance information from a range of data sources, the department has fully met all but one of the targets outlined in its corporate plan. One target, related to chamber support service standards, was nearly met.

Activity information for 2021–22 reflects the latter part of a parliamentary cycle, and also once again highlights the impact of the COVID-19 pandemic on the department's operations. Some activities, such as international parliamentary delegations, transport coordination services and school visits, continued to be limited by the pandemic in ways not fully within the control of the department. The department continued to refine virtual modes of work in order to provide support and services to members, committees and engagement activities during periods when travel and in-person gathering sizes were restricted.

There was a decrease in sittings of the Chamber and meetings of the Federation Chamber, due to the dissolution of the House in April. However, the department continued to support all chamber sittings as increasing numbers of members were able to participate in the Chamber at the same time following revised COVID-19 risk assessments. This culminated in a very full final sitting week of the 46th Parliament which included the presentation of the budget and budget-in-reply speech and a virtual address to members of both Houses by the President of Ukraine.

Strategic priorities for the department in 2022–23 include supporting the commencement of a new parliament, such as through provision of information resources for a new Speaker and members newly elected to the House; an ongoing focus on developing knowledge of parliamentary practice and procedure; continuing the process of replacing or enhancing key ICT systems; and implementing a new human resources information management system and a self-service human resources portal.

Overall, the department assesses that it has fulfilled its purpose to support the House of Representatives, and the wider parliament, in the role of a representative and legislative body.

Financial performance

The work of the department is mainly funded by government appropriation, with a small amount of revenue generated from the sale of publications and from the department's seminar program. The department ended the 2021–22 financial year reporting total comprehensive income of \$0.340 million. The department incurred total employee benefits of \$20.521 million, \$1.679 million lower than the budget estimate reported in the 2021–22 Portfolio Budget Statements. Employee benefits were \$0.321 million lower than those incurred in 2021–22 (\$20.842 million).

Supplier expenses increased by \$1.010 million between 2020–21 (\$3.829 million) and 2021–22 (\$4.839 million). Expenditure in this area (\$4.881 million) was \$0.042 million lower than was budgeted in the 2021–22 Portfolio Budget Statements estimates. As was expected in the budget estimates, Committee Office domestic travel in support of hearings, along with incoming and outgoing official international delegation programs, were greatly reduced because of COVID-19 travel restrictions. Associated costs relating to catering, venue hire, meals and incidentals were also significantly reduced during the period. The department's financial position has remained strong with appropriation receivable totalling \$24.251 million and cash and cash equivalents of \$1.121 million. In addition, the department has \$2.480 million on term deposit due to mature on 10 October 2022.

An increasing requirement to better support videoconferencing, remote training and meetings, and working-from-home arrangements led to the department purchasing a further four Surface Hubs for use by staff and House-supported committees.

During the year, the department engaged a valuation specialist to perform a full revaluation of its property, plant and equipment class. The independent valuer's report concluded that there was \$0.792 million difference between fair value and the carrying value of the assets; this amount is reflected in comprehensive income.

The department's overall financial position continued to remain sound in 2021–22:

- » total assets increased by \$1.832 million from the prior year to \$32.010 million
- » total liabilities increased by \$0.852 million to \$8.086 million.

Estimates for 2022–23 indicate that the department has sufficient resources to continue to support members, the House and committees.

Entity resource statement 2021–22

	Actual available appropriations 2021–22 \$'000	Payments made 2021–22 \$'000	Balance remaining 2021–22 \$'000
	(a)	(b)	(a) - (b)
Departmental¹			
Annual appropriation ²	49,200	23,829	25,371
Total	49,200	23,829	25,371
Administered expenses			
Outcome ¹	678	71	607
Total	678	71	607
Total resourcing	49,878	23,900	25,978
Total resourcing and payments for the Department of the House of Representatives	49,878	23,900	

1. Appropriation (Parliamentary Departments) Act (No. 1) 2021–2022, prior year departmental appropriation and section 74 retained revenue receipts.

2. Includes an amount of \$0.640 million in 2021–22 for the departmental capital budget. For accounting purposes this amount has been designated as 'contributions by owners'.

Third-party drawdowns from and on behalf of other entities

	\$'000
Payments made on behalf of the Department of Finance (disclosed in the respective entity's Resource Statement)	49,987

Chamber and Federation Chamber

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

During the reporting period we continued to:

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

Results against performance criteria are summarised in the annual performance statement (page 14); staff levels are shown in Table 12.

Performance summary

The focus of each office is supporting the sittings of the House of Representatives Chamber and meetings of the Federation Chamber. Performance is usually measured in two ways: qualitatively, based on an annual survey of members; 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.

Through the annual survey of members, feedback was received on the range and standard of the services provided, which was generally very positive. This result was largely consistent with comments received during the reporting period about the procedural resources available online and in hard copy, and the briefings on parliamentary topics of interest to members and their staff. The annual performance statement on page 14 provides more detailed analysis of the results of the survey.

Statistics on sittings of the House and meetings of the Federation Chamber in 2021–22 and the four preceding years are shown in Table 1.

There were 41 sitting days in 2021–22, 26 days fewer than in 2020–21. This reflects the impact of the dissolution of the House on 11 April ahead of the federal election. Legislative activity continued at a proportionally high rate: 141 bills were introduced (23% fewer

than the 184 introduced in 2020–21). The comparatively low number of meetings of the Federation Chamber (25 in 2021–22 compared with 63 in 2020–21) reflects not only the election year but also the restrictions due to the prevalence of COVID-19 in August 2021 which resulted in the Federation Chamber not meeting as scheduled.

Detailed information on the business of the Chamber and Federation Chamber is provided in Appendix 1 and in the department's publication *Work of the Session* (available on the Parliament of Australia website).

Table 1: Performance summary, Chamber and Federation Chamber, 2017–18 to 2021–22

	2017–18	2018–19 ^a	2019–20	2020–21	2021–22 ^a
Number of sittings/meetings					
Sittings of the House	60	42	62	67	41
Meetings of the Federation Chamber	59	41	54	63	25
Hours of sittings/meetings					
Sittings of the House ^b	548	371	548	597	380
Meetings of the Federation Chamber ^b	231	130	185	232	75

a. Election year.

b. Excludes suspensions and rounded to the nearest hour.

Advice on practice and procedure

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

Impacts of the COVID-19 pandemic

The COVID-19 pandemic continued to have an impact on the work of the Chamber and Federation Chamber. Physical distancing requirements, room capacity restrictions and restrictions on travel again presented logistical and procedural challenges for the House in carrying out its essential work as a legislative and representative body. Again this year, regular advice addressing COVID-safe operations was provided to the Speaker and other key stakeholders to support the effective operation of the Chamber and Federation Chamber prior to each period of sittings.

Again, formal agreements, pursuant to resolution, for members to contribute remotely to parliamentary proceedings were presented in the House on several occasions. The agreements allowed members who could not attend Canberra, and parliament, because of travel restrictions due to the prevalence of COVID-19 to contribute remotely to debate and to ask or answer questions during Question Time via the official video facility. These agreements were limited to certain sitting periods.

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 2017–18 to 2021–22.

Table 2: Questions in writing to ministers and answers to questions in writing, 2017–18 to 2021–22

	2017–18	2018–19 ^a	2019–20	2020–21	2021–22 ^a
Questions in writing ^b	987	250	388	227	132
Questions answered ^c	945	206	346	161	64

a. Election year.

b. Excludes questions withdrawn.

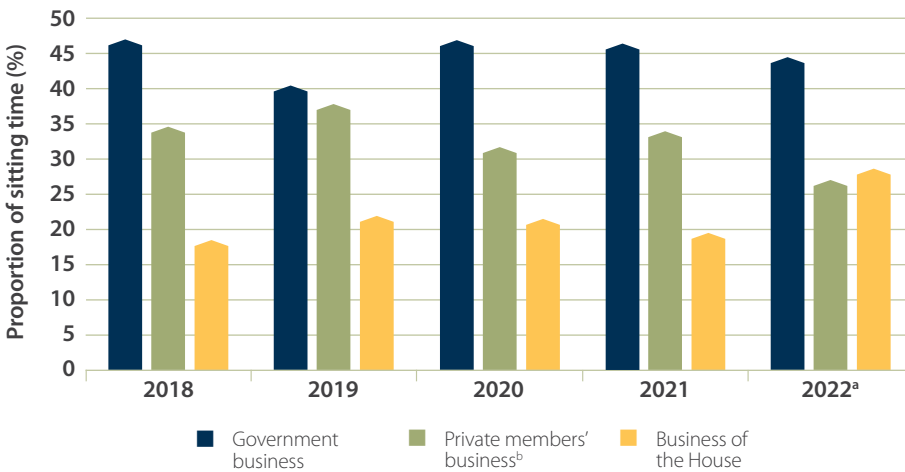
c. The responsibility for responding to questions in writing rests with the ministers to whom the questions are put.

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

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

Figure 3 shows a longitudinal view of the proportion of sitting time the House (Chamber and Federation Chamber inclusive) devoted to each of these three types of business.

Figure 3: Government and private members' business and business of the House (Chamber and Federation Chamber), 2018 to 2022 (calendar years)



a. 2022 data is for January to June only.

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

Stabilising and replacing the Document Production System

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

The department worked with DPS on two projects. The first project was to stabilise DocProdSys by modifying it to work in Windows 10 as a stop-gap measure; this project was not completed during the reporting period and may prove unviable. The second project, launched at the same time, was to replace the Windows 7 system with a completely new version working on a different architecture; this is progressing well and the new system is expected to be ready to use by the end of 2022.

Processing and drafting of bills

Processing legislation

Support for the legislative process in 2021–22 included our traditional responsibilities of:

- » receiving bills from the Office of Parliamentary Counsel and keeping them in custody under embargo before their introduction in the House
- » providing bills to ministers for introduction, and to all members in the Chamber after introduction
- » uploading to the Parliament of Australia website bills, explanatory memorandums and proposed amendments, and providing an over-the-counter service for access to hard copies of bills and associated material
- » processing all bills and amendments to bills:
 - » initiated in the House – from introduction to assent
 - » initiated in the Senate – from introduction in the House until passage by the House
- » preparing and delivering formal messages to the Senate; during 2021–22, we delivered 116 messages relating to the passage of bills (185 in 2020–21) and 11 other messages (23 in 2020–21)
- » preparing and issuing a Daily Bills List for each sitting day; the list provides cumulative information on the status of all bills before the parliament or assented to in the current calendar year.

Queries on the bills and legislation collection on the Parliament of Australia website totalled 1.6 million in 2021–22 (an increase from 1.4 million in 2020–21), representing 6% of the 26.8 million queries made via searches through ParlInfo – the database that includes all library publications as well as Hansard, bills, chamber and committee documents, and the parliamentary handbook.

During the year, 141 bills were introduced (23% fewer than the 184 introduced in 2020–21). Of these, 125 were initiated in the House of Representatives and 16 were received from the Senate (compared with 168 and 16, respectively, last year).

The House passed 105 bills in 2021–22 (156 in 2020–21), an average of 2.6 bills for each sitting (compared with an average of 2.3 bills per sitting last year).

There was a small reduction in the number of amendments moved during the consideration in detail stage: 676 in 2021–22 compared with 751 in 2020–21. Of the 552 amendments that were passed, one was proposed by a non-aligned member.

The House amended 15 (14%) of the bills it passed, compared with 21 (13.5%) in 2020–21. The department incorporated the amendments into the text of all 15 bills and reprinted them (as third reading prints) before transmittal to the Senate.

The House agreed to Senate amendments, made amendments requested by the Senate, or did both, in relation to nine House bills (25 in 2020–21). The House disagreed to a Senate amendment to one bill. The Senate did not insist on its amendment and agreement was reached by both Houses.

In total, 101 bills were finally passed by both Houses in identical form (153 in 2020–21), of which 84 were initiated in the House of Representatives and 17 were initiated in the Senate. After further processing by the Table Office, bills finally passed by both Houses in identical form were presented to the Governor-General for assent. Table 3 shows the number of bills introduced in the House and assented to in the five years from 2017–18 to 2021–22.

In total, during the reporting period the Table Office prepared seven third reading prints (19 in 2020–21) and 139 assent prints (140 in 2020–21). All documents accurately reflected the decisions of both Houses.

Table 3: Number of bills introduced in the House, and number of bills assented to, 2017–18 to 2021–22

	2017–18	2018–19 ^a	2019–20	2020–21	2021–22 ^a
Bills introduced	222	155	248	184	141
Bills assented to ^b	128	148	153	153	101

a. Election year.

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

Legislative drafting

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

In 2021–22, 26 private members' bills were introduced (including two private senators' bills). Of the 676 amendments moved during consideration in detail, 125 were private members' amendments, one of which was agreed to. Table 4 provides chamber statistics for private members' bills and amendments for the past five years. The figures do not reflect all of the department's work in this area, as some material is drafted but is not introduced into the House.

Since 2010, the department has had an arrangement with the Office of Parliamentary Counsel for one of its senior drafters to be seconded to the department. That arrangement continues to be mutually beneficial. The seconded officer provides drafting advice to members and supports the drafting of private members' bills and detail amendments.

Table 4: Private members' bills introduced and amendments moved by private members (Chamber and Federation Chamber), 2017–18 to 2021–22

	2017–18	2018–19 ^a	2019–20	2020–21	2021–22 ^a
Bills introduced	35	30	35	28	26
Second reading amendments moved	45	37	110	105	55
Consideration in detail amendments moved	86	95	107	145	125

a. Election year.

Record of proceedings and House documents

Votes and Proceedings

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

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

House Division Recording System

The House Division Recording System was in use for the whole of the 46th Parliament. It allows tellers to record members' votes electronically on a tablet. The division result is published immediately on announcement by the Speaker in the *Live Minutes*, to Hansard and on display screens located in the Chamber. A webpage publishes the results of divisions in real time and provides a searchable and filterable repository of divisions recorded in the system. During the reporting period, the system recorded 87 divisions.

As part of this project, display screens have been installed in each of the public galleries of the Chamber. In the next parliament the screens will display information on the event that is currently in progress, explanations of the significance of the question that is being determined by the House, and the results of divisions once they have been announced by the Speaker.

Documents

During the year, the Table Office processed all documents presented to the House and recorded their details in the *Votes and Proceedings* and the *Index to Papers Presented to 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 considering the online availability of documents and the declining demand for hard copies.

In 2021–22, a total of 2,755 documents were presented to the House, a decrease from the 3,115 presented last year.

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

Online Tabled Documents project

With colleagues from the Department of the Senate and DPS, Table Office staff progressed the Online Tabled Documents project to establish a system for the electronic receipt and storage of documents for tabling in the parliament, and their subsequent publication via the Parliament of Australia website. The system will streamline administrative handling of documents and, following presentation, make documents available online through a searchable database, providing an enhanced service for members and other interested parties. The first documents lodged in a beta version of the project were published on the Parliament of Australia website in this reporting period.

Research

The Procedure Office collects, analyses and disseminates procedural and statistical information on the work of the House. In 2021–22, the office:

- » maintained comprehensive procedural and statistical records
- » prepared advice for the Speaker and members on House practice and the operation of the standing orders
- » responded to requests for procedural and statistical information from various stakeholders including members, parliamentary staff and members of the public
- » published the *Biographical Dictionary of the House of Representatives*, in collaboration with the Australian National University
- » produced a range of publications on House statistics, practice and procedure.

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

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

Publications

Biographical Dictionary of the House of Representatives

This reporting period, the online *Biographical Dictionary of the House of Representatives* was published. The dictionary includes 64 biographies of Speakers, Deputy Speakers and Clerks of the House since Federation. The department engaged the National Centre of Biography at the Australian National University to undertake the project. The department contributed thematic essays on the roles of the Speaker, Deputy Speaker and Clerk. The dictionary appears on the Australian Dictionary of Biography website and will also be published on the department's website.

Other procedural publications

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

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

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

- » *Last Week in the House*, listing key events in the previous sitting week
- » *Work of the Session* (also published in hard copy), providing comprehensive periodic information on the work of the House and its committees
- » the *Infosheet* series, comprising short guides on the workings of the House and parliament in an easy-to-read format.

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

Collaboration

Collaboration with the Department of the Senate

The Procedure Office continued to work effectively with counterparts in the Department of the Senate, including through involvement with the Australian National Internships Program and the Australian Defence Force Parliamentary Program (see page 52).

Collaboration with other parliaments

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

Procedural training and resources

Building staff procedural capacity remained a focus in 2021–22. The 'House main course' tutorial program, developed by the Procedure Office in collaboration with the Table Office, was delivered to a cohort of staff in July to November 2021, either in person or virtually depending on COVID-19 restrictions at the time. The course targets skills development for those staff currently working in (or interested in moving into) a chamber support area of the department.

In the first half of 2022, a new course was conducted to provide an introduction to the chamber environment and an overview of most aspects of House procedure which shape events in the chamber and committees. This eight session course, Introduction to Procedure, is designed principally for new staff and those who are new to a role.

Updates were made to the CATTalogue, a procedural training resource comprising a series of educational videos on key House principles and procedures and available to all staff through the department's intranet.

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

- » debriefs following each sitting week or fortnight, focusing on matters of procedural interest (available to all staff in chamber support roles, and open to other staff when physical distancing requirements allowed)
- » induction and coaching for departmental staff who undertake duty as Clerks and Deputy Clerks in the Chamber and Federation Chamber
- » shadowing opportunities that enable staff to learn specialist skills such as preparing House procedures and the *Daily Program*, and processing bills and documents – once trainee staff have sufficient experience, the use of shadowing allows chamber support staff to finish work earlier on some sitting nights, and provides a backup to enable business continuity in the event of staffing absences or turnover
- » participation in parliamentary conferences (again this year delivered online)
- » participation in the Parliamentary Law, Practice and Procedure course, offered by the University of Tasmania under the auspices of the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT)
- » participation in the online Professional Development Certificate in Parliamentary Management (McGill School of Continuing Studies, Canada).

Parliamentary committees

The department continued to provide effective secretariat and advisory support to five House committees and one joint committee dealing with the powers and procedures of the House. Committees supported by the Chamber and Federation Chamber activity area in 2021–22 were as follows:

- » standing committees
 - » Selection Committee
 - » Standing Committee on Appropriations and Administration
 - » Committee of Privileges and Members' Interests
 - » Standing Committee on Procedure
 - » Standing Committee on Publications
- » joint committee
 - » Joint Committee on the Broadcasting of Parliamentary Proceedings.

In 2021–22, those committees held 36 meetings and produced 16 reports. Details of meetings and reports are set out in Appendixes 2 and 3.

Selection Committee

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

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

At the end of the 46th Parliament, the committee had 12 members: the Speaker (as chair), the chief whips of the three largest parties, four government members, three opposition members and one non-aligned member. The committee met nine times during the reporting period and presented nine reports.

Standing Committee on Appropriations and Administration

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

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

Committee of Privileges and Members' Interests

The Committee of Privileges and Members' Interests met nine times during the reporting period, and presented four reports to the House. These related to an application for the publication of a response to references made in the House, legal action in the Federal Court of Australia and possible issues of parliamentary privilege, a complaint regarding the Member for Pearce's alteration to his statement of registerable interests, and the operations of the committee in connection with the registration and declaration of members' interests during 2021. The committee also issued revised explanatory notes on the Statement of Registrable Interests, which were distributed to members and published on the Parliament of Australia website.

On 29 November 2021, the House agreed to a resolution requiring each member who had undertaken the Safe and Respectful Workplaces training program, administered by the Department of Finance, to provide a statement declaring they had undertaken the program, and that statements be maintained in a register and published online. In response, the department developed the online Members' Training Program Register, for which the Committee of Privileges and Members' Interests has the same powers it has in relation to the Register of Members' Interests.

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

Standing Committee on Procedure

The Standing Committee on Procedure inquires into and reports on the practices and procedures of the House and its committees. In 2021–22 the committee met 12 times and completed an inquiry into the maintenance of the standing orders.

Standing Committee on Publications

The House Publications Committee considers documents presented to the House that are not covered by the resolutions of the House (of 28 March 2018) and Senate (of 8 February 2018) – or for which the House and Senate have not already made a determination – and recommends to the House whether they should be included in the Parliamentary Papers Series. The committee may confer with the Senate Publications Committee, forming the Joint Committee on Publications. Neither the House Publications Committee nor the Joint Committee on Publications were required to meet during the reporting period.

Joint Committee on the Broadcasting of Parliamentary Proceedings

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

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

Improving performance

The chamber support areas have provided, and will continue to provide, tailored, responsive support to the Speaker, members and other stakeholders in the uncertain circumstances caused by the COVID-19 pandemic.

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

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

Outlook

During the reporting period, the focus of the chamber support areas has been on continuing to deliver high-quality services to meet the needs of the Speaker, members and others, to assist the House in fulfilling its representative and legislative roles. Demand for advice and support is expected to remain high with the arrival of new members at the commencement of the 47th Parliament and as the House continues to respond to the ongoing effects of the COVID-19 pandemic.

Opportunities presented by the migration to Windows 10 and Office 365 are being explored, as are replacements to legacy ICT systems and the digitisation of *Notice Papers* dated back to the first parliament.

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

Committee support

The Committee Office supports parliamentary committees in their investigatory work of examining policy and legislation, and of scrutinising the executive government. In 2021–22, the Committee Office comprised 10 secretariats that supported 15 House committees and 12 joint committees (see Table 5). Results against performance criteria are summarised in the annual performance statement (page 16); staff levels are shown in Table 12.

Table 5: Committees of the 46th Parliament supported by the Committee Office

House committees	Joint committees
Standing Committee on Agriculture and Water Resources	Joint Committee of Public Accounts and Audit
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
Standing Committee on Petitions	Parliamentary Standing Committee on Public Works
Standing Committee on Social Policy and Legal Affairs	Joint Select Committee on Implementation of the National Redress Scheme
Standing Committee on Tax and Revenue	Joint Select Committee on Road Safety
Select Committee on Mental Health and Suicide Prevention	
Select Committee on Regional Australia	
Select Committee on Social Media and Online Safety	

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

Committee Office activity

In 2021–22, the Committee Office's support for the diverse work of committees involved:

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

Overview

The anticipated dissolution of the House in April 2022 compressed the workload of the Committee Office during the year, as committees sought to conclude their inquiries and present reports. On the final sitting day of the 46th Parliament, 31 March 2022, committees supported by the department presented 24 reports. During 2021–22, 82 reports were presented (see Appendix 3), an increase of more than 34% on the previous year.

This year, in-person committee meetings increased as COVID-19 travel restrictions eased; however, the Committee Office continued to experience pandemic-related challenges, such as the frequent cancellation or postponement at short notice of scheduled hearings. A variety of communications solutions continued to be used by departmental staff to ensure that witnesses and members could meet virtually if they were unable to meet in person. Public hearings continued to be broadcast on the Parliament of Australia website.

Despite the challenges, the Committee Office was able to successfully support all committees within its remit. The Committee Office received positive feedback from members through several channels, including statements made in the House when reports were tabled, meetings between the Clerk Assistant (Committees) and individual chairs to review the performance of secretariats, and the Liaison Committee of Chairs and Deputy Chairs (see page 45).

Positive feedback on the work of secretariats was also received during filmed interviews with retiring members of the 46th Parliament. The footage will be used for the orientation of new members, in departmental seminars and in presentations to visiting parliamentarians and staff.

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

- » Homelessness: the Standing Committee on Social Policy and Legal Affairs presented the final report of its inquiry into homelessness in August 2021, which followed an interim report on the impact of the COVID-19 pandemic on homelessness. The inquiry received extensive evidence, including from individuals with lived experience of homelessness. The committee's report made

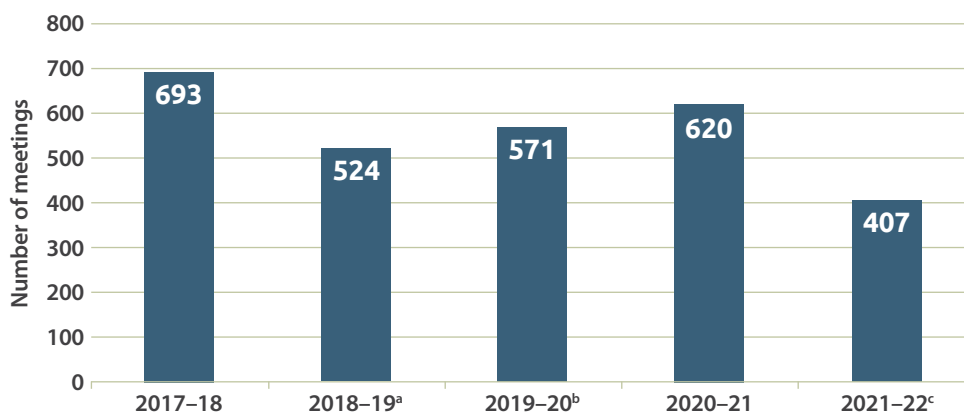
35 recommendations, which propose a renewed approach to preventing and addressing homelessness in Australia.

- » Climate change: the Standing Committee on the Environment and Energy received an unusually high number of bill inquiry referrals during the year. Most notably, its review of a private member's bill proposing significant climate change reforms, including a legislated 'net zero by 2050' emissions reduction target, attracted extensive public interest; about 2,000 written submissions and a further 4,500 email contributions were received. This placed particular demand on the secretariat's administrative resources.
- » Economics: in response to the downturn caused by the COVID-19 pandemic, the Standing Committee on Economics expanded its oversight of the banking sector to include scrutiny of how banks and financial institutions were supporting Australians facing associated financial hardship. Additionally, the committee continued its regular scrutiny of the Reserve Bank of Australia during a time of unprecedented monetary policy and also inquired into the potential negative impacts of common ownership and capital concentration on market competition.
- » Infrastructure: the Standing Committee on Infrastructure, Transport and Cities inquired into government infrastructure procurement processes, given the central importance of effective infrastructure to Australia's future productivity and as the COVID-19 pandemic threw Australia's supply chain vulnerabilities into sharp relief. Sovereign security, gender equality in the workplace, the importance of long-term planning, and understanding the difference between lowest price and genuine value became central inquiry themes.
- » Intelligence and security: the secretariat to the Parliamentary Joint Committee on Intelligence and Security had a high workload again in 2021–22, supporting a large number of concurrent inquiries and oversight activities, an international delegation, and the continued management of secure facilities and information on behalf of the committee.
- » Social media and online safety: the Select Committee on Social Media and Online Safety was established in December 2021. The committee held 11 hearings between late December and early March and heard from witnesses including Google, Meta, Snap, TikTok and Twitter, as well as advocates for vulnerable groups and individuals who have experienced online abuse. The committee also conducted virtual site visits, including to TikTok's Transparency and Accountability Centre, and met with members of the European and United Kingdom parliaments who have worked on online safety matters to compare international approaches. The committee's report, presented in March 2022, made 26 recommendations for government action.

Committee activity decreased during the reporting period compared with last year. Scrutiny committees supported by the Committee Office held 407 meetings, as outlined in Appendix 2.

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

Figure 4: Number of committee meetings supported by the Committee Office, 2017–18 to 2021–22

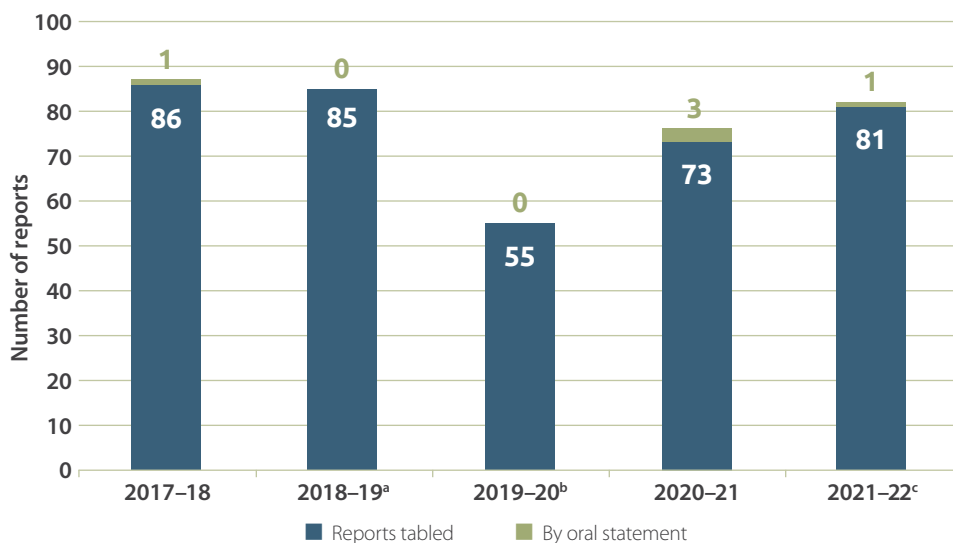


a. The 45th Parliament ended with the dissolution of the House on 11 April 2019.

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

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

Figure 5: Number of reports tabled by committees supported by the Committee Office, 2017–18 to 2021–22



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

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

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

Petitions Committee

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

The committee continued to receive a high volume of petitions. Table 6 shows the number of in-order petitions presented to the House, and the number of signatories, for the past five years. In 2021–22, 703 petitions were presented, compared with 628 last year. The number of signatures received was 2,858,683, compared with 1,218,579 last year. The committee also presented nine reports summarising the petitions and ministerial responses being presented.

The largest petition in 2021–22 was EN3285, with 163,744 signatures. It asked the House to reject the Biosecurity Amendment (Enhanced Risk Management) Bill 2021, saying that in its present form it does not offer adequate protections or limitations of overreaching use against certain classes of people, such as the unvaccinated.

Table 6: Petitions and signatories to petitions, 2017–18 to 2021–22

	2017–18	2018–19 ^a	2019–20	2020–21	2021–22 ^a
Number of petitions presented	424	190	498	628	703
Number of signatories	371,491	199,084	804,854	1,218,579	2,858,683

a. Election year.

Government responses to committee reports

The government is required by resolution of the House to respond to recommendations contained in a report by a House or joint committee within six months of the report's tabling. This resolution was adopted by the House on 29 September 2010.

During 2021–22, 62 reports presented by committees supported by the Committee Office contained recommendations that required a government response. Of these 62 reports:

- » government responses to seven reports were received within the six-month timeframe
- » 26 reports have not received a response within the six-month timeframe
- » the six-month timeframe has not elapsed for the 29 remaining reports awaiting a response.

A total of 15 responses to reports presented in previous financial years were also received.

Information and communications technology

In response to the COVID-19 pandemic, secretariats continued to work remotely when necessary, with committees frequently using videoconferencing and teleconferencing facilities to conduct proceedings. The expansion of the department's Surface Hub technology enabled the Committee Office to have more mobile videoconferencing facilities.

The Committee Office also worked with DPS and the Department of the Senate on a redevelopment of Report Builder, the template for drafting committee reports which is integrated with the Shared Committee Information Database. Through the database, Report Builder links committee and inquiry information, and enables web publishing of reports. The redeveloped Report Builder is expected to be ready to use in 2022–23.

Improving performance

In 2021–22, the Committee Office finalised reviews of the following:

- » training and orientation programs for staff
- » process for managing inquiry risk
- » business resumption plan
- » guidance documentation and manuals.

Committee Office staff also worked on a variety of projects during the election period following the dissolution of the House in April 2022, most of which are expected to be finalised in early 2022–23. Projects include:

- » development of guidance to effectively manage high-risk inquiries and protect the wellbeing and mental health of staff and vulnerable inquiry participants
- » coordinating the preparation and delivery of the orientation seminar for new members ahead of the 47th Parliament
- » full reviews of the Procedure and Practice Manual, Administrative Manual and Minutes Style Guide for committee staff
- » updating guides for committee chairs, members and their staff
- » standardising committee resolutions, and developing comparative guides to House and Senate committee procedures for the benefit of staff supporting joint committees
- » reviewing the emerging use of Microsoft Teams to support committee activities, with a view to standardising practice.

The department supported several Committee Office staff to undertake secondments with external agencies over the election period, providing staff an opportunity to develop new skills and fresh perspectives.

The Committee Office will continue to explore new ways to improve the services provided to committees. Training programs for new staff will continue, with an emphasis on developing knowledge of parliamentary and committee procedure.

Liaison Committee of Chairs and Deputy Chairs

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

The liaison committee met in February 2022 to discuss areas of common concern across committees, and areas where greater consistency and more information may be valuable to chairs and deputy chairs. The liaison committee will reconvene as soon as practicable in the 47th Parliament, to enable early engagement with newly appointed chairs and deputy chairs.

Outlook

In early 2022–23, the Committee Office will prepare for the commencement of the 47th Parliament, and the establishment of committees and staffing of new secretariats. The level of committee activity is expected to increase over the year.

The Committee Office will continue to provide a high level of professional support to members. To enable this, the professional development of our staff will remain a key priority.

Inter-parliamentary relations and capacity-building

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

The program's activities and projects in 2021–22 were coordinated by the International and Parliamentary Relations Office, which is jointly funded by the department and the Department of the Senate, with input from all four parliamentary departments.

Results against performance criteria are summarised in the annual performance statement (page 17); staff levels are shown in Table 12.

Performance summary

Virtual engagement continued to feature strongly in the 2021–22 international program. The Presiding Officers and parliamentarians participated in a broad range of virtual meetings and inter-parliamentary forums, and virtual activities were conducted through to the federal election. Notably, in early 2022, two outgoing delegations took place, the first since the delegation program was suspended in March 2020. In February 2022, a delegation of committee representatives visited the United States of America and the United Kingdom to hold discussions with counterparts, and in March 2022, a delegation attended the 144th Inter-Parliamentary Union Assembly in Indonesia.

Parliamentary engagement

Presiding Officer-led diplomacy is an important element of the Australian Parliament's international program, and the two new Presiding Officers, elected in late 2021, continued this role. The International and Parliamentary Relations Office provided advice, planning assistance and briefing coordination to support the newly elected Presiding Officers as they hosted over 30 meetings to establish connections with diplomatic representatives and regional counterparts.

Throughout 2021–22, the Presiding Officers led various initiatives supported by the International and Parliamentary Relations Office; for example:

- » The former Speaker of the House, the Hon Tony Smith, as President of the Asia-Pacific Parliamentary Forum, hosted a virtual multilateral meeting with counterparts and representatives from Canada, China, Fiji, Indonesia, Japan, Laos, the Republic of Korea and Thailand.
- » The President of the Senate, Senator the Hon Slade Brockman, hosted the 7th Mexico, Indonesia, Republic of Korea, Turkey and Australia (MIKTA) Speakers' Consultations virtually in February 2022.



The 7th Mexico, Indonesia, Republic of Korea, Turkey and Australia (MIKTA) Speakers' Consultations in February 2022, hosted by the President of the Senate, Senator the Hon Slade Brockman. Image: Department of the House of Representatives.

Also throughout 2021–22, Australian parliamentary delegations participated in seven virtual multilateral inter-parliamentary forums, including the:

- » 42nd Association of Southeast Asian Nations (ASEAN) Inter-Parliamentary Assembly in August 2021 (hosted by Brunei Darussalam)
- » 67th North Atlantic Treaty Organization (NATO) Parliamentary Assembly in October 2021 (hosted by Portugal)
- » 11th Asia-Europe Parliamentary Partnership meeting in November 2021 (hosted by Cambodia)
- » 29th Asia-Pacific Parliamentary Forum in November and December 2021 (hosted by the Republic of Korea).

Broader bilateral engagement activities included virtual meetings between parliamentary friendship groups and their international counterparts in the parliaments of Croatia, Israel, Poland and the European Union. A highlight of the year was a live virtual address in the House of Representatives Chamber to the parliament by the President of Ukraine on 31 March 2022.



The former Speaker of the House of Representatives, the Hon Tony Smith, addressing the 29th Asia-Pacific Parliamentary Forum hosted virtually by the Republic of Korea in December 2021. Image: The National Assembly of the Republic of Korea.

Parliamentary cooperation and capacity-building

During 2021–22, the Australian Parliament maintained its strong commitment to regional and international parliamentary cooperation, including sharing information on practices and procedures, and providing support.

In January 2022, the International and Parliamentary Relations Office coordinated the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) professional development seminar (see below).

In May 2022, parliamentary staff from the departments of the House of Representatives and the Senate participated virtually in the annual United Nations Development Programme mission to provide support for the budget processes of the Parliament of Tonga.

Under the Pacific Parliamentary Partnerships Fund – an initiative to support parliamentary strengthening in the Pacific region – annual bid processes were completed and the Australia Region Management Committee approved requests from the parliaments of Kiribati, Solomon Islands, Tuvalu and Vanuatu. Support for information technology infrastructure featured strongly in 2021–22, with Pacific parliaments seeking support to improve their onsite and virtual broadcast capabilities.

Australia and New Zealand Association of Clerks-at-the-Table professional development seminar

In January each year, ANZACATT holds a multiday professional development seminar, open to members of the association and other parliamentary officers nominated by the Clerk of their House. This year the Australian Parliament hosted the seminar, coordinated by the International and Parliamentary Relations Office. It was held virtually because of COVID-19 travel restrictions. Parliamentary officers from all Australian and New Zealand jurisdictions participated in the seminar, which also included presentations and question and answer sessions from parliamentary colleagues from Canada, Northern Ireland, the United Kingdom and Wales.

Improving performance

In May 2022, the International and Parliamentary Relations Office completed a successful 12-month trial of new software, which provides improved capabilities and efficiencies in the planning and coordination of whole-of-parliament events and delegation activities. A project to replace an end-of-life database servicing the International and Parliamentary Relations Office is nearing completion and is expected to be live at the commencement of the 47th Parliament.

Outlook

With the reopening of international borders for travel and the commencement of the 47th Parliament, a return to full in-person engagement and the resumption of delegation exchanges are expected.

Community relations and awareness

The department promotes the work of the House through a range of activities aimed at different sectors of the community. Results against performance criteria are summarised in the annual performance statement (page 19); staff levels are shown in Table 12.

Performance summary

During 2021–22 the department continued to use its communication channels to increase community engagement and awareness of the work of the House and committees. The department's seminar program was delivered through a mixture of in-person, online and hybrid seminars, with participation restored to pre-pandemic levels, minimising disruptions due to COVID-19 restrictions.

The department continued its work to support the school visits program and in providing support to the Parliamentary Education Office. The My First Speech competition remained on hold due to the COVID-19 pandemic and is expected to resume in 2022–23. After a pause in intake due to the pandemic, the Commonwealth Parliamentary Internships component of the Australian National Internships Program continued in 2021–22 but had reduced numbers in 2022 because of the election period.

Media and publications

Social media remains an important engagement and information distribution tool for the department, with all channels increasing in audience in the reporting period.

The department's Twitter, Facebook, YouTube and LinkedIn accounts provide valuable information to the general public, and through these platforms the department continued to receive positive feedback.

During the reporting period, the department's Facebook subscriber base increased by 1.1% to 8,777 subscribers and its Twitter following increased by 5.1% to 51,494 followers. The House's YouTube account, used for publishing replays of Question Time and an 'About the House' series of short videos, had the largest growth of 19% in the reporting period and now has more than 12,733 subscribers.

In April 2022, the department transitioned the *About the House* e-newsletter to the 'About the House News' page on the Parliament of Australia website. A final e-newsletter edition was distributed, encouraging subscribers to continue following the department's social media channels and subscribe to the news page.

The department continues to issue media releases on behalf of committees, the Speaker and the Clerk of the House. In total, the department issued 169 media releases during the reporting period, a decrease of 38% on last year's figure. During the reporting period, the 'About the House News' page and all its subpages received a total of over 111,000 unique page views. This is a decrease from last year, which saw a more than doubling of page views, but compares favourably to the 72,000 page views in 2019–20. The decrease may be explained in part by the election period break.

Seminars

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

In 2021–22, the department improved its capacity to deliver seminars in person, online and in hybrid form, using Microsoft Surface Hubs. It delivered 13 seminars to 513 participants in total – 193 attending in person and 320 via webinar. Of the 13 seminars, eight were custom seminars attended by around half the participants. Participation in the general seminar program returned to pre-pandemic levels.

My First Speech competition

The My First Speech competition invites students in years 10 to 12 to imagine themselves as a newly elected member of the House of Representatives and write a 3-minute speech on issues they are passionate about. The competition is usually held annually; however, again this year it was cancelled due to COVID-19 restrictions.

Australian National Internships Program

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

In 2021–22, because of the COVID-19 pandemic, interns were able to undertake their placements remotely if required. In the second semester of 2021, there were 23 placements with members and senators and two with the Parliamentary Library. In the first semester of 2022, seven interns undertook placements with senators and members. This lower number can be attributed to the election period.

The department worked with colleagues in the Department of the Senate to facilitate the program and deliver an orientation session for interns. The department continued to have a representative on the Australian National Internships Program's advisory board and parliamentary steering committee.

Australian Defence Force Parliamentary Program

Under the Australian Defence Force Parliamentary Program – arranged through the Minister for Defence Personnel in conjunction with the Department of Defence – a small number of Australian Defence Force representatives usually spend a week at Parliament House, hosted by a member or senator. The departments of the House of Representatives and the Senate, which work together to support the program and provide orientation sessions on the work of the chambers and committees, collaborated in anticipation; however, COVID-19 restrictions prevented the program from proceeding this year.

Parliamentary Education Office

Jointly funded by the Department of the Senate and the Department of the House of Representatives, the Parliamentary Education Office delivers parliamentary education services on behalf of the Australian Parliament to students, teachers, and others across Australia. To date, more than 2.3 million students have expanded their knowledge of the Australian Parliament through participating in a Parliamentary Education Office program.

In addition to operational management by the Department of the Senate, the Parliamentary Education Office is guided by an advisory committee, comprising interested members and senators. The committee meets three times a year and reports to the Presiding Officers.

The full-time equivalent staffing level for the Parliamentary Education Office in 2021–22 was 10.8 (compared with 11.1 in 2020–21).

Education programs: onsite, outreach and digital

The Parliamentary Education Office is a leader in civics and citizenship education in Australia and delivers education programs for teachers and students onsite at Parliament House, in classrooms across Australia and digitally through videoconferencing.

School visits to Parliament House continued to be significantly impacted in this reporting period due to COVID-19 restrictions. For schools able to visit Parliament House, all programs were conducted in a COVID-safe manner. For those schools unable to visit Parliament House, a videoconferencing program was offered. In 2021–22, 19,468 students from 347 schools across Australia participated in onsite Parliamentary Education Office programs, a 32% decrease on 2020–21 participation numbers.

In 2021–22, the Parliamentary Education Office conducted six outreach sessions to 133 preservice teachers in the Australian Capital Territory. While travel to other jurisdictions continued to be hampered by COVID-19 restrictions, this approach allowed the outreach program to continue being delivered, and provided opportunities for educators who, despite geographical proximity, have not previously connected with the Parliamentary Education Office. The outreach program is planned to resume in full in 2023.

The number of students and teachers taking part in the videoconferencing program increased significantly this reporting period, with 34,182 participants – about a 3.8-fold increase on 2020–21 participation rates. In the reporting period, the Parliamentary Education Office also upgraded the existing videoconferencing studio and established a second studio, paving the way for the office to enhance its provision of digital education programs about the Australian Parliament.

Content: online and print

The Parliamentary Education Office website provides information about parliament and curriculum-aligned teaching resources for all Australian teachers and students. In 2021–22, the website attracted a total of 1.5 million users (representing 3.14 million unique page views).

The Parliamentary Education Office also produced and distributed a range of publications during the reporting period, including a new teaching booklet for teachers of politics and legal studies, and new classroom posters illustrating key aspects of our system of government such as the Australian Constitution.

Services for members and senators

The Parliamentary Education Office 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. Members and senators can also request a tailored brochure, *Representing You*, to assist them when explaining their work as an elected representative. In 2021–22, 111 parliamentarians requested their allocation (compared with 126 last year). The unusual circumstances of lockdown and the reduced ability to visit schools may explain the slightly lower take-up than in pre-pandemic years.

Parliamentary Education Office outlook

In the coming year, the Parliamentary Education Office will continue to follow all relevant health and other advice to safely deliver education programs for Australian teachers and students. An important part of this work will be to further enhance and promote videoconferencing programs and other services as a method to engage students and teachers who are unable to visit Canberra.

Through high-calibre digital and print content, the Parliamentary Education Office will continue to provide quality parliamentary education services for parliamentarians, teachers and students across the country.

Outlook

The department will continue to adapt its community relations and awareness activities in response to ongoing COVID-19 restrictions.

The increase in the number of subscribers across the department's social media channels indicates a continued strong interest by the public in the work of the House of Representatives. Despite the decrease in the number of website page views, the popularity of news articles increased, indicating the transition from the e-newsletter to the 'About the House News' page has been successful.

In the forward period, the department aims to update and develop new departmental communication strategies to ensure the goals are in line with stakeholder expectations and best practice. The department will undertake new outreach activities to increase awareness of the work of the department across the Australian community and Australian public service. The department will continue to identify opportunities to work with the other parliamentary departments on various communication activities, as well as to improve the Parliament of Australia website. The department will maintain its improved capacity to deliver seminars in person, online and in hybrid form, to ensure flexible delivery and maximum reach of its education program into the future.

Members' and corporate support

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

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

Results against performance criteria are summarised in the annual performance statement (page 21); staff levels are shown in Table 12.

Performance summary

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

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

To facilitate the safe operation of the House, COVID-safe arrangements remained in place and were adjusted as necessary to comply with travel and other restrictions and in accordance with advice from health authorities. At times Parliament House was closed to the public and some passholders; also, employees who were not required to work from the office were encouraged to work remotely during the sittings. All building occupants were encouraged, and at times required, to wear masks, including in the Chamber and Federation Chamber. Perspex screens were installed on the Chamber Table.

At times seating was limited in the Chamber, and ministers and shadow spokespersons who were allocated seats behind the frontbench were asked to remain at their allocated seats when speaking, rather than moving to the despatch boxes. For most sittings, remote participation in proceedings, using the official video facility, remained an option for members unable to be physically present in the Chamber.

During budget week arrangements were again tailored in response to COVID-19 health settings and the demands of the parliamentary agenda. All members were able to sit in the House, and the public galleries returned to full-capacity seating. Masks were mandatory in the Chamber and galleries due to increased attendance that week. With these changed circumstances, there were no arrangements in place for members to make contributions remotely.

Also during budget week, His Excellency Mr Volodymyr Zelenskyy, President of Ukraine, addressed the House by video link on screens located next to the Speaker and around the Chamber. The President of the Senate and all senators were invited to attend the House as guests for the address. This was the 16th address by a foreign head of state or government to a meeting in the House of Representatives Chamber with members and senators, and the first such address made by video link and from a war zone.



His Excellency Mr Volodymyr Zelenskyy, President of Ukraine, addresses the House of Representatives (by video link) on 31 March 2022. Image: David Foote, Auspic/DPS.

Media services

During the year, the Serjeant-at-Arms' Office continued to work with the various media bureaux and the governing committee of the Federal Parliamentary Press Gallery to ensure compliance with the rules for media-related activity in Parliament House and its precincts.

The Serjeant-at-Arms and Usher of the Black Rod and their delegates liaised closely with the press gallery to balance media access, security and parliamentary requirements on a daily basis and at major events, including the delivery of the budget and budget-in-reply speeches, the address by the President of Ukraine and the new members' seminar.

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

The Serjeant-at-Arms' Office responded to 111 requests to film or photograph in the private areas of the building.

Information for members

As part of the department's commitment to keep members and their employees informed about developments in the House, three editions of the members' bulletin *House Update* were published during the year. Informal drop-in centres, with a senior officer available to answer procedural and administrative queries, were offered to members every sitting Tuesday.

A drop-in session was held for members not contesting the next election. At this session, officers from the Serjeant-at-Arms' Office, Department of Finance, Independent Parliamentary Expenses Authority, National Archives of Australia and DPS provided practical information for departing members.

The department assisted with preparations for, and support during, the new members' seminar. The Information Management Office prepared a new landing page for new members on the members' intranet site, House Connect. It also provided assistance in preparing the Members' Handbook which, for the first time, is available in an additional format (a website in SharePoint).



New members attend the new members' seminar, 28 June 2022. Image: Penny Bradfield, Auspic/DPS.

Accommodation services

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

The change of government, following the general election, led to about 100 suite moves. This project involved several stages. Before the election, the Serjeant-at-Arms' Office assisted

with clearing suites of members not contesting the election. Following the election, the office assisted with clearing suites of those members who had not retained their seats, and moving former ministers from the ministerial wing to the House of Representatives wing, and moving new ministers to the ministerial wing.

It also entailed changing assistant minister suites in the House of Representatives wing and the placement of new members into vacant suites.

Maintenance, access and transport services

The Serjeant-at-Arms' Office coordinates requests for maintenance, including routine and high-priority work, in members' suites and departmental offices. During the year, the office coordinated 325 high-priority requests, all of which were attended to promptly. In addition, the office coordinated 81 routine requests for repairs or alterations to suites or common areas. The office takes a proactive approach by performing office shutdowns and inspections at the commencement of each long recess so that issues can be identified, reported and addressed while parliament is not sitting.

The office coordinated 446 requests for assistance with telephone faults, relocations and allocations of telephone numbers (compared with 909 requests in 2020–21). Faults reported were referred to telephone support in DPS within five minutes of receipt, and appropriate timeframes for resolution were agreed with the affected areas.

The office approved 992 requests by DPS and contractors working on behalf of DPS to access suites and general circulation areas for works related to general maintenance, services and projects. This represents a 31% decrease on last year (1,444 requests).

The Serjeant-at-Arms' Office operates a Transport Office, which delivers a parliamentary shuttle service during sitting periods. The shuttle provides a readily available, secure, car-with-driver service in Canberra for members. In 2021–22, the Transport Office managed 2,872 bookings from members, compared with 4,575 bookings in 2020–21 (figures exclude unbooked shuttle trips from the House of Representatives entrance). This represents a 37% decrease in bookings on last year, reflecting the reduced number of sitting weeks in 2021–22.

Parliament House security

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

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

- » The Incident Planning and Response Committee is attended by representatives of the parliamentary departments and several external agencies, and meets before meetings of the Security Management Board in order to provide specialist advice to the board.

- » The Joint Management Group is attended by representatives of the parliamentary departments, the Department of Finance and the Australian Federal Police, and meets weekly to consider security-related matters and coordinate responses at the operational level.

The department has a business continuity network to coordinate contingency plans for work areas in the event of business disruptions; again this year there was a particular focus on responding to the COVID-19 pandemic. The Serjeant-at-Arms' Office progressed work to update the business continuity framework for the department, in consultation with directors.

Security screening

Certain guests are exempt from security screening on entry to Parliament House. Approvals for any other exemptions are made jointly by the Serjeant-at-Arms and the Usher of the Black Rod. During the year, five exemptions were sought, but not all planned visits went ahead due to COVID-19 travel restrictions.

Information and communications technology

The majority of the department's ICT and ICT security capacity is provided by DPS under the parliamentary ICT service-delivery framework. The framework is underpinned by a memorandum of understanding and service-level agreement between the parliamentary departments.

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

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

The Clerk Assistant (Procedure) also represents the department on the ICT Portfolio Board. This board makes key decisions to ensure the effective delivery of prioritised and funded ICT projects, including new ICT systems and enhancing existing applications.

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

ICT within the department is coordinated by the Information Management Office.

Digital strategy

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

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

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

To complement the broad parliamentary strategy, the department has produced the Department of the House of Representatives Digital Strategy 2021–2024. It is intended to bridge the gap between shared objectives and additional priorities and business needs of the department. The strategy will provide a framework to support a clear approach to a wide range of ICT challenges and opportunities.

The department's strategy identifies four priority themes: technology reform; capability uplift; data and information management; and harnessing opportunities and reducing risk.

Parliamentary assistants program

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

Eight students took part in the program in 2021–22: two were continuing assistants (from the Australian Capital Territory), and six were new appointments (four from New South Wales and two from Victoria). All of the assistants are studying at the Australian National University.

Members' salaries

Members' salaries and entitlements are processed by the People Strategies Office in accordance with legislation and administrative decisions. All respondents to the 2022 members' survey said that they were satisfied with support for salary payments.

During the year, the department became aware of a classification error, which it subsequently reported to the Department of Finance and the Australian National Audit Office. An additional layer of checking has been added to the processing of office holder salaries and the process will be monitored during the next reporting period.

Outlook

In 2022–23, the department will continue to provide advice and services of a high standard to support the Speaker, members in Parliament House and the department. Priorities for the members' and corporate support activity during the year include:

- » continued response to the COVID-19 pandemic, ongoing support for special arrangements for sittings of the Chamber and Federation Chamber, meetings of parliamentary committees and general departmental operations
- » modernisation of human resources systems and software, with a view to providing improved services to members and departmental employees, and greater efficiency of processes within the People Strategies Office
- » activity associated with the opening of the 47th Parliament, including ceremonial arrangements and assisting new members and office holders to understand the range of services provided by the department.

Schools hospitality

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

Performance summary

In 2021–22, 22,457 school students participated in educational tours of Parliament House, down from 34,353 in 2020–21 and 86,315 in 2019–20 (see Table 7). The reduction was due to the continued impacts of the COVID-19 pandemic. Although fewer students visited Parliament House during 2021–22, the Serjeant-at-Arms' Office continued to be busy managing cancellations and rescheduling bookings for school visits.

Table 7: Students visiting Parliament House, by location and year, 2017–18 to 2021–22

Year	ACT	NSW	NT	Qld	SA	Tas	Vic	WA	Total
2017–18	3,030	64,366	788	17,131	5,896	1,942	20,810	5,125	119,088
2018–19	2,904	69,333	715	17,766	6,340	1,784	21,054	4,935	124,831
2019–20	1,230	46,660	444	14,883	4,565	1,730	12,695	4,108	86,315
2020–21	2,443	24,963	0	1,241	681	2	5,017	6	34,353
2021–22	1,229	17,609	0	674	0	0	2,945	0	22,457

All visiting students participated in a guided tour and visited both the House and Senate chambers; 71% (15,891) received hospitality and 87% (19,468) participated in the Parliamentary Education Office program (see pages 53 to 54 for more information on the activities of the Parliamentary Education Office).

Outlook

Together, the parliamentary departments continue to manage school participation at Parliament House in line with COVID-safe practices. As at 1 July 2022, 98,308 students from 1,303 schools had been booked for the following 12 months, noting that these figures remain subject to change due to the COVID-19 pandemic.



Part 3

Management and accountability

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Corporate governance

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

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

Governance structure

Legislation

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

The 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* and the *Work Health and Safety Act 2011* (WHS Act), also applies to the operations of the department. Together, these Acts set out the Clerk's formal responsibilities for managing the department.

Executive and senior management

As at 30 June 2022, the department's Executive comprised the Clerk, the Deputy Clerk and four Senior Executive Service (SES) Band 1 staff: the Clerk Assistant (Table), Clerk Assistant (Procedure), Clerk Assistant (Committees) and Serjeant-at-Arms. Each SES Band 1 officer is responsible for one or more of the department's offices (see Figure 1 on page 7). The roles and responsibilities of the Executive are described on page 8.

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

Departmental management committees

Executive

In 2021–22, the department’s Executive held 11 formal meetings to consider and take decisions on a range of departmental management and administrative matters. Standing agenda items include finance, information and communications technology (ICT), people strategies, work health and safety, and risk management. During the year the Executive also discussed:

- » COVID-19 responses and planning
- » arrangements to support staff working remotely during COVID-19 lockdown, and plans to assist their transition back to working at Parliament House
- » the report of the Jenkins review – *Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces* (2021)
- » corporate planning, information management and fraud control
- » ICT projects and ICT security
- » workforce action plans
- » planning for the end of the 46th Parliament and commencement of the 47th Parliament
- » various departmental policies and strategies.

Audit and Risk Committee

The department’s Audit and Risk Committee provides independent assurance to the Clerk on the department’s risk, control and compliance framework, and its external accountability responsibilities, with specific reference to the Clerk’s position of accountable authority under the PGPA Act.

The committee’s charter (available at www.apf.gov.au/dhr/AuditCharter) was reviewed and updated during the year. Guided by this charter, the members of the Audit and Risk Committee play an essential role in ensuring the integrity and transparency of the department’s reporting.

From 1 July 2021, the committee comprised the chair and four independent members.

Chair

Mr Paul Groenewegen joined as chair of the department’s Audit and Risk Committee in early 2018. Mr Groenewegen is an experienced executive and consultant with a background in fiscal management; governance practice; strategy development and implementation; compliance and risk activities; and government operations involving regulation and policy.

Mr Groenewegen’s current and previous roles include governance and review work with government and industry organisations, executive roles with Defence Housing Australia, the Australian Prudential Regulation Authority (APRA) and the Private Health Insurance Administration Council (PHIAC), and several financial management roles involving a range

of functions from the oversight of whole-of-government payments through to the financial management of complex multi-program organisations. He holds a Bachelor of Commerce and Graduate Diploma of Applied Corporate Governance and is a certified practising accountant and graduate member of the Australian Institute of Company Directors.

Independent members

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

Mr Nicholson is president and board member of the Canberra chapter of ISACA – an international professional association focused on information technology (IT) governance. He holds a Bachelor of Science, and is a Certified Information Systems Auditor and Certified Information Systems Manager. Mr Nicholson sits on another Commonwealth agency committee, and is a member of the Australian Institute of Company Directors.

Ms Emily Purvis joined the committee as an independent member in 2021. Ms Purvis is the executive manager of governance at Anglicare NSW South, NSW West and ACT, a large charity operating in the Canberra region. She is an executive with experience in the provision of high-level governance, strategic and regulatory policy advice. She has a range of skills in service delivery and governance at the executive level within the public and community services sectors, including over 18 years experience in the Commonwealth public service. Ms Purvis has experience at the board level in the not-for-profit sector. Ms Purvis holds a Bachelor of Laws, Bachelor of Science, Graduate Diploma of Antarctic and Southern Ocean Studies (Hons), Masters of Science and Graduate Certificate in Management. She is an associate of the Governance Institute of Australia and a graduate member of the Australian Institute of Company Directors.

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

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

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

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

Observers

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

Audit and Risk Committee meeting attendance

Table 8: Audit and Risk Committee meeting attendance, 2021–22

Member	Oct 2021	Dec 2021	Mar 2022	Jun 2022
Paul Groenewegen (chair)	✓	✓	✓	✓
Alistair Nicholson	✓	✓	✓	✓
Emily Purvis	✓	✓	✓	✓
Stephen Sheehan	✓	x	✓	✓
Dermot Walsh	✓	✓	✓	✓

In September 2021, the department provided an induction session for the three new independent committee members. This session was also attended by Mr Walsh.

Audit and Risk Committee remuneration

In 2021–22, the chair of the Audit and Risk Committee, Mr Paul Groenewegen, was paid \$14,000 for his services. Mr Nicholson was paid \$8,250 including GST, Ms Purvis was paid \$7,500 and Mr Sheehan was paid \$6,300 including GST. The remaining committee member did not receive remuneration for work on the committee during the period.

Other departmental committees

Consultative Committee

The Consultative Committee is an important mechanism for communicating and consulting with staff on workplace issues. Chaired by the Deputy Clerk, the committee's membership includes three other representatives from the department's Executive, two elected staff representatives, and two union-nominated representatives. The committee met five times during 2021–22.

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

Other matters discussed in the reporting period included:

- » the department's response to the Jenkins review
- » the establishment of a health and safety committee under the WHS Act
- » the participation of staff in the Australian public service (APS) Employee Census 2022
- » the establishment of a recognition and rewards framework, which is intended to recognise and acknowledge the contribution of individuals and teams
- » the review of the work health and safety management system
- » the review of the recruitment selection policy and procedures.

Health and Safety Committee

The Health and Safety Committee was established in May 2022 under the WHS Act, following a request from a health and safety representative. The committee provides a forum for consultation and dissemination of information on matters that are likely to affect the health, safety and welfare of departmental staff, in accordance with the requirements of the WHS Act. The committee consists of three management representatives and four staff representatives and is chaired by the Serjeant-at-Arms. The committee met once in 2021–22 to determine its terms of reference.

Knowledge Management Steering Committee

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

The committee is chaired by the Clerk Assistant (Table) and includes representatives from all areas of the department. The committee met once in the period to discuss and endorse the Department of the House of Representatives Digital Strategy 2021–2024.

Collaboration across parliamentary departments

Meetings of heads of parliamentary departments

In 2021–22, the Clerk, the Clerk of the Senate, the Secretary of the Department of Parliamentary Services (DPS) and the Parliamentary Budget Officer held four formal meetings. Matters discussed during the period included:

- » the Independent Review into Commonwealth Parliamentary Workplaces
- » meeting with the Australian Parliamentary Service Commissioner
- » sharing experiences on working from home and advice on departmental social media policies
- » the 2022 Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Staff Development Seminar.

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

Parliamentary Administration Advisory Group

In 2021–22, the Parliamentary Administration Advisory Group met four times to discuss matters of common interest across the parliamentary departments. Membership comprises the Serjeant-at-Arms, the Usher of the Black Rod, an assistant secretary of DPS and the Assistant Parliamentary Budget Officer from the Parliamentary Budget Office.

Matters discussed over the reporting period included:

- » the findings of reviews into parliamentary workplaces
- » shared and individual responses to the COVID-19 pandemic, including the impacts of local lockdown periods
- » business continuity planning across the parliamentary departments
- » work health and safety matters
- » matters of relevance in the broader public sector, facilitated through regular meetings with the Australian Public Service Commission
- » proposed amendments to the Parliamentary Service Classification Rules 2010 and the Parliamentary Service Determination 2013.

Other inter-parliamentary department forums

In 2021–22, the department was active in a number of other interdepartmental forums that considered matters of common interest, particularly around ICT and security. Departmental representatives participated in meetings of the following groups:

- » Joint Management Group – this group considers security-related matters. It is chaired by a senior representative from the Australian Federal Police, and the department is represented by the Deputy Serjeant-at-Arms.
- » Incident Planning and Response Committee – this committee manages security and emergency incident planning and response operations. The committee is chaired by a senior representative from the Australian Federal Police, and the department is represented by the Deputy Serjeant-at-Arms.
- » Reconciliation Action Plan Working Group – this group is the governing body responsible for the parliamentary service's *Reconciliation Action Plan 2019–2022*. The department is represented by its Reconciliation Action Plan Champion Mr Russell Chafer, the Clerk Assistant (Committees).
- » ICT Portfolio Board – this board makes the key decisions to ensure the effective delivery of prioritised and funded ICT projects. It is chaired by the DPS Chief Information Officer and the department is represented by the Clerk Assistant (Procedure).
- » Strategic ICT Group – this group is the strategic ICT committee for the parliamentary departments. It provides strategic advice on priorities for ICT projects and initiatives, and considers issues relating to ICT strategy, policy and risk. It is chaired by the DPS Chief Information Officer and the department is represented by the Clerk Assistant (Procedure).
- » Service Delivery Working Group – this group is responsible for operational oversight of the *Memorandum of understanding (MoU) between parliamentary departments in relation to the provision of information and communications technology services*. It provides advice to the Strategic ICT Group, and the department is represented by its Chief Information Officer.
- » Information Security Working Group – this group is a forum to progress information security initiatives that require input from all parliamentary departments. The group is responsible for providing feedback and advice to the DPS Director of Cyber Security, to ensure a consistent and effective approach to information security across the parliamentary service. The department is represented by the Information Technology Security Adviser.
- » Continuity Coordination Group – this group was established by DPS to coordinate that department's response to the COVID-19 pandemic. The Serjeant-at-Arms was invited to attend meetings of the group to ensure consistency in coordination and communication.

Departmental planning

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

The corporate plan is the department's primary planning document. Meeting the relevant requirement under the PGPA Act, the department's *Corporate Plan 2021–22* was published in August 2021.

The corporate plan covers 2021–22 and three forward years to 2024–25. It sets out the department’s purpose, the activities undertaken to achieve that purpose, and the measures for assessing the department’s performance. It also describes the environment in which the department operates, planned capability initiatives, and the department’s risk management and oversight systems.

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



Departmental conversations in the Great Hall at Parliament House, 9 November 2021. Image: Department of the House of Representatives.

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

The annual ‘Departmental conversations’ was held in November 2021. This is the principal forum for the department to reflect, collaborate and create collectively. This year, staff collaborated in four cohorts of the same or adjacent parliamentary service levels to share reflections about the previous year and what people are looking forward to in the year ahead. The Clerk made her annual address to staff. As Speaker Smith had announced he was stepping down from the role, the Clerk invited him as an opportunity to speak with the department for a final time.

Departmental accountability and reporting

The department’s main formal external accountability mechanisms are the Portfolio Budget Statements and the annual report, prepared pursuant to section 65 of the Parliamentary Service Act. The annual report for 2020–21 provided an assessment of the department’s performance against the targets set in the 2020–21 Portfolio Budget Statements and corporate plan, and presented the department’s financial statements.

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

Managing risk

Risk assessment and management

The department's approach to risk and management of risk is underpinned by its *Risk management policy and framework 2021–23* and *Risk management plan 2021–23*.

The risk management policy and framework details the department's commitment to embedding systematic risk management into governance, management and planning processes. It outlines the department's risk appetite and tolerance, and allocates responsibility for aspects of planning, mitigation, oversight and reporting to identified staff at various levels. The risk management plan identifies the key strategic risks for the department and the treatments to be applied, and is accompanied by separate operational risk management plans for specific business areas or subject matter.

Both documents are reviewed every two years. The *Risk management policy and framework 2021–23* and *Risk management plan 2021–23* were approved in September 2021. The policy and framework includes suggestions for improvement from the Comcover risk management benchmarking program survey. The plan incorporates lessons learnt from the department's experiences with the 2019–20 bushfires and the COVID-19 pandemic.

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

Business continuity

Due to the COVID-19 pandemic, the department faced multiple challenges to its normal operations, and business continuity remained a high priority during the year.

Physical distancing requirements, room capacity restrictions and travel restrictions required the department to create new capabilities, including supporting staff to work from home for extended periods and facilitating members' participation in parliamentary proceedings remotely. The department's success in dealing with these challenges demonstrates its ability to adapt its operations to meet unexpected demands, a foundational capability of business continuity.

A departmental business continuity plan was in force throughout the reporting year, complemented by office-level business resumption plans. The business continuity plan is managed by the Serjeant-at-Arms and endorsed by the Clerk. During the year, staff worked to review and update the business continuity framework and plan, which will be finalised in the coming year. The business continuity network, with representation from across the department, is responsible for business continuity governance and oversight.

During 2021–22, the business continuity plan was complemented by the internal COVID-19 Coordination Group. The purpose of the group is to facilitate a coordinated response to COVID-19 matters. It is an advisory and consultative forum with all offices across the department represented, and it meets as required in response to evolving COVID-19 advice and circumstances.

The business continuity plan requires scenario-based exercises designed to test aspects of the department's business continuity capability, with a new exercise developed each year. During 2021, the exercise focused on the Finance Office, People Strategies Office and Information Management Office teams. The exercise was facilitated and reviewed by the department's internal auditors, who concluded that all teams demonstrated their ability to effectively respond to a range of sudden disruptions, and made several recommendations which were accepted by the department.

Internal audit

A strategic internal audit plan is prepared for the department every three years, and an annual audit plan is prepared in consultation with senior management. The strategic internal audit plan 2021–24 addresses strategic, fraud and security risks identified in the department's various risk management plans, as well as emerging strategic and operational priorities identified by management.

During the reporting period, reviews were conducted of the following:

- » payroll services and processing
- » annual performance statement
- » strategic risk management plan and risk management policy and framework
- » fraud control plan and fraud risk assessment.

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

Internal audit services were provided to the department by BellchambersBarrett until February 2022. During the year, the department began planning to procure future internal audit services under the Department of Finance's new Management Advisory Services Panel. The department conducted a review of its internal audit services through a request for quote process. The successful firm has been identified and a contract will be entered into.

Preventing fraud

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

The department's *Fraud Control Plan 2021–23* was revised during the period and outlines strategies and processes for preventing and detecting fraud, and for investigating and reporting instances of fraud should they occur. All new staff are required to complete online

training on financial management responsibilities and fraud control and all staff undertake mandatory online fraud prevention training every two years. The department's monitoring and reporting framework requires regular reporting to the Executive and the Audit and Risk Committee. No significant instances of fraud were identified or reported to the Speaker during the year.

The department's *Fraud risk assessment 2021–23* was also revised. It provides details of the approach and methodology used in assessing fraud risks within the department. It also details a range of processes and activities in terms of their potential fraud risks, and the controls in place that prevent, detect or deter the risks.

Ethical standards and behaviour

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

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

Statement of significant non-compliance with the finance law

The department did not identify any instances of significant non-compliance with the finance law during 2021–22. The finance law incorporates the PGPA Act, any rules and instruments created under the PGPA Act, and appropriation and supply Acts.

Public interest disclosure

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

During 2021–22, the department continued to ensure that information on public interest disclosure procedures was available to all staff.

Privacy

Although not an entity to which the *Privacy Act 1988* applies, the department abides by the principles of this legislation in its dealings with employees and the handling of their records. It has adopted a departmental privacy policy that is consistent with the Act.

Ecologically sustainable development and environmental reporting

DPS is responsible for managing Parliament House and the parliamentary precincts. That department reports in accordance with section 516A of the *Environment Protection and Biodiversity Conservation Act 1999* in its annual report, which is available from the Parliament of Australia website and Commonwealth Transparency Portal.

External scrutiny

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

Judicial and administrative decisions

During 2021–22, no judicial decisions or decisions of administrative tribunals or the Australian Information Commissioner had, or are anticipated to have, a significant effect on the operations of the department.

Reports on the operations of the department

In 2021–22, the Auditor-General did not present any reports directly relating to the administration of the department or its operations. The Australian National Audit Office provided an unqualified audit report on the department's 2021–22 financial statements.

In 2021–22, the Commonwealth Ombudsman did not issue any reports on the operations of the department. There were no capability reviews of the department released during the period.

The department continued to support the Standing Committee on Appropriations and Administration's consideration of the department's funding requirements and budget position. During 2021–22, the committee met six times and presented two reports:

- » *Report No 23: Budget Estimates 2022–23*
- » *Report No 22: Annual Report 2020–21.*

Disability reporting mechanisms

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

Freedom of information

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

Management of people

Workforce profile

As at 30 June 2022, the department had 170 employees – 136 ongoing, six non-ongoing and 28 casual.

The department's workforce is 61% female, and 56% of senior leadership positions are held by women. Of all staff, 42% are aged over 50 years, and 0.6% identify as Aboriginal and/or Torres Strait Islander.

Employee statistics

Tables 9 to 12 show the department's employee statistics as at 30 June 2022 (and 30 June 2021 for comparison), including whether staff are in ongoing, non-ongoing or casual positions. The tables provide information on the substantive classification of staff, as well as their gender and geographical location.

Table 9: Employment type by classification and gender, as at 30 June 2022

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

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

Table 10: Employment type by classification and gender, as at 30 June 2021

Classification	Ongoing		Non-ongoing		Casual		Total		
	Male	Female	Male	Female	Male	Female	Male	Female	Total
SES 2	1	–	–	–	–	–	1	–	1
SES 1	4	1	–	–	–	–	4	1	5
EB 2	5	14	1	–	1	–	7	14	21
EB 1	18	23	1	4	–	–	19	27	46
PSL 6	5	18	–	2	–	–	5	20	25
PSL 5	1	3	1	–	–	–	2	3	5
PSL 4	5	24	7	1	1	–	13	25	38
PSL 3	3	2	–	–	–	2	3	4	7
PSL 2	–	–	–	1	16	13	16	14	30
PSL 1	–	–	–	–	–	–	–	–	–
Total	42	85	10	8	18	15	70	108	178

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

Table 11: Employment type by employment status, as at 30 June 2021 and 30 June 2022

Employment type	Full-time		Part-time		Casual		Total	
	2021	2022	2021	2022	2021	2022	2021	2022
Ongoing	113	121	14	15	–	–	127	136
Non-ongoing	16	4	2	2	–	–	18	6
Casual	–	–	–	–	33	28	33	28
Total	129	125	16	17	33	28	178	170

Figures for this table exclude the Clerk of the House.

Table 12: Employment type by office and location, as at 30 June 2021 and 30 June 2022

	Ongoing		Non-ongoing		Casual		Total	
	2021	2022	2021	2022	2021	2022	2021	2022
Office								
Executive/ Executive Support	14	11	–	–	1	–	15	11
Table Office	10	11	–	–	–	–	10	11
Procedure Office	9	8	1	–	–	–	10	8
Committee Office	61	71	12	–	–	–	73	71
International and Parliamentary Relations Office	7	8	–	–	–	–	7	8
Information Management Office	9	10	3	3	1	1	13	14
Finance Office	6	6	–	1	–	–	6	7
People Strategies Office	5	5	2	2	–	–	7	7
Serjeant-at- Arms' Office	7	7	–	–	31	27	38	34
State or territory								
ACT	128	137	18	6	33	28	179	171
Total	128	137	18	6	33	28	179	171

Figures include the Clerk of the House.

Table 13: Aboriginal and/or Torres Strait Islander staff, as at 30 June 2021 and 30 June 2022

Employment type	Staff numbers	
	2021	2022
Ongoing	1	1
Non-ongoing	–	–
Casual	–	–
Total	1	1

Employee engagement

Investors in People standard

During 2021–22 the department ended its accreditation with Investors in People, an accreditation held since 2001. The presence of Investors in People within Australia had declined over time and, following extensive consultation with staff, it was agreed that Investors in People had become less relevant as a benchmark of best practice. The department retains a strong commitment to ensuring the highest possible standards of service, and will continue to seek targeted accreditations with specific groups and track good practice developments in the public sector and other relevant workplaces, including initiatives of the Australian Public Service Commission.

Staff Recognition and Rewards Framework

In 2022, the department introduced a formal Recognition and Rewards Framework, which established creative and thoughtful ways to identify, recognise and reward employee achievements and reinforce the department's strategic objectives, vision and values.

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

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

Staff survey

This year the department opted to participate in the APS Employee Census 2022, replacing an internally conducted annual staff survey. Overall participation in the census (77.8%) was on par with the response rate from the 2021 staff survey (78.4%). Participation in the census provides the department with the ability to benchmark the organisation against the wider public sector and agencies of similar size, including any other parliamentary department that might be participating.

People strategies: planning and delivery

Recruitment

The department advertised to fill 17 ongoing vacancies during 2021–22 (compared with 16 in 2020–21), of which three were filled by external applicants.

Retention

In 2021–22, 15 ongoing and 19 non-ongoing staff left the department. The turnover rate was 12% for ongoing staff (compared with 10% in 2020–21).

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

Alumni

The department formed an alumni association of former staff in 2008. On 30 June 2022, it had 284 members. The association issued one newsletter during the year. There was no annual general meeting or reception for members during the year due to the COVID-19 pandemic.

Social club

The Department of the House of Representatives Social Club changed its name to 'Reps Community' in an endeavour to reinvigorate participation and incorporate a more diverse range of activities. This year, activities included afternoon social gatherings, organised lunchtime walks, fundraising barbecues, and the return of the Easter egg hunt and morning tea for staff and their children.

The Reps Community held a successful Christmas raffle, and a departmental Christmas party outdoors in the grounds of Old Parliament House, giving staff the opportunity to once again gather socially, while maintaining COVID-safe precautions. The Reps Community helped staff stay connected with each other while working remotely, by facilitating activities such as online trivia and brain teasers, and opportunities for staff to share photo insights into their lives outside the building.

The Reps Community maintained its charitable focus, donating food hampers to the St Vincent de Paul Christmas Appeal, \$500 to the Red Cross Flood Appeal, and \$114 to Legacy. Donations to local charities have also continued, through aluminium can recycling and 'Lids for Kids' programs.

Graduate placement program

Together with the Department of the Senate and the Parliamentary Budget Office, the department participates in and administers the Parliament of Australia Graduate Program. The program offers three-month placements to employees of graduate programs of Australian Government agencies. The program exposes graduates to parliamentary processes and to the departments supporting the work of the parliament.

Graduates develop the necessary knowledge and skills to make a significant contribution to the department and broader parliamentary service, while gaining valuable insights into how their home department or agency interacts with the parliament and its committees. The program continued to draw a high level of interest from graduates from a range of agencies. Four graduates undertook placements in the department in 2021–22.

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

Learning and development

In 2021–22, the department delivered a total of 152 face-to-face and virtual training and development sessions to employees, based around the core themes of health and safety, respectful relationships, workplace bullying and harassment prevention, and management and leadership capability.

Table 14 shows the number of staff from each classification attending training, the total number of training days attended, and the average training days attended per person for 2021–22 (and the latter for 2020–21, for comparison).

Table 14: Staff attendance at training courses

Classification	Headcount	Training days attended	Average training days attended per person	
			2020–21	2021–22
Senior Executive Service	5	9.3	1.6	1.9
Executive Band 2	19	55.7	3.4	2.9
Executive Band 1	44	105.5	2.5	2.8
Parliamentary Service Level 6	34	55.9	2.0	1.6
Parliamentary Service Level 5	7	7.2	2.2	1.0
Parliamentary Service Level 4	28	37.7	2.1	1.3
Parliamentary Service Level 3	7	9.7	3.2	1.4
Parliamentary Service Level 2	26	13.8	0.6	0.5
Total	170	294.8	2.2	1.7

Studies assistance

The department's study assistance scheme allows employees to complete relevant tertiary study to improve their professional skills and knowledge. Ten employees accessed studies assistance during the year (compared with five in 2020–21). Collectively, financial assistance of \$9,610 was administered (compared with \$6,713 in 2020–21), along with a total of 26 days of study leave at full pay.

Performance assessment

All eligible staff participated in the annual work performance assessment cycle, which was completed on 31 October 2021. The cycle involves setting individual work objectives, conducting performance assessments, preparing individual development plans and providing feedback to supervisors. Information from the individual development plans is used to formulate the training program for the next calendar year.

Diversity and inclusion

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

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

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

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

Following successful transitions to home-based working as part of COVID-19 arrangements, an update of the department's Flexible Working Arrangements Policy and Guidelines responded to greater interest in flexible working arrangements among staff, while ensuring that the department's immediate and long-term business needs are met. There has been an increase in the number of employees with formal flexible working arrangements, including working part-time, from home or compressed hours. About 22% of eligible workers have formal agreements in place.

Women in leadership

The department continues to have a significant level of female workforce participation. As at 30 June 2022, the proportion of female employees in the department was 61% – consistent with 2020–21. The department continues to have strong female representation in leadership roles, with women accounting for 56% of employees at the Executive Band 2 level and above. Across all other classification levels, the representation of women continues to be high.

Aboriginal and/or Torres Strait Islander engagement

The department continued to promote engagement with Aboriginal and/or Torres Strait Islander people and culture through a range of activities and commitments within the parliamentary service's *Reconciliation Action Plan 2019–2022*. The Reconciliation Action Plan Working Group comprises committed people from across the parliamentary departments, including Reconciliation Action Plan Champions from each department, who support the implementation of the plan. The department also delivers cultural appreciation training as part of the internal training programs.

During the period, the department also participated in the Jawun Australian public service secondment program, a professional development opportunity for employees to contribute their skills to support the economic development of First Nations Australians while learning about First Nations culture and history. One employee participated in the program in 2021–22. The department had one First Nations staff member in 2021–22 (Table 13).

People from culturally and linguistically diverse backgrounds

In 2021–22, 4.7% of employees (eight people) reported being born overseas. As at 30 June 2022, 4.1% of employees (seven people) reported that English was not their first spoken language.

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

People with disability

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

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

In 2021–22, 1.8% of staff (three people) self-identified as having a disability.

Set the Standard

Early in the reporting period, the department provided information to the Australian Human Rights Commission for its Independent Review into Commonwealth Parliamentary Workplaces, and the four parliamentary departments made a joint submission to the review. The commission's report, *Set the Standard*, was presented to the parliament on 30 November 2021. The Sex Discrimination Commissioner, Ms Kate Jenkins, briefed departmental staff on the report on 23 March 2022.

While some of the report's 28 recommendations relate more directly to parliamentarians and their staff, or to other organisations, the department appreciates that it has an important role in contributing to the overall culture in parliamentary workplaces. Together with other agencies, the department has engaged in implementing several of the recommendations. The Clerk regularly meets with the heads of the other parliamentary departments and the Independent Chair of the Parliamentary Leadership Taskforce, Ms Kerri Hartland. The Deputy Clerk represents the department on the Implementation Group, which has met fortnightly and consists of representatives from parliamentary departments and relevant public sector agencies. Other staff are participating in various interdepartmental working groups to progress work on implementing recommendations.

Separately and in parallel to the interdepartmental collaboration, the department has been working on its own initiatives to further foster a safe, respectful and inclusive workplace. This work continues into the 2022–23 reporting period.

Employment arrangements

The *Department of the House of Representatives Enterprise Agreement 2017–2020* came into effect on 6 December 2017 with a nominal expiry date of 29 November 2020. The agreement provides non-SES staff with competitive remuneration and employment conditions. The agreement continues to remain in operation; following extensive consultation, staff voted in favour of the Clerk issuing a determination under section 24(1) of the Parliamentary Service Act to give effect to salary increases in lieu of bargaining. The second salary increase (2%) under the determination was in November 2021. There is no provision in the agreement to remunerate staff based on performance. The Clerk did not make a determination under section 24(1) of the Parliamentary Service Act in 2021–22 to pay staff a monetary bonus.

Employment conditions for SES staff are set out in individual determinations made under section 24(1) of the Parliamentary Service Act. Many of these conditions are aligned with the department's enterprise agreement. Table 15 shows the numbers of staff employed under different employment instruments.

Table 15: Employment arrangements for SES and non-SES staff, as at 30 June 2022

	SES	Non-SES	Total
Enterprise agreement	–	165	165
Individual flexibility arrangement	–	–	–
Australian workplace agreement	–	–	–
Common law contract	–	–	–
Determination under section 24(1) of the <i>Parliamentary Service Act 1999</i>	5	–	5

Remuneration

Salary ranges under the 2017–20 enterprise agreement, as at the end of the reporting period, are summarised in Table 16.

Table 16: Salary ranges of staff covered by the 2017–20 enterprise agreement, as at 30 June 2022

Classification	Salary range	
	Minimum (\$)	Maximum (\$)
Executive Band 2	146,396	155,188
Executive Band 1	113,110	126,165
Parliamentary Service Level 6	91,154	103,451
Parliamentary Service Level 5	84,256	89,155
Parliamentary Service Level 4	74,490	80,591
Parliamentary Service Level 3	67,389	72,395
Parliamentary Service Level 2	59,890	65,393
Parliamentary Service Level 1	52,942	57,929

In 2021–22, departmental employee benefits totalled \$20.521 million (2020–21: \$20.842m).

Non-salary benefits

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

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

Executive remuneration

The PGPA Rule requires the reporting of executive remuneration information for specified officials of Commonwealth entities on an accrual basis. Tables 17 to 19 summarise the remuneration of key management personnel and senior executives. During short absences of senior executive staff, parliamentary officers may be provided with an opportunity to act in the position of the absent senior executive staff. These short acting opportunities are not included in Tables 17 to 19.

Table 17: Key management personnel, 2021–22

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

a. To 31 March 2022.

In accordance with the PGPA Rule, information about the remuneration and benefits of key management personnel is set out in Table 18.

Table 18: Remuneration and benefits of key management personnel, 2021–22

Name	Position title	Base salary (\$)	Bonuses (\$)	Other benefits and allowances (\$)	Short-term benefits	Post-employment benefits	Other long-term benefits		Termination benefits (\$)	Total remuneration (\$)
							Superannuation contributions (\$)	Long-service leave (\$)		
Claessa Surtees	Clerk	374,109	–	27,808	–	56,705	9,516	–	–	468,138
Peter Banson	Deputy Clerk	256,725	–	12,088	–	45,164	12,391	–	–	326,368
James Catchpole	Serjeant-at-Arms/Clerk Assistant (Table)	199,847	–	12,088	–	37,853	33,334	–	–	283,122
Peggy Danaee	Clerk Assistant (Procedure)/Serjeant-at-Arms	214,518	–	12,088	–	33,893	16,989	–	–	277,488
Russell Chafer	Clerk Assistant (Committees)	217,123	–	12,088	–	32,954	11,345	–	–	273,510
Glenn Worthington	Clerk Assistant (Table)/Clerk Assistant (Procedure)	204,248	–	12,088	–	37,517	8,601	–	–	262,454
Total		1,466,570	–	88,248	–	244,086	92,176	–	–	1,891,080

Discrepancies in totals are due to rounding.

Other senior executives

The department did not have any senior executives who did not meet the definition of key management personnel for part of the year. All key management personnel are included in Tables 17 and 18.

Other highly paid staff

During the reporting period ended 30 June 2022, the department did not have any highly paid staff who did not meet the definitions of key management personnel or senior executives; therefore, there is no reporting on other highly paid staff.

Work health and safety

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

The department aims to achieve high standards of work health and safety in its operations and to fulfil its duty of care by providing and maintaining a safe and healthy work environment. There are a number of shared work health and safety risks across Parliament House that are the responsibility of all parliamentary departments. In 2021–22, to continue to meet its obligations under the WHS Act, the department:

- » implemented a new, robust work health and safety management system, to ensure workers are protected from safety risks across the spectrum of activities the department conducts and the shared workplace it operates in
- » formed a health and safety committee
- » provided work health and safety training and information to all staff, with a continued focus on mental health awareness training through the self-care workshop delivered by Lifeline for all staff
- » continued to promote flexible working arrangements, including part-time, working from home, and flexible start and end times
- » enhanced positive early intervention outcomes that have supported injured or ill workers to achieve an early, safe and sustainable return to work
- » conducted workstation assessments with a strengthened approach to reasonable adjustment
- » provided a confidential counselling service through the employee assistance program
- » continued to promote a healthy lifestyle, including providing influenza vaccinations, vaccination leave and healthy living reimbursements.

One workers compensation claim was lodged during the reporting period.

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

During the year, Comcare engaged with the department to understand the policies, procedures and controls in place to address risks to health and wellbeing, particularly in relation to bullying and harassment.

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.

The department adopts a 'break-fix' replacement policy for office machines and equipment. During the year asset purchases included Surface Hubs, fridges, mobile drawer units and a forklift.

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

Purchasing

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

During the reporting period the department entered into 36 contracts above the reporting threshold, 28 of which were reported on AusTender within the prescribed period. No other identified instances of non-compliance with the Commonwealth Procurement Rules have been identified.

Reportable consultancy contracts

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

Before engaging consultants, the department takes into account the skills and resources required for the task, the skills available internally, and the cost-effectiveness of engaging external expertise. The decision to engage a consultant is made in accordance with the PGPA Act and PGPA Rules, including the Commonwealth Procurement Rules and relevant internal policies.

During 2021–22, one new reportable consultancy contract was entered into, for which no actual expenditure was incurred during the period. In addition, two ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$0.139 million.

Table 19: Reportable consultancy contracts, 2021–22

Reportable consultancy contract	Number	Expenditure (\$)
New contracts entered into during the reporting period	1	–
Ongoing contracts entered into during a previous reporting period	2	139,337.22
Total	3	139,337.22

Table 20: Organisations receiving a share of reportable consultancy contract expenditure, 2021–22

Organisation	Proportion of 2021–22 total spend (%)	Expenditure (\$)
BellchambersBarrett Pty Ltd	97	135,487.22
JLL Public Sector Valuations Pty Ltd	3	3,850.00
Total	100	139,337.22

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

Reportable non-consultancy contracts

During 2021–22, 34 new reportable non-consultancy contracts were entered into involving total actual expenditure of \$0.877 million. In addition, 26 ongoing non-consultancy contracts were active during the period, involving total expenditure of \$0.524 million.

Table 21: Reportable non-consultancy contracts, 2021–22

Reportable non-consultancy contract	Number	Expenditure (\$)
New contracts entered into during the reporting period	34	877,323.29
Ongoing contracts entered into during a previous reporting period	26	524,469.59
Total	60	1,401,792.88

Table 22: Organisations receiving a share of reportable non-consultancy contract expenditure, 2021–22

Organisation	Proportion of 2021–22 total spend (%)	Expenditure (\$)
Technology One Limited	23.65	331,464.90
Data#3 Limited	5.51	77,282.44
True North Content	4.82	67,610.40
Terri Janke and Company Pty Ltd	4.71	66,088.00
Ninetwofive Interiors Pty Ltd	4.69	65,780.00
Total of the largest shares	43.39	608,225.74

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

Competitive tendering and contracting

There were no instances during 2021–22 where contracts were let that did not provide for the Auditor-General to have access to the contractor's premises, or where the accountable authority exempted a contract from being published on the AusTender website.

Procurement initiatives to support small business

The department supports small business participation in the Commonwealth Government procurement market. Small and medium enterprises (SME) and small enterprise participation statistics are available on the Department of Finance's website.

Consistent with paragraph 5.4 of the Commonwealth Procurement Rules, the department's procurement practices support SMEs by utilising the following practices:

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

Advertising and market research

During 2021–22, the department did not conduct any advertising campaigns.

Legal services expenditure

Schedule 1, Part 1, paragraph 11.1(ba) of the Legal Services Directions 2017 requires the department to publicly disclose its legal services expenditure. During 2021–22, external legal expenditure was \$111,285 (\$46,566 in 2020–21). The department did not incur any internal legal expenses during 2021–22 (also nil in 2020–21).



Part 4

Financial statements

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One of the images projected onto the facade of Parliament House during the Enlighten Festival in March 2022.

Image: Information Management Office.

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Independent Auditor's Report



INDEPENDENT AUDITOR'S REPORT

To the Speaker of the House of Representatives

Opinion

In my opinion, the financial statements of the Department of the House of Representatives (the Entity) for the year ended 30 June 2022:

- (a) comply with Australian Accounting Standards – Simplified Disclosures and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Entity as at 30 June 2022 and its financial performance and cash flows for the year then ended.

The financial statements of the Entity, which I have audited, comprise the following as at 30 June 2022 and for the year then ended:

- Statement by the Clerk of the House and Chief Finance Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement;
- Administered Schedule of Comprehensive Income;
- Administered Schedule of Assets and Liabilities;
- Administered Reconciliation Schedule;
- Administered Cash Flow Statement; and
- Notes to the financial statements, comprising a summary of significant accounting policies and other explanatory information.

Basis for opinion

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

Accountable Authority's responsibility for the financial statements

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

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

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Independent Auditor's Report

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

Auditor's responsibilities for the audit of the financial statements

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

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

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

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

Australian National Audit Office

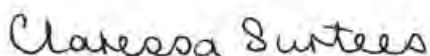
Rahul Tejani
Executive Director
Delegate of the Auditor-General
Canberra
30 September 2022

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 2022 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

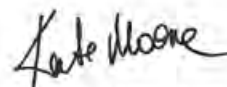
In our opinion, at the date of this statement, there are reasonable grounds to believe that the Department of the House of Representatives will be able to pay its debts as and when they fall due.



CLARESSA SURTEES

Clerk of the House

30 September 2022



KATE MOORE

Chief Finance Officer

30 September 2022

Statement of comprehensive income

for the period ended 30 June 2022

		2022	2021	Original Budget
	Notes	\$'000	\$'000	\$'000
NET COST OF SERVICES				
Expenses				
Employee benefits	1A	20,521	20,842	22,200
Suppliers	1B	4,839	3,829	4,881
Depreciation and amortisation	4A	555	538	579
Finance costs	1C	1	-	1
Write-down and impairment of assets	1D	35	13	-
Losses from asset sales	1E	49	2	-
Total expenses		26,000	25,224	27,661
Own-source income				
Own-source revenue				
Sale of goods and rendering of services	2A	137	48	50
Interest	2B	16	38	40
Other revenue	2C	11	(33)	5
Total own-source revenue		164	53	95
Gains				
Other gains	2D	1,944	1,824	2,000
Total gains		1,944	1,824	2,000
Total own-source income		2,108	1,877	2,095
Net cost of services		23,892	23,347	25,566
Revenue from government	2E, 10	25,024	24,211	25,024
Surplus/(deficit) on continuing operations		1,132	864	(542)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation surplus		(792)	-	50
Total comprehensive income/(loss)		340	864	(492)

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

Original Budget is from the Portfolio Budget Statements 2021-22.

Budget variance explanations are outlined in Note 17.

Statement of financial position

as at 30 June 2022

	Notes	2022 \$'000	2021 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
Cash and cash equivalents	3A	1,121	1,468	2,855
Trade and other receivables	3B	24,377	20,796	22,619
Other investments	3C	2,480	2,567	-
Total financial assets		27,978	24,831	25,474
Non-financial assets¹				
Heritage and cultural	4A	570	454	454
Property, plant and equipment	4A	3,102	4,417	4,484
Computer software	4A	139	210	550
Inventories	4B	10	13	5
Other non-financial assets	4C	211	253	216
Total non-financial assets		4,032	5,347	5,709
Total assets		32,010	30,178	31,183
LIABILITIES				
Payables				
Suppliers	5A	1,297	430	418
Other payables	5B	491	428	316
Total payables		1,788	858	734
Interest bearing liabilities				
Leases	6	38	3	28
Total interest bearing liabilities		38	3	28
Provisions				
Employee provisions	7	6,260	6,373	6,964
Total provisions		6,260	6,373	6,964
Total liabilities		8,086	7,234	7,726
Net assets		23,924	22,943	23,457
EQUITY				
Contributed equity		(11,293)	(11,933)	(10,886)
Reserves		12,971	13,763	13,893
Retained earnings		22,246	21,114	20,450
Total equity		23,924	22,944	23,457

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

Original Budget is from the Portfolio Budget Statements 2021-22.

Budget variance explanations are outlined in Note 17.

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

Statement of changes in equity

for the period ended 30 June 2022

	2022	2021	Original Budget
	\$'000	\$'000	\$'000
CONTRIBUTED EQUITY			
Opening balance			
Balance carried forward from previous period	(11,933)	(12,165)	(11,526)
Transactions with owners			
Contributions by owners			
Departmental capital budget	640	639	640
Transfer of assets to DPS	-	(407)	-
Total transactions with owners	640	232	640
Closing balance as at 30 June	(11,293)	(11,933)	(10,886)
RETAINED EARNINGS			
Opening balance			
Balance carried forward from previous period	21,114	20,250	20,992
Comprehensive income			
Surplus/(deficit) for the period	1,132	864	(542)
Total comprehensive income	1,132	864	(542)
Closing balance as at 30 June	22,246	21,114	20,450
ASSET REVALUATION RESERVE			
Opening balance			
Balance carried forward from previous period	13,763	13,763	13,843
Comprehensive income			
Other comprehensive income	(792)	-	50
Total comprehensive income	(792)	-	50
Closing balance as at 30 June	12,971	13,763	13,893

Statement of changes in equity (continued)

for the period ended 30 June 2022

	2022	2021	Original Budget
	\$'000	\$'000	\$'000
TOTAL EQUITY			
Opening balance			
Balance carried forward from previous period	22,944	21,848	23,309
Comprehensive income			
Surplus/(deficit) for the period	1,132	864	(542)
Other comprehensive income	(792)	-	50
Total comprehensive income	340	864	(492)
Transactions with owners			
Contributions by owners			
Departmental capital budget	640	639	640
Transfer of assets to DPS	-	(407)	-
Total transactions with owners	640	232	640
Closing balance as at 30 June	23,924	22,944	23,457

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

Original Budget is from the Portfolio Budget Statements 2021-22.

Budget variance explanations are outlined in Note 17.

Accounting policy

Equity Injections

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

Cash flow statement

for the period ended 30 June 2022

	Notes	2022 \$'000	2021 \$'000	Original Budget \$'000
OPERATING ACTIVITIES				
Cash received				
Appropriations		21,357	24,741	25,024
Sale of goods and rendering of services		208	6	50
Interest		16	38	40
Revenue from external sources		11	10	-
Net GST received		3	26	5
Other		30	4	5
Total cash received		21,625	24,825	25,124
Cash used				
Employees		20,546	21,353	22,200
Suppliers		2,027	2,066	2,881
Revenue repaid to external sources		-	43	-
Net GST paid		-	-	5
Interest payments on lease liabilities		1	-	1
Total cash used		22,574	23,462	25,087
Net cash from/(used by) operating activities		(949)	1,363	37
INVESTING ACTIVITIES				
Cash received				
Proceeds from sales of property, plant and equipment		2	4	-
Investments		87	-	-
Total cash received		89	4	-
Cash used				
Purchase of property, plant and equipment		98	715	640
Purchase of intangibles		14	87	-
Investments		-	2,567	-
Total cash used		112	3,369	640
Net cash from/(used by) investing activities		(23)	(3,365)	(640)
FINANCING ACTIVITIES				
Cash received				
Contributed equity-departmental capital budget		640	639	640
Total cash received		640	639	640
Cash used				
Principal payments of lease liabilities		15	24	37
Total cash used		15	24	37
Net cash from/(used by) financing activities		625	615	603
Net increase/(decrease) in cash held		(347)	(1,387)	-
Cash and cash equivalents at the beginning of the reporting period		1,468	2,855	2,855
Cash and cash equivalents at the end of the reporting period	3A	1,121	1,468	2,855

The above statement should be read in conjunction with the accompanying notes.
Original Budget is from the Portfolio Budget Statements 2021-22.
Budget variance explanations are outlined in Note 17.

Administered schedule of comprehensive income

for the period ended 30 June 2022

	Notes	2022 \$'000	2021 \$'000	Original Budget \$'000
NET COST OF SERVICES				
Expenses				
Provision of hospitality services		87	100	327
Total expenses		87	100	327
Net (cost of)/contribution by services		(87)	(100)	(327)
Surplus/(deficit)		(87)	(100)	(327)
Total comprehensive income/(loss)		(87)	(100)	(327)

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

Original Budget is from the Portfolio Budget Statements 2021-22.

Budget variance explanations are outlined in Note 18.

Administered schedule of assets and liabilities

as at 30 June 2022

	Notes	2022 \$'000	2021 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
GST receivable		1	3	-
Total financial assets		1	3	-
Total assets administered on behalf of Government		1	3	-
LIABILITIES				
Payables				
Suppliers		31	15	1
Other payables		1	3	-
Total payables		32	18	1
Total liabilities administered on behalf of Government		32	18	1
Net assets/(liabilities)		(31)	(15)	(1)

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

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

Original Budget is from the Portfolio Budget Statements 2021-22.

Budget variance explanations are outlined in Note 18.

Administered reconciliation schedule

	2022	2021
	\$'000	\$'000
Opening assets less liabilities as at 1 July	(15)	(1)
Net (cost of)/contribution by services		
Expenses		
Payments to entities other than corporate Commonwealth entities	(87)	(100)
Transfers (to)/from the Australian Government		
Appropriation transfers from official public account	71	86
Closing assets less liabilities as at 30 June	(31)	(15)

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

Accounting policy

Administered Cash Transfers to and from the Official Public Account (OPA)

Revenue collected by the entity for use by the Government rather than the entity is administered revenue. Collections are transferred to the Official Public Account (OPA) maintained by the Department of Finance. Cash is drawn from the OPA to make payments under parliamentary appropriation on behalf of the government. These transfers to and from the OPA are adjustments to the administered cash held by the department on behalf of government and reported as such in the administered cash flows and in the administered reconciliation schedule.

Administered cash flow statement

for the period ended 30 June 2022

	Notes	2022 \$'000	2021 \$'000	Original Budget \$'000
OPERATING ACTIVITIES				
Cash received				
Net GST received		5	3	-
Total cash received		5	3	-
Cash used				
Suppliers		73	92	327
Total cash used		73	92	327
Net cash from/(used by) operating activities		(68)	(89)	(327)
Cash from official public account				
Appropriations		71	86	327
GST appropriations		2	6	-
Total cash from official public account		73	92	327
Cash to official public account				
GST appropriations		(5)	(3)	-
Total cash to official public account		68	89	327
Cash and cash equivalents at the end of the reporting period		-	-	-

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

Original Budget is from the Portfolio Budget Statements 2021-22.

Budget variance explanations are outlined in Note 18.

Overview

The department is one of four parliamentary departments supporting the Australian Parliament. The department provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees as well as a range of services for members in Parliament House. The department also supports the parliament by providing advice and services to support the parliament's national, international and regional relationships and by assisting other parliaments, primarily within the Indo-Pacific region, by partnering in capacity-building activities

The department is structured to meet one outcome:

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

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

The department conducts the following administered activities:

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

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

Basis of preparation of the financial report

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

The financial statements have been prepared in accordance with:

- a) *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015 (FRR)*; and
- b) Australian Accounting Standards and Interpretations – including simplified disclosures for Tier 2 Entities under AASB 1060 issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

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

New accounting standards

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

Standard/ Interpretation	Nature of change in accounting policy, transitional provisions, and adjustment to financial statements
AASB 1060 General Purpose Financial Statements – Simplified Disclosures for For-Profit and Not-for-Profit Tier 2 Entities	AASB 1060 applies to annual reporting periods beginning on or after 1 July 2021 and replaces the reduced disclosure requirements (RDR) framework. The application of AASB 1060 involves some reduction in disclosure compared to the RDR with no impact on the reported financial position, financial performance and cash flows of the entity.

Taxation

The department is exempt from all forms of taxation except fringe benefits tax (FBT) and the goods and services tax (GST).

Reporting of administered activities

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

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

Events after the reporting period

Departmental

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

Administered

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

Financial performance

This section analyses the financial performance of the Department of the House of Representatives for the year ended 30 June 2022.

Note 1 Expenses

	2022	2021
	\$'000	\$'000
1A: Employee benefits		
Wages and salaries	15,745	15,944
Superannuation		
Defined contribution plans	1,414	1,352
Defined benefit plans	1,532	1,602
Leave and other entitlements	1,694	1,944
Separation and redundancies	136	-
Total employee benefits	20,521	20,842
1B: Suppliers		
Goods and services supplied or rendered		
Staff-related services	1,559	850
Travel	34	73
Office services	3,150	2,779
Communication	35	77
Corporate expenses	5	3
Total goods and services supplied or rendered	4,783	3,783
Goods supplied	172	169
Services rendered	4,611	3,614
Total goods and services supplied or rendered	4,783	3,783
Other suppliers		
Workers' compensation expenses	56	46
Total other suppliers	56	46
Total suppliers	4,839	3,829

Accounting policy

Employee Benefits

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

Note 1 Expenses (continued)

	2022	2021
	\$'000	\$'000
1C: Finance costs		
Interest on lease liabilities	1	-
Total finance costs	1	-
1D: Write-down and impairment assets		
Impairment of property, plant and equipment	35	13
Total write-down and impairment of assets	35	13
1E: Losses from asset sales		
Losses arising from sale of non-financial assets	49	2
Total losses from asset sales	49	2

Accounting policy

Finance Costs

All borrowing costs on lease liabilities are expensed as incurred.

Short-term leases and leases of low-value assets

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

Note 2 Own-source revenue and gains

	2022	2021
	\$'000	\$'000
2A: Revenue from contracts with customers		
Sale of goods	14	16
Rendering of services	123	32
Total revenue from contracts with customers	137	48
Disaggregation of revenue from contracts with customers		
Major product / service line:		
Services - seminars/conference	123	32
Goods - publications/gift shop	14	16
	137	48
Type of customer:		
Australian Government entities (related parties)	124	34
State and Territory Governments	1	-
Non-government entities	12	14
	137	48
Timing of transfer of goods and services:		
Over time	-	-
Point in time	137	48
	137	48
2B: Interest		
Deposits	16	38
Total interest	16	38
2C: Other revenue		
Royalties	11	9
Return of funding from external sources	-	(43)
Memberships	-	1
Total other revenue	11	(33)

Note 2 Own-source revenue and gains (continued)

	2022	2021
	\$'000	\$'000
2D: Other gains		
Resources received free of charge		
Remuneration of auditors	87	87
Rent of premises	1,827	1,733
Other gain—other financial income	30	4
Total other gains	1,944	1,824
2E: Revenue from government		
Appropriations		
Departmental appropriations	25,024	24,211
Total revenue from government	25,024	24,211

Accounting policy

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

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

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

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

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

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

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

Accounting policy (continued)**Interest**

Interest revenue is recognised using the effective interest method.

Resources Received Free of Charge

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

Revenue from Government

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

Financial position

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

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

Note 3 Financial assets

	2022	2021
	\$'000	\$'000
3A: Cash and cash equivalents		
Cash on hand or on deposit	1,121	1,468
Total cash and cash equivalents	1,121	1,468
3B: Trade and other receivables		
Goods and services receivables		
Goods and services	39	144
Total goods and services receivables	39	144
Appropriations receivables		
Appropriation receivable—existing programs	24,251	20,584
Total appropriations receivables	24,251	20,584
Other receivables		
Cash held by salary packaging providers	55	43
GST input credits receivable	32	25
Total other receivables	87	68
Total trade and other receivables (gross)	24,377	20,796
Less impairment allowance	-	-
Total trade and other receivables (net)	24,377	20,796
3C: Other investments		
Deposits	2,480	2,567
Total other investments	2,480	2,567

Accounting policy

Financial assets

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

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

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

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

Note 4 Non-Financial assets

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

	Heritage and cultural ¹	Property, plant and equipment	Computer software ²	Total
	\$'000	\$'000	\$'000	\$'000
As at 1 July 2021				
Gross book value	454	5,295	787	6,536
Work in progress	-	-	6	6
Accumulated depreciation, amortisation and impairment	-	(878)	(583)	(1,461)
Total as at 1 July 2021	454	4,417	210	5,081
Additions				
Purchase or internally developed ²	-	98	14	112
Right-of-use assets (cost)	-	52	-	52
Revaluations and impairments recognised in other comprehensive income	116	(908)	-	(792)
Depreciation and amortisation	-	(454)	(85)	(539)
Depreciation on right-of-use assets	-	(16)	-	(16)
Disposals				
Sale or trade-in	-	(105)	-	(105)
Write-off	-	(43)	-	(43)
Accumulated depreciation, amortisation and impairment	-	61	-	61
Total as at 30 June 2022	570	3,102	139	3,811
Total as at 30 June 2022 represented by				
Gross book value	570	3,116	807	4,493
Accumulated depreciation, amortisation and impairment	-	(14)	(668)	(682)
Total as at 30 June 2022	570	3,102	139	3,811
Carrying amount of right-of-use assets	-	38	-	38

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. \$5,886.70 of work in progress assets were completed and capitalised during the 2021-22 financial year.

Revaluations of non-financial assets

All revaluations were conducted in accordance with the revaluation policy stated at Note 15. On 30 June 2022 an independent valuer conducted a full valuation.

Jones Lang LaSalle Public Sector Valuations (JLL) has undertaken a comprehensive revaluation of property, plant and equipment, and heritage and cultural assets at 30 June 2022 and the Department has relied upon those outcomes to establish carrying amounts. The Department has asset valuations undertaken on a cyclical basis. JLL provided written assurance to the Department that the models developed are in compliance with AASB 13.

Accounting policy

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

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

Asset Recognition Threshold

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

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

Lease Right of Use (ROU) Assets

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

Revaluations

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

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

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

Accounting policy (continued)

Depreciation

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

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

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

	2022	2021
Property, plant and equipment	1 to 50 years	1 to 50 years

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

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

Impairment

All assets were assessed for impairment at 30 June 2022. Where indications of impairment exist, the assets recoverable amount is estimated, and an impairment adjustment made if the assets recoverable amount is less than its carrying amount.

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

Heritage and cultural assets

The department has the following heritage and cultural assets with an aggregated fair value at 30 June 2022 of \$570,000 (2021: \$454,000):

- ❖ Mace—Garrard engraved silver
- ❖ Dispatch Boxes (2), Rosewood with silver and enamel embossing
- ❖ Yirrkala bark petition 14 Aug 1963, bark 59.1cm x 33.2cm
- ❖ Yirrkala bark petition 28 Aug 1963, wood bark 49.1cm x 30cm

Accounting policy (continued)

- » Yirrkala bark petition 8 Oct 1968, wood bark 59.1cm x 34cm
- » Rituals—Yirrkala people 1976, wood feathers 47.1cm x 24.2cm.

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

Heritage and cultural assets have an indefinite useful life which is maintained through the department's adoption of appropriate curatorial and preservation activities. The department's heritage items are deemed part of the Parliament House Art Collection and are maintained in accordance with policies managed by the Department of Parliamentary Services. The Parliament's policy on the preservation of the Parliament House Art Collection can be found at:

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

Intangibles

The entity's intangibles comprise internally developed software for internal use. These assets are carried at cost less accumulated amortisation and accumulated impairment losses. Software is amortised on a straight-line basis over its anticipated useful life. The useful lives of the entity's software are 3 to 20 years (2021: 3 to 20 years).

All software assets were assessed for indications of impairment as at 30 June 2022.

Note 4 Non-financial assets (continued)

	2022	2021
	\$'000	\$'000
4B: Inventories		
Inventories held for sale		
Finished goods	10	13
Total inventories held for sale	10	13
Total inventories	10	13

During 2021-22, \$2,756 of inventory was recognised as an expense (2021: \$3,311)

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

4C: Other non-financial assets

Prepayments	211	253
Total other non-financial assets	211	253

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

	2022	2021
	\$'000	\$'000
5A: Suppliers		
Trade creditors and accruals	1,297	430
Total suppliers	1,297	430

Settlement is usually made within 20 days.

5B: Other payables

Salaries and wages	355	294
Superannuation	67	55
Salary sacrifice payable	55	43
Unearned income	8	31
Input tax credit (GST) payment to the Australian Taxation Office	-	1
Other payables	6	4
Total other payables	491	428

Note 6 Interest bearing liabilities

	2022 \$'000	2021 \$'000
6: Leases		
Lease liabilities	38	3
Total leases	38	3
Maturity analysis - contractual undiscounted cash flows		
Within 1 year	14	3
Between 1 to 5 years	24	-
More than 5 years	-	-
Total leases	38	3

Total cash outflow for leases for the year ended 30 June 2022 was \$21,356. (2021: \$24,373).

The department in its capacity as a lessee has entered into a contractual arrangement with SG Fleet for the provision of motor vehicles. At 30 June 2022 there were two leases.

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

Accounting policy

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

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

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

People and relationships

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

Note 7 Employee provisions

	2022 \$'000	2021 \$'000
7: Employee Provisions		
Leave	6,260	6,373
Total employee provisions	6,260	6,373
Employee provisions expected to be settled		
No more than 12 months	1,691	1,515
More than 12 months	4,569	4,858
Total employee provisions	6,260	6,373

Accounting policy

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

Leave

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

The annual leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will apply at the time the leave is taken, plus the departments employer superannuation contribution rates and applicable on-costs, to the extent that the leave is likely to be taken during service rather than paid out on termination.

The liability for long service leave (LSL) has been determined using the LSL shorthand model issued by the Department of Finance (2021: LSL shorthand method). The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and enterprise agreements.

Superannuation

The department's staff are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS), the PSS accumulation plan (PSSap) or other eligible, elected defined contribution schemes. The CSS and PSS are defined benefit schemes for the Australia Government. The PSSap is a defined contribution scheme.

Accounting policy (continued)

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

The department makes employer contributions to the employee's defined benefit superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the government. The entity accounts for the contributions as if these amounts were contributions to defined contribution plans. The liability for superannuation recognised as at 30 June 2022 represents outstanding contributions.

Note 8 Key Management Personnel remuneration

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

	2022	2021
	\$'000	\$'000
7: Key Management Personnel Remuneration		
Short-term employee benefits	1,555	1,582
Post-employment benefits	244	234
Other long-term employee benefits	92	72
Total key management personnel remuneration expenses	1,891	1,888

The total number of key management personnel that are included in the above table is six. (2021: nine)

Note 9 Related party disclosures

Transactions with related parties

Given the breadth of government activities, related parties may transact with the government sector in the same capacity as ordinary citizens. Such transactions include the payment or refund of taxes, receipt of a Medicare rebate or higher education loans. These transactions are not considered to be related party transactions.

The department transacts with other Australian Government controlled entities consistent with normal day-to-day business operations provided under normal terms and conditions, including the payment of workers' compensation and insurance premiums, transactions between the other parliamentary departments and the Department of Finance. These are not considered individually significant to warrant separate disclosure as related party transactions. Refer to Note 7 Employee benefits for details on superannuation arrangements with the Commonwealth.

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

Funding

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

Note 10 Appropriations

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

1. In 2021-22, there were no appropriations subject to quarantine and no reductions. The departmental and administered appropriations are automatically repealed three years after they are passed by parliament.

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

3. The departmental appropriation variances primarily relates to:

- a) operating budget—lower staffing costs due to vacancies across the department.
- b) capital budget—the only requirement for capital was the purchase of surface hubs for video conferencing

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

4. Departmental and Administered Capital Budgets are appropriated through Appropriation (Parliamentary Departments) Bill (No. 1) 2021-2022. They form part of ordinary annual services, and are not separately identified in the Appropriation Bill. Departmental Capital Budget 2021-22: \$640K.

Note 10 Appropriations (continued)

	Appropriation Act		PGPA Act		Total (current and prior years) \$'000	Variance ¹ \$'000
	Annual appropriation ¹ \$'000	Section 74 receipts ² \$'000	Annual appropriation ¹ \$'000	Section 74 receipts ² \$'000		
Departmental						
Operating budget	24,211	890	25,101	(24,003)	1,098	
Capital budget	639	-	639	(799)	(160)	
Total departmental	24,850	890	25,740	(24,802)	938	
Administered						
Operating budget	323	-	323	(86)	237	
Total administered	323	-	323	(86)	237	

1. In 2020-21, there were no appropriations subject to quarantine and no reductions. The departmental and administered appropriations are automatically repealed three years after they are passed by parliament.

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

3. The departmental appropriation variances primarily relates to:
 a) operating budget—lower catering and incidental expenses, travel and office services for the year due to the impact of the COVID-19 pandemic;
 b) capital budget—some procurements of new equipment for the print room were delayed from 2019-20 and were completed or delivered in the 2020-21 financial year.

The administered appropriation variance relates to reduced school visits because of Parliament House being closed to the public for various times in the year due to the impact of the COVID-19 pandemic.

4. Departmental and Administered Capital Budgets are appropriated through Appropriation (Parliamentary Departments) Bill (No. 1) 2020-2021. They form part of ordinary annual services, and are not separately identified in the Appropriation Bill. Departmental Capital Budget 2020-21: \$639k.

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

	2022 \$'000	2021 \$'000
Departmental		
Appropriation (Parliamentary Departments) Act (No. 1) 2019–2020	-	72
Appropriation (Parliamentary Departments) Act (No. 1) 2020–2021	334	10,353
Supply (Parliamentary Departments) Act (No. 1) 2020–2021	266	10,159
Appropriation (Parliamentary Departments) Act (No. 1) 2021–2022	23,651	-
Cash at bank	1,121	1,468
Total departmental	25,372	22,052
Administered		
Appropriation (Parliamentary Departments) Act (No. 1) 2019–2020	-	28
Appropriation (Parliamentary Departments) Act (No. 1) 2020–2021	280	323
Appropriation (Parliamentary Departments) Act (No. 1) 2021–2022	327	-
Total administered	607	351

1. In 2021–22, there were no appropriations subject to quarantine and no reductions.

2. No adjustments were made to prior years unspent departmental or administered annual appropriations under section 74 of the PGPA Act.

3. No adjustments were made to prior years unspent departmental or administered annual appropriations under section 75 of the PGPA Act.

Note 12A Special appropriations ('recoverable GST exclusive')

Authority	2022 \$'000	2021 \$'000
Public Governance, Performance and Accountability Act 2013—section 58	5,047	2,567
Total special appropriations applied	5,047	2,567

The *Public Governance, Performance and Accountability (Finance Minister to Accountable Authorities of Non-Corporate Commonwealth Entities) Delegation 2022* provides the department the delegation to invest relevant money in any authorised investment on behalf of the Commonwealth or to authorise the reinvestment upon maturity of the proceeds of an authorised investment. The delegation is made under section 58 of the *Public Governance, Performance and Accountability Act 2013*.

Investments made in accordance with this delegation throughout the year were as follows:

2021-22 amount applied	Date	\$'000
Term deposit matured and principal reinvested	10 July 2021	2,567
Term deposit matured and principal reinvested	10 October 2021	2,480
Total applied		5,047
2020-21 amount applied	Date	\$'000
Term deposit principal reinvested	10 July 2020	2,567
Total applied		2,567

The department's term deposit of \$2,566,588 matured on 10 July 2021. This amount was reinvested on 10 July 2021 for 3 months at 0.5% p.a. maturing on 10th October 2021. \$2,480,000 was reinvested with the same bank on 10th October 2021 for 12 months at 0.65%. The source of the initial deposit was the former Inter-parliamentary Relations Special Account which was subject to a sun-setting provision. The balance of the account was initially invested after the release of a new delegation from the Finance Minister in July 2017. The balance of this account is disclosed in Note 3C and interest earned is recorded on an accrual basis in Note 2B.

Note 12B Disclosures by agent in relation to special appropriations ('recoverable GST exclusive')

	Department of Finance (third party access)	
	2022 \$'000	2021 \$'000
Total receipts	49,987	50,641
Total payments	49,987	50,641

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

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

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

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

Compliance with Statutory Conditions for Payments from the Consolidated Revenue Fund

During 2021-22, the department identified an issue of non-compliance with statutory conditions relating to the payment of allowances from the special appropriation under the *Parliamentary Business Resources Act 2017* (PBR Act), the *Remuneration Tribunal Act 1973* (RT Act), *Parliamentary Contributory Superannuation Act 1948* (1948 Act) and the *Parliamentary Superannuation Act 2004* (2004 Act). Section 83 of the *Commonwealth of Australia Constitution Act 1900* (the Constitution) provides that no amount may be paid out of the Consolidated Revenue Fund except under an appropriation by law.

The department identified that overpayments totalling \$0.432m were made during the period 12 March 2008 to 28 February 2022 and has classified them as follows:

- overpayments of \$0.117m made under the RT Act before 29 May 2013 are breaches of s83 of the Constitution
- overpayments of \$0.261m made under the PBR Act and the RT Act after 29 May 2013 are not breaches of s83 of the Constitution.
- overpayments of \$0.054m made in relation to parliamentary superannuation under the 1948 Act and the 2004 Act are not breaches of s83 of the Constitution.

Due to the substantial passing of time, it may not be economic to recover the overpayment of some of these allowances. The department has strengthened its controls over allowances payable to parliamentary office holders to safeguard against future breaches.

Note 13 Net cash appropriation arrangements

	2022	2021
	\$'000	\$'000
Total comprehensive income/(loss) - as per the Statement of Comprehensive Income	1,132	864
Plus: depreciation/amortisation of assets funded through appropriations (departmental capital budget funding and/or equity injections) ¹	539	514
Plus: depreciation right-of-use assets ²	16	24
Less: principal repayments - leased assets	15	24
Net Cash Operating Surplus/ (Deficit)	1,672	1,378

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

No depreciation/amortisation amounts are excluded from this calculation.

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

Managing uncertainties

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

Note 14 Financial instruments

	2022 \$'000	2021 \$'000
Categories of financial instruments		
Financial assets at amortised cost		
Term deposit	2,480	2,567
Cash and cash equivalents	1,121	1,468
Trade and other receivables	94	187
Total financial assets at amortised cost	3,695	4,222
Total financial assets	3,695	4,222
Financial liabilities		
Financial liabilities measured at amortised cost		
Suppliers	1,297	430
Other payables	8	31
Total financial liabilities measured at amortised cost	1,305	461
Total financial liabilities	1,305	461

Accounting policy

Financial assets

In accordance with AASB 9 *Financial Instruments*, the department classifies its financial assets in the following categories:

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

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

Comparatives have not been restated on initial application.

Financial assets at amortised cost

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

1. the financial asset is held in order to collect the contractual cash flows, and

Accounting policy (continued)

2. the cash flows are solely payments of principal and interest (SPPI) on the principal outstanding amount.

Amortised cost is determined using the effective interest method.

Effective interest method

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

Impairment of financial assets

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

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

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

Financial liabilities at amortised cost

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

Note 15 Fair value

	Fair value measurements at the end of the reporting period	
	2022 \$'000	2021 \$'000
Non-financial assets¹		
Property, plant and equipment ²	3,102	4,414
Heritage and cultural ²	570	454

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

2. The department did not measure any non-financial assets at fair value on a non-recurring basis as at 30 June 2022.

Accounting policy

The department conducts an asset materiality review at least once every 12 months with a full revaluation assessment undertaken once every three years. If a particular asset class experiences significant and volatile changes in fair value (i.e. where indicators suggest that the value of the class has changed materially since the previous reporting period), that class is subject to specific valuation in the reporting period, where practicable, regardless of the timing of the last specific valuation.

Other information

Note 16 Aggregate assets and liabilities

	2022	2021
	\$'000	\$'000
Assets expected to be recovered in:		
No more than 12 months		
Cash and cash equivalents	1,121	1,468
Trade and other receivables	24,377	20,796
Other investments	2,480	2,567
Inventories	10	13
Other non-financial assets	211	253
Total no more than 12 months	28,199	25,097
More than 12 months		
Heritage and cultural	570	454
Property, plant and equipment	3,102	4,417
Computer software	139	210
Total more than 12 months	3,811	5,081
Total assets	32,010	30,178
Liabilities expected to be settled in:		
No more than 12 months		
Suppliers	1,297	430
Other payables	491	428
Leases	-	3
Employee provisions	1,691	1,515
Total no more than 12 months	3,479	2,376
More than 12 months		
Leases	38	-
Employee provisions	4,569	4,858
Total more than 12 months	4,607	4,858
Total liabilities	8,086	7,234

Major budget variances

This section provides explanations for major budget variances between the department's budget and actual results for the year ended 30 June 2022.

Note 17 Departmental budget variances commentary

Explanations of major variances	Affected statements and line items
Asset Management	
<p>Throughout the year the department identified excess amount of furniture that was no longer required and was not economical to store. The excess was due to the diminished requirement for physical storage items (bookcases and filing units). There was very little interest in the market for the assets and the furniture was sold for an amount well below written down value.</p> <p>Upon valuation, the fair value assigned to furniture and fittings was 27% below the written down value.</p>	<p>Statement of comprehensive income:</p> <ul style="list-style-type: none"> » sale of goods and rendering of services » changes in asset revaluation surplus <p>Statement of financial position:</p> <ul style="list-style-type: none"> » non-financial assets
Seminar Program	
<p>The department's seminar program was highly subscribed, this is attributed to the move to offering both in-person and online options for attendance.</p> <p>The department also received a number of requests to run highly customised seminars for government departments' graduate programs.</p>	<p>Statement of comprehensive income:</p> <ul style="list-style-type: none"> » sale of goods and rendering of services
Employment matters	
<p>A number of vacancies were carried for extended periods across the financial year due to difficulty recruiting and filling roles. Average staffing level was 151 compared to the budget of 169.</p>	<p>Statement of comprehensive income:</p> <ul style="list-style-type: none"> » employee benefits <p>Statement of financial position:</p> <ul style="list-style-type: none"> » employee provisions

Note 17 Departmental budget variances commentary

Explanations of major variances	Affected statements and line items
Federal election	
<p>The prorogation of the 46th Parliament occurred on 11 April 2022 and an opening of the 47th Parliament did not occur until July 2022. This had an impact on staffing for the department, with reduced overtime and other allowances payable to staff during the sittings of the House. In addition, sessional staff contracts cease throughout this period.</p> <p>The number of graduates employed by the department was also reduced due to the election period.</p>	<p>Statement of comprehensive income:</p> <ul style="list-style-type: none"> » employee benefits

Note 18 Administered budget variances commentary

Explanations of major variances	Affected statements and line items
COVID-19 pandemic	
<p>The COVID-19 pandemic impacted the administered financial statements in the following ways:</p> <ul style="list-style-type: none"> » School visits to Parliament House continued to be interrupted because of the pandemic. No hospitality costs were incurred during the financial year until April 2022. Costs attributable to the departmental staff members working on the bookings continued as large volumes of cancellations, inquiries and future bookings continued during the period. 	<p>Statement of comprehensive income:</p> <ul style="list-style-type: none"> » suppliers expenses <p>Cash flow statement:</p> <ul style="list-style-type: none"> » cash used—suppliers



Appendixes

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1. Chamber and Federation Chamber

This appendix contains summary information on the business of the Chamber and Federation Chamber in 2021–22.

Sittings of the House of Representatives, 2021–22

Events	Spring 2021	Autumn 2022	Total
Sitting weeks	8	3	11
Sitting days	31	10	41
Hours of sitting: ^a			
» including suspensions	284	100	384
» excluding suspensions	283	97	380
Sittings after midnight	0	1	1
Government bills introduced	74	41	115
Private members' bills introduced	20 ^b	6	26
Private members' motions moved	13	2	15
Committee reports presented	79	58	137
Days on which:			
» the adjournment motion was debated	29	7	36
» matters of public importance were discussed	24	9	33
» private members' business occurred	7	1	8
Divisions	63	24	87
Closure of question agreed to	4	4	8
Closure of member agreed to	18	7	25
Bills subject to debate management motions	0	0	0

a. Hours are rounded to the nearest hour.

b. Includes two private senators' bills.

Meetings of the Federation Chamber, 2021–22

Events	Spring 2021	Autumn 2022	Total
Number of meetings	16	9	25
Hours of meeting (excluding suspensions) ^a	45	30	75
Bills referred	0	2	2
Private members' bills debated	0	0	0
Private members' motions moved	26	5	31
Committee reports presented	0	0	0
Committee and delegation reports referred	21	16	37
Days on which:			
» the adjournment motion was debated	4	3	7
» grievance debate occurred	4	2	6
» private members' business occurred	4	1	5

a. Hours are rounded to the nearest hour.

Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2017–18 to 2021–22

Events	2017–18	2018–19	2019–20	2020–21	2021–22
Government bills introduced:					
» initiated in the House	172	112	196	142	101
» initiated in the Senate	15	13	17	14	14
» total	187	125	213	156	115
Private members' bills introduced ^a	35	30	35	28	26
Second reading amendments moved	45	37	110	105	55
Consideration in detail amendments moved:					
» government	453	471	32	606	551
» opposition	44	63	89	98	76
» non-aligned	9	32	18	47	38
» private government member	0	0	0	0	11
» amendments to private members' bills	93	0	0	0	0
Consideration in detail amendments passed:					
» government	453	471	32	606	551
» opposition	3	2	3	0	0
» non-aligned	0	10	0	1	1
» private government member	0	0	0	0	0
» amendments to private members' bills	0	0	0	0	0

a. Includes private senators' bills.

2. Committee activity

This appendix tallies the activities of the House of Representatives and joint committees of the 46th Parliament, 2021–22. Only House and joint committees supported by the Department of the House of Representatives are listed.

Committee	Meetings	Inquiries active as at 30 June 2022	Reports presented ^a
Scrutiny committees			
Agriculture and Water Resources	14	0	1
Communications and the Arts	13	0	2
Economics	26	0	3
Electoral Matters	2	0	1
Employment, Education and Training	18	0	2
Environment and Energy	8	0	2
Foreign Affairs, Defence and Trade	48	0	8
Health, Aged Care and Sport	13	0	2
Indigenous Affairs	13	0	2
Industry, Innovation, Science and Resources	8	0	1
Infrastructure, Transport and Cities	12	0	1
Intelligence and Security	44	0	17
Mental Health and Suicide Prevention	17	0	1
Migration	5	0	1
National Capital and External Territories	9	0	2
National Redress Scheme	8	0	1
Northern Australia	13	0	2
Public Accounts and Audit	16	0	8
Public Works	31	0	10
Regional Australia	11	0	1
Road Safety	15	0	1
Social Media and Online Safety	10	0	1
Social Policy and Legal Affairs	11	0	2
Tax and Revenue	20	0	4
Trade and Investment Growth	8	0	1
Treaties	14	0	5

Committee	Meetings	Inquiries active as at 30 June 2022	Reports presented ^a
Internal committees			
Appropriations and Administration	6	0	2
Broadcasting of Parliamentary Proceedings	0	0	0
Petitions	15	0	9
Privileges and Members' Interests	9	0	4
Procedure	12	0	1
Publications (House)	0	0	0
Selection	9	0	9

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

3. Committee reports and inquiries

This appendix provides details of reports presented and inquiries conducted by the parliamentary committees supported by the Department of the House of Representatives in 2021–22.

Reports presented	Date presented and parliamentary paper (PP) number
Agriculture and Water Resources, Standing Committee on	
<i>Inquiry into the Australian aquaculture sector</i>	9 February 2022; PP: 18/2022
Communications and the Arts, Standing Committee on	
<i>The Future of Regional Newspapers in a Digital World: Inquiry into Australia's regional newspapers</i>	23 March 2022; PP: 102/2022
<i>Sculpting a National Plan: Inquiry into Australia's creative and cultural industries and institutions</i>	27 October 2021; PP: 516/2021
Economics, Standing Committee on	
<i>Uncharted Territory: Review of the Reserve Bank of Australia Annual Report</i>	25 March 2022; PP: 119/2022
<i>Report on the implications of common ownership and capital concentration in Australia</i>	17 March 2022; PP: 118/2022
<i>Review of the Australian Competition and Consumer Commission Annual Reports 2019 and 2020</i>	29 November 2021; PP: 556/2021
Electoral Matters, Joint Standing Committee on	
<i>Report on the Candidate Qualification Checklist</i>	31 March 2022; PP: 110/2022
Employment, Education and Training, Standing Committee on	
<i>Don't take it as read – Inquiry into adult literacy and its importance</i>	22 March 2022; PP: 101/2022
<i>Inquiry into the Fair Work Commission Annual Report</i>	22 March 2022; PP: 99/2022
Environment and Energy, Standing Committee on the	
<i>Advisory report on the inquiry into the Australian Local Power Agency Bill 2021 and Australian Local Power Agency (Consequential Amendments) Bill 2021</i>	17 February 2022; PP: 50/2022
<i>Climate Change (National Framework for Adaptation and Mitigation) Bill 2020 and Climate Change (National Framework for Adaptation and Mitigation) (Consequential and Transitional Provisions) Bill 2020</i>	14 July 2021; PP: 214/2021
Foreign Affairs, Defence and Trade, Joint Standing Committee on	
<i>Inquiry into PFAS remediation in and around Defence bases: Final report</i>	30 March 2022; PP: 89/2022
<i>Strengthening Australia's relationships with countries in the Pacific</i>	30 March 2022; PP: 88/2022

Reports presented	Date presented and parliamentary paper (PP) number
<i>First periodic report on Human Rights: Final report into certain aspects of the Department of Foreign Affairs and Trade Annual Report 2019–20</i>	30 March 2022; PP: 87/2022
<i>Expanding the membership of the Comprehensive and Progressive Trans-Pacific Partnership</i>	10 February 2022; PP: 27/2022
<i>Advocating for the elimination of child and forced marriage</i>	2 December 2021; PP: 571/2021
<i>Inquiry into the human rights of women and girls in the Pacific</i>	29 November 2021; PP: 554/2021
<i>Inquiry into the Department of Defence Annual Report 2019–20</i>	25 November 2021; PP: 565/2021
<i>One Region, One Family, One Future: Deepening relations with the Pacific nations through trade</i>	3 September 2021; PP: 246/2021
Health, Aged Care and Sport, Standing Committee on	
<i>Inquiry into childhood rheumatic diseases: Interim Report</i>	31 March 2022; PP: 115/2022
<i>The New Frontier – Delivering better health for all Australians</i>	25 November 2021; PP: 564/2021
Implementation of the National Redress Scheme, Joint Select Committee on	
<i>Second Interim Report of the Joint Select Committee on Implementation of the National Redress Scheme, November 2021</i>	24 November 2021; PP: 563/2021
Indigenous Affairs, Standing Committee on	
<i>Interim report on better corporate engagement with Aboriginal and Torres Strait Islander consumers: an issues paper</i>	21 March 2022; PP: 100/2022
<i>Report on Indigenous participation in employment and business</i>	30 August 2021; PP: 257/2021
Industry, Innovation, Science and Resources, Standing Committee on	
<i>The Now Frontier: Developing Australia's Space Industry</i>	2 December 2021; PP: 572/2021
Infrastructure, Transport and Cities, Standing Committee on	
<i>Government Procurement: A sovereign security imperative</i>	31 March 2022; PP: 116/2022
Intelligence and Security, Parliamentary Joint Committee on	
<i>Inquiry into national security risks affecting the Australian higher education and research sector</i>	25 March 2022; PP: 106/2022
<i>Advisory Report on the National Security Legislation Amendment (Comprehensive Review and Other Measures No. 1) Bill 2021</i>	25 March 2022; PP: 105/2022
<i>Advisory Report on the Security Legislation Amendment (Critical Infrastructure Protection) Bill 2022</i>	25 March 2022; PP: 104/2022
<i>Report by Statement on the review of regulations listing Hizballah and The Base as terrorist organisations under the Criminal Code Act 1995</i>	25 March 2022; PP: 71/2022
<i>Advisory Report on the Intelligence Oversight and Other Legislation Amendment (Integrity Measures) Bill 2020</i>	7 February 2022; PP: 48/2022

Reports presented	Date presented and parliamentary paper (PP) number
<i>Review of Part 14 of the Telecommunications Act 1997 – Telecommunications Sector Security Reforms</i>	7 February 2022; PP: 47/2022
<i>Review of the amendments made by the Telecommunications and Other Legislation Amendment (Assistance and Access) Act 2018</i>	21 December 2021; PP: 20/2022
<i>Review of Administration and Expenditure No. 19 (2019-2020) – Australian Intelligence Agencies</i>	24 November 2021; PP: 545/2021
<i>Review of Administration and Expenditure No. 18 (2018-2019) – Australian Intelligence Agencies</i>	24 November 2021; PP: 545/2021
<i>Review of police powers in relation to terrorism, the control order regime, the preventative detention order regime and the continuing detention order regime</i>	14 October 2021; PP: 308/2021
<i>Review of the relisting of five organisations as terrorist organisations under the Criminal Code</i>	12 October 2021; PP: 307/2021
<i>Advisory Report on the Security Legislation Amendment (Critical Infrastructure) Bill 2020 and Statutory Review of the Security of Critical Infrastructure Act 2018</i>	29 September 2021; PP: 287/2021
<i>Advisory Report on the Counter-Terrorism Legislation Amendment (High Risk Terrorist Offenders) Bill 2020</i>	16 September 2021; PP: 286/2021
<i>Annual Report of Committee Activities 2020-2021</i>	14 September 2021; PP: 273/2021
<i>Advisory Report on the Foreign Intelligence Legislation Amendment Bill 2021</i>	25 August 2021; PP: 237/2021
<i>Report by statement on the review of regulations re-listing Jama'at Mujahideen Bangladesh (JMB) and the listing of Neo-Jama'at Mujahideen Bangladesh (Neo-JMB) as terrorist organisations under the Criminal Code Act 1995</i>	10 August 2021; PP: 227/2021
<i>Advisory report on the Surveillance Legislation Amendment (Identify and Disrupt) Bill 2020</i>	5 August 2021; PP: 218/2021
Mental Health and Suicide Prevention, Select Committee on	
<i>Mental Health and Suicide and Prevention – Final Report</i>	24 November 2021; PP: 562/2021
Migration, Joint Standing Committee on	
<i>Final Report of the Inquiry into Australia's Skilled Migration Program</i>	9 August 2021; PP: 226/2021
National Capital and External Territories, Joint Standing Committee on the	
<i>Interim Report – Inquiry into economic, social and environmental sustainability in the Indian Ocean Territories</i>	31 March 2022; PP: 62/2022
<i>Interim Report – Inquiry into availability and access to enabling communications infrastructure in Australia's external territories</i>	31 March 2022; PP: 61/2022

Reports presented	Date presented and parliamentary paper (PP) number
Northern Australia, Joint Standing Committee on	
<i>Inquiry into the Opportunities and Challenges of the Engagement of Traditional Owners in the Economic Development of Northern Australia</i>	8 February 2022; PP: 21/2022
<i>Inquiry into the destruction of 46,000 year old caves at the Juukan Gorge in the Pilbara region of Western Australia</i>	18 October 2021; PP: 465/2021
Public Accounts and Audit, Joint Committee of	
<i>Report 492 Governance in the Stewardship of Public Resources</i>	12 April 2022; PP: 152/2022
<i>Report 491 Review of the Auditor-General Act 1997</i>	31 March 2022; PP: 125/2022
<i>Report 490 Alternative Financing Mechanisms</i>	31 March 2022; PP: 124/2022
<i>Report 489 Defence Major Projects Report 2019-20</i>	31 March 2022; PP: 123/2022
<i>Report 488 Commonwealth Financial Statements 2019-20</i>	31 March 2022; PP: 122/2022
<i>Statement on the 2022-23 Draft Estimates for the Australian National Audit Office and the Parliamentary Budget Office</i>	29 March 2022
<i>Report 487 Annual Report 2020-21</i>	2 December 2021; PP: 573/2021
<i>Report 486 Regulatory Activities</i>	24 August 2021; PP: 251/2021
Public Works, Parliamentary Standing Committee on	
<i>3/2022: Referrals made February 2022</i>	29 March 2022; PP: 112/2022
<i>2/2022: Referrals made December 2021</i>	29 March 2022; PP: 111/2022
<i>1/2022: Referrals made December 2021</i>	9 February 2022; PP: 49/2022
<i>10/2021: Referral made October 2021</i>	29 November 2021; PP: 568/2021
<i>9/2021: Referrals made August 2021</i>	29 November 2021; PP: 567/2021
<i>8/2021: Referrals made June 2021</i>	18 October 2021; PP: 502/2021
<i>7/2021: Referral made June 2021</i>	30 August 2021; PP: 258/2021
<i>6/2021: Referral made May and June 2021</i>	20 August 2021; PP: 250/2021
<i>5/2021: Referral made May 2021</i>	20 August 2021; PP: 249/2021
<i>4/2021: Referral made May 2021</i>	3 August 2021; PP: 224/2021
Regional Australia, House Select Committee on	
<i>Pride of Place: Inquiry into the future of Regional Australia</i>	31 March 2022; PP: 103/2022
Road Safety, Joint Select Committee on	
<i>Driving Reform: final report for the Inquiry into Road Safety</i>	25 March 2022; PP: 127/2022

Reports presented	Date presented and parliamentary paper (PP) number
Social Media and Online Safety, Select Committee on	
<i>Social Media and Online Safety</i>	15 March 2022; PP: 126/2022
Social Policy and Legal Affairs, Standing Committee on	
<i>Inquiry into constitutional reform and referendums</i>	9 February 2022; PP: 19/2022
<i>Final Report – Inquiry into homelessness in Australia</i>	4 August 2021; PP: 215/2021
Tax and Revenue, Standing Committee on	
<i>The Australian Dream: Inquiry into housing affordability and supply in Australia</i>	17 March 2022; PP: 117/2022
<i>2018-19 Commissioner of Taxation Annual Report</i>	26 October 2021; PP: 515/2021
<i>The Development of the Australian Corporate Bond: A Way Forward</i>	25 October 2021; PP: 514/2021
<i>Owning a share of your work: tax treatment of employee share schemes</i>	23 August 2021; PP: 248/2021
Trade and Investment Growth, Joint Standing Committee on	
<i>The Prudential Regulation of Investment in Australia's Export Industries</i>	10 February 2022; PP: 22/2022
Treaties, Joint Standing Committee on	
<i>Report 200: International Labour Organization Protocol of 2014 to the Forced Labour Convention, 1930 (No. 29)</i>	31 March 2022; PP: 114/2022
<i>Report 199: Agreement for the Exchange of Naval Nuclear Propulsion Information</i>	17 December 2021; PP: 44/2022
<i>Report 198: European Union Tariff-Rate Quotas Following Withdrawal of the United Kingdom</i>	1 December 2021; PP: 570/2021
<i>Report 197: OCCAR Managed Programmes Participation Agreement; Minamata Convention on Mercury</i>	1 September 2021; PP: 260/2021
<i>Report 196: Regional Comprehensive Economic Partnership Agreement</i>	31 August 2021; PP: 259/2021

Internal committees – their purpose and reports presented by them during 2021–22

Committee purpose and reports presented

Appropriations and Administration, Standing Committee on

The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations, Staffing and Security.

Reports presented:

- » *Report No 22: Annual Report 2020–21*, presented on 28 October 2021; PP: 517/2021
- » *Report No 23: Budget estimates 2022–23*, presented on 31 March 2022; PP: 113/2022

Broadcasting of Parliamentary Proceedings, Joint Committee on the

The committee meets when required to consider the general principles applying to the radio broadcasting and, in certain circumstances, the televising of proceedings of parliament by the Australian Broadcasting Corporation.

No reports were presented during 2021–22.

Petitions, Standing Committee on

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

No inquiry reports were presented during 2021–22.

Reports presented:

- » *Report 28: Petitions and ministerial responses*, presented on 9 August 2021
- » *Report 29: Petitions and ministerial responses*, presented on 23 August 2021
- » *Report 30: Petitions and ministerial responses*, presented on 30 August 2021
- » *Report 31: Petitions and ministerial responses*, presented on 18 October 2021
- » *Report 32: Petitions and ministerial responses*, presented on 25 October 2021
- » *Report 33: Petitions and ministerial responses*, presented on 22 November 2021
- » *Report 34: Petitions and ministerial responses*, presented on 29 November 2021
- » *Report 35: Petitions and ministerial responses*, presented on 14 February 2022
- » *Report 36: Petitions and ministerial responses*, presented on 31 March 2022

Committee purpose and reports presented

Privileges and Members' Interests, Committee of

The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversee arrangements for the maintenance of the Register of Members' Interests, the Register of Members' Qualifications and the Members' Training Program Register, and consider any specific complaints about the registering of interests.

Reports presented:

- » *Report concerning the registration and declaration of members' interests during 2021*, presented on 17 February 2022
- » *Register of Members' Interest – Complaint concerning the Member for Pearce*, presented on 30 November 2021
- » *Report concerning legal action in the Federal Court of Australia and possible issues of parliamentary privilege*, presented on 26 October 2021
- » *Right of Reply September 2021 – Report*, presented on 2 September 2021

Procedure, Standing Committee on

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

Reports presented:

- » *Maintenance of the standing orders*, presented on 31 January 2022 (PP: 30/2022)

Publications, Standing Committee on

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

No reports were presented during 2021–22.

Selection Committee

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

Reports presented:

- » *30 March 2022*
- » *9 February 2022*
- » *24 November 2021*
- » *27 October 2021*
- » *20 October 2021*
- » *1 September 2021*
- » *25 August 2021*
- » *11 August 2021*
- » *4 August 2021*

4. Publications

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

Parliament of Australia website: www.aph.gov.au

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

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

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

About the House newsletter

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

Committee Office brochures

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

House of Representatives facts and figures

A document produced primarily for use by Parliament House visitor guides, and updated as needed. In the 46th Parliament there were three editions.

House of Representatives Infosheet series

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

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

Guide to Procedures, sixth edition

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

House of Representatives Practice, seventh edition

The official authority for issues of practice and procedure, 2018

House Review

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

Last Week in the House

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

Members' Notes

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

Members' Handbook

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

House of Representatives Procedural Digest

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

The Speaker of the House of Representatives

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

House of Representatives Standing Orders

The permanent rules of procedure, as of 19 September 2019

House of Representatives Statistical Digest

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

Work of the Session

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

Working with parliamentary committees

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

Publications of an administrative nature

Department of the House of Representatives annual reports

Department of the House of Representatives corporate plans

Department of the House of Representatives Portfolio Budget Statements

Department of the House of Representatives Enterprise Agreement 2017–2020

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

5. Correction of material errors

There are two errors to be corrected in the *Department of the House of Representatives Annual Report 2020–21*:

- » The proportion of time spent on government and private members' business and business of the House (Chamber and Federation Chamber) for 2019 was reported in Figure 3 on page 33 as 38.2%, 29.4% and 32.4%. The actual percentages were 40.4%, 37.8% and 21.8%.
- » The number of students and teachers participating in the videoconferencing program Parliamentary Insider (9,075) was reported on page 56 as being a nearly 300% increase on 2019–20 participation rates and a 700% increase on 2018–19 participation rates. The actual percentage increases were 200% and 600%, respectively.

There are two errors to be corrected in the *Department of the House of Representatives Annual Report 2019–20*:

- » The proportion of time spent on government and private members' business and business of the House (Chamber and Federation Chamber) for 2019 was reported in Figure 3 on page 33 as 38.2%, 29.4% and 32.4%. The actual percentages were 40.4%, 37.8% and 21.8%.
- » The number of students and teachers participating in the videoconferencing program (3,036) was reported on page 62 as being an increase of over 200% on 2018–19 participation rates. The actual percentage increase was 134%.

6. Contact directory

This appendix contains the contact details of House of Representatives office holders and the department's senior executive officers as at 31 July 2022, following the commencement of the 47th Parliament on 26 July 2022.

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

7. List of requirements

Section 17AJ(d) of the Public Governance, Performance and Accountability Rule 2014 requires the table below to be included in annual reports as an aid of access.

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AD(g)	Letter of transmittal		
17AI	p. iii	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory
17AD(h)	Aids to access		
17AJ(a)	p. v	Table of contents.	Mandatory
17AJ(b)	pp. 159–178	Alphabetical index.	Mandatory
17AJ(c)	p. 158	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	pp. 151–157	List of requirements.	Mandatory
17AJ(e)	p. ii	Details of contact officer.	Mandatory
17AJ(f)	p. ii	Entity's website address.	Mandatory
17AJ(g)	p. ii	Electronic address of report.	Mandatory
17AD(a)	Review by accountable authority		
17AD(a)	pp. 2–5	A review by the accountable authority of the entity.	Mandatory
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	p. 6	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	pp. 6–8	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	p. 9	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	p. 6	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(aa)(i)	p. 12	Name of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(ii)	p. 12	Position title of the accountable authority or each member of the accountable authority.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AE(1)(aa)(iii)	p. 85	Period as the accountable authority or member of the accountable authority within the reporting period.	Mandatory
17AE(1)(b)	Not applicable	An outline of the structure of the portfolio of the entity.	Portfolio departments – mandatory
17AE(2)	Not applicable	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, mandatory
17AD(c) Report on the performance of the entity			
Annual performance statements			
17AD(c)(i); 16F	pp. 12–24	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory
17AD(c)(ii) Report on financial performance			
17AF(1)(a)	p. 25	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	p. 26	A table summarising the total resources and total payments of the entity.	Mandatory
17AF(2)	Not applicable	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, mandatory
17AD(d)	Management and accountability		
Corporate governance			
17AG(2)(a)	pp. 73–74	Information on compliance with section 10 (fraud systems).	Mandatory
17AG(2)(b)(i)	p. iii	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AG(2)(b)(ii)	p. iii	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory
17AG(2)(b)(iii)	p. iii	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory
17AG(2)(c)	pp. 64–74	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	Not applicable see p. 74	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, mandatory
Audit Committee			
17AG(2A)(a)	p. 65	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory
17AG(2A)(b)	pp. 65–67	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	pp. 65–67	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory
17AG(2A)(d)	p. 67	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	p. 67	The remuneration of each member of the entity's audit committee.	Mandatory
External scrutiny			
17AG(3)	p. 75	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	p. 75	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, mandatory
17AG(3)(b)	p. 75	Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, mandatory
17AG(3)(c)	Not applicable	Information on any capability reviews on the entity that were released during the period.	If applicable, mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
Management of human resources			
17AG(4)(a)	pp. 76–87	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(aa)	pp. 76–78	Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: <ul style="list-style-type: none"> » statistics on full-time employees » statistics on part-time employees » statistics on gender » statistics on staff location. 	Mandatory
17AG(4)(b)	pp. 76–78	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: <ul style="list-style-type: none"> » statistics on staffing classification level » statistics on full-time employees » statistics on part-time employees » statistics on gender » statistics on staff location » statistics on employees who identify as Indigenous. 	Mandatory
17AG(4)(c)	pp. 83–84	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory
17AG(4)(c)(i)	p. 84	Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory
17AG(4)(c)(ii)	p. 84	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	p. 85	A description of non-salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	Not applicable see p. 84	Information on the number of employees at each classification level who received performance pay.	If applicable, mandatory
17AG(4)(d)(ii)	Not applicable see p. 84	Information on aggregate amounts of performance pay at each classification level.	If applicable, mandatory
17AG(4)(d)(iii)	Not applicable see p. 84	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, mandatory
17AG(4)(d)(iv)	Not applicable see p. 84	Information on aggregate amount of performance payments.	If applicable, mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
Assets management			
17AG(5)	p. 88	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory
Purchasing			
17AG(6)	p. 88	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory
Reportable consultancy contracts			
17AG(7)(a)	p. 88	A summary statement detailing the number of new reportable consultancy contracts entered into during the period; the total actual expenditure on all such contracts (inclusive of GST); the number of ongoing reportable consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory
17AG(7)(b)	p. 89	A statement that <i>"During [reporting period], [specified number] new reportable consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]"</i> .	Mandatory
17AG(7)(c)	p. 89	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory
17AG(7)(d)	p. 89	A statement that <i>"Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website."</i>	Mandatory
Reportable non-consultancy contracts			
17AG(7A)(a)	pp. 89–90	A summary statement detailing the number of new reportable non-consultancy contracts entered into during the period; the total actual expenditure on such contracts (inclusive of GST); the number of ongoing reportable non-consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AG(7A)(b)	p. 90	A statement that 'Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.'	Mandatory
17AD(daa)	Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts		
17AGA	pp. 88–90	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory
Australian National Audit Office access clauses			
17AG(8)	Not applicable	If an entity entered into a contract with a value of more than \$100,000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, mandatory
Exempt contracts			
17AG(9)	Not applicable	If an entity entered into a contract or there is a standing offer with a value greater than \$10,000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, mandatory
Small business			
17AG(10)(a)	Not applicable	A statement that '[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website.'	Mandatory
17AG(10)(b)	p. 90	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AG(10)(c)	Not applicable	If the entity is considered by the Department administered by the Finance Minister as material in nature – a statement that '[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website.'	If applicable, mandatory
Financial statements			
17AD(e)	pp. 92–134	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
Executive remuneration			
17AD(da)	pp. 85–86	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2–3 of the Rule.	Mandatory
17AD(f) Other mandatory information			
17AH(1)(a)(i)	Not applicable	If the entity conducted advertising campaigns, a statement that 'During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website.'	If applicable, mandatory
17AH(1)(a)(ii)	p. 90	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, mandatory
17AH(1)(b)	Not applicable	A statement that 'Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website].'	If applicable, mandatory
17AH(1)(c)	p. 75	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	Not applicable see p. 75	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory
17AH(1)(e)	p. 149	Correction of material errors in previous annual report.	If applicable, mandatory
17AH(2)	pp. 64, 75, 90	Information required by other legislation.	Mandatory

Abbreviations and acronyms

ABC	Australian Broadcasting Corporation
ACT	Australian Capital Territory
ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
APS	Australian public service
DPS	Department of Parliamentary Services
EB	Executive Band
FOI	freedom of information
GST	goods and services tax
ICT	information and communications technology
MP	Member of Parliament
NSW	New South Wales
NT	Northern Territory
OCCAR	Organisation for Joint Armament Co-operation
PFAS	per- and poly-fluoroalkyl substances
PGPA	Public Governance, Performance and Accountability
PP	parliamentary paper
PSL	Parliamentary Service Level
Qld	Queensland
SA	South Australia
SES	Senior Executive Service
SME	small and medium-sized enterprise
Tas	Tasmania
Vic	Victoria
WA	Western Australia
WHS Act	<i>Work Health and Safety Act 2011</i>

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