



DEPARTMENT OF THE
HOUSE OF REPRESENTATIVES

Annual Report

2017–18

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12 October 2018

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

Dear Mr Speaker

Pursuant to section 65 of the *Parliamentary Service Act 1999* and section 46 of the *Public Governance, Performance and Accountability Act 2013*, I have pleasure in submitting to you, for presentation to the House, the annual report of the Department of the House of Representatives for the year ended 30 June 2018.

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

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

Yours sincerely

David Elder
Clerk of the House

About this report

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

This annual report details our activities during the 2017–18 financial year.

Overviews

The overviews section includes a report by the Clerk of the House of Representatives, David Elder, who is the department's chief executive and accountable authority. The departmental overview describes the department's purpose, role and functions, organisational structure, outcome and program structure, and financial performance. It also contains the entity resource statement.

Performance

The performance section includes the annual performance statement, which assesses the department's performance using measures and targets as set out in its corporate plan for 2017–18. The section also includes reports on the main activities supported during the year for each program area.

Management and accountability

The management and accountability section describes the department's approach to corporate governance, the management of its people and assets, 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 they can be found.

List of abbreviations and acronyms, and index

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

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Our department—a snapshot

Our staff



By-election



Our community

You Tube **4,736** YouTube subscribers

News **1,840** Newsletter subscribers

f **6,466** Facebook followers

Twitter **42,810** Twitter followers

The House—we supported



Our world—we supported



34 visits to the parliament by incoming delegations representing **31** countries

23 outgoing delegations, which represented the parliament in **31** countries



Part 1

Overviews

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Clerk's review

Overview

As is typical of the middle year of the parliamentary cycle, 2017–18 has been a busy year, with all areas of the department managing high levels of activity. It has also been a year characterised by a number of exceptional events, which has seen departmental staff working in a rapidly changing political landscape.

One of the most significant aspects of the year relates to section 44(i) of the Australian Constitution, with questions arising around dual citizenship and the eligibility of certain members to sit. During the reporting period, seven members of the House either resigned or were found to be ineligible to sit because of dual citizenship issues. One other member of the House resigned during the year, for reasons unrelated to section 44.

The implications for staff of this unprecedented number of vacancies have been many and varied. A direct consequence was that staff were involved in providing procedural advice and administrative support for the Speaker; for example, issuing writs for the by-elections, and making arrangements for the swearing in of newly elected or returning members.

This series of vacancies and by-elections also had far reaching effects, with an unusually high number of changes to membership of the Speaker's panel, and of House and joint parliamentary committees. With some members who were assuming parliamentary roles having less experience than might have been the case in the past, staff have been called on to provide significant levels of administrative, procedural and logistical support, as newly appointed office holders familiarise themselves with their roles.

The postponement of the penultimate sitting week in 2017 at relatively short notice was another event that had implications for departmental staff, with some areas of the department having to reschedule business so that it could be concluded before the summer recess, but with one less sitting week. Staff effectively managed this circumstance, demonstrating a high degree of professionalism and commitment.

Supporting the work of the House and members

Notwithstanding the exceptional events outlined above, the department continued to support a multitude of business-as-usual activities. During 2017–18, the Table Office supported the introduction of 222 bills, as well as providing advisory support for members, programming business for the Chamber and Federation Chamber during sitting weeks, maintaining records of proceedings, and receiving and processing documents presented to the House.

The commitment to supporting the work of the House is well illustrated by the high levels of administrative and advisory support provided in association with the passage of the Marriage Amendment (Definitions and Religious Freedoms) Bill 2017 in December 2017. Debate on the bill required the sittings hours of the House to be extended twice, with chamber support staff called on to provide advice and services for the extended sittings. In addition, with significant public and media interest, the Serjeant-at-Arms' Office played a crucial role in managing the public galleries, which were full to capacity, while the Parliamentary and

Business Information Services Office kept interested parties informed through a variety of channels, including social media.

As with the chamber support areas, 2017–18 has been busy for committees. Over the year the Committee Office has supported a record number of House and joint committees, with a significant inquiry workload, including several inquiries that have attracted high levels of interest from the media and the general public. One example is the Joint Standing Committee on Electoral Matters inquiry into the operation of section 44 of the Australian Constitution. Also worthy of note with regard to committees is the significant level of support provided to the Parliamentary Joint Committee on Intelligence and Security for its inquiries into a series of bills aimed at strengthening Australia's national security, which have also been the subject of intense interest.

A priority for 2017–18 was the focus on enhancing procedural capability and technical knowledge for members, members' staff and departmental staff. During the year, the Clerk Assistant (Procedure) Office, with assistance from the Chamber Research Office, updated several key procedural resources, including the popular *Guide to Procedures*. In addition, the office produced a range of new products, with content and format tailored to specific target audiences including ministers, the Deputy Speakers and members of the Speaker's panel. In May 2018, an independent review of the Clerk Assistant (Procedure) Office, which was initially established for a period of 18 months, found that the Procedure Office had met a recognised and critical need to strengthen procedural capability of members and departmental staff. I have implemented the review's recommendation that the Procedure Office continue.

Maintaining national and international links with other parliaments, parliamentary bodies and organisations is an important aspect of the department's activities. Operating a full program of incoming and outgoing delegations throughout the year has seen the department's International and Parliamentary Relations Office being highly active. A notable event this year was the Commonwealth Parliamentary Association (CPA) annual conference, held in Bangladesh in November 2017, which saw the Commonwealth of Australia branch of the CPA being readmitted with effect from 1 January 2018 after a five-year absence. Early in the new year the branch was re-established, and a constitution for the branch was confirmed.

Through the Parliamentary Skills Centre, the department has maintained its strong commitment to parliamentary capacity-building activities. During the year, departmental staff have been actively involved in capacity-building activities with the parliaments of Fiji, Myanmar and Samoa. Another highlight of the year was the staff Inter-Parliamentary Study Program, which was held in June 2018. The program brought together 17 participants, with delegates being senior parliamentary staff representing 16 countries, to learn more about the procedures and practices of the Australian Parliament, and to share knowledge, ideas and experiences of parliamentary processes and administration. This followed a similar program for Deputy Speakers in 2017.

Collaboration

Collaboration among staff from different offices across the department, and continued good relationships between the four parliamentary departments, are fundamental to achieving our goals.

During 2017–18, the House citizenship register was published, and the class A records of the Parliamentary Commission of Inquiry established to inquire into the conduct of the late High Court judge Justice Lionel Murphy were released. The processes associated with these events demonstrated the readiness of staff to work collaboratively. In both cases, the preparation of documents for publication was a significant task, with processing of the House citizenship declarations involving a contingent of staff from across the department, and processing for the records of the Commission of Inquiry also involving staff from the Department of the Senate.

The department continues to work productively with the Department of Parliamentary Services. The most significant areas of collaboration relate to information and communications technology support and services, and ongoing upgrades to security of the building and precincts.

Staffing

With its knowledge, experience and expertise, the department's workforce is its main asset. I was therefore pleased that, after a period of negotiation, a new enterprise agreement was voted on and accepted by a significant majority of staff towards the end of 2017, allowing pay increases to be implemented in December 2017.

In November 2017 the department held its annual planning day, comprising a series of workshops addressing key themes including communication, leadership and culture. The planning day provided an opportunity for all staff to share their views on departmental objectives and plans. As a result, the department has implemented a range of initiatives to enhance communication, continue to strengthen its focus on leadership awareness and development, and respond more effectively to changing service-delivery needs and expectations.

The trend for a higher than usual staff turnover continued, including the departure of two long-serving staff members from the corporate areas: the Chief Finance Officer and the Director of People Strategies. Ongoing recruitment during 2017–18, overseen by the People Strategies Office, has provided a range of opportunities for experienced staff from within the department, and for the engagement of new staff.

Lastly in relation to staffing, following on from the success of last year's inaugural program, in 2017–18 the department welcomed three Indigenous graduates from the Indigenous Australian Government Development Program. The program is an important part of the department's commitment to supporting the career progression and professional development of Aboriginal and Torres Strait Islander people.

Corporate reporting and accountability

During 2017–18, the department continued to work towards strengthening its corporate reporting and accountability framework. The online survey of members continues to be an important means of assessing satisfaction with the support and services provided by the department. The survey is supplemented by more in-depth interviews with a selected cohort of members; this year's cohort comprised members of the Speaker's panel, whips and non-aligned members.

During the year, the department appointed an external chair to its Audit Committee, which brings the department into line with better practice. The department also appointed a designated executive support officer, initially for a period of 18 months, to provide secretariat support for the Audit Committee, and to undertake a range of responsibilities around strategic planning, performance reporting and risk management.

I anticipate that these initiatives will increase the capacity of the Audit Committee to provide objective assurance to me in relation to the effectiveness of the department's governance framework, as well as its risk oversight and management.

The year ahead

Looking to the year ahead, 2018–19 is likely to be an eventful one, with a general election probable during the reporting period. Although there will necessarily be an element of planning for the anticipated election and its aftermath, the immediate focus continues to be supporting the work of the House for the remainder of the Forty-fifth Parliament.

A priority for the department in the year ahead will be the consolidation of our procedural capacity. In addition to publishing the next edition of *House of Representatives Practice*—the definitive guide to matters of procedure and practice for the House—the focus for the Clerk Assistant (Procedure) and the wider office will be the implementation of a cohesive and structured program of procedural assistance for members (particularly for parliamentary office holders) and training for departmental staff. Also to be progressed during the year is the development, in collaboration with the Australian National University, of a biographical publication of key House of Representatives office holders, covering Speakers, Deputy Speakers and Clerks.

In 2018–19 the department will also seek reaccreditation against the Investors in People standard. This standard is an internationally recognised measure of good practice that focuses on how well an employer creates an environment to lead, support and develop its people. The department has held Investors in People accreditation since 2001, and considers it an important benchmark of performance and a valuable means to support continuous improvement.

In terms of maintaining its capacity and capability, in 2017–18 the department commenced a major workforce planning exercise. The exercise involves consideration of internal and external factors that are likely to affect the department's workforce supply, retention and productivity. The development of a workforce plan will be completed in 2018–19, to be followed by an implementation phase in subsequent years. With its reliance on a professional and experienced workforce, the plan will ensure that the department is well positioned to respond to future opportunities and challenges as they arise.

Departmental overview

Purpose

The department's purpose as set out in its 2017–18 Corporate Plan 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 and the Parliamentary Budget Office.

During 2017–18, the department continued in its role as a service department for the parliament, supporting the work of the House of Representatives, its members and committees, and some joint committees (comprising members of the House and the Senate).

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

Departmental structure

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

There were no changes to the department's structure during the year. In May 2018 an independent review was conducted of the Clerk Assistant (Procedure) Office, which was established in January 2017 for an initial 18-month period. The review recommended the continuation of the Procedure Office and the associated SES Band 1 position of Clerk Assistant (Procedure). The Clerk has agreed to the recommendations.

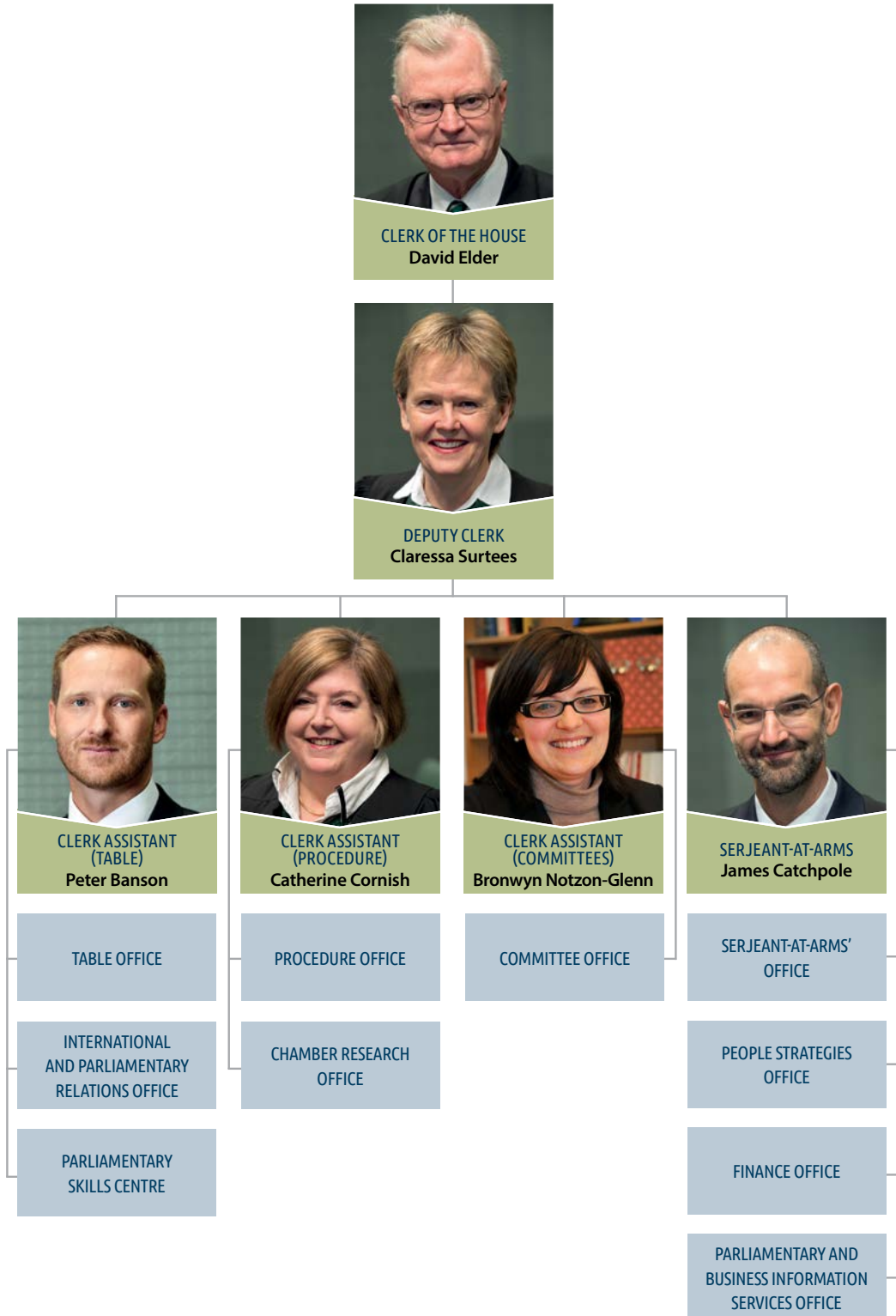
Figure 1 shows the department's organisational structure at 30 June 2018.

Roles and responsibilities of the Executive

Clerk

The Clerk is the most senior official of the department. The Clerk is the principal adviser to the Speaker, and is responsible for leading approximately 176 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.

Figure 1 Departmental structure at 30 June 2018



Deputy Clerk

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

Clerk Assistant (Table)

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

Clerk Assistant (Procedure)

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

Clerk Assistant (Committees)

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

Serjeant-at-Arms

The Serjeant-at-Arms is responsible for the corporate areas of the department, which provide support and a range of services for members and for departmental staff. The Serjeant-at-Arms has a key role in managing ceremonial 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 2017–18 Portfolio Budget Statements.

The department has one outcome:

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

The department has two programs:

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

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

Figure 2 Outcome and program structure, 2017–18

OUTCOME 1	PROGRAM 1: DEPARTMENTAL
Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role	Activity 1: Chamber and Federation Chamber
The department provides facilities, support, advice and information to ensure that:	Advice and services to support the effective operation of the House of Representatives Chamber and Federation Chamber. This includes:
<ul style="list-style-type: none"> » the House of Representatives Chamber and Federation Chamber operate effectively » the community has access to information and educational resources that help it to understand, and interact with, the work of the House of Representatives and the Australian Parliament » parliamentary committees operate effectively » relationships with international and regional parliaments, parliamentary bodies and organisations are maintained » members receive appropriate services to fulfil their parliamentary duties » the corporate offices fulfil their responsibilities for the management of people, finances and office services. 	<ul style="list-style-type: none"> » processing and drafting bills » creating and processing the records and documents of the House » collecting, analysing and publishing procedural and statistical information » providing services and advice to the Speaker, members and others.
	Activity 2: Community awareness
	Services to increase public knowledge and awareness of, and interaction with, the work of the House of Representatives and the Australian Parliament.
	Activity 3: Committee support
	Procedural, research, analytical, drafting and administrative support for House of Representatives committees and some joint committees in fulfilling their role in the parliamentary consideration of policy, legislation and the scrutiny of government.
	Activity 4: Inter-parliamentary relations and capacity-building
	Advice and support to facilitate and maintain the parliament's relationships with international and regional parliaments, parliamentary bodies and organisations.
	Activity 5: Members' and corporate support
	Advice, services and support to members in Parliament House and the department. This includes:
	<ul style="list-style-type: none"> » advice and services relating to members' salaries and allowances » advice and services to members relating to accommodation and office services » advice and services to the department relating to financial and human resource management and office services.
	PROGRAM 2: ADMINISTERED
	Activity 6: Schools hospitality
	Resources supporting bookings and the provision of hospitality to school groups visiting Parliament House.

Financial performance

The department ended the 2017–18 financial year reporting a surplus of \$2.491 million (before depreciation). This varied from the breakeven position forecast in the department's Portfolio Budget Statements. A major contributing factor to the variance was lower than forecast expenditure on employee benefits. This underspend was a result of the following factors:

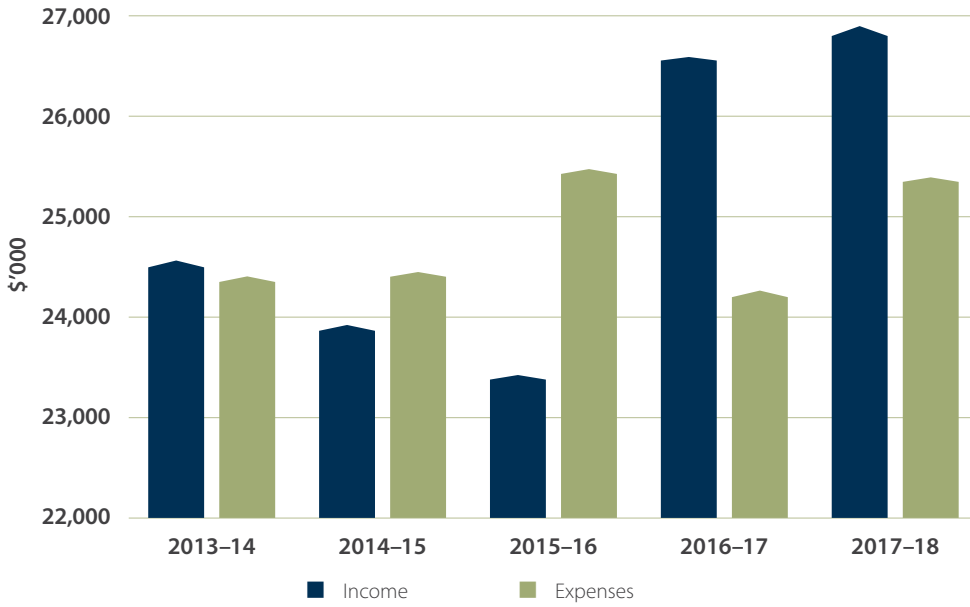
- » The budget forecast was based on the assumption that a new enterprise agreement and the resultant pay rise would come into effect prior to the commencement of the 2017–18 financial year; however, the agreement was not enacted until December 2017.
- » A number of positions remained vacant throughout the reporting period due to unexpected delays in recruitment processes. This resulted in a lower average staffing level (ASL) than was budgeted.

In July 2017, the department invested \$2.546 million in a 12 month term deposit. The source of the deposit was the former Inter-parliamentary Relations Special Account which was subject to a sun-setting provision on 1 April 2017. Interest is earned on the deposit and retained by the department to spend on equipment and development and training for Pacific parliaments.

The department's financial position has remained strong, with appropriation receivable totalling \$15.903 million and cash and cash equivalents of \$0.410 million. The department engaged a valuation specialist to conduct a desktop review of its carrying value of the property, plant and equipment asset class. The independent valuer's report concluded that there was no material difference between the fair value and the carrying value of this asset class. Asset additions during the year related to the upgrade of the department's in-house print room equipment and the continuation of the furniture replacement project. The furniture replacement project will conclude in July 2018. During the year the department transferred assets to the Department of Parliamentary Services (DPS) as part of the consolidation of information and communications technology services across the parliamentary departments. The assets were transferred to the DPS for no consideration, and were recognised as a distribution resulting in a reduction in equity of \$1.165 million.

The estimates for 2018–19 indicate that the department has sufficient resources to continue to support members, the House and committees.

Figure 3 Financial performance, 2013-14 to 2017-18



Entity resource statement

Entity resource statement 2017–18

	Actual available appropriation for 2017–18 \$'000	Payments made 2017–18 \$'000	Balance remaining 2017–18 \$'000
	(a)	(b)	(a) – (b)
Departmental¹			
Annual appropriation ²	43,157	26,844	16,313
Total	43,157	26,844	16,313
Administered expenses³			
Outcome 1	320	312	8
Total	320	312	8
Total available annual appropriations	43,777	27,156	16,321
Total resourcing and payments for the Department of the House of Representatives	43,777	27,156	

1. *Appropriation (Parliamentary Departments) Act (No. 1) 2017–18*, prior year departmental appropriation and section 74 retained revenue receipts.

2. Includes an amount of \$0.640 million in 2017–18 for the departmental capital budget. For accounting purposes, this amount has been designated as 'contributions by owners'. Excludes \$0.080 million subject to administrative quarantine by Finance or withheld under section 51 of the *Public Governance, Performance and Accountability Act 2013*.

3. *Appropriation (Parliamentary Departments) Act (No. 1) 2017–18*.

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)	27,948
Payments made on behalf of the Australian Public Service Commission (disclosed in the respective entity's resource statement)	19,637



Part 2

Performance

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Annual performance statement 2017–18

Introductory statement

I, as the accountable authority of the Department of the House of Representatives, present the department's 2017–18 annual performance statement, as required under section 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). In my opinion, this annual performance statement accurately reflects the performance of the department, and complies with section 39(2) of the PGPA Act.

David Elder, Clerk of the House

Purpose

The department's purpose, as set out in its 2017–18 Corporate Plan, 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. (Outcome 1)

Data sources

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

Members' survey

Following on from the inaugural online survey of all 150 members of the House in 2017, all members in 2018 were again invited to complete an online questionnaire, with hard copies available on request. The survey was open from 21 May to 30 June 2018 and members were advised that their responses would be anonymous.

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

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

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

Eighteen members completed the questionnaire online, with an additional two members completing the survey in hard copy. With five of the 150 seats vacant in the House of Representatives at the time of the survey, this represents a response rate of 14 per cent.

Members' interviews

To complement the members' survey, the Clerk wrote to 26 members on the basis that they were either government or opposition whips, served on the Speaker's panel or were non-aligned members, inviting them to participate in an in-depth face-to-face interview with a senior member of departmental staff. The members were advised that the department was conducting the interviews to receive feedback on the level and quality of its advice, information and services, and to gain an insight into service provision, particularly as it relates to their role as office holders or non-aligned members. Areas covered in the interviews were:

- » the quality of the support provided for their work in the Chamber and Federation Chamber
- » the usefulness of the panel member's induction and the support offered, including the support as chair in the Chamber or Federation Chamber
- » the quality, availability and usefulness of procedural publications and resources
- » the quality and usefulness of advice and support received in relation to work on parliamentary committees, including the quality of report drafting
- » the support received from the Serjeant-at-Arms' Office in relation to accommodation in Parliament House and support services such as transport, stationery, salaries and allowances
- » any additional advice, support or services that would assist members in their parliamentary work.

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

Interviews were conducted in May and June 2018 with 22 members, a participation rate of 85 per cent of those invited to be involved.

Staff survey

The departmental staff survey for 2017–18 was available online from 21 May to 30 June 2018. The purpose of the survey was to understand staff opinions of the department's working environment, performance, governance and leadership. Staff were advised that results of the survey would be distributed to staff of the department, addressing key trends, and that individual responses would not be identified.

A total of 125 staff responded to the survey, a participation rate of 70 per cent.

Other data sources

In addition to the members' survey and interviews, feedback on the services provided by the department is sought from the Speaker's Office through interviews with the Speaker's chief of staff and advisers. Formal feedback is also received through surveys completed by participants in official parliamentary delegations, beneficiaries of the department's inter-parliamentary capacity-building activities and participants in the department's seminar programs.

Activity information

The department monitors its work output by collecting information on specific activities throughout the year. Comparisons with data from previous years provide a longitudinal perspective and an indication of the extent to which various outputs are affected by the parliamentary cycle.

As is typical of the middle year of the parliamentary cycle, the activity information reflects a very busy year for the department, dominated by parliamentary sittings and committee work.

Commentary

Following a 2017 audit of the department's performance measures, the department developed a more refined performance framework, with a revised purpose statement and more rigorous processes to collect performance information. The revised purpose statement and performance measures are presented in summary in the department's 2017–18 Portfolio Budget Statements, and in more detail in the department's 2017–18 Corporate Plan.

The department is committed to considering its performance from the perspective of its key client groups. The revised purpose statement indicates that the department's support for the House of Representatives as a representative and legislative body is primarily delivered through the provision of advice and services. As recipients of the advice and services, members are the department's principal clients. Quantitative and qualitative data gathered from members via the members' survey and via interviews with the selected cohort of members provides crucial performance information. However, it is important to note that only 20 of the 145 members responded to the survey, a response rate of 14 per cent, and that the respondents were self-selected rather than randomly selected. This highlights the continuing importance of the face-to-face interviews with members, and feedback provided by the Speaker's Office.

For the first time the revised purpose statement also captures other aspects of the department's role, including its role in facilitating community engagement with the work of the House, and supporting activities to enhance engagement with other parliaments in Australia and overseas. As noted, improved performance measures and more rigorous data collection processes have been implemented to assess the department's performance for these activities.

Results and analysis

Activity 1: Chamber and Federation Chamber

Performance criterion	Target			
Level of satisfaction among surveyed members with the quality and timeliness of chamber support, procedural, statistical publications, analysis and advisory services	90 per cent satisfied			
Criterion source				
2017–18 Corporate Plan, page 13; 2017–18 Portfolio Budget Statements, page 18				
Result against performance criterion				
Target met.				
One hundred per cent of members who responded to the members' survey indicated satisfaction. Feedback from interviewed members was largely consistent with the survey results. The majority of interviewed members reported a high degree of satisfaction with the quality and timeliness of chamber support.				
With respect to procedural and other publications, interviewed members indicated a high level of appreciation for the quality and availability of the department's procedural and statistical publications. While some indicated that they did not use the publications frequently, all interviewed members had an awareness of the breadth of material available.				
Performance criterion	Target			
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	100 per cent			
Criterion source				
2017–18 Corporate Plan, page 13; 2017–18 Portfolio Budget Statements, page 18				
Result against performance criterion				
Target met.				
Chamber support service standards were met, with no significant errors identified by the data source, being the internal chamber support standards. Processing of proposed legislation and other business was completed within agreed timeframes and no significant errors were identified.				
Activity measures (no targets set)				
Source				
2017–18 Corporate Plan, page 13				
	2014–15	2015–16	2016–17^a	2017–18
Number of sittings of the House	77	60	64	60
Number of meetings of the Federation Chamber	57	41	59	59
Number of bills introduced	203	162	248	222

a. Election year.

Analysis: Chamber and Federation Chamber

The 2017–18 Corporate Plan details the performance measures for Chamber and Federation Chamber support, and sets the target of 90 per cent of members satisfied with the quality and timeliness of chamber support, procedural, statistical publications, analysis and advisory services. Results from the members' survey indicate that the target was achieved.

At interview, feedback from members was also very positive in relation to the quality and timeliness of chamber support. A number of members expressed interest in attending advanced training to better understand their work in the Chamber and Federation Chamber. In addition to the induction available to members when they are newly elected to the House, the department provides opportunities for members and their staff to learn more about various aspects of the work of the House through regular 'House briefings' that are offered during sitting weeks. The department is currently investigating ways to enhance the opportunities already available to members and their staff, with a focus on diversifying the content and format of training resources, and making use of technology to offer learning opportunities online.

A target of 100 per cent was set for chamber support service standards which include providing support for sittings of the House and Federation Chamber, and the timely processing of chamber documents with a high degree of accuracy. The department achieved this target. The Table Office will continue its close attention to detail to ensure the ongoing accuracy of its work in support of the Chamber and Federation Chamber. Following feedback in the members' interviews, one area that will be considered is possible changes to the procedural scripts which assist members in their chamber work, particularly members who are chairing proceedings.

The interviews also highlighted an interest among members of the Speaker's panel to convene more frequently and less formally, and to use such meetings to receive more informal training. The department will further consider support opportunities in consultation with the Speaker.

Activity 2: Community awareness

Performance criterion	Community is aware of, and engages with, published information about legislative and other parliamentary processes				Target	Interaction with the work of the House increasing over time (per cent change on prior year)			
Criterion source	2017–18 Corporate Plan, page 14; 2017–18 Portfolio Budget Statements, page 18								
Result against performance criterion	<p>Target met.</p> <p>Using subscription data and publication circulation data as the data sources, the number of engagements on the department's social media platforms were found to have increased as follows:</p> <ul style="list-style-type: none"> » Facebook: 6,472 followers (increase of 11 per cent) » Twitter: 42,810 followers (increase of 6 per cent) » <i>About the House</i> newsletter: 1,840 subscribers (increase of 71 per cent) » YouTube: 4,736 subscribers (increase of 30 per cent) <p>Posts to the department's Twitter page received a total of 3,264,848 impressions, and videos published by the department were viewed approximately 232,700 times.</p>								
Performance criterion	Clients are satisfied with seminars				Target	90 per cent of seminar participants are satisfied			
Criterion source	2017–18 Corporate Plan, page 14; 2017–18 Portfolio Budget Statements, page 18								
Result against performance criterion	<p>Target met.</p> <p>Using the seminar feedback forms as the data source, seminar satisfaction rates have continued to exceed targets with 94 per cent of participants satisfied with seminars and 93 per cent of those surveyed meeting their objectives in attending seminars.</p>								
Activity measure (no target set)									
Source	2017–18 Corporate Plan, page 14								
	2014–15	2015–16	2016–17^a	2017–18					
Community contacts with the department's publications	No data available	No data available	No data available	@AbouttheHouse Twitter account received over 3.2 million impressions. Website hits: 331,870 ^b					
Number of seminar programs conducted	7	8	9	10					

a. Election year.

b. Website hits 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*, standing orders, and infosheets, as well as *Live Minutes* providing draft minutes of House and Federation Chamber proceedings in real time).

Analysis: Community awareness

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. The department's 2017–18 Corporate Plan included revised performance measures for community awareness, focusing on engagement through social media and other forms of communication, and on satisfaction with seminars offered by the department.

Contacts with the department's publications can vary depending on public interest in the parliament in a given period. This reporting period has seen steady growth across all of the Department's community outreach products with increased subscriptions across all digital platforms, a highlight being the 71 per cent increase in subscriptions to the *About the House* newsletter.

Data also indicates an increased demand for seminars offered by the department, and high levels of satisfaction from seminar participants. It is anticipated that the first six months of 2018–19 will see a large jump in seminar numbers due to paid promotional activity conducted at the end of the reporting period.

Activity 3: Committee support

Performance criterion	Target			
Level of satisfaction among surveyed committee members with the thoroughness, accuracy and timeliness of advice, standard of committee reports and other committee support services provided	90 per cent satisfied			
Criterion source	2017–18 Corporate Plan, page 15; 2017–18 Portfolio Budget Statements, page 18			
Result against performance criterion	<p>Target met.</p> <p>One hundred per cent of members who responded to the members' survey indicated satisfaction.</p> <p>Feedback from members interviewed for the data source members' survey indicated a very high level of satisfaction with the work of the staff of the committee secretariats, and found the level of support provided by those staff to be excellent. While the majority of members interviewed indicated a high degree of satisfaction with secretariat services, concern was raised by a small number regarding the provision of advice.</p>			
Activity measures (no targets set)	Target			
Level of satisfaction among surveyed committee members with the standard of committee reports	90 per cent satisfied			
Source	2017–18 Corporate Plan, page 15			
	2014–15	2015–16	2016–17^a	2017–18
Number of committee meetings ^b	574	555	541	693
Hours of meetings ^b	1,018	912	845	1,285
Number of committee reports ^b	70	72	46	73

a. Election year.

b. Excludes internal committees.

Analysis: Committee support

Results of the members' survey indicate that members are satisfied with the support provided by the department in relation to the activities of committees administered by the department. Performance targets for thoroughness, accuracy and timeliness of advice as well as the standard of committee reports and other committee support services were all met during the reporting period.

Members' comments about their experiences with committees continue to be positive, and focus on the preparation of draft reports, positive experiences of committee procedures, and the high level of support received. The members' interviews also revealed concern by several members that some committees might not be as well-resourced as they could be.

Some members suggested that the committee system as a whole could be reviewed, noting some duplication of subject matter in both House and Senate inquiries. A few members also commented that the number of committees that each member serves on has left them feeling over-committed. These issues are being considered in the context of the committee structure for future parliaments; however, these are matters ultimately for members to resolve.

The enthusiasm for further training that was expressed in relation to chamber procedure was repeated in relation to committee practice, with some members suggesting additional training for committee chairs and deputy chairs. The department is reviewing the advisory services available, with a view to ensuring continuous training opportunities for chairs and deputy chairs throughout the life of a parliament.

Activity 4: Inter-parliamentary relations and capacity-building

Performance criterion	Target
Level of satisfaction of Presiding Officers and delegates with arrangements for incoming and outgoing delegations	90 per cent satisfied
Criterion source	
2017–18 Corporate Plan, page 16; 2017–18 Portfolio Budget Statements, page 18	
Result against performance criterion	
Target met.	
Using a survey tool as the data source, 100 per cent of respondents to the online survey of delegates who participated in incoming and outgoing delegations were either very satisfied or satisfied with arrangements. Positive feedback was received from the Presiding Officers and their staff on arrangements for incoming and outgoing delegations during the year, including for the Presiding Officers' own travel.	
Good verbal and written feedback was received for the support provided to incoming delegations. All incoming delegation respondents indicated a high degree of satisfaction with arrangements made.	
For outgoing delegations, feedback indicated that members were satisfied with itinerary and program arrangements, and that visit objectives were achieved or partially achieved. Survey responses that raised some practical issues have been reflected in office procedures as appropriate. Delegation members also expressed satisfaction with the support provided by delegation secretaries and the relevant Australian Embassy and High Commission personnel.	

Performance criterion	Target			
Level of satisfaction among parliaments with capacity-building activities	90 per cent satisfied			
Criterion source				
2017–18 Corporate Plan, page 16; 2017–18 Portfolio Budget Statements, page 18				
Result against performance criterion				
Target met.				
All participants in capacity-building activities were surveyed for their feedback and 100 per cent of respondents were either very satisfied or satisfied with the training and support provided.				
These activities included Inter-Parliamentary Study Programs conducted for Deputy Speakers of Pacific parliaments and for staff of other parliaments, the conclusion of a program of parliamentary support to the Legislative Assembly of Samoa, a forum conducted under a Pacific Women's Parliamentary Partnerships project now concluded, attachments facilitated as part of a Fijian parliamentary support program, and study visit programs conducted for staff of the Indian, Kenyan and Philippines parliaments.				
Activity measures (no targets set)				
Source				
2017–18 Corporate Plan, page 16				
	2014–15	2015–16	2016–17^a	2017–18
Number of delegations managed	48	47	46	59
Number and nature of parliamentary capacity-building activities	44	29	19	24
» Occasions equipment supplied to Pacific parliaments	7	7	1	3
» Staff attachments and study visits	32	18	13	12
» Conferences, seminars and workshops	5	4	5	9

a. Election year.

Analysis: Inter-parliamentary relations and capacity-building

All members who participated in hosted incoming and outgoing delegations indicated their satisfaction with the arrangements made. Nineteen responses were received from a total of 28 participants (68 per cent) in outgoing delegations undertaken from February 2018 when surveying commenced. Oral and written feedback from participants of incoming delegations and from diplomatic representatives involved in the 2017–18 official delegation program was positive, as was the feedback from the Presiding Officers.

Suggestions from delegates for improvements that could be made to arrangements for the parliament's outgoing delegations included ensuring that voice-only phones provided to members work properly; ensuring that delegates' online portal is operational; and visit program suggestions such as staggering early starts and late evenings while travelling and including cultural elements in programs. Office procedures were amended as appropriate and the Department of Parliamentary Services (DPS) was requested to assist with the phones matter.

The department is committed to assisting in the building of capacity of other parliaments in our region. The conclusion of a program of parliamentary support to the Legislative Assembly of Samoa, a forum conducted under a Pacific Women's Parliamentary Partnerships (PWPP) project and attachments facilitated as part of a Fijian parliamentary support program as well as study visit programs conducted for the staff of the Indian, Kenyan and Philippines parliaments all demonstrate the department's investment in this capacity-building work. Surveys of participants in all programs indicated a very high degree of satisfaction with the training and support provided.

Detailed evaluations were conducted at the conclusion of the externally funded Samoa and PWPP projects, and also after each Inter-Parliamentary Study Program, for which feedback from other stakeholders was also sought. Improvements to the conduct of successive study programs have included scheduling more co-presented sessions with officers of the Department of the Senate to enhance program outcomes, and clearer advice to participants about insurance arrangements.

Activity 5: Members' and corporate support

Performance criterion	Target
Level of satisfaction of the Speaker with the overall quality of support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services	Very satisfied
Criterion source	
2017–18 Corporate Plan, page 17; 2017–18 Portfolio Budget Statements, page 18	
Result against performance criterion	
Target met.	
The data source is direct feedback from the Speaker and the Speaker's chief of staff 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 overall very satisfied with the support services provided by the department to the Speaker, the Speaker's Office and the members collectively.	
Feedback from the Speaker's Office was that informal and formal advice from the Serjeant-at-Arms' Office is timely and of good quality, and indicated satisfaction with the services provided. The Speaker had not received any complaints from members with respect to this.	
The Speaker's Office was very supporting of the work of the Chamber Research Office and the International and Parliamentary Relations Office.	
The Speaker's Office also confirmed that the support provided to the Speaker as chair of both the Appropriations and Administration Committee and the Selection Committee was appropriate.	
Performance criterion	Target
Level of satisfaction among members with the overall quality of support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services	90 per cent satisfied
Criterion source	
2017–18 Corporate Plan, page 17; 2017–18 Portfolio Budget Statements, page 18	

Result against performance criterion

Target met.

The relevant data source is the members' survey. An average of 95 per cent of respondents to the members' survey indicated satisfaction with accommodation services and office support, salary processing and transport coordination. In responding to the survey, a few members raised issues with office support services that are the responsibility of other entities. Several members commented on below-standard cleaning services for their suites. These services are provided by DPS. Another member commented on lengthy delays in processing entitlement forms. Depending on the type of payment, processing of entitlements is the responsibility of either the Department of Finance or the Independent Parliamentary Expenses Authority.

Feedback from interviewed members was consistent with the survey results, with the majority of members interviewed expressing satisfaction with their office accommodation and office support services. Suggestions for improvement included a request for access to a wider range of stationery items and comments related to improved cleaning services for members' offices. The department will continue to liaise with DPS to ensure service levels for members' offices are met, and work with members so that there is a good understanding of who is responsible for various aspects of service delivery to members. General stationery for members' use in Parliament House is limited by the whole-of-government contract. The Stationery Store stocks only items in high demand, however other allowable items can be provided upon request. This will be communicated more clearly to members.

Results from the members' survey outlined a high level of satisfaction with the quality of the corporate advice and services provided by the department, particularly in relation to the COMCAR service and accommodation services.

Interviewed members reflected this level of satisfaction, with members highlighting the efficiency and cost-effectiveness of the shuttle COMCAR arrangement.

Performance criterion

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

Target

90 per cent satisfied

Criterion source

2017–18 Corporate Plan, page 17; 2017–18 Portfolio Budget Statements, page 18

Result against performance criterion

Target not met.

The relevant data source is the staff survey. The survey asked a number of questions of staff, providing five response options: strongly agree, agree, sometimes agree/disagree, disagree, and strongly disagree.

When the question was put to staff 'I am satisfied with the quality of corporate advice and service provided by the department', 72 per cent of staff either agreed or strongly agreed. Overall it is noted that only 6 per cent of staff disagree or strongly disagree with the statement. The 22 per cent of respondents who 'sometimes agree/disagree' complicate the assessment and make it difficult to confirm whether the target satisfaction rate of 90 per cent has been reached.

Activity measures (no targets set)				
Source				
2017–18 Corporate Plan, page 18				
	2014–15	2015–16	2016–17 ^a	2017–18
Number of Parliament House accommodation and office support services	331	361	617	718 ¹
Number of transport coordination services provided to members	15,995	13,129	14,892	13,086

a. Election year.

1. Before 2017–18 this figure was for accommodation services only. From 2017–18 it also includes office support.

Analysis: Members' and corporate support

The results of the members' survey show that, on average, the target of member satisfaction with the overall quality of support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services, was met; however, the survey indicates that 11 per cent of respondents were not satisfied with accommodation support. As with previous years, to some extent, the result recorded for accommodation and office services reflects members' dissatisfaction with a number of services that are not the department's responsibility (for example, office cleaning services and ICT services). While the department has communicated these concerns to DPS, this department continues to work closely with members to assist them to have any matters promptly resolved.

The assistance of corporate support to departmental officers was reviewed in the annual staff survey. The department processes salaries and allowances for members and departmental staff. The survey showed that 85 per cent of departmental staff were satisfied with pay and conditions, 83 per cent were satisfied with the consistency of the management of those conditions, and 84 per cent were satisfied with the working environment. While these are strong results, they fall short of the 90 per cent target set in relation to the level of satisfaction among staff with the quality of corporate advice and services provided by the department. However, as outlined above, a complicating factor with these results is the option to answer 'sometimes agree/disagree' when a staff member is asked whether they support a proposition, such as 'I work in a safe workplace'. In response to this proposition, 93 per cent of respondents agreed; however, only 1 per cent of staff disagreed with the proposition. The 7 per cent of respondents who 'sometimes agree/disagree' complicate the assessment of the survey when the department is seeking to establish whether the 90 per cent satisfaction threshold has been met. The question will be reworded in the 2018–19 survey to ensure clarity.

The level of satisfaction by the Speaker and his chief of staff with the overall quality of non-chamber support services provided—including accommodation, office support, transport coordination, salary processing and other members' support services—met the target of 'very satisfied'.

Activity 6: Schools hospitality

Performance criterion	Target 2017–18			
Percentage of visiting school groups provided hospitality in accordance with booking	100 per cent			
Criterion source				
2017–18 Corporate Plan, page 19; 2017–18 Portfolio Budget Statements, page 18				
Result against performance criterion				
Target not met.				
The data source is exception reporting from DPS and school groups. A total of 119,088 students toured Parliament House during the reporting period. Of those students, 89,259 participated in a Parliamentary Education Office program and 96,979 requested and received hospitality. In 2017–18, there was one report of where hospitality was not provided to a school group that had requested it.				
Activity measures (no targets set)				
Source				
2017–18 Corporate Plan, page 19				
	2014–15	2015–16	2016–17^a	2017–18
Number of visiting school students booked	120,216	115,774	117,654	119,088

a. Election year.

Analysis: Schools hospitality

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 hosts the Parliamentary Education Office) and with DPS (which provides a guide service and hospitality for students in school groups where hospitality has been requested). Data about hospitality provision relies on exception reporting from DPS or school groups. There was a single instance of exception reporting during the reporting period where a school contacted the department to indicate that it did not receive hospitality as requested. The department has liaised with DPS in relation to this incident.

Summary

The department is committed to the delivery of high standards of service to the House of Representatives, parliamentary committees and members; to the wider parliament; and to the public. This includes working closely with other agencies that provide services to members to ensure that the services are provided as seamlessly as possible.

Overwhelmingly the department has met the targets outlined in its corporate plan. There are two targets that the department did not assess itself as meeting. The department has reported that the wording of a question in the staff survey makes it difficult to confirm a 90 per cent satisfaction rating, and is undertaking a review of the style of questioning with a view to removing the current uncertainty. The department did not meet its 100 per cent target in relation to catering to school children, and will continue to work with DPS to ensure

that all requests for catering to schools are met. However, the department is pleased that these two items are the exception and considers the investment it has made in people and processes is reflected in the results outlined in this annual performance statement.

Particular strategic priorities for the department include developing and maintaining a capable and experienced workforce to ensure the department has sufficient and sustainable capability and capacity to undertake the range of activities required to achieve its purpose. An additional priority involves identifying ways to improve information management and processes, using a risk-based approach to identify and prioritise information management projects and initiatives.

The department acknowledges that a 14 per cent participation rate in the members' survey limits the quantitative basis on which to measure some aspects of the department's performance. In order to take steps to mitigate this shortfall in quantitative analysis, the department supplements the survey with members' interviews to ensure a greater depth of assessment of performance is gathered. The department will continue to consider other methods that may be utilised when assessing performance, with a particular focus on ensuring its performance measures are specific, measurable, attainable, relevant and time-bound.

Chamber and Federation Chamber

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

During the reporting period 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
- » prepare and publish the record of proceedings of the House
- » process, provide access to and manage the custody of the documents and records of the House
- » undertake procedural and parliamentary research
- » produce information and publications on House practice and procedure
- » maintain procedural and statistical records on the work of the House
- » provide secretariat support to several domestic committees
- » provide professional development resources and activities on parliamentary procedure.

In 2017–18 the budget allocation for this activity was \$3.611 million and expenditure was \$3.062 million. Results against performance criteria are summarised in the annual performance statement (page 17); staff levels are shown in Table 12.

In January 2017, some of the additional funding (\$2.1 million over four years) received in 2016–17 for parliamentary strengthening through publications and systems was used to create the role of Clerk Assistant (Procedure). This position was established for an initial 18-month period, and oversees the Chamber Research Office and the newly formed Procedure Office. Following an independent review, the Procedure Office and Clerk Assistant (Procedure) position will remain on an ongoing basis.

Performance summary

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

The annual survey of members was supplemented by interviews with party whips, non-aligned members and members of the Speaker's panel. Feedback from members on the range and standard of the services provided was generally positive. This result was largely consistent with comments received during the reporting period about the procedural resources available online and in hard copy, and the briefings on parliamentary topics of interest to members and their staff. The annual performance statement on page 17 provides more detailed analysis of the results of the survey and interviews.

Statistics on sittings of the House and meetings of the Federation Chamber in 2017–18 and the two preceding years are shown in Table 1.

There were 60 sitting days in 2017–18, a decrease of four days (6.25 per cent) on 2016–17. In 2017–18, the House sat for 22 fewer hours than in the previous year (3.9 per cent less time), and the Federation Chamber met for six fewer hours than it did in the previous year (2.5 per cent less time). Legislative activity continued at a high rate during the period: 222 bills were introduced (compared with 248 in 2016–17) and 128 bills were passed by both Houses and assented to (compared with 126 in 2016–17).

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

Detailed information on the business of the House and the Federation Chamber is 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, 2015–16 to 2017–18

Aspect of performance	2015–16	2016–17 ^a	2017–18
Number of sittings of the House	60	64	60
Number of meetings of the Federation Chamber	41	59	59
Hours of sittings of the House ^b	592	570	548
Hours of meetings of the Federation Chamber ^b	132	237	231
Number of bills introduced	162	248	222
Number of bills that passed both Houses and were assented to ^c	118	126	128

a. Election year.

b. Excludes suspensions and rounded to the nearest hour.

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

Advice on practice and procedure

During proceedings, the Clerk, Deputy Clerk and other staff members provided immediate support and advice on the practice and procedure of the House to the Speaker, the Leader of the House, ministers, shadow ministers, members and others. They also provided detailed written advice on subjects such as the application of the standing orders and the practice of the House; the content of questions without notice; procedures for private members' business; delegated legislation and the disallowance process; the requirements of the Constitution and standing orders with respect to financial legislation; privilege matters; and requirements of the House for the registration of members' interests. Since the House adopted a resolution on 4 December 2017, advice has been provided also in relation to members' statements in relation to citizenship.

New citizenship register for members supported

Following seven judgments of the Court of Disputed Returns in relation to section 44(i) of the Constitution in 2017, the House passed a resolution requiring members to provide a statement to the Registrar of Members' Interests with details of their Australian citizenship and any possible citizenship of another country. In the final week of sittings in 2017 and working to a tight timeframe, the Clerk's office coordinated staff in several offices in developing and applying new processes to support members of the 45th Parliament in making their declarations to the Registrar. The new citizenship register is published on the Parliament of Australia website.

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 2013–14 to 2017–18.

Table 2 Questions in writing to ministers and answers to questions in writing, 2013–14 to 2017–18

	2013–14 ^a	2014–15	2015–16	2016–17 ^a	2017–18
Questions in writing ^b	201	633	1,310	761	987
Questions answered ^c	126	623	1,235	247	945

a. Election year.

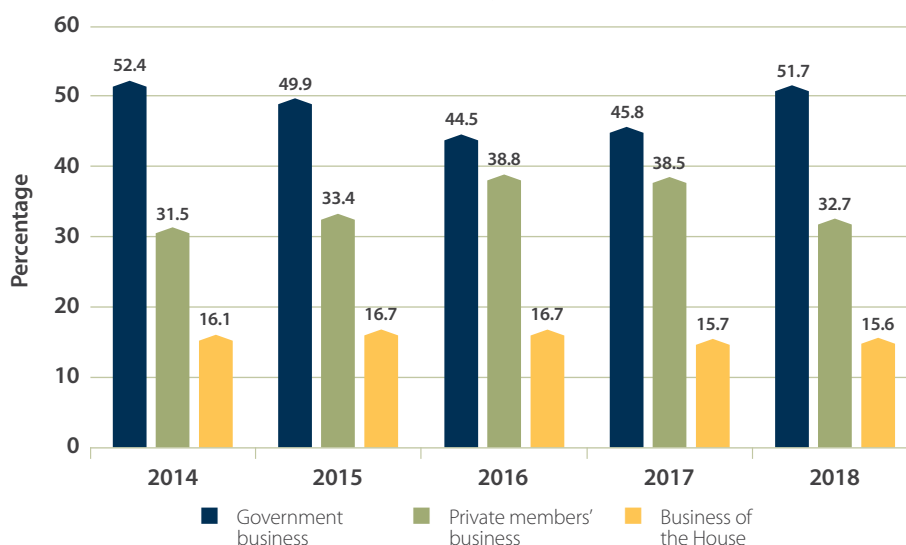
b. Excludes questions withdrawn.

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

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

Figure 4 Government and private members' business and business of the House (Chamber and Federation Chamber), 2014–18

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

Processing and drafting of bills

Legislation

Support for the legislative process in 2017–18 included our traditional responsibilities of:

- » receiving bills from the Office of Parliamentary Counsel and keeping them in custody under embargo before their introduction in the House
- » providing bills to ministers for introduction, and to all members in the Chamber after introduction
- » uploading to the Parliament of Australia website bills, explanatory memorandums and proposed amendments, and providing an over-the-counter service for access to hard copies of bills and associated material
- » processing all bills and amendments to bills:
 - » initiated in the House—from introduction to assent
 - » initiated in the Senate—from introduction in the House until passage by the House
- » providing a legislative drafting service for private members
- » preparing and delivering messages to the Senate; during 2017–18, we delivered 199 messages relating to the passage of bills (170 in 2016–17) and 16 other messages (30 in 2016–17)
- » preparing and issuing a Daily Bills List for each sitting day; the list provides cumulative information on the status of all bills before the parliament, or assented to in the current calendar year.

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

Queries on the bills and legislation collection on the Parliament of Australia website totalled 2.1 million in 2017–18, representing 18.2 per cent of the 11.6 million queries made via searches through ParlInfo, the database that includes all library publications as well as Hansard, bills, committee documents and the parliamentary handbook.

During the year, 222 bills were introduced (248 in 2016–17), a decrease of 10.5 per cent on the previous year. Of these, 202 were initiated in the House of Representatives and 20 were received from the Senate. A total of 130 bills passed both Houses (126 in 2016–17), of which 113 were initiated in the House of Representatives (121 in 2016–17) and 17 in the Senate (five in 2016–17). Table 3 shows the number of bills introduced in the House and assented to in the five years from 2013–14 to 2017–18.

In 2017–18, the House passed 194 bills (150 in 2016–17), an average of 3.2 bills for each sitting (a substantial increase on the previous year, in which an average of 2.3 bills for each sitting were passed).

The House amended 28 (14.4 per cent) of the bills it passed, compared to 12 (8 per cent) in 2016–17. The Table Office incorporated the amendments into the text of the bills and

arranged for their reprinting (as third-reading prints) before transmittal to the Senate. The House agreed to Senate amendments, made amendments requested by the Senate, or did both, in relation to 16 House bills (13 in 2016–17). After further processing by the Table Office, the bills were presented to the Governor-General for assent. The House did not make any amendments to bills in place of Senate amendments that were not agreed to.

The number of amendments moved during consideration in detail increased from 173 in 2016–17 to 599 in 2017–18. Of these, 456 were passed, of which three were opposition amendments. The House amended one bill initiated in the Senate in 2017–18.

The Table Office prepared 27 third-reading prints (12 in 2016–17) and 112 assent prints (121 in 2016–17). All documents accurately reflected the decisions of both Houses.

Table 3 Number of bills introduced in the House, and number of bills assented to, 2013–14 to 2017–18

	2013–14 ^a	2014–15	2015–16	2016–17 ^a	2017–18
Bills introduced	182	203	162	248	222
Bills assented to ^b	94	168	118	126	128

a. Election year.

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

Legislative drafting

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

In 2017–18, 35 private members' bills were introduced (including five private senators' bills). Of the 599 amendments moved during consideration in detail, 146 were private members' amendments, three of which were agreed to. Table 4 provides chamber statistics for private members' legislation for the past five years. The table does not reflect all of the department's work in this area, because some material is drafted but is not introduced into the House.

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

Table 4 Private members' bills introduced and amendments moved (Chamber and Federation Chamber), 2013–14 to 2017–18

	2013–14 ^a	2014–15	2015–16	2016–17 ^a	2017–18
Bills introduced	7	12	21	35	35
Second-reading amendments moved	36	22	16	40	45
Consideration-in-detail amendments moved ^b	66	303	119	173	599

a. Election year.

b. Includes government amendments.

Record of proceedings and House documents

Votes and Proceedings

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

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

Table Offices Production System

Further enhancements were made to the Table Offices Production System (TOPS) during 2017–18. The system is used to produce chamber documents, including the *Notice Paper*, the *Daily Program*, the *Votes and Proceedings*, and the *Live Minutes*. A final set of scheduled enhancements was completed in April 2018. Further defects were identified and work will continue on these in 2018–19.

Documents

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

In 2017–18, a total of 3,354 documents were presented to the House, a decrease from the 3,702 presented in the previous year.

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

Parliamentary Papers Series

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

The Presiding Officers advised that 2016 would be the last year in which hard copies of the series would be distributed to the 27 external recipients. In 2015–16, the department took over responsibility from the external service provider for administering the distribution of the printed copies, and work continued during 2017–18 on clearing the distribution backlog.

On 28 March 2018, on the recommendation of the Publications Committee, the House resolved to classify as parliamentary papers all reports previously included in the Parliamentary Papers Series. The resolution was in response to a recommendation of the Joint Committee on Publications inquiry into printing standards for documents presented to parliament (discussed in more detail on page 39).

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

Records of the Parliamentary Commission of Inquiry

The Parliamentary Commission of Inquiry was established in May 1986, under the *Parliamentary Commission of Inquiry Act 1986*, to inquire into allegations concerning the conduct of then Justice of the High Court, the Hon Lionel Keith Murphy. The Act required the commission to inquire into and advise the parliament of whether any conduct of Justice Murphy had been such as to amount, in its opinion, to ‘proved misbehaviour’ within the meaning of section 72 of the Constitution.

In September 1986, following Justice Murphy’s diagnosis with a terminal illness, the parliament passed the *Parliamentary Commission of Inquiry (Repeal) Act 1986*, which had the effect of ceasing the commission and placing its records into the custody of the Presiding Officers.

The commission’s records are divided into class A and class B records. The class B records contain material mostly relating to the interpretation of section 72 of the Constitution. The Presiding Officers authorised the publication of these records on the Parliament of Australia website on 19 December 2016.

The class A records of the commission contain material relating to the conduct of Justice Murphy. Processes to prepare the documents for publication were carried out. These processes included contacting persons named in the records, and the closest living relatives or legal representatives of deceased persons, to notify them of the forthcoming publication of the documents; scanning of documents; and redaction of personal information such as addresses and signatures. The records were then presented in the House and the Senate on 14 September 2017, and published on the Parliament of Australia website.

Petitions

The House petitioning process enables Australians to raise issues with the House that are of interest to them. Table 5 shows the number of petitions presented to the House, and the number of signatories, for the past five years. In 2017–18, a total of 424 petitions were presented, compared with 185 in 2016–17. The number of signatures increased to 371,491 from 235,751 in the previous year.

Table 5 Petitions and signatories to petitions, 2013–14 to 2017–18

	2013–14 ^a	2014–15	2015–16	2016–17 ^a	2017–18
Number of petitions presented	75	101	87	185	424
Number of signatories	1,365,151	250,369	118,846	235,751	371,491

a. Election year.

Research

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

In 2016–17, the office provided:

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

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

Publications

The Chamber Research Office continued to produce regular publications outlining significant procedural events and popular statistics for a variety of readers. After each sitting fortnight, two publications were produced: the *Procedural Digest*, an online, subject-based record of proceedings; and the *Statistical Digest*, a statistical record of the work of the House. *Work of the Session*, a comprehensive six-monthly overview of the business of the House and committees, was published in July 2017 and January 2018. The series of 22 information sheets (the *Infosheet* series) on the work of the House was updated to incorporate changes introduced in the Forty-fifth Parliament.

Together, these publications provide a current and concise record of the work of the House and the more significant aspects of that work. The department's publications, including the *Infosheet* series, are listed in Appendix 4.

The Chamber Research Office maintains, publishes and distributes the standing orders of the House. The standing orders were reprinted as at 4 December 2017, incorporating the resolution of the House in relation to the creation of a citizenship register.

The Chamber Research Office continued to expand and diversify its publications about the work of the House, to cater to the wide range of needs and interests of members, staff and the public. The intention is to increase procedural capability and understanding of the House's role and formal processes. Nine editions of *House Review*, a publication that provides a plain-English analysis of significant events in the House in the previous fortnight, were

published on the Parliament of Australia website. *House Review* is prepared by the Procedure Office and is published on the second Friday of the sitting fortnight. It is intended for a general audience and complements *Last Week in the House*, which collects and outlines the business transacted each week in the House, and the *Procedural Digest*, which provides more technical, procedural analysis.

Collaboration with the Department of the Senate

The Chamber Research Office continued its longstanding collaboration with colleagues in the Department of the Senate, including through participation in orientation seminars for the Australian National Internship Program and the Australian Defence Force Parliamentary Program (discussed in more detail on page 45).

Collaboration with other parliaments

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

Parliamentary committees

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

In 2017–18, those committees held 57 meetings and produced 22 reports. Details of meetings and reports are set out in Appendixes 2 and 3.

Table 6 Committees supported by the Chamber and Federation Chamber activity, 2017–18

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

Selection Committee

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

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

The committee has 11 members: the Speaker (as chair), the chief whips of the three largest parties, four government members and three non-government members. The committee met 15 times during the reporting period and presented 14 reports.

Standing Committee on Appropriations and Administration

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

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

Standing Committee of Privileges and Members' Interests

The Standing Committee of Privileges and Members' Interests met 11 times during the reporting period, and presented two reports to the House.

The report of the committee's *Inquiry concerning the former Member for Dunkley in the 44th Parliament: possible contempts of the House and appropriate conduct of a Member* (presented 26 March 2018) followed its consideration of two formal matters relating to the Hon Bruce Billson during his term as the Member for Dunkley in the last parliament. The task for the committee was to consider whether, as a member, Mr Billson had acted in a manner contrary to the House resolutions on the registration of members' interests, or whether his actions gave rise to any issues that either constituted a contempt of the House or concerned the appropriate conduct of a member, having regard to their responsibilities to their constituents and to the public interest. The central issues were that while Mr Billson was the Member for Dunkley, he had accepted an appointment as a paid director of the Franchise Council of Australia, and he did not include this interest on his statement of registrable interests, as required by resolutions of the House.

The committee concluded that Mr Billson had failed to comply with the requirements in relation to his registrable interests when he was the Member for Dunkley, that this was an interest 'where a conflict of interest with a Member's public duties could foreseeably arise or be seen to arise' and that his decision to accept the paid role while he was a member fell below the standards expected of a member of the House. The day after the report

was presented, the House passed a resolution censuring the former member for failing to discharge his obligations as a member in taking up paid employment for services to represent the interests of an organisation while he was a member, and failing to fulfil his responsibilities as a member by appropriately declaring his personal and pecuniary interests in respect of this paid employment in accordance with the resolutions and standing orders of the House.

The committee presented two sets of alterations of members' interests and volume 6 of the statements of registrable interests during the period. Also, in February 2018, the committee reported on its operations in connection with the registration and declaration of members' interests in 2017.

Standing Committee on Procedure

The Standing Committee on Procedure usually meets once each sitting week. The committee presented two reports during the reporting period, one into the provisions relating to disorder in the House, and one (interim report) into the maintenance of the standing orders.

Standing Committee on Publications

The House Publications Committee makes recommendations to the House on which of the documents presented to the House (and on which the House or the Senate has not already made a determination) should be included in the Parliamentary Papers Series. The committee may confer with the Senate Publications Committee, forming the Joint Committee on Publications. The House Publications Committee held two meetings in 2017–18, and met with the Senate Publications Committee on four other occasions. The committee presented five reports containing recommendations on documents for inclusion in the Parliamentary Papers Series. All recommended documents were agreed for inclusion.

On 5 December 2017, the Joint Committee on Publications presented the report of its inquiry into printing standards for documents presented to parliament. The report contained five recommendations, one of which was implemented on 28 March 2018 when the House passed a resolution to the effect that documents previously included in the Parliamentary Papers Series on the recommendation of the Publications Committee be made parliamentary papers on their presentation to the House. The other four recommendations were aimed at optimising digital accessibility of documents presented to the parliament.

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.

Procedural training and resources

The department continued with its strong commitment to the development of procedural knowledge and skills of members and staff, particularly through the work of the Procedure Office. Sitting-day briefings for staff who act as Clerk-at-the-Table and Deputy Clerk-at-the-Table in the Federation Chamber continued during the reporting period. These briefings complement the sitting-day briefings traditionally provided by the Deputy Clerk, for staff who are rostered for duty as Clerk and Deputy Clerk in the House. Both sets of briefings provide an opportunity for staff to prepare for the day's events and discuss procedural issues in general.

The regular program of House briefing sessions for members and their staff continued; it included topics such as opportunities for members during the budget debate, the legislative process and reading legislation. Two new publications were designed by the Procedure Office for use by members and by the Speaker's panel of chairs.

The sixth edition of the *Guide to Procedures*—a concise and practical introduction to the procedures of the House—was launched by the Speaker at a House briefing in February 2018. A separate launch was held for departmental staff. The guide is popular because of its plain-English style, and because it is concise it allows readers to easily obtain a broad understanding of all elements of parliamentary procedure. The content does not include history and analysis; this is contained in the department's flagship publication, *House of Representatives Practice*.

Last year's annual report anticipated that the 2017–18 financial year would see the publication of the seventh edition of *House of Representatives Practice*. However, publication was delayed to await the judgment in the matter of questions referred to the Court of Disputed Returns pursuant to section 376 of the *Commonwealth Electoral Act 1918* (Cth) concerning the citizenship of Senator Katy Gallagher. This decision was taken because if the High Court found there was a vacancy in the representation for the Australian Capital Territory in the Senate, this was likely to have significant implications for four sitting House members. On 9 May 2018, the High Court sitting as the Court of Disputed Returns unanimously determined that Senator Katy Gallagher was 'a citizen of a foreign power', and was therefore incapable of being chosen or of sitting as a senator by reason of section 44(i) of the Constitution when she nominated for election on 31 May 2016. Following this ruling, four House members in comparable circumstances resigned their seats. Relevant updates were made to the text of the seventh edition of *House of Representatives Practice*, which has now been finalised. Launch is scheduled for August 2018.

A package of new procedural learning opportunities for departmental staff commenced during the reporting period. In June 2018, the first in a series of nine lunchtime discussions titled 'A taste of procedure' was presented. Together, the sessions will provide broad coverage of most aspects of parliamentary procedure. Each session is delivered by one or more senior staff members from the Procedure, Table and Chamber Research offices in collaboration. The first in a series of six drop-in sessions also commenced in June, hosted by the Clerk Assistant (Procedure) and Clerk Assistant (Table). These sessions provide opportunities for staff to ask questions of senior colleagues in an informal environment, to help them to understand more about the House environment and operations. After the last of the lunchtime sessions, the

offices will again be collaborating to offer a tutorial course in procedure, which is currently being developed. These longer sessions will explore key procedural knowledge components in greater depth, and will include skill development for staff beginning to work as Deputy Clerks-at-the-Table in the Federation Chamber.

Another new project that the Chamber Research Office has commenced, in collaboration with the Parliamentary and Business Information Services Office (PBIS), is the production of a catalogue of short educational videos using footage from the House and Federation Chamber, to explain key elements of House procedure for Clerks-at-the-Table and others: the CATTalogue. A web page is currently being developed to host the videos on the departmental intranet, with the first videos expected to be available in the latter half of 2018.

The Chamber Research Office also prepared content for use by PBIS in a series of infographics to be posted online by its social media team. The content included procedural information, statistics and other material relating to the operations of the House, such as the legislative process, terminology and question time.

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

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

Independent review of Clerk Assistant (Procedure) Office

In April 2018, an independent consultant was engaged to undertake a review of the Clerk Assistant (Procedure) Office, which was established in December 2016 for an initial period of 18 months. At that time, the Clerk announced that there would be an independent review

of the office before any decisions were made about future changes, including whether to establish the office on an ongoing basis.

The terms of reference for the review focused on the office's contribution to the objectives of providing additional support and procedural advice and support to both members and departmental staff. The review also examined whether the office should continue and, if so, what its future focus would be and what resources would be needed to support it. Staff were invited to make written submissions or to request interviews with the external reviewer (or both), which took place from 30 April to 4 May. In addition, a workshop was convened and interviews were held with other stakeholders.

In June, a summary comprising the conclusions of the review was circulated by the Clerk to staff, together with the department's proposed response. Staff were invited to comment on either the review's findings or the proposed departmental response. Shortly after the end of the reporting period the Clerk announced that, in line with the review's recommendations, the Clerk Assistant (Procedure) Office would be ongoing, and consequently an ongoing vacancy at the SES Band 1 level would become available.

Improving performance

The department's commitment to procedural training and development continued to be a priority during the year, and the range of new resources and activities continued to be developed; where possible, these resources and activities have been designed so that they can be easily adapted for use by more general audiences. The debate in the House on the Marriage Amendment (Definitions and Religious Freedoms) Bill 2017 in particular also saw a renewed interest in the procedures of the House from the media and the broader public. Publications such as *House Review* are designed to provide a current, non-technical follow-up to House proceedings that can be useful to a wide audience.

Outlook

Further improvements to TOPS and the Parliamentary Procedural Records System will make them easier to use and will result in further efficiencies. The long-term pattern of chamber support activity that resumed in 2016–17 continued in 2017–18, and is expected to continue in 2018–19.

Our focus in 2018–19 will continue to be on providing high-quality services to meet the needs of the Speaker, members and others, and on increasing the understanding of the role and operations of the House.

In 2018–19, highlights for the Procedure Office will include the publication of the seventh edition of *House of Representatives Practice*, additions to the *Infosheet* series, and a continued focus on the development of resources to improve the procedural knowledge and skills of members and departmental staff.

Community awareness

The department promotes the work of the House through a range of activities aimed at different sectors of the community. Expenditure on these activities in 2017–18 was \$0.635 million, which was \$0.348 million below the budget allocation of \$0.983 million. Results against performance criteria are summarised in the annual performance statement (page 19).

Performance summary

During 2017–18, the department grew its communications channels to inform the public of the work of the House and committees it supports. The seminar program continued to experience strong participation and positive feedback, with enrolments increasing towards the end of the period.

The department continued its role in supporting school visits and providing background support to the Parliamentary Education Office. The My First Speech competition offered school students the opportunity to imagine themselves making their first speech as a parliamentarian, and hundreds of entries were received from across Australia. The parliamentary internship program continued its success in 2017–18, with 67 students placed with a member or senator during the period.

Media and publications

The department uses its electronic media distribution channels to expand the reach of parliamentary business and educational information. Its Twitter and Facebook handles provide valuable information to subscribers, and through these platforms the department receives consistently positive feedback. During the reporting period, the department's Facebook subscriber base increased by 11 per cent (from 5,837 to 6,466 subscribers) and its Twitter following increased by 6 per cent, surpassing 42,000 followers.

The department also produces the fortnightly *About the House* newsletter. This publication aims to promote committee activity, and provide information about the House and its procedures. It also enables the public to engage with the House through a regular 'Ask us anything' segment, which provides a channel for interested members of the community to have their questions answered. Launched at the beginning of the Forty-fifth Parliament, the newsletter has 1,840 subscribers, an increase of 71 per cent occurring during the 2017–18 period.

To promote committee inquiries, hearings and reports, the department facilitates the distribution of a large volume of media releases on behalf of committees. During the reporting period, the department transitioned to a new media release distribution platform in order to increase the reach of its media releases, and to target journalists according to specific geographic areas and topics. This transition has led to increased awareness of committee activity by media organisations, and an improved rate of publication of media release information by news outlets.

Seminars

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

During 2017–18, nine seminars were held with a total of 231 participants. Feedback was positive, with 92 per cent of surveyed attendees agreeing that their objectives were met, and over 97 per cent giving a positive score for the content, detail and presenters.

My First Speech competition

In November 2017, the department held the fifth annual My First Speech competition. The competition is open to Australian school students in Year 10. Entrants are asked to imagine themselves as a newly elected member of the House of Representatives, and to write a three-minute speech on issues they are passionate about and record themselves presenting it.

Submissions were reviewed by a panel of members. Finalists were flown to Canberra to receive their awards at a ceremony on 30 November 2017, and were also given a personalised tour of the Australian Parliament.

Celebrating the 30th anniversary of Parliament House

2018 marks the 30th anniversary of the opening of Parliament House. Throughout 2017–18 the department has been collaborating with parliamentary stakeholders to develop a program of activities to celebrate this milestone. The program will culminate with the Parliament House Open Day scheduled for 6 October 2018.

Parliamentary assistants program

In 2017–18, the parliamentary assistants program, managed by the Serjeant-at-Arms' Office, entered its eighteenth year. The program offers university students part-time employment in the House of Representatives to promote understanding of, and engagement with, the work of the parliament. (See page 65 for further details.)

Parliamentary internship program

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

In the second semester of 2017, 26 students were placed with a member or senator. In the first semester of 2018, 41 students were placed with a member or senator.

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

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

Australian Defence Force Parliamentary Program

Each year, a small number of Australian Defence Force representatives spend a week at Parliament House, hosted by a member or senator. Arrangements for participation by members and senators are made through the Assistant Minister for Defence in conjunction with the Department of Defence. In August 2017, 16 Defence Force representatives were hosted by senators and members through the program. The departments of the House of Representatives and the Senate collaborate to support the program and provide orientation seminars on the work of the chambers and committees.

Parliamentary Education Office

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

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

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

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

Education programs: on site, digital and outreach

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

The PEO's immersive learning program at Parliament House is regarded as a highly effective method of parliamentary education. The program continued to run at capacity, with 89,259 students from 1,646 schools across Australia participating in 2017–18. These figures represent a small (one per cent) increase on 2016–17 student participation rates.

The PEO also delivered a number of tailored education programs, including:

- » 'Rotary Adventure in Citizenship', a week-long program for 36 Year 11 students from around Australia
- » committee and chamber debate role-play sessions for 400 Year 12 students participating in the 2018 National Youth Science Forum
- » professional development to assist 80 science teachers to incorporate civics and citizenship in their work as part of the Australian Science Teachers Association's STEM X Academy.

In 2017–18, the PEO delivered outreach to 1,037 students in Queensland. Additional outreach is planned for the 2018 calendar year to New South Wales and Western Australia.

The PEO commenced delivering programs to Australian classrooms via videoconferencing in 2018. This new platform for program delivery allows the PEO to engage with schools across Australia, particularly those in regional and remote areas. In the first six months of operation, 598 students have participated in a videoconference program, paving the way for a substantial increase in the reach of the PEO.



Parliamentary educator Penny Jurkiewicz watches as a Blighty Public School student tries out the Mace. Students from Blighty Public School, Conargo Public School and Mayrunga Public School visited Parliament House together in April. Image: Penny Bradfield, Auspic/DPS.

Content: online and print

The PEO's primary website, www.peo.gov.au, continued to perform strongly. A total of 1,001,776 users (representing 2.47 million unique page views) were recorded over the past year, representing an increase of 4 per cent on 2016–17 traffic. The website and six associated sub-sites provide information about parliament and curriculum-aligned teaching resources for all Australian teachers and students.

To better support civics and citizenship teachers, the PEO introduced *Session Notes*, an e-newsletter for teachers. Distributed four times per year, *Session Notes* provides teachers with information about programs and content available to support their classroom practice. The first edition of *Session Notes* was sent to 370 subscribers in September 2017 and subsequently the number of subscribers more than tripled to 1,235.

The PEO produced and distributed a range of publications during the reporting period, including the *Australian Constitution* pocket edition, produced in partnership with the Australian Government Solicitor; *Get parliament*, an easy-to-understand booklet that explores

Australia's system of governance; and *Role-play the parliament: a teacher's guide*, a step-by-step guide to conducting immersive parliamentary education in the classroom.

Services for members and senators

The PEO provides dedicated support to encourage and assist members and senators to engage with schools and students. In 2017 an e-newsletter, *Click*, was introduced to better support member and senator engagement. The newsletter was opened by 73 per cent of recipients, suggesting that it is a valuable resource for members and senators.

Members and senators are offered a complimentary annual allocation of education and information materials for students, teachers and others in their communities. In 2017–18, 123 members and 42 senators requested their allocation, an increase of 27 per cent from 2016–17.

The PEO's customised materials for members and senators continue to be popular. In 2017–18, personalised versions of *Representing you*—a tailored brochure outlining the role of a parliamentarian and the issues in their electorate or state or territory—were created for 20 members and eight senators.

Outlook

The department will continue to raise community awareness of the work of the parliament through a range of activities. In the forward period, it will seek to further grow its communications channels to expand the reach of parliamentary information, and will enhance its website to improve accessibility and navigation. The department also looks forward to celebrating the 30th anniversary Parliament House Open Day, when the community is invited to participate and take a tour of the House of Representatives and Senate chambers.

In early 2019 the renewed PEO website will be launched, along with a redeveloped print resource for teachers, *Parliament: a classroom guide*. Ongoing support for students and teachers who are unable to visit Canberra will be delivered through the expansion of videoconferencing and through continued delivery of professional learning programs and associated content directed at teachers. Ongoing review and evaluation of programs and content will ensure that the PEO understands and meets the needs of Australian students and teachers.

With advance bookings for learning programs at Parliament House likely to remain high, the PEO will continue to operate at capacity and will explore strategies to effectively meet demand while ensuring program quality in 2018–19.

Committee support

The Committee Office supports parliamentary committees in their work of examining policy and legislation, and of scrutinising the executive government. In 2017–18, the Committee Office comprised 10 secretariats that supported 14 House committees and 11 joint committees (see Table 7).

Expenditure on these services in 2017–18 was \$8.652 million, which was \$0.826 million below the budget allocation of \$9.478 million. Results against performance criteria are summarised in the annual performance statement (page 20); staff levels are shown in Table 12.

Table 7 Committees of the Forty-fifth Parliament supported by the Committee Office

House committees	Joint committees
Standing Committee on Agriculture and Water Resources	Joint Committee of Public Accounts and Audit ^a
Standing Committee on Communications and the Arts	Joint Standing Committee on Electoral Matters
Standing Committee on Economics	Joint Standing Committee on Foreign Affairs, Defence and Trade
Standing Committee on the Environment and Energy	Joint Standing Committee on Migration
Standing Committee on Employment, Education and Training	Joint Standing Committee on the National Capital and External Territories
Standing Committee on Health, Aged Care and Sport	Joint Standing Committee on Northern Australia
Standing Committee on Indigenous Affairs	Joint Standing Committee on Trade and Investment Growth
Standing Committee on Industry, Innovation, Science and Resources	Joint Standing Committee on Treaties
Standing Committee on Infrastructure, Transport and Cities	Parliamentary Joint Committee on Intelligence and Security ^a
Standing Committee on Petitions	Parliamentary Standing Committee on Public Works ^a
Standing Committee on Social Policy and Legal Affairs	Joint Select Committee on Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples 2018 (19 March 2018–ongoing)
Standing Committee on Tax and Revenue	
Select Committee on Regional Development and Decentralisation (1 June 2017–28 June 2018)	
Select Committee on Intergenerational Welfare Dependence (24 May 2018–ongoing)	

a. Joint statutory committee.

Note: Five House internal committees (Appropriations and Administration, Procedure, Publications, Selection, and Privileges and Members' Interests) and the Joint Committee on the Broadcasting of Parliamentary Proceedings and Joint Committee on Publications are supported by other areas of the department, and are discussed on pages 37–39.

Committee Office activity

In 2017–18, the Committee Office's support for the diverse work of committees involved:

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

Overview

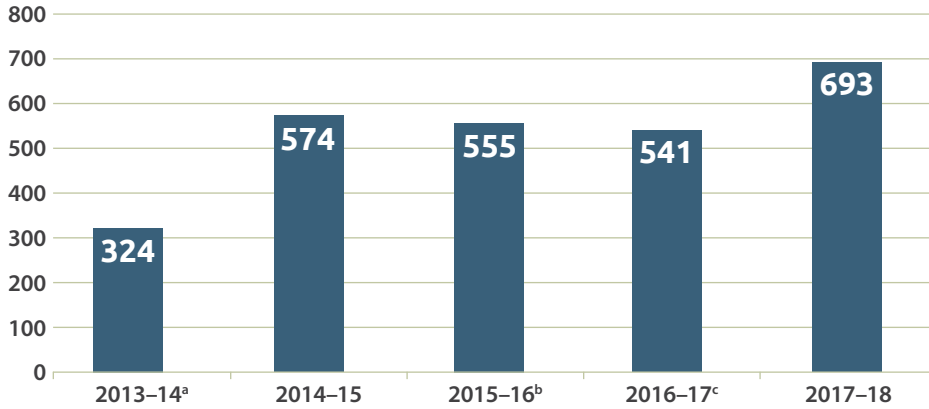
During the year, the Committee Office experienced a consistently high workload, with high numbers of inquiries, meetings and reports tabled. In this period, several committees undertook simultaneous inquiries, which resulted in a heavy workload. In addition, the department supported two House select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

As in each reporting period, committees inquired into and reported on a diverse range of topics, including a review into Australia's major banks, Australia's electricity grid, modern slavery, the impact of section 44 of the Constitution on Australian democracy, and educational opportunities for Indigenous students. Appendix 3 lists all reports tabled over 2017–18 and current inquiries.

The sustained workload of committees is evidenced in Figures 5 and 6, which highlight the number of committee meetings and reports tabled in the year.

The committees supported by the Committee Office held 693 meetings in 2017–18. Appendix 2 provides a breakdown of that activity by committee. Figure 5 shows the number of meetings held by committees over the past five years.

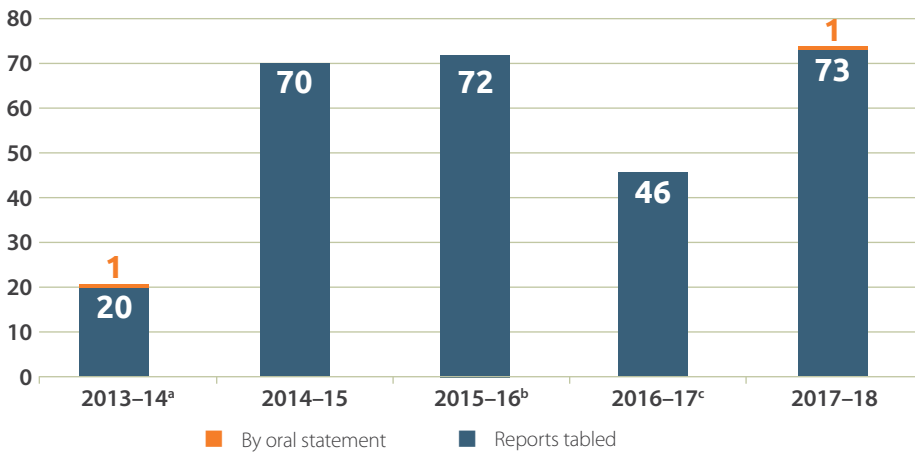
Figure 5 Number of committee meetings supported by the Committee Office, 2013–14 to 2017–18



- a. The Forty-fourth Parliament opened on 12 November 2013.
- b. The Forty-fourth Parliament ended with the dissolution of both Houses on 9 May 2016.
- c. The Forty-fifth Parliament opened on 30 August 2016.

The Committee Office tabled 73 reports in 2017–18. Appendix 3 provides a breakdown of that activity by committee. Figure 6 shows the number of reports tabled by committees over the past five years.

Figure 6 Number of reports tabled by committees, 2013–14 to 2017–18



- a. The Forty-fourth Parliament opened on 12 November 2013.
- b. The Forty-fourth Parliament ended with the dissolution of both Houses on 9 May 2016.
- c. The Forty-fifth Parliament opened on 30 August 2016.

Government responses to committee reports

The government is 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 2017–18, 42 of the 84 tabled reports contained recommendations that required a government response. Government responses to seven reports were received within the six-month timeframe; two reports received partial government responses in the required timeframe and the other 33 reports are awaiting responses.

Information and communications technology

The Committee Office continued to rely on its use of information and communications technology (ICT) to increase the efficiency of work and to provide greater access for stakeholders interested in engaging with committees. The videoconferencing room in 1R3 at Parliament House was used regularly for committee work, allowing committee members to conveniently hold public hearings with stakeholders from around Australia. Members have provided positive feedback to committee staff about this flexible service because it allows public hearings to be held with interstate organisations during busy sitting weeks. Members also noted the savings and efficiencies in time and travel costs.

Shared Committee Information Database and Report Builder

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

A number of Report Builder defects have been resolved throughout 2017–18, and the template now provides the Committee Office with a functional drafting and publishing tool. Other defects are expected to be resolved in the ongoing year.

Facilitating international visits

The Committee Office facilitated several overseas visits that related to particular inquiries. The Joint Standing Committee on Migration visited Germany, Sweden, the United Kingdom and the United States between 2 and 16 July 2017 to investigate matters relevant to the committee's inquiry into migrant settlement outcomes. In each location the committee met with a range of individuals and organisations to gain a better idea of international experience in the areas of violent extremism and terrorism, gangs and criminality, and migration and settlement.

Highlights from the trip included meeting with police organisations in Sweden and the United Kingdom. The delegation members were impressed with the District Mothers Program in Germany, where migrant women are trained and employed to assist migrant families with integration, education and employment.

In the United States, the committee received a briefing from the Federal Bureau of Investigation on anti-gang initiatives and the work of gang taskforces, including the Mara

Salvatrucha (MS-13) taskforce and 18th Street taskforce. They also met with Homies Unidos, which provides youth life skills and parenting programs for target families and youth either at risk of involvement or already involved with gangs.

The Standing Committee on Health, Aged Care and Sport conducted, and reported on, its inquiry into the use and marketing of electronic cigarettes (e-cigarettes), which attracted considerable public attention within Australia and also internationally. The inquiry received a total of 352 submissions, 1,704 signatories to three form letters, and 45 exhibits. The committee subsequently held three roundtable public hearings nationally, and three briefings with various groups and individuals from the United Kingdom. Members of the committee also travelled to New Zealand to learn about the process that country is taking to legalise e-cigarettes. The inquiry entered into an already populated arena of reports on the matter, which looked at e-cigarettes from health, consumer and regulatory perspectives. The committee recommended maintaining the status quo, which was non-legalisation of e-cigarettes, with a focus on conducting research into the future.

In July, four members of the Standing Committee on the Environment and Energy travelled to Germany and the United States as part of the committee's inquiry into modernising Australia's electricity grid. The visit sought to gather insights from jurisdictions with varying approaches to energy policy, and at different stages of the grid modernisation process. The visit program—which was prepared by the secretariat, and facilitated by the International and Parliamentary Relations Office and relevant Australian diplomatic posts—enabled members to meet with fellow parliamentarians, government bodies, regulators, academics, non-government organisations and the private sector. The outcomes from the visit, and the intensive time spent together by members, made a strong contribution to the committee being able to deliver a bipartisan report in what was a contentious area of public policy.



Delegation from the Standing Committee on the Environment and Energy in Germany meeting with counterparts from the Bundestag Committee on Economic Affairs and Energy. Image: secretariat.

Outlook

The Committee Office is currently supporting many ongoing inquiries and it is expected that this high level of committee activity will continue throughout 2018–19.

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



Public hearing of the Standing Committee on Economics. Image: Michael Masters, Auspic/DPS.

Inter-parliamentary relations and capacity-building

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

The program's activities and projects in 2017–18 were coordinated by the International and Parliamentary Relations Office (IPRO) and the Parliamentary Skills Centre (PSC), with input from all four parliamentary departments. IPRO and PSC are offices administered by the department, and IPRO receives some funding from the Department of the Senate.

A decision taken last year, to co-locate the two offices and for these to be managed by one director, continues to provide efficiencies in management of work and knowledge-sharing. IPRO manages incoming and outgoing delegation programs, membership of international parliamentary organisations, and the international interests and travel of members and senators. PSC is responsible for all parliamentary strengthening and capacity-building programs of the Australian Parliament, including study programs for visiting parliamentarians and staff of other parliaments.

IPRO manages the administration of Parliamentary Regional Networks and Parliamentary Country Groups, as established under the auspices of the Inter-Parliamentary Union. It also administers the parliament's non-country Friendship Groups.

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

In 2017–18, the budget allocation for the program was \$1.922 million and expenditure was \$1.877 million. Results against performance criteria are summarised in the annual performance statement (page 21); staff levels are shown in Table 12.

Performance summary

A comprehensive program of incoming and outgoing visits during the year strengthened bilateral relations with several national parliaments. The Australian Parliament continued to support the capacity-building of parliaments in the region, and played an active role in parliamentary associations to which it belongs.

Parliamentary engagement

During 2017–18, IPRO coordinated 23 official overseas delegation programs, which involved visits to 31 countries; attendance at seven assemblies, conferences, workshops and seminars; and other visits, including Presiding Officer visits (see Appendix 7). There were also 34 visits to Australia from other countries: four hosted visits by parliamentary delegations (see Appendix 5); and 30 other visits, including for a range of capacity-building activities (see Appendixes 6 and 8).

A regional focus was maintained in the visits programs. Of the 34 visits to Australia, 16 were from parliaments in the Asia–Pacific region, including the annual visit by a combined delegation from Association of Southeast Asian Nations (ASEAN) countries. Of the 23 overseas visits, nine were to countries in Asia or Oceania.

The Australian Parliament’s participation in MIKTA (Mexico, Indonesia, the Republic of Korea, Turkey and Australia) continued, with the President of the Senate attending the third annual Speakers’ Consultation in Istanbul, Turkey, in October 2017.

During the reporting period, the Australian Parliament welcomed visits by a number of Presiding Officers, including His Excellency Mr José Carlos Mahia, Speaker of the parliament of Uruguay; Mr Urban Ahlin, Speaker of the parliament of Sweden; and the Right Honourable Trevor Mallard MP, Speaker of the parliament of New Zealand. Other high-level visits included Mr Fahri Hamzah, Deputy Speaker of the House of Representatives of the Republic of Indonesia; Professor Norbert Lammert, former President of the German Bundestag; and the Right Honourable Dr Keith Rowley MP, Prime Minister of the Republic of Trinidad and Tobago.

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

Outgoing and incoming delegations gave positive feedback on the quality of the programs, both at debrief meetings and through correspondence. For example, the Ambassador of Uruguay commented that the delegates ‘were very pleased with the diverse agenda ... that showcased a variety of ideas and industries of interest to the members of the delegation’. The Swedish parliament thanked IPRO for ‘organising such a great programme in Australia’ and said ‘the whole delegation is extremely happy about the visit, and all the logistics worked perfectly too’. The German–Australian Chamber of Industry and Commerce conveyed ‘a huge thank you for the outstanding, very friendly and professional support provided during our first-ever Canberra Delegation’.

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

Parliamentary cooperation

The Australian Parliament maintained its strong commitment to regional and international parliamentary cooperation in 2017–18. Delegations attended Inter-Parliamentary Union assemblies; the United Nations General Assembly; the ASEAN Inter-Parliamentary Assembly; the North Atlantic Treaty Organization (NATO) Parliamentary Assembly; and the Asia Pacific Parliamentary Forum (for more detail, see Appendix 7).

In June 2017 the Presiding Officers convened a meeting of all interested senators and members, which agreed that the parliament should apply to reconstitute the

Commonwealth of Australia branch of the Commonwealth Parliamentary Association (CPA). The parliament's branch had withdrawn from the CPA in 2012, owing to concerns over the governance arrangements and financial accountability of the CPA. Noting that progress had been made to address the parliament's concerns, senators and members in attendance unanimously agreed to apply to reconstitute the branch. The decision to readmit the branch was ratified by the CPA General Assembly, which met in Dhaka, Bangladesh, on 7 November 2017. The branch formally re-joined the CPA with effect from 1 January 2018.

Since re-joining the CPA, the branch has met, adopted rules to govern its operations and elected an executive committee. The branch currently has 63 members, more than a third of whom (22) are women parliamentarians. A meeting of women members of the branch was convened, and a Commonwealth Women Parliamentarians group for the parliament was re-established.

Parliamentary strengthening

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

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

Support for the parliament of Fiji was arranged in conjunction with the United Nations Development Programme (UNDP). It included placements of parliamentary researchers from DPS and the Victorian parliament to assist with the Fiji parliament's budget analysis and provide mentoring support for Fiji's parliamentary sittings.

A seminar was held in Apia, Samoa, for members and staff of the Samoan Legislative Assembly on the topics of parliamentary privilege, procedure and ethics. This was conducted with the help of a former Speaker of the House of Representatives, Ms Anna Burke, and senior officers from the department. Two staff undertook attachments to the Samoan Legislative Assembly to assist with committee and procedural support. Comprehensive handbooks for members and staff were prepared to provide guidance on practical matters, procedural rules and conventions.

The Samoa project concluded in 2017, whereas the Fiji program was extended until January 2020.

During the year, the major activities of the PWPP involved organising the fifth PWPP forum in Honiara, Solomon Islands, and facilitating research scholarships for parliamentary officers from the Autonomous Region of Bougainville (Papua New Guinea), Fiji and Samoa. Feedback on the project and the forum in Honiara was positive, with the Speaker of one Pacific island parliament observing 'the women's full participation, strong and serious discussions, openness with no reluctance to share and obvious tremendous confidence', and saying 'I was

pleased to observe the changes in the women, comradeship as a big family of supporters for each other. The PWPP concluded at the end of 2017.

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

The department continued to support the UNDP's parliamentary strengthening program at the Myanmar parliament. The Clerk and a senior executive officer delivered executive and mid-level management training to parliamentary staff, and another departmental officer supported a program for committee development work.

The annual Inter-Parliamentary Study Program was conducted for senior parliamentary staff, with 15 participants from overseas parliaments including Brazil, China, India, Morocco, Nepal and Vietnam. There were also two participants from the Victorian and Northern Territory parliaments, which are in twinning arrangements with two of the Pacific participants: Fiji and Niue.

In November 2017, an inaugural Inter-Parliamentary Study Program for Deputy Speakers of Pacific island parliaments was held at the Australian Parliament. Twelve participants from across the region benefited from a unique professional development and networking opportunity with their peers, and from a program that involved input from the Deputy Presiding Officers, former Speaker Mr Harry Jenkins AO and senior officers from the department.

Improving performance

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

Increasingly, delegation members make use of the online delegation portal (where appropriate), as a secure and effective way to electronically access visit information and written briefs in a timely manner, both before and during official visits. Delegates' responses lodged via the new online survey platform are helping IPRO to refine its processes.

Outlook

The year ahead will include a full program of delegation visits, with the continued implementation of the 2016–19 delegations program, as approved by the Presiding Officers. In the first half of 2018–19, 15 outgoing delegations (including committee visits, a parliamentary field visit and attendance at assemblies) and five official incoming parliamentary delegations are scheduled.

Activities associated with the parliament's membership of the CPA will continue and are likely to increase.

Parliamentary strengthening programs administered through the PSC will remain a priority area for the international program. An Inter-Parliamentary Study Program will be offered for Speakers of all Pacific island parliaments, and study visit programs are planned for delegations of members and staff from parliaments of African and Indo-Pacific countries.

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



Delegation of ASEAN parliamentarians together with the Presiding Officers (centre), President of the Senate, Senator the Hon Scott Ryan, and Speaker of the House of Representatives, Hon Tony Smith MP, and Hon Mark Coulton MP (right), November 2017. Image: Penny Bradfield, Auspic/DPS.

Members' and corporate support

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

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

Expenditure on these services in 2017–18 was \$8.237 million, which was \$1.116 million below the budget allocation of \$9.353 million. There were expenses of \$2.924 million which did not require an appropriation; the budget allocation for these was \$2.900 million. Results against performance criteria are summarised in the annual performance statement (page 23).

Dual citizenship

During 2017, under section 44 of the Constitution, the circumstances of members holding dual citizenship were called into question. Following resignations and judgments by the Court of Disputed Returns, seven by-elections were required. Three by-elections took place during the 2017–18 financial year. Following the endorsement of writs, returning or new members are required to make and subscribe an oath or affirmation of allegiance before being admitted to the House of Representatives and taking their seat in the Chamber.



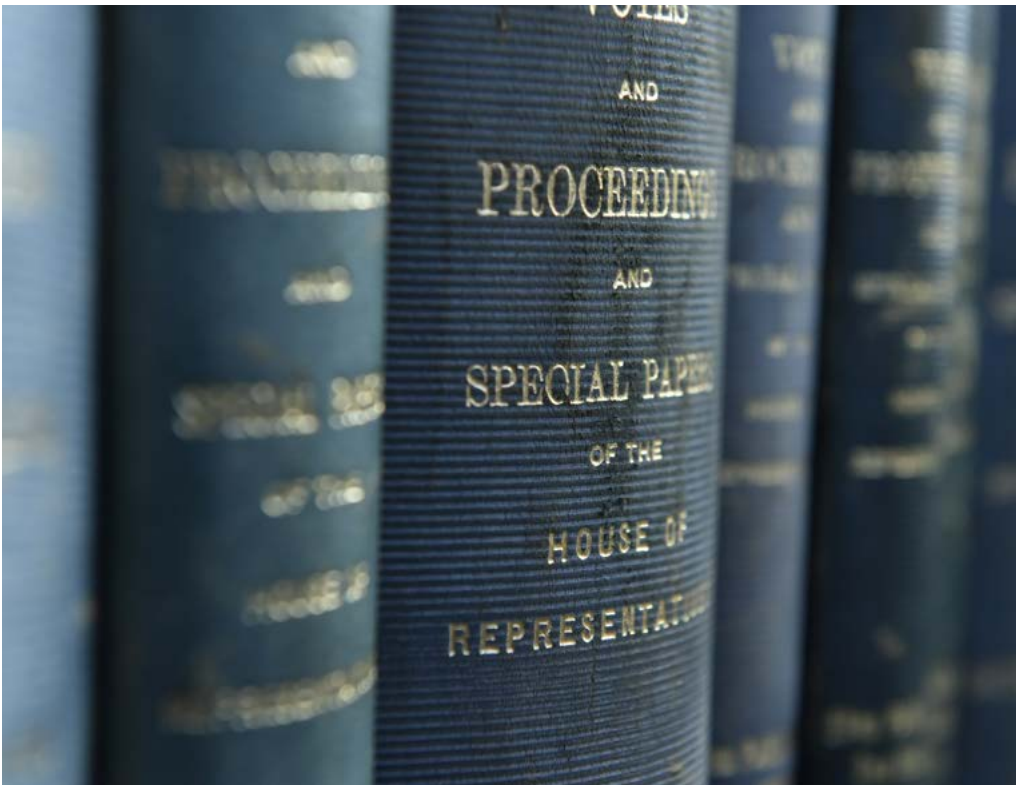
The Serjeant-at-Arms, James Catchpole, admits the Prime Minister, the Hon Malcolm Turnbull MP, Mr John Alexander OAM and the Hon Ken Wyatt MP into the Chamber for the swearing-in of Mr Alexander. Image: David Foote, Auspic/DPS.



Mr John Alexander OAM making and subscribing the oath of allegiance. Image: David Foote, Auspic/DPS.



The House is adjourned: retiring Assistant Serjeant-at-Arms, Lynne Eveston, removes the Mace from the Table and escorts the Speaker from the Chamber. Images: David Foote, Auspic/DPS.



Bound volumes of the Votes and Proceedings. Image: David Foote, Auspic/DPS.

Performance summary

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

The ongoing program of building works to improve security at Parliament House was a particular area of focus during the year. In cooperation with colleagues from other agencies, staff implemented revised arrangements to support the operation of a temporary entrance to the House of Representatives wing; relocated members, their staff and departmental staff as needed to facilitate the works; and provided access for tradespeople and technicians to the House of Representatives wing and surrounds. Throughout these works, staff ensured that the House was still able to effectively meet and discharge its responsibilities.

Services and advice

Media services

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

During the year, the Serjeant-at-Arms, the Usher of the Black Rod and their delegates liaised closely with the press gallery to balance media access, security and parliamentary requirements on a daily basis and at major parliamentary events such as budget day.

The Presiding Officers approved special access to Parliament House for the TV series *Secret City*, which is a political thriller based on a book by Chris Uhlmann and Steve Lewis.

On a day-to-day level, the Serjeant-at-Arms and delegates work with members' and ministers' offices, representatives of the press gallery, the Australian Federal Police and the Parliamentary Security Service to ensure that media events in the precincts are conducted in compliance with the media rules and with minimum inconvenience to all. There were some breaches of the media rules whereby show-cause letters were issued to a number of media bureaus, resulting in sanctions being imposed against some members of the press gallery.

During the year, the Serjeant-at-Arms' Office responded to around 120 requests to film or photograph in the private areas of the building.

Information services

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

Accommodation services

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

During the year, the office arranged 27 office relocations as a result of changes to the ministry reshuffles and office-holder positions. That number is significantly lower than the 73 relocations in 2016–17 (which included many changes due to the general election). The Serjeant-at-Arms' Office worked closely with the government and opposition whips to ensure that the relocations were completed quickly. The office also coordinated over 700 requests to supply and move furniture. That number is significantly higher than the previous year (600 requests), which reflects increased activity due to numerous members' suites having their furniture replaced with new office furniture for staff, and security project works that have taken place in the House of Representatives wing. All tasks were performed within agreed timeframes, to agreed standards, and to the satisfaction of the whips and individual members.

Office furniture replacement project

The second phase of the furniture replacement project continued during 2017–18. As at 30 June 2018, 124 of the 125 suites had been completed, with only one suite outstanding. This suite is scheduled to be completed in the first two weeks of July 2018. Furniture has been ordered to meet requirements for the immediate future.

Maintenance, access and transport services

Requests for maintenance work in members' suites are coordinated by the Serjeant-at-Arms' Office, and include both emergency and routine work. During the year, the office coordinated 217 emergency requests, all of which were attended to promptly. In addition, the office coordinated 125 routine requests for repairs or alterations to suites or common areas. The office takes a proactive approach by performing office shutdowns and inspections over the autumn and winter recesses, so that issues can be identified, reported and addressed while parliament is not sitting.

The office coordinated 932 requests for assistance with telephone faults, relocations and allocations of telephone numbers (compared with 1,321 requests in 2016–17). The decrease reflects a regular sitting year (after the previous election year). Faults reported were referred to telephone support in DPS within five minutes of receipt, and appropriate timeframes for resolution were agreed with the affected areas.

As the area responsible for access to members' suites, the office approved 962 requests by DPS for access to suites and general circulation areas for works related to general maintenance, services and projects. This is a small increase on the previous year (919 requests), reflecting a continued increase in project works in the House of Representatives wing.

The Serjeant-at-Arms' Office operates a Transport Office that delivers a parliamentary shuttle service during sitting periods. The shuttle provides a readily available, secure car-with-driver service in Canberra for members. In 2017–18, the Transport Office managed some 7,800 bookings from members, compared with 9,390 bookings in 2016–17 (figures exclude unbooked shuttle trips from the House of Representatives entrance, and bookings accepted by COMCAR but serviced by the Transport Office). This represents a 17 per cent decrease in bookings on the previous year, in part reflecting a reduced number of sitting days in the period.

Parliament House security

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

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

The department has established a business continuity network to coordinate contingency plans for work areas in the event of business disruptions. The department ran a desktop exercise in November 2017 for committee staff, to test their responses in the event that they had to unexpectedly operate off-site. Further exercises are planned for other areas of the department. An updated business continuity plan and business resumption plans were also completed and distributed to departmental staff during the year.

Security screening

Certain guests are exempt from security screening on entry to Parliament House. Approvals for any other exemptions are made jointly by the Serjeant-at-Arms and the Usher of the Black Rod. During the year, exemptions were approved for 21 groups and individuals (compared with 36 in 2016–17).

Information and communications technology

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

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

Information services

During the year, the department in conjunction with DPS began a program of enhancement work to a number of ICT systems supporting the work of the House, parliamentary committees and members. Requirements analysis was conducted for the upgrade or replacement of several key business systems, including:

- » the Members Information Database (to be replaced by the new Parliamentarian Information Portal)
- » CommDocs (a distribution portal for parliamentary committees)
- » the e-petitions system
- » the Parliamentary Procedural Records System (used to record and retrieve procedural events and precedents)
- » the Parliamentary Relations Office database (used to support the international activities of the parliament).

The department continues to use its electronic document and records management system (EDRMS) to file and manage records electronically, and has been collaborating with the other parliamentary departments on a joint upgrade to reduce running costs. A project to identify methods of improving access to electronic records was initiated, and a solution is planned for implementation in 2018–19. The department is committed to meeting the targets under the National Archives' Digital Continuity 2020 Policy by December 2020.

The department continued to support House of Representatives pages on the Parliament of Australia website, the consolidated intranet portal for senators and members, the portal for outgoing parliamentary delegations and the departmental intranet site. Several projects that are focused on improving the design and functionality of intranet and Parliament of Australia website pages commenced in May 2017, with expected completion in 2018–19.

Printing

The department's in-house printing service was overhauled in 2017–18, with the replacement of print devices and software. New monochrome and colour print machinery was installed, as was new finishing and book-binding equipment. As a result of this investment, the House and committees can benefit from reduced completion times, and smaller, more cost-effective print runs. The service is now able to deliver a high-quality, responsive service for the parliament at reduced costs.

Parliamentary assistants program

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

Six students took part in the program in 2017–18: two were existing assistants, and four were new appointments. The new assistants came from New South Wales, and all are studying at universities in Canberra.

Members' salaries

All processing of members' salaries and entitlements by the People Strategies Office was in accordance with legislation and administrative decisions. In the 2018 members' survey, 95 per cent of members said that they were satisfied with support for salary payments. Annual expenditure on members' salaries and other entitlements was \$47.585 million.

Corporate support

The People Strategies Office provides corporate services and advice to the department. Operational performance indicators for finance, human resources and other corporate support services were met in 2017–18, and the department was in compliance with internal and external governance and reporting requirements.

Outlook

In 2018–19, the department will continue to provide advice and services of a high standard to support the Speaker, members in Parliament House and the department. In the course of the year the parliament is very likely to be prorogued and the House dissolved before a general election and the beginning of the Forty-sixth Parliament. This will be a busy period for the program area. It is anticipated that subsequent activity levels will be consistent with those that are normal during the first year of a parliamentary cycle.

It is anticipated that other priorities for the members' and corporate support program during the year will include:

- » supporting the completion of major capital works projects in the House of Representatives wing, including the re-opening of the House of Representatives entrance, and working with other agencies on upgraded technology for access to individual suites
- » completing the second phase of the furniture replacement project
- » in consultation with DPS, continuing to explore the proposed transfer of ownership of 'Status B' furniture to that department, including development of a draft memorandum of understanding and related service-level agreements
- » planning for the hosting of a regional Serjeant-at-Arms conference at a suitable time after the next election, after a proposed larger international conference scheduled for July 2018 was postponed
- » supporting the deployment of the new Parliamentarian Information Portal to replace the Members Information Database.

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 (PEO) and the Visitor Experience Office of DPS.

In 2017–18 the administered appropriation for the schools hospitality program activity was \$0.320 million, and expenditure was \$0.313 million. Results against performance criteria are summarised in the annual performance statement (page 26).

Performance summary

In 2017–18, 119,088 school students participated in educational tours of Parliament House, up from 117,582 in the previous year. The number of students from New South Wales and Western Australia decreased, while all other states and territories recorded higher numbers than in the previous financial year (see Table 8).

Table 8 Students visiting Parliament House, by location and year, 2012–13 to 2017–18

Year	ACT	NSW	NT	QLD	SA	TAS	VIC	WA	Other	Total
2012–13	1,657	67,955	881	16,395	4,742	1,471	17,245	5,064	241	115,651
2013–14	1,859	62,597	835	18,193	5,390	1,581	17,766	5,488	–	113,709
2014–15	2,158	67,385	819	19,489	5,061	1,750	18,531	5,023	–	120,216
2015–16	3,004	64,438	654	16,056	5,849	1,621	18,950	5,159	13	115,744
2016–17	2,783	65,653	686	15,828	5,610	1,683	19,971	5,440	–	117,654
2017–18	3,030	64,366	788	17,131	5,896	1,942	20,810	5,125	–	119,088

All visiting students participated in a guided tour and visited both chambers; 81 per cent (96,979) received hospitality and 75 per cent (89,259) participated in the PEO program (see pages 45–47 for more information on the PEO's activities).

Improving performance

Bookings continue to be taken on a rolling monthly basis for the next two calendar years. This process has brought our booking schedule into line with the schedules of other designated agencies on the visits program, and it continues to be well received.

The online availability calendar and new booking form with a 'submit' option was placed onto the 'Organise a school visit' page on the Parliament of Australia website. This means that schools and agents can readily view availability of school programs at Parliament House before making a booking. In conjunction with the PEO, the school visits section of the website was further updated to make it easier for users to access information and make bookings.

Outlook

By 30 June 2018 120,205 students from 1,848 schools had been booked for the following 12 months. Last year at the same time 112,383 students from 1,703 schools had been booked.



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

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

Governance structure

Legislation

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

The department's operations are governed by the *Parliamentary Service Act* and the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). Other legislation, including the *Fair Work Act 2009*, also applies to the operations of the department. Together, these Acts set out the Clerk's formal responsibilities for managing the department.

Executive and senior management

During the reporting period there was an independent review of the non-ongoing SES Band 1 position of Clerk Assistant (Procedure) and Procedure Office that had been established for an initial 18-month period. The department supported the review's conclusion that the creation of the Clerk Assistant (Procedure) position has strengthened the procedural support to members and departmental staff, and affirmed that making the role ongoing was justified.

As at 30 June 2018, the department's Executive comprised the Clerk, the Deputy Clerk and four SES Band 1 staff: the Clerk Assistant (Table), Clerk Assistant (Procedure), Clerk Assistant (Committees) and the Serjeant-at-Arms. Each SES Band 1 member 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 6.

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

Departmental management committees

Executive

In 2017–18, the department's Executive held 13 formal meetings to consider a range of departmental management and administrative matters. As well as standing items on finance and people strategies, during the year, the Executive discussed:

- » the 30th anniversary of the opening of Parliament House
- » the department's organisational structure
- » asset management
- » security and other building works
- » a proposed biographical dictionary of the House of Representatives.

Audit Committee

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

During 2017–18, the position of chair of the Audit Committee was transferred from the Clerk Assistant (Procedure) to an independent chair, Mr Paul Groenewegen. The appointment by the Clerk of an independent chair demonstrates the department's commitment to strengthening the committee's actual and perceived independence. In addition to the Clerk Assistant (Procedure) and the independent chair, membership of the committee included another SES Band 1 officer—the Clerk Assistant (Table)—and two other independent members, ensuring a majority of independent members.

At 30 June 2018, the independent members were Mr Tim Courtney of the Australian Electoral Commission and Mr Dermot Walsh of the Office of the Commonwealth Ombudsman. The independent members contributed a valuable mix of skills, expertise and experience, complemented by an enhanced understanding, over time, of the department's operations and its operating environment. Guided by the Audit Committee's charter, the members of the Audit Committee play an essential role in ensuring the integrity and transparency of the department's reporting.

The committee met four times in 2017–18. It recommended to the Clerk that he sign the financial statements and management response letter and include the annual performance statement in the annual report. In addition, the committee reviewed the:

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

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

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

- » a review of asset management
- » a review of travel arrangements
- » a review of financial budgeting processes
- » the development of a strategic internal audit plan for 2018–21.

As at 30 June 2018, a strategic internal audit plan for 2018–21 was in preparation. The plan will be provided to the Audit Committee for review.

Other departmental committees

Consultative Committee

The Consultative Committee is an important mechanism for communicating and consulting with staff on workplace issues. Chaired by the Deputy Clerk, the committee has four departmental representatives, two elected staff representatives and two union-nominated representatives. The committee met five times during 2017–18. Standing agenda items for the meetings are:

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

Other matters discussed in the reporting period included:

- » changes to security arrangements
- » proposed internal policies, including policies on rehabilitation management and conflict of interest
- » proposed content in the staff survey
- » updated terms of reference for the Consultative Committee, which were adopted.

Knowledge Management Steering Committee

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

The committee is chaired by the Clerk Assistant (Table), and includes representatives from all areas of the department. In 2017–18 it met four times and discussed matters such as:

- » protective marking guidelines and the information security policy
- » finalisation of a project management toolkit
- » the department's response to the National Archives' Digital Continuity 2020 Policy
- » the introduction of a Chief Information Governance Officer
- » redaction protocols
- » the establishment of a policy register.

Inter-parliamentary departmental collaboration

Meetings of heads of parliamentary departments

In 2017–18, the Clerk, the Clerk of the Senate, the Secretary of the Department of Parliamentary Services (DPS) and the Parliamentary Budget Officer held four formal meetings. Matters discussed included:

- » the Parliamentary Service Determination
- » Parliament House Open Day and the 30th anniversary of Parliament House
- » future directions for parliamentary information and communications technology (ICT)
- » archiving and classification matters
- » security capital works.

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

Parliamentary Administration Advisory Group

In 2017–18, 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 of the Corporate Strategy Branch of the Parliamentary Budget Office. Responsibility for chairing the group rotates annually.

Matters discussed over the reporting period included:

- » work health and safety policies across the four parliamentary departments
- » Parliament House building works
- » proposed amendments to the Parliamentary Services Classification Rules
- » management of parliamentary records
- » access to building-wide policies.

Other inter-parliamentary department forums

In 2017–18, the department was active in a number of other inter-parliamentary department forums that considered matters of common interest, particularly ICT and security.

Departmental representatives participated in meetings of the following groups:

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

Departmental planning

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

The corporate plan is the department's primary planning document. As required under the PGPA Act, the department's corporate plan for 2017–18 was published in August 2017. It covered 2017–18 and three forward years to 2020–21. The corporate plan sets out the department's purpose, the activities undertaken to achieve that purpose, and the measures for assessing the department's performance. It also describes the environment in which the department operates and the department's risk management and oversight systems, and recognises the inter-relationships between these.

The department fosters a collegiate approach to preparing the corporate plan, with program areas and individual offices in the department invited to consider whether they would benefit from developing their own business plans with a more operational focus, to complement the corporate plan.

The department seeks to embed the corporate plan through its comprehensive work performance management framework that applies to all staff. On an annual basis, each staff member, together with their supervisor, identifies objectives for the next 12 months. The work objectives reflect not only the individual's role in their work area, but also relate to any applicable program area or office business plan and, ultimately, to the corporate plan. Staff regularly report to supervisors against their identified objectives.

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 2016–17 provided an assessment of the department's performance against the targets set in the 2016–17 Portfolio Budget Statements and the corporate plan, and presented the department's financial statements.

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

Managing risk

Risk assessment and management

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

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

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

Comcover benchmarking

In 2018, the department completed the Comcover risk management benchmarking program survey. The survey assessed risk management capability using a six-state maturity model. Results from the 2018 survey indicate that the department achieved a risk maturity of 'systematic', which is consistent with the previous year's level.

Business continuity

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

The plan requires scenario-based exercises designed to test aspects of the department's business continuity capability, with a new exercise developed each year. During 2017–18, the department's scenario-based exercise involved the Committee Office. The exercise was facilitated and reviewed by the department's internal auditors, who concluded that the Committee Office demonstrated an appropriate understanding of the department's business continuity plan and an ability to adapt and apply the plan to a challenging scenario.

Preventing fraud

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

The department's *Fraud control plan 2017–19* outlines strategies and processes for preventing and detecting fraud, and for investigating and reporting instances of fraud should they occur. The plan is available to all staff on the department's intranet, and all new staff are required to complete online training on financial management responsibilities and fraud control. The department's monitoring and reporting framework requires regular reporting to the Executive and the Audit Committee. No losses of public money and no instances of fraud were identified during the year.

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

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 2017–18. The finance law incorporates the PGPA Act, any rules and instruments created under the PGPA Act, and appropriation and supply Acts.

Ethical standards and behaviour

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

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

Public interest disclosure

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

During 2017–18, the department continued to ensure that information on public interest disclosure procedures was available to all staff, and in 2017 an information session on the Act presented by the Commonwealth Ombudsman was open to all staff. During the year, four authorised officers were approved to handle public interest disclosures.

Privacy

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

Ecologically sustainable development and environmental reporting

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



Members in the House of Representatives Chamber. Image: David Foote, Auspic/DPS.

External scrutiny

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

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

In 2017–18, the Auditor-General did not table any reports directly relating to the administration of the department or its operations. The Australian National Audit Office provided an unqualified audit report on the department's 2016–17 financial statements.

There were no investigations by the Commonwealth Ombudsman in 2017–18 that involved the department.

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

- » the Attorney-General's Department's Sunsetting Review Committee's review of the Sunsetting Framework under the *Legislation Act 2003*
- » the New South Wales Legislative Council's Privileges Committee's inquiry into procedural fairness for inquiry participants
- » the Department of Finance's independent review of the *Public Governance, Performance and Accountability Act 2013*
- » the review by the Parliamentary Joint Committee on Intelligence and Security of the Foreign Influence Transparency Scheme Bill 2017
- » the House of Commons of the United Kingdom's Procedure Committee's inquiry into proxy voting and parental absence
- » the New South Wales Legislative Council's Public Accountability Committee's inquiry into the scrutiny of public accountability in New South Wales.

The department continued to support the Standing Committee on Appropriations and Administration's consideration of the department's funding requirements and budget position. During 2017–18, the committee met three times and tabled two reports: *Report no. 14: Annual report 2016–17* and *Report no. 15: Budget estimates 2018–19*.

In its budget estimates report, the committee noted that the supplementary funding of \$12.4 million provided over four years, starting from 2016–17, was being used to good effect, to strengthen the department's procedural capacity and provide additional support for the parliamentary committees administered by the department.

Judicial and administrative decisions

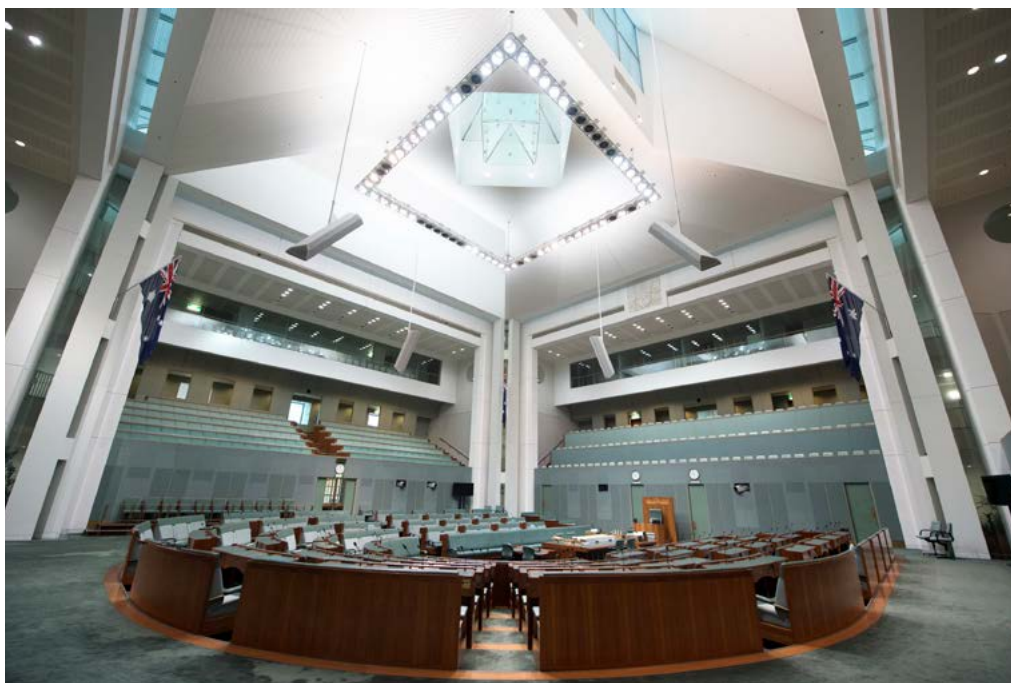
During 2017–18, no judicial decisions or decisions of administrative tribunals or the Australian Information Commissioner had, or are anticipated to have, a significant effect on the operations of the department.

Freedom of information

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

Disability reporting mechanisms

Disability reporting now sits within the framework of the National Disability Strategy 2010–2020, which sets out a 10-year national policy to improve the lives of people with disability, promote participation and create a more inclusive society. A high-level two-yearly report will track progress against each of the six outcome areas of the strategy, and present a picture of how people with disability are faring. The first National Disability Strategy 2010–2020 *Progress report to the Council of Australian Governments 2014* can be found on the Department of Social Services website.



House of Representatives Chamber. Image: Penny Bradfield, Auspic/DPS.

Management of people

Workforce profile

At 30 June 2018, the department had 176 employees—129 ongoing, 14 non-ongoing and 33 casual.

The department's workforce is 60 per cent female, 49 per cent under 45 years old and 1.7 per cent identifying as Aboriginal or Torres Strait Islander.

Employee classification and gender statistics

Table 9 Classification and gender at 30 June 2017

	Ongoing			Non-ongoing			Casual			Total			
	Male	Female	Indeterminate/ intersex/ unspecified	Male	Female	Indeterminate/ intersex/ unspecified	Male	Female	Indeterminate/ intersex/ unspecified	Male	Female	Indeterminate/ intersex/ unspecified	Total
SES 3	1	–	–	–	–	–	–	–	–	1	–	–	1
SES 2	–	1	–	–	–	–	–	–	–	–	1	–	1
SES 1	3	1	–	–	–	–	–	–	–	3	1	–	4
EB 2	10	13	–	–	1	–	–	–	–	10	14	–	24
EB 1	24	15	–	–	3	–	–	–	–	24	18	–	42
PSL 6	7	16	–	1	–	–	–	–	–	8	16	–	24
PSL 5	1	6	–	–	1	–	–	–	–	1	7	–	8
PSL 4	3	17	–	1	5	–	1	1	–	5	23	–	28
PSL 3	2	2	–	–	2	–	1	1	–	3	5	–	8
PSL 2	2	1	–	–	1	–	16	14	–	18	16	–	34
PSL 1	–	–	–	–	–	–	–	–	–	–	–	–	–
Total	53	72	–	2	13	–	18	16	–	73	101	–	174

Table 10 Classification and gender at 30 June 2018

	Ongoing			Non-ongoing			Casual			Total			
	Male	Female	Indeterminate/ intersex/ unspecified	Male	Female	Indeterminate/ intersex/ unspecified	Male	Female	Indeterminate/ intersex/ unspecified	Male	Female	Indeterminate/ intersex/ unspecified	Total
SES 3	1	–	–	–	–	–	–	–	–	1	–	–	1
SES 2	–	1	–	–	–	–	–	–	–	–	1	–	1
SES 1	2	2	–	–	–	–	–	–	–	2	2	–	4
EB 2	9	11	–	–	1	–	–	–	–	9	12	–	21
EB 1	24	21	–	–	2	–	–	–	–	24	23	–	47
PSL 6	8	16	–	1	1	–	–	–	–	9	17	–	26
PSL 5	1	3	–	–	1	–	–	–	–	1	4	–	5
PSL 4	3	20	–	2	5	–	–	1	–	5	26	–	31
PSL 3	2	2	–	–	–	–	1	–	–	3	2	–	5
PSL 2	2	1	–	–	1	–	17	14	–	19	16	–	35
PSL 1	–	–	–	–	–	–	–	–	–	–	–	–	–
Total	52	77	–	3	11	–	18	15	–	73	103	–	176

Table 11 Employment type by full-time and part-time status, 2016–17 and 2017–18

	at 30 June 2017					at 30 June 2018				
	Ongoing		Non-ongoing		Total	Ongoing		Non-ongoing		Total
	Full-time	Part-time	Full-time	Part-time		Full-time	Part-time	Full-time	Part-time	
SES 3	1	–	–	–	1	1	–	–	–	1
SES 2	1	–	–	–	1	1	–	–	–	1
SES 1	4	–	–	–	4	4	–	–	–	4
EB 2	23	–	1	–	24	20	–	1	–	21
EB 1	38	1	2	1	42	40	5	2	–	47
PSL 6	21	2	1	–	24	20	4	–	2	26
PSL 5	7	–	1	–	8	4	–	1	–	5
PSL 4	18	2	4	4	28	21	2	8	–	31
PSL 3	4	–	2	2	8	4	–	1	–	5
PSL 2	3	–	1	30	34	3	–	32	–	35
PSL 1	–	–	–	–	–	–	–	–	–	–
Total	120	5	12	37	174	118	11	45	2	176

Table 12 Employment type by location

	at 30 June 2017				at 30 June 2018			
	Ongoing	Non-ongoing	Casual	Total	Ongoing	Non-ongoing	Casual	Total
Office								
Executive	9	–	–	9	8	1	–	9
Executive support/ project staff	5	–	–	5	4	–	–	4
Table Office	12	–	1	13	10	–	1	11
Chamber Research Office	7	1	–	8	8	–	–	8
International and Parliamentary Relations Office	6	–	–	6	8	1	–	9
Committee Office	53	7	–	60	58	7	–	65
Serjeant-at-Arms' Office	9	3	31	43	10	2	31	43
People Strategies Office	6	3	1	10	7	1	–	8
Parliamentary and Business Information Services Office	10	1	1	12	10	2	1	13
Finance Office	6	–	–	6	5	–	–	5
Parliamentary Skills Centre	2	–	–	2	1	–	–	1
State								
ACT	125	15	34	174	129	14	33	176

Table 13 Indigenous employee staffing

	at 30 June 2017	at 30 June 2018
Ongoing	–	–
Non-ongoing	4	3
Casual	–	–
Total	4	3

Employee engagement

Investors in People standard

The Investors in People standard is an internationally recognised mark of good practice that focuses on how well an employer creates an environment to lead, support and develop its people. The department has held accreditation against the Investors in People standard since 2002, and was awarded 'Investors in People Silver' in 2015. Since the last assessment in 2015 Investors in People has introduced an improved framework. The new framework's performance model provides a clear pathway to map the strategies of continuous improvement and high-performance working practices.

The Investors in People standard provides a structure for high performance to help every person be the best they can be. The achievement of the standard recognises the strong

commitment of departmental employees to ensure the highest possible standards of service. One of the requirements for retaining accreditation is to be reassessed against the standard every three years by an independent assessor. The next accreditation process has commenced.

Staff survey

In May 2018, the department conducted its annual staff survey to measure employee engagement, quality of leadership and views about the broader working environment.

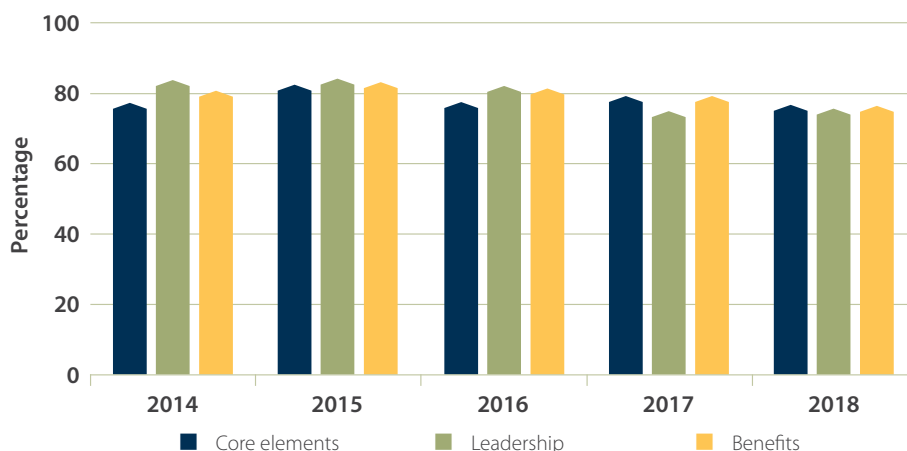
The results of the survey are used to inform improvement initiatives and to develop solutions to optimise the culture of the department. Ideas and feedback from employees are critical to enable sustainable change across the department and to sustain a high-performance culture.

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

- » The 'core elements' satisfaction index measures the extent to which the department provided the core elements needed to attract, focus and keep the most talented staff (satisfaction rate of 80.4 per cent in 2018 and an average of 82.2 per cent over the past five years).
- » The 'leadership' satisfaction index measures the level of satisfaction of staff with their managers against the department's leadership statement (satisfaction rate of 79.3 per cent in 2018 and an average of 83.8 per cent over the past five years).
- » The 'benefits' satisfaction index measures the level of staff satisfaction with pay and working conditions (satisfaction rate of 80.1 per cent in 2018 and an average of 84 per cent over the past five years).

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

Figure 7 Staff survey satisfaction elements, 2014–18



People strategies: planning and delivery

Recruitment

The department advertised to fill 30 ongoing vacancies during 2017–18 (compared with 23 in 2016–17), of which 16 were filled by external applicants.

Retention

Twelve ongoing and 18 non-ongoing staff left the department in 2017–18. The turnover rate was 7.8 per cent for ongoing staff (compared with 8.5 per cent in 2016–17).

Exit interviews with staff leaving the department continued to be conducted by Senior Executive Service (SES) managers. Nine such interviews were conducted during the year.

Alumni

The department formed an alumni association of former staff in 2008. On 30 June 2018, it had 220 members. The association issued two newsletters during the year, and its board met once. On 14 November 2017, the association held its annual general meeting and two co-chairs were elected.

Graduate program

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

The program assists graduates to develop the necessary knowledge and skills to make a significant contribution to the department and broader parliamentary service. It continued to draw a high level of interest from graduates from a range of agencies. Eight graduates undertook placements in the department in 2017–18.

Positive feedback was received from the graduates, indicating they had all had valuable experiences with the department and will take their learnings back to their home agency.

Learning and development

In 2017–18 the department delivered 109 face-to-face training and development sessions to employees, based around the core themes of critical thinking, writing skills, management capability and fostering high performance. Priority skills training focused on leadership development, and the department has engaged a range of external providers to deliver specialised training to staff.

Table 14 compares the attendance of staff at training courses in 2016–17 and 2017–18. It also shows the average staffing level and total number of training days attended in 2017–18 for each classification.

Table 14 Staff attendance at training courses

Classification	Headcount	Training days attended	Average training days attended	
	2017–18	2017–18	2016–17	2017–18
Senior Executive Service	6	22	4.7	3.7
Executive Band 2	21	125	2.2	5.9
Executive Band 1	47	246	2.2	5.2
Parliamentary Service Level 6	26	95	1.6	3.7
Parliamentary Service Level 5	5	19	2.1	3.8
Parliamentary Service Level 4	31	178	3.1	5.7
Parliamentary Service Level 3	5	14	2.9	2.8
Parliamentary Service Level 2	35	42	1.8	1.2
Not specified	–	99	–	–
Total	176	840	3.1	4.8



2017–18 Graduate Program participants James Mohun, Erin Corkill, Alex Rae and Sarah Grant. Image: Penny Bradfield, Auspic/DPS.

Studies assistance

The department's study assistance scheme allows employees to complete relevant tertiary study to improve their professional skills and knowledge. Seven employees accessed studies assistance during the year (compared with seven in 2016–17). Collectively, financial assistance of \$22,595 was administered (compared with \$29,115 in 2016–17), along with a total of 36.67 days of study leave on full pay.

Performance assessment

All eligible staff participated in the annual work performance assessment cycle, which was completed on 31 October 2017. The cycle consists of setting individual work objectives, conducting performance assessments, preparing individual development plans and providing feedback to supervisors. Information from the individual development plans is used to formulate the training program for the next calendar year.

Diversity and inclusion

The department is committed to actively building a diverse and inclusive workplace that promotes gender equality and harnesses the skills and experiences of people from all backgrounds. The department's diversity and inclusion program has a significant focus on increasing workforce participation rates across all diversity groups.

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



2017–18 Indigenous secondees Ben Veá Veá, Michael Ohrin and Elizabeth Olive. Image: Penny Bradfield, Auspic/DPS.

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

The Indigenous Secondment Program attracted a high level of interest from Aboriginal and Torres Strait Islander people from a range of Commonwealth agencies, and three placements were undertaken in 2017–18.

Employment arrangements

In December 2017, employees voted in a new enterprise agreement. A total of 85 per cent of eligible employees participated in the vote, of whom 82 per cent voted 'yes' to the agreement. The *Department of the House of Representatives Enterprise Agreement 2017–20* covers all employees except SES employees, who are covered by determinations made under section 24(1) of the *Parliamentary Service Act 1999*.

There is no provision in the enterprise agreement to remunerate staff based on performance. The Clerk did not make a determination under section 24(1) of the Act in 2017–18 to pay staff a monetary bonus.

Salary scales under the 2017–20 agreement are summarised in Table 15.

Table 15 Salary scales of staff covered by the 2017–20 enterprise agreement

Classification	Salary scale (\$)
Executive Band 2	136,586–144,724
Executive Band 1	105,531–117,711
Parliamentary Service Level 6	85,047–96,520
Parliamentary Service Level 5	78,610–83,181
Parliamentary Service Level 4	69,498–75,191
Parliamentary Service Level 3	62,875–67,543
Parliamentary Service Level 2	55,877–61,012
Parliamentary Service Level 1	49,394–54,047

Salaries expenditure

In 2017–18, departmental salaries and allowances totalled \$19.410 million (compared with \$18.762 million in 2016–17).

Work health and safety

The department maintains a strong commitment to the health and wellbeing of all employees and visitors. 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 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*.

In 2017–18, the department continued to apply an evidence-based risk management approach, after implementing the work health and safety management system in the previous year. The department aims to deliver high-quality and timely outcomes, providing leadership, direction, capability and governance, to nurture a safety culture. Through the Rehabilitation Management System the department enhances positive early intervention outcomes that have supported injured or ill workers to achieve an early, safe and sustainable return to work. There has been a strong focus in providing and fostering a flexible workplace to take account of employees' health and wellbeing.

The department's Comcare premium rate for 2017–18 was 0.27 per cent of payroll, a decrease from 2016–17 of 0.43 per cent.

No workers compensation claims were lodged during the reporting period.

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

Management of financial resources

Asset management

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

A stocktake of furniture and portable and attractive assets was completed during 2017–18. During the stocktake process a visual assessment for impairment was undertaken by Finance Office staff. The verification of impairment testing was undertaken in conjunction with asset counting.

During the year the department transferred assets to DPS as part of the consolidation of ICT services across the parliamentary departments. The assets were transferred to DPS for no consideration and had a carrying value at the date of transfer of \$1.165 million.

The furniture replacement project continued during 2017–18. This project consists of replacing the office furniture located in the staff area of members' offices. As at 30 June 2018, installation of all suites except one had been completed. The project is due for completion in July 2018. A combination of cash reserves and departmental capital budget funding has been used to replace these furniture items.

The department also replaced its print room equipment to ensure it continues to operate an efficient and cost-effective print service. The value of equipment and associated software was \$0.326 million.

Other minor asset purchases included replacement of TVs, fridges and audio visual equipment. The department adopts a 'break-fix' replacement policy for these items.

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

Purchasing

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

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

Consultants

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

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

During 2017–18, seven new consultancy contracts were entered into involving total expenditure of \$0.054 million. In addition, three ongoing consultancy contracts were active in 2017–18, involving total expenditure of \$0.091 million.

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

Competitive tendering and contracting

There were no instances during 2017–18 when 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 AusTender.

Procurement initiatives to support small business

The department supports small business participation in the Commonwealth Government procurement market. Small and medium enterprise (SME) and small enterprise participation statistics are available on the Department of Finance's website (<http://www.finance.gov.au/procurement/statistics-on-commonwealth-purchasing-contracts/>).

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

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

Advertising and market research

During 2017–18, 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 2017–18, external legal expenditure was \$195,502 (\$61,062 in 2016–17). The department did not incur any internal legal expenses during 2017–18 (nil in 2016–17).



Part 4

Financial statements

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Independent auditor's report



INDEPENDENT AUDITOR'S REPORT

To the Speaker of the House

Opinion

In my opinion, the financial statements of the Department of the House of Representatives for the year ended 30 June 2018:

- (a) comply with Australian Accounting Standards – Reduced Disclosure Requirements and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Department of the House of Representatives as at 30 June 2018 and its financial performance and cash flows for the year then ended.

The financial statements of the Department of the House of Representatives, which I have audited, comprise the following statements as at 30 June 2018 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 Department of the House of Representatives in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (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 Department of the House of Representatives the Clerk of the House is responsible under the *Public Governance, Performance and Accountability Act 2013* for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Reduced Disclosure Requirements and the rules made under that Act. The Clerk of the House is also responsible for such internal control as the Clerk of the House determines is necessary to enable the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Clerk of the House is responsible for assessing the Department of the House of Representatives ability to continue as a going concern, taking into account whether the entity's operations will cease as a result of an administrative restructure or for any other reason. The Clerk of the House

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Independent auditor's report

is also responsible for disclosing matters related to going concern as applicable and using the going concern basis of accounting unless the assessment indicates that it is not appropriate.

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Australian National Audit Office



Mark Vial
Senior Director
Delegate of the Auditor-General
Canberra
24 September 2018

Certification

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

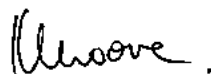
STATEMENT BY THE CLERK OF THE HOUSE AND CHIEF FINANCE OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2018 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

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



D ELDER
Clerk of the House
24 September 2018



K MOORE
Chief Finance Officer
24 September 2018

Statement of comprehensive income

for the period ended 30 June 2018

		2018	2017	Original Budget
	Notes	\$'000	\$'000	\$'000
NET COST OF SERVICES				
Expenses				
Employee benefits	1A	19,410	18,762	20,814
Suppliers	1B	4,983	4,572	6,455
Depreciation and amortisation	4A	973	909	1,010
Write-down and impairment of assets	1C	22	10	–
Losses from asset sales		–	11	3
Total expenses		25,388	24,264	28,282
Own-source income				
Own-source revenue				
Sale of goods and rendering of services	2A	52	64	55
Interest	2B	64	–	100
Other revenue	2C	562	443	985
Total own-source revenue		678	506	1,140
Gains				
Other gains	2D	1,986	1,914	1,890
Total gains		1,986	1,914	1,890
Total own-source income		2,664	2,420	3,030
Net cost of services		22,724	21,843	25,252
Revenue from government	2E	24,242	24,159	24,242
Surplus/(deficit) on continuing operations		1,518	2,316	(1,010)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation surplus		–	(17)	–
Total other comprehensive income		–	(17)	–
Total comprehensive income/(loss)		1,518	2,299	(1,010)

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

Statement of financial position

as at 30 June 2018

		2018	2017	Original Budget
	Notes	\$'000	\$'000	\$'000
ASSETS				
Financial assets				
Cash and cash equivalents	3A	410	3,057	522
Trade and other receivables	3B	16,097	14,837	12,437
Other investments	3C	2,546	–	2,601
Total financial assets		19,053	17,895	15,560
Non-financial assets				
Heritage and cultural	4A	419	419	436
Plant and equipment	4A	8,225	7,446	8,869
Computer software	4A	203	1,775	1,634
Inventories	4B	13	13	9
Other non-financial assets	4C	197	156	80
Total non-financial assets		9,057	9,809	11,028
Total assets		28,110	27,703	26,588
LIABILITIES				
Payables				
Suppliers	5A	340	286	336
Other payables	5B	496	843	–
Total payables		836	1,129	336
Provisions				
Employee provisions	6A	6,016	6,310	6,423
Total provisions		6,016	6,310	6,423
Total liabilities		6,852	7,439	6,759
Net assets		21,258	20,265	19,829
EQUITY				
Contributed equity		(10,918)	(10,393)	(9,753)
Reserves		14,192	14,192	14,209
Retained surplus/(accumulated deficit)		17,984	16,466	15,373
Total equity		21,258	20,265	19,829

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

Statement of changes in equity

for the period ended 30 June 2018

	2018	2017	Original Budget
	\$'000	\$'000	\$'000
CONTRIBUTED EQUITY			
Opening balance			
Balance carried forward from previous period	(10,393)	(11,035)	(10,393)
Transactions with owners			
Departmental capital budget	640	642	640
Transfer of assets to DPS	(1,165)	-	-
Total transactions with owners	(525)	642	640
Transfers between equity components	-	-	-
Closing balance as at 30 June	(10,918)	(10,393)	(9,753)
RETAINED EARNINGS			
Opening balance			
Balance carried forward from previous period	16,466	14,150	16,383
Comprehensive income			
Surplus/(deficit) for the period	1,518	2,316	(1,010)
Total comprehensive income	1,518	2,316	(1,010)
Closing balance as at 30 June	17,984	16,466	15,373
ASSET REVALUATION RESERVE			
Opening balance			
Balance carried forward from previous period	14,192	14,209	14,209
Comprehensive income			
Other comprehensive income	-	(17)	-
Total comprehensive income	-	(17)	-
Closing balance as at 30 June	14,192	14,192	14,209
TOTAL EQUITY			
Opening balance			
Balance carried forward from previous period	20,265	17,324	20,199
Comprehensive income			
Surplus/(deficit) for the period	1,518	2,316	(1,010)
Other comprehensive income	-	(17)	-
Total comprehensive income	1,518	2,299	(1,010)
Transactions with owners			
Contributions by owners			
Departmental capital budget	640	642	640
Transfer of assets to DPS	(1,165)	-	-
Total transactions with owners	(525)	642	640
Closing balance as at 30 June	21,258	20,265	19,829

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

Cash flow statement

for the period ended 30 June 2018

	2018	2017	Original Budget
Notes	\$'000	\$'000	\$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations	23,080	23,765	26,377
Sale of goods and rendering of services	140	106	55
Interest	–	–	100
Revenue from external sources	71	710	323
Net GST received	118	344	17
Other	98	–	–
Total cash received	23,507	24,925	26,872
Cash used			
Employees	19,558	18,550	20,704
Suppliers	3,324	3,088	4,293
Net GST paid	–	–	219
Other	–	–	71
Total cash used	22,882	21,638	25,287
Net cash from/(used by) operating activities	625	3,287	1,585
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment	0	4	–
Total cash received	0	4	–
Cash used			
Purchase of property, plant and equipment	1,333	1,414	2,230
Purchase of intangibles	33	31	–
Investments	2,546	–	–
Total cash used	3,912	1,445	2,230
Net cash from/(used by) investing activities	(3,912)	(1,441)	(2,230)
FINANCING ACTIVITIES			
Cash received			
Contributed equity (DCB)	640	642	640
Total cash received	640	642	640
Cash used			
Net cash from/(used by) financing activities	640	642	640
Net increase/(decrease) in cash held	(2,647)	2,487	(5)
Cash and cash equivalents at the beginning of the reporting period	3,057	570	527
Cash and cash equivalents at the end of the reporting period	410	3,057	522

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

Administered schedule of comprehensive income

for the period ended 30 June 2018

		2018	2017	Original Budget
	Notes	\$'000	\$'000	\$'000
NET COST OF SERVICES				
Expenses				
Suppliers	16	313	324	320
Total expenses		313	324	320
Net (cost of)/contribution by services		(313)	(324)	(320)
Surplus/(deficit)		(313)	(324)	(320)
Total comprehensive income/(loss)		(313)	(324)	(320)

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

Administered schedule of assets and liabilities

as at 30 June 2018

		2018	2017	Original Budget
	Notes	\$'000	\$'000	\$'000
ASSETS				
Financial assets				
Trade and other receivables	17	2	4	4
Total financial assets		2	4	4
Total assets administered on behalf of government		2	4	4
LIABILITIES				
Payables				
Suppliers	18A	27	26	–
Other payables	18B	2	4	4
Total payables		29	30	4
Government		29	30	4
Net assets/(liabilities)		(27)	(26)	–

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

Administered reconciliation schedule

	2018	2017
	\$'000	\$'000
Opening assets less liabilities as at 1 July	(26)	–
Net (cost of)/contribution by services		
Expenses		
Payments to entities other than corporate Commonwealth entities	(313)	(324)
Transfers (to)/from the Australian Government		
Appropriation transfers from official public account	312	298
Closing assets less liabilities as at 30 June	(27)	(26)

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

Accounting policy

Administered cash transfers to and from the official public account

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

Administered cash flow statement

for the period ended 30 June 2018

	2018	2017
Notes	\$'000	\$'000
OPERATING ACTIVITIES		
Cash received		
Net GST received	25	23
Total cash received	25	23
Cash used		
Suppliers	336	320
Total cash used	336	320
Net cash from/(used by) operating activities	(311)	(297)
Cash from official public account		
Appropriations	312	298
GST appropriations	24	22
Total cash from official public account	336	320
Cash to official public account		
GST appropriations	(25)	(23)
Total cash to official public account	311	297
Cash and cash equivalents at the end of the reporting period	–	–

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

Overview

Objectives of the Department of the House of Representatives

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

The Department is structured to meet one outcome:

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

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

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

Basis of preparation of the financial report

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

The financial statements have been prepared in accordance with:

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

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

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 2018.

Note 1 Expenses		
	2018	2017
	\$'000	\$'000
1A: Employee benefits		
Wages and salaries	14,733	14,134
Superannuation		
Defined contribution plans	967	846
Defined benefit plans	1,898	2,013
Leave and other entitlements	1,622	1,625
Separation and redundancies	190	143
Total employee benefits	19,410	18,762
1B: Suppliers		
Goods and services supplied or rendered		
Staff-related services	373	440
Travel	1,094	742
Office services	3,092	2,876
Communication	86	105
Corporate expenses	243	266
Total goods and services supplied or rendered	4,888	4,430
Goods supplied	218	330
Services rendered	4,670	4,100
Total goods and services supplied or rendered	4,888	4,430
Other suppliers		
Operating lease rentals	39	62
Workers compensation expenses	56	80
Total other suppliers	95	142
Total suppliers	4,983	4,572
Leasing commitments		
Operating leases 2017–18 included were effectively non-cancellable and comprise agreements for the provision of motor vehicles to senior executives and for departmental use.		
Commitments for minimum lease payments in relation to non-cancellable operating leases are payable as follows:		
Within 1 year	27	37
Between 1 to 5 years	41	1
Total operating lease commitments	68	38
1C: Write-down and impairment of assets		
Impairment of property, plant and equipment	22	10
Total write-down and impairment of assets	22	10

Note 2 Own-source revenue and gains		
	2018	2017
	\$'000	\$'000
2A: Sale of goods and rendering of services		
Sale of goods	25	26
Rendering of services	27	38
Total sale of goods and rendering of services	52	64
2B: Interest		
Deposits	64	–
Total interest	64	–
2C: Other revenue		
Royalties	36	–
Funding from external sources	520	443
Comcare refunds	6	–
Total other revenue	562	443
2D: Other gains		
Resources received free of charge		
Remuneration of auditors	83	83
Rent of premises	1,869	1,831
Other gain—asset first time recognition	34	–
Total other gains	1,986	1,914
2E: Revenue from government		
Appropriations		
Departmental appropriations	24,242	24,159
Total revenue from government	24,242	24,159

Accounting policy

Revenue from the sale of goods

Revenue from the sale of goods is recognised when:

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

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

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

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

Interest

Interest revenue is recognised using the effective interest method.

Resources received free of charge

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

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

Revenue from government

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

Financial position

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

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

Note 3 Financial assets		
	2018	2017
	\$'000	\$'000
3A: Cash and cash equivalents		
Cash on hand or on deposit	410	3,057
Total cash and cash equivalents	410	3,057
3B: Trade and other receivables		
Goods and services receivables		
Goods and services	122	21
Total goods and services receivables	122	21
Appropriations receivables		
Appropriation receivable—existing programs	15,903	14,742
Total appropriations receivables	15,903	14,742
Other receivables		
Cash held by salary packaging providers	34	37
GST input credits receivable	38	38
Total other receivables	72	75
Total trade and other receivables (gross)	16,097	14,837
Less impairment allowance	–	–
Total trade and other receivables (net)	16,097	14,837
3C: Other investments		
Deposits ¹	2,546	–
Total other investments	2,546	–

1. The department has a one-year term deposit of \$2,546,108. The interest rate is 2.55%. The maturity date of the term deposit is 20/07/2018. The department intends to roll over the investment on maturity. The source of the deposit was the former Inter-parliamentary Relations Special Account which was subject to a sun-setting provision. The balance of the account was invested after the release of a new delegation from the Finance Minister in July 2017.

Accounting policy

Financial assets

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

Note 4 Non-financial assets

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

	Heritage and cultural ¹ \$'000	Property, plant and equipment \$'000	Computer software ² \$'000	Total \$'000
As at 1 July 2017				
Gross book value	419	7,883	3,671	11,972
Accumulated depreciation, amortisation and impairment	–	(437)	(1,896)	(2,332)
Total as at 1 July 2017	419	7,446	1,775	9,640
Additions				
Purchase	–	1,333	33	1,366
Depreciation and amortisation	–	(532)	(441)	(973)
Disposals				
Transfer of assets to DPS ³	–	(1)	(1,164)	(1,165)
Other	–	(21)	–	(21)
Total as at 30 June 2018	419	8,225	203	8,847
Total as at 30 June 2018 represented by				
Gross book value	419	9,188	950	10,557
Accumulated depreciation, amortisation and impairment	–	(963)	(747)	(1,710)
Total as at 30 June 2018	419	8,225	203	8,847

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

2. The carrying amount of computer software included \$36,245 (2017: \$18,804) of purchased software and \$167,210 (2017: \$1,756,586) of internally generated software.

3. On 1 March 2018 and 1 June 2018 the department transferred assets to the Department of Parliamentary Services as part of the consolidation of ICT across the parliamentary departments. The total net book value by class of the transfers is as follows:

Intangibles (Computer Software) \$1,164,364.57

Property, Plant and Equipment \$700.26

The assets were transferred to the Department of Parliamentary Services for no consideration, and were recognised as a distribution resulting in a reduction in equity of \$1,165,064.83.

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

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

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

Asset recognition threshold

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

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

Revaluations

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

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

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

Depreciation

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

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

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

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

	2018	2017
Property, plant and equipment	5 to 50 years	5 to 50 years

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

Impairment

All assets were assessed for impairment at 30 June 2018. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

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

Derecognition

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

Accounting policy**Heritage and cultural assets**

The department has the following heritage and cultural assets with an aggregated fair value of \$419,000 (2017: \$419,000).

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

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

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

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

Software is amortised on a straight-line basis over its anticipated useful life. The useful lives of the entity's software are 2 to 13 years (2017: 2 to 13 years).

All software assets were assessed for indications of impairment as at 30 June 2018.

	2018	2017
	\$'000	\$'000
4B: Inventories		
Inventories held for sale		
Finished goods	13	13
Total inventories held for sale	13	13
Total inventories	13	13

During 2018, \$2,532 of inventory held for sale was recognised as an expense (2017: \$2,745).

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

4C: Other non-financial assets

Prepayments	197	156
Total other non-financial assets	197	156

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		
	2018	2017
	\$'000	\$'000
5A: Suppliers		
Trade creditors and accruals	340	286
Total suppliers	340	286
Settlement was usually made within 30 days.		
5B: Other payables		
Salaries and wages	131	101
Superannuation	23	22
Salary sacrifice payable	34	37
Unearned income ¹	191	682
Input tax credit (GST) payment to the Australian Taxation Office	0	1
Other payables	117	–
Total other payables	496	843

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

People and relationships

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

Note 6 Employee provisions		
	\$'000	\$'000
6A: Employee provisions		
Leave	6,016	6,310
Total employee provisions	6,016	6,310
Employee provisions expected to be settled		
No more than 12 months	1,720	1,543
More than 12 months	4,296	4,767
Total employee provisions	6,016	6,310

Accounting policy

Liabilities for short-term employee benefits and termination benefits expected within 12 months of the end of the reporting period are measured at their nominal amounts. Other long-term employee benefits are measured as net total of the present value of the defined benefit obligation at the end of the reporting period minus the fair value at the end of the reporting period of plan assets (if any) out of which the obligations are to be settled directly.

Leave

The liability for employee benefits includes provision for annual leave and long-service leave. The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will be applied at the time the leave is taken, including the entity's employer superannuation contribution rates and additional oncosts (annual leave and long-service leave) to the extent that the leave is likely to be taken during service rather than paid out on termination. The liability for long-service leave has been determined by the short-hand method as at 30 June 2018. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Superannuation

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

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

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

Note 7 Key management personnel remuneration

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

	2018 \$'000	2017 \$'000
Short-term employee benefits		
Salary	1,325	1,269
Motor vehicle allowance	106	75
Total short-term employee benefits	1,431	1,344
Post-employment benefits		
Superannuation	238	201
Total post-employment benefits	238	201
Other long-term employee benefits		
Annual leave	103	93
Long-service leave	31	30
Total other long-term employee benefits	134	123
Total key management personnel remuneration expenses	1,803	1,668

The total number of key management personnel that are included in the above table is 6 (2017: 7).

Note 8 Related party disclosures

Transactions with related parties

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

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

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

Funding

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

Note 9 Appropriations Annual appropriations for 2018

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

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

2. The departmental variance relates to:

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

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

Note 9 Appropriations (continued)

Annual appropriations for 2017

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

1. In 2016–17, there were no appropriations subject to quarantine and no reductions. The departmental and administered appropriation ceases to be in force on 1 July 2019.

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

3. The departmental variance relates to the increase in s74 receipts due to the need to recognise the receipt of the special account. The administered variance relates to balance undrawn for accrued expenses payable in 2017–18.

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

	2018 \$'000	2017 \$'000
Departmental		
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2013–14</i>	–	80
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2016–17</i>	–	14,742
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2016–17</i>	–	3,057
– Cash at Bank		
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2017–18</i>	15,903	–
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2017–18</i>	410	–
– Cash at Bank		
Total departmental	16,313	17,879
Administered		
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2016–17</i>	–	26
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2017–18</i>	34	–
Total administered	34	26

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

	Department of Finance (third party access) \$'000	Australian Public Service Commission (third party access) \$'000
2018	\$'000	\$'000
Total receipts	27,948	19,637
Total payments	27,948	19,637
	Department of Finance (third party access) \$'000	Australian Public Service Commission (third party access) \$'000
2017	\$'000	\$'000
Total receipts	7,890	39,641
Total payments	7,890	39,641

Throughout the financial year, the department made payments via special appropriations in accordance with third party access agreements with the Department of Finance (DoF) and the Australian Public Service Commission (APSC). These agreements facilitate payments under the following Acts for the purposes described:

Australian Public Service Commission

Remuneration Tribunal Act 1973 — For the purposes necessary to administer section 7(13) in relation to payment of Members' salaries, remuneration and other allowances referred to in determinations made from time to time by the Remuneration Tribunal.

Department of Finance

Parliamentary Entitlements Act 1990 — For the purposes necessary to administer section 11 of the Act in relation to the transfer of bulk papers and printing and communications entitlement (in respect of postage only).

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 Parliamentary Business Resources Act 2017 (PBR Act).

The *Parliamentary Business Resources Act 2017* came into effect on 1 January 2018. This replaced the Department's special appropriation arrangements under the *Parliamentary Entitlements Act 1990* and the *Remuneration Tribunal Act 1973*. As a result of this the Department ceased to make third party special appropriation payments on behalf of the Australian Public Service Commission as at 31 December 2017.

Note 12 Special account		
	Inter-Parliamentary Relations Special Account (Departmental)	
	2018	2017
	\$'000	\$'000
Balance brought forward from previous period	–	2,560
Increases	–	51
Total increases	–	51
Available for payments	–	2,611
Decreases		
Departmental		(2,611)
Total departmental	–	(2,611)
Total decreases¹	–	(2,611)
Total balance carried to the next period	–	–
Balance represented by:		
Cash held in entity bank accounts	–	–
Cash held in the official public account	–	–

1. The special account became subject to sun-setting provisions during the 2016–17 financial year.

Note 13 Net cash appropriation arrangements		
	2018	2017
	\$'000	\$'000
Total comprehensive income/(loss) less depreciation/amortisation expenses previously funded through revenue appropriations	2,490	3,208
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	(972)	(909)
Total comprehensive income/(loss)—as per the Statement of Comprehensive Income	1,518	2,299

Managing uncertainties

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

Note 14 Financial instruments		
	2018	2017
	\$'000	\$'000
Categories of financial instruments		
Financial assets		
Held-to-maturity investments		
Term deposit	2,546	–
Total held-to-maturity investments	2,546	–
Loans and receivables		
Cash and cash equivalents	410	3,057
Trade and other receivables	157	58
Total loans and receivables	567	3,115
Total financial assets	3,113	3,115
Financial liabilities		
Financial liabilities measured at amortised cost		
Suppliers	340	286
Other payables	191	682
Total financial liabilities measured at amortised cost	531	968
Total financial liabilities	531	968

Accounting policy

Financial assets

The department classifies its financial assets in the following categories:

- a) financial assets at fair value through profit or loss
- b) held-to-maturity investments
- c) loans and receivables.

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

Effective interest method

Income is recognised on an effective interest rate basis except for financial assets that are recognised at fair value through profit or loss.

Loans and receivables

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

Note 14 Financial instruments (continued)**Impairment of financial assets**

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

Financial liabilities

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

Fair value

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

Note 15 Fair value

	Fair value measurements at the end of the reporting period	
	2018	2017
	\$'000	\$'000
Non-financial assets¹		
Property, plant and equipment ²	8,225	7,446
Heritage and cultural ²	419	419

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

2. The department did not measure any non-financial assets at fair value on a non-recurring basis as at 30 June 2018.

Accounting policy

The department tests the procedures of the valuation model as an asset materiality review at least once every 12 months (with a formal revaluation undertaken once every three years). If a particular asset class experiences significant and volatile changes in fair value (i.e. where indicators suggest that the value of the class has changed materially since the previous reporting period), that class is subject to specific valuation in the reporting period, where practicable, regardless of the timing of the last specific valuation. For the period ended 30 June 2018, the department engaged JLL Public Sector Valuations Pty Ltd (JLL) to undertake a materiality review of all plant and equipment assets and confirm that the models developed comply with AASB 13. The materiality assessment carried out by JLL determined that there was no material difference between the carrying values of assets and the fair value of assets.

Expenses administered on behalf of government

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

Note 16 Administered expenses		
	2018	2017
	\$'000	\$'000
Suppliers		
Goods and services supplied or rendered		
Hospitality services	313	324
Total goods and services supplied or rendered	313	324
Total suppliers	313	324

Assets and liabilities administered on behalf of government

Note 17 Administered financial assets		
	2018	2017
	\$'000	\$'000
Trade and other receivables		
Other receivables		
GST receivable from the Australian Taxation Office	2	4
Total other receivables	2	4
Total trade and other receivables	2	4
Trade and other receivables expected to be recovered		
No more than 12 months	2	4
Trade and other receivables aged as follows		
Not overdue	2	4
Total trade and other receivables	2	4

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

Note 18 Administered payables

	2018	2017
	\$'000	\$'000
18A: Suppliers		
Trade creditors and accruals	27	26
Total suppliers	27	26
Suppliers expected to be settled		
No more than 12 months	27	26
Total suppliers	27	26
Settlement was usually within 30 days		

	2018	2017
	\$'000	\$'000
18B: Other payables		
GST appropriation payable to the official public account	2	4
Total other payables	2	4
Other payables expected to be settled		
No more than 12 months	2	4
Total other payables	2	4

Note 19 Administered financial instruments

	2018	2017
	\$'000	\$'000
Categories of financial instruments		
Financial liabilities		
Financial liabilities measured at amortised cost		
Trade creditors	27	26
Total financial liabilities measured at amortised cost	27	26
Total financial liabilities	27	26

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 2018.

Note 20 Departmental budget variances commentary

Explanations of major variances

Affected statements and line items

Employee benefits

Employee benefits were lower than originally budgeted as a number of positions remained vacant throughout the reporting period due to delays in recruitment processes. This resulted in a lower average staffing level than was budgeted. In addition original budgets predicted the new enterprise agreement and resultant pay rise would come into effect prior to the commencement of the financial year, however the agreement was not enacted until December 2017.

Statement of Comprehensive Income:

- » Employee benefits expense

Statement of Financial Position:

- » Employee provisions
- » Trade and other receivables
(in respect of undrawn appropriation)

Cash Flow Statement:

- » Operating cash used—employees
- » Operating cash received—appropriations

Travel expenses and parliamentary capacity programs expenses and revenue

Travel expenses are driven by activities carried out in support of the parliament and its committees. During the reporting period there was less requirement to travel across committees and the International Parliamentary Relations Office than was forecast. In addition, the work on the parliamentary capacity-building program in Fiji was delayed and consequently the contract was extended resulting in budgeted expenditure being held over until after the completion of the reporting period. Work in support of the Pacific Women's Parliamentary Partnerships program was completed under budget and excess funds were returned to DFAT.

Statement of Comprehensive Income:

- » Suppliers expense
- » Other revenue

Statement of Financial Position:

- » Other payables (unearned income)

Cash Flow Statement:

- » Operating cash used—suppliers
- » Operating cash received—appropriations
- » Operating cash received—revenue from external sources

Transfer of assets to DPS

During the reporting period the department transferred computer software assets to DPS under an arrangement to consolidate information and communications technology assets across the parliament. This transfer was not known at the time of budgeting.

Statement of Financial Position:

- » Computer software

Statement of Changes in Equity

- » Contributed equity—transactions with owners

Furniture project

Expenditure on the department's furniture replacement project was less than budgeted due to the utilisation of bulk purchasing arrangements resulting in lower per item cost.

Statement of Financial Position:

- » Non-financial assets—plant and equipment

Cash Flow Statement:

- » Investing cash used—purchase of property, plant and equipment



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1 Business of the House and Federation Chamber

This appendix contains summary information on the business of the House and Federation Chamber in 2017–18.

Meetings of the House of Representatives, 2017–18

Events	Spring 2017	Autumn–Winter 2018	Total
Sitting weeks	8	9	17
Sitting days	27	33	60
Hours of sitting ^a			
including suspensions	251	300	551
excluding suspensions	251	297	548
Sittings after midnight	1	0	1
Government bills introduced ^b	71	116	187
Private members' bills introduced ^c	15	20	35
Private members' motions moved	8	15	23
Committee reports presented	74	73	147
Days on which			
the adjournment motion was debated	25	30	55
matters of public importance were discussed	20	26	46
private members' business occurred	5	7	12
Divisions	89	52	141
Closure of question agreed to	8	7	15
Closure of member agreed to	15	6	21
Bills guillotined	0	0	0

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

b. Includes 15 Senate bills.

c. Includes five private senators' bills.

Meetings of the Federation Chamber, 2017–18

Events	Spring 2017	Autumn–Winter 2018	Total
Number of meetings	27	32	59
Hours of meeting (excluding suspensions) ^a	99	132	231
Bills referred	24	26	50
Private members' bills debated	1	2	3
Private members' motions moved	40	46	86
Committee reports presented	0	0	0
Committee and delegation reports referred	16	12	28
Other documents debated	3	1	4
Days on which			
the adjournment motion was debated	7	8	15
grievance debate occurred	7	7	14
private members' business occurred	5	8	13

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

Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2013–14 to 2017–18

Events	2013–14	2014–15	2015–16	2016–17	2017–18
Government bills introduced (including bills brought from the Senate)	175	191	141	213	187
Initiated in					
the House	173	181	136	206	172
the Senate	2	10	5	7	15
Private members' bills introduced ^a	7	12	21	35	35
Second-reading amendments moved	36	22	16	40	45
Consideration-in-detail amendments moved					
government	14	215	60	58	453
opposition	50	62	38	44	44
non-aligned	2	26	21	71	9
amendments to private members' bills	0	0	0	0	93
Consideration-in-detail amendments passed					
government	14	215	60	58	453
opposition	0	4	2	0	3
non-aligned	0	0	0	1	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 Forty-fifth Parliament in 2017–18. In previous years, joint committees supported by the Department of the Senate were included in this list. This year, only House and joint committees supported by the Department of the House of Representatives are listed.

Committee	Meetings	Inquiries active at 30 June 2018	Reports presented ^a
Scrutiny committees			
Agriculture and Water Resources	16	1	2
Communications and the Arts	12	0	1
Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples ^b	13	1	0
Economics	24	4	7
Electoral Matters	34	3	3
Employment, Education and Training	10	1	2
Environment and Energy	25	1	1
Foreign Affairs, Defence and Trade	83	9	4
Health, Aged Care and Sport	54	2	2
Indigenous Affairs	32	1	1
Industry, Innovation, Science and Resources	32	1	2
Infrastructure, Transport and Cities	32	1	0
Intelligence and Security	78	4	18
Intergenerational Welfare Dependence ^b	0	1	0
Migration	18	2	1
National Capital and External Territories	23	3	2
Northern Australia	33	0	1
Public Accounts and Audit	19	9	9
Public Works	36	3	6
Regional Development and Decentralisation ^c	30	0	1
Social Policy and Legal Affairs	21	1	1
Tax and Revenue	20	2	0
Trade and Investment Growth	11	1	0
Treaties	21	8	8

Committee	Meetings	Inquiries active at 30 June 2018	Reports presented ^a
Internal committees			
Appropriations and Administration	3	0	2
Broadcasting of Parliamentary Proceedings	0	0	0
Petitions	16	0	1
Privileges and Members' Interests	12	0	2
Procedure	10	1	2
Publications (House)	2	0	0
Publications (Joint)	5	0	1
Selection	15	0	14

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

b. The Joint Select Committee on Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples and the Select Committee on Intergenerational Welfare Dependence are select committees that were established during the reporting period. These committees will expire upon presentation of their final reports, or when the House of Representatives is dissolved or expires by effluxion of time.

c. The Select Committee on Regional Development and Decentralisation is a select committee that presented its final report on 28 June 2018 and has therefore expired.

3 Committee reports and inquiries

This appendix provides details of inquiries and reports of scrutiny committees and internal committees of the Forty-fifth Parliament in 2017–18.

Scrutiny committees, Forty-fifth Parliament, 2017–18

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
Agriculture and Water Resources, Standing Committee on	Superannuation fund investment in agriculture	<i>APVMA regulatory reforms</i> Presented 21 May 2018 PP: 151/2018 <i>Making every drop count: Inquiry into water use efficiency programs in agriculture</i> Presented 20 December 2017 PP: 3/2018
Communications and the Arts, Standing Committee on		<i>Report on the inquiry into the Australian film and television industry</i> Presented 7 December 2017 PP: 545/2017
Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples 2018, Joint Select Committee on ^a	Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples 2018	
Economics, Standing Committee on	Review of the four major banks Review of the Australian Securities and Investments Commission annual report 2017 Review of the Australian Competition and Consumer Commission annual report 2017 Inquiry into impediments to business investment	<i>Review of the Reserve Bank of Australia Annual Report 2016 (Second Report)</i> Presented 11 September 2017 PP: 298/2017 <i>Review of the Australian Competition and Consumer Commission Annual Report 2016</i> Presented 16 October 2017 PP: 326/2017 <i>Review of the Australian Prudential Regulation Authority Annual Report 2016</i> Presented 4 December 2017 PP: 526/2017 <i>Review of the Australian Securities and Investments Commission Annual Report 2016</i> Presented 7 December 2017 PP: 543/2017 <i>Review of the four major banks (Third Report)</i> Presented 7 December 2017 PP: 542/2017

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
Economics, Standing Committee on (continued)		<p><i>Review of the Reserve Bank of Australia Annual Report 2017 (First Report)</i> Presented 8 May 2018 PP: 115/2018</p> <p><i>Review of the Australian Prudential Regulation Authority Annual Report 2017</i> Presented 26 June 2018 PP: 208/2018</p>
Electoral Matters, Joint Standing Committee on	<p>Review of the Australian Electoral Commission's annual report 2016–17</p> <p>Inquiry into and report on all aspects of the conduct of the 2016 federal election and matters related thereto</p> <p>Commonwealth Electoral Amendment (Lowering Voting Age and Increasing Voter Participation) Bill 2018</p>	<p><i>Report on the inquiry into decisions made by the Court of Disputed Returns</i> Presented 6 February 2018 PP: 9/2018</p> <p><i>Advisory report on the Electoral Legislation Amendment (Electoral Funding and Disclosure Reform) Bill 2017</i> Presented 9 April 2018 PP: 121/2018</p> <p><i>Excluded: The impact of section 44 on Australian democracy</i> Presented 17 May 2018 PP: 153/2018</p>
Employment, Education and Training, Standing Committee on	Inquiry into funding Australia's research	<p><i>Fair Work Amendment (Protecting Take Home Pay of All Workers) Bill 2017</i> Presented 12 February 2018 by oral statement</p> <p><i>Unique individuals, broad skills: Inquiry into school to work transition</i> Presented 30 May 2018 PP: 162/2018</p>
Environment and Energy, Standing Committee on the	Inquiry into the management and use of Commonwealth environmental water	<i>Powering our future: Inquiry into modernising Australia's electricity grid</i> Presented 5 February 2018 PP: 1/2018
Foreign Affairs, Defence and Trade, Joint Standing Committee on	<p>Review of the Defence annual report 2016–17</p> <p>Inquiry into transition from the Australian Defence Force (ADF)</p> <p>Inquiry into the strategic effectiveness and outcomes of Australia's aid program in the Indo-Pacific and its role in supporting Australia's regional interests</p> <p>Inquiry into the status of the human right to freedom of religion or belief</p> <p>Inquiry into the management of per- and polyfluoroalkyl substances (PFAS) contamination in and around Defence bases</p>	<p><i>Legal foundations of religious freedom in Australia—Interim report, November 2017</i> Presented 4 December 2017 PP: 527/2017</p> <p><i>Inquiry into Australia's trade and investment relationship with the United Kingdom—Interim report, October 2017</i> Presented 23 October 2017 PP: 381/2017</p> <p><i>Inquiry into establishing a Modern Slavery Act in Australia</i> Presented 7 December 2017 PP: 266/2017</p>

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
Foreign Affairs, Defence and Trade, Joint Standing Committee on (continued)	<p>Inquiry into the benefits and risks of a Bipartisan Australian Defence Agreement, as a basis of planning for, and funding of, Australian Defence capability</p> <p>Inquiry into human organ trafficking and organ transplant tourism</p> <p>Inquiry into Australia's trade and investment relationship with the United Kingdom</p> <p>Inquiry into access to free trade agreements by small and medium sized enterprises</p>	<p><i>Review of the Defence Annual Report 2015–16</i> Presented 7 December 2017 PP: 549/2017</p>
Health, Aged Care and Sport, Standing Committee on	<p>Inquiry into the quality of aged care in residential aged care facilities in Australia</p> <p>Inquiry into biotoxin-related illnesses in Australia</p>	<p><i>Still waiting to be heard: Inquiry into the hearing health and wellbeing of Australia</i> Presented 13 September 2017 PP: 300/2017</p> <p><i>Report on the inquiry into the use and marketing of electronic cigarettes and personal vaporisers in Australia</i> Presented 28 March 2017 PP: 109/2018</p>
Indigenous Affairs, Standing Committee on	<p>Inquiry into the growing presence of inauthentic Aboriginal and Torres Strait Islander style art and craft products and merchandise for sale across Australia</p>	<p><i>The power of education—From surviving to thriving: Inquiry into educational opportunities for Aboriginal and Torres Strait Islander students</i> Presented 15 December 2017 PP: 2/2018</p>
Industry, Innovation, Science and Resources, Standing Committee on	<p>Inquiry into how the mining sector can support businesses in regional economies</p>	<p><i>Inquiry into social issues relating to land-based automated vehicles in Australia</i> Presented 11 September 2017 PP: 297/2017</p> <p><i>Internet competition inquiry: Inquiry into impacts on local businesses in Australia from global internet-based competition</i> Presented 11 April 2018 PP: 116/2018</p>
Infrastructure, Transport and Cities, Standing Committee on	<p>Inquiry into the Australian Government's role in the development of cities</p>	

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
<p>Intelligence and Security, Parliamentary Joint Committee on</p> <p>The committee's scrutiny includes the review of terrorist listings and the administration and expenditure of the Australian Intelligence Community.</p>	<p>Review of the Office of National Intelligence Bill 2018 and the Office of National Intelligence (Consequential and Transitional Provisions) Bill 2018</p>	<p><i>Review of administration and expenditure no.15 (2015–2016) – Australian intelligence agencies</i> Presented 15 August 2017 PP: 265/2017</p>
	<p>Review of the listing of Jemaah Anshorut Daulah and Jama'at Mujahideen Bangladesh as terrorist organisations under the Criminal Code</p>	<p><i>Review of the declaration of Jabhat al-Nusra as a terrorist organisation under the Australian Citizenship Act 2007</i> Presented 16 October 2017 PP: 329/2017</p>
	<p>Review of the Identity-matching Services Bill 2018 and the Australian Passports Amendment (Identity-matching Services) Bill 2018</p>	<p><i>Review of the re-listing of Boko Haram and Islamic State as terrorist organisations under the Criminal Code</i> Presented 16 October 2017 PP: 317/2017</p>
	<p>Review of administration and expenditure no. 16 (2016–2017)</p>	<p><i>Annual Report of committee activities 2016–17</i> Presented 5 December 2017 PP: 531/2017</p>
		<p><i>Review of the listing of Islamic State East Asia as a terrorist organisation under the Criminal Code</i> Presented 5 December 2017 PP: 530/2017</p>
		<p><i>Review of the listing of Islamic State Khorasan Province and the re-listing of al-Murabitun as terrorist organisations under the Criminal Code</i> Presented 8 February 2018 PP: 14/2018</p>
		<p><i>Advisory report on the Home Affairs and Integrity Agencies Legislation Amendment Bill 2017</i> Presented 26 February 2018 PP: 43/2018</p>
		<p><i>Review of the police stop, search and seizure powers, the control order regime and the preventative detention order regime</i> Presented 1 March 2018 PP: 46/2018</p>
		<p><i>Review of the 'declared area' provisions</i> Presented 1 March 2018 PP: 45/2018</p>
		<p><i>Advisory report on the Security of Critical Infrastructure Bill 2017</i> Presented 15 March 2018 PP: 55/2018</p>

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
Intelligence and Security, Parliamentary Joint Committee on (continued)		<p><i>Review of proposed amendments to the Home Affairs and Integrity Agencies Legislation Amendment Bill 2017</i> Presented 28 March 2018 PP: 112/2018</p> <p><i>ASIO's questioning and detention powers</i> Presented 10 May 2018 PP: 148/2018</p> <p><i>Advisory report on the Counter-Terrorism Legislation Amendment Bill (No. 1) 2018</i> Presented 7 June 2018 PP: 171/2018</p> <p><i>Advisory report on the National Security Legislation Amendment (Espionage and Foreign Interference) Bill 2017</i> Presented 7 June 2018 PP: 172/2018</p> <p><i>Review of the re-declaration of Mosul District, Ninewa Province, Iraq</i> Presented 20 June 2018 PP: 192/2018</p> <p><i>Review of the re-listing of Hizballah's External Security Organisation as a terrorist organisation under the Criminal Code</i> Presented 20 June 2018 PP: 194/2018</p> <p><i>Review of the re-listing of Islamic Movement of Uzbekistan, Jaish-e-Mohammad and Lashkar-e Jhangvi as terrorist organisations under the Criminal Code</i> Presented 20 June 2018 PP: 193/2018</p> <p><i>Advisory report on the Foreign Influence Transparency Scheme Bill 2017</i> Presented 25 June 2018 PP: 203/2018</p>
Intergenerational Welfare Dependence, Select Committee on ^a	Inquiry into intergenerational welfare dependence	
Migration, Joint Standing Committee on	Review of processes associated with visa cancellations made on criminal grounds Efficacy of current regulation of Australian migration agents	<p><i>No one teaches you to become an Australian: Report of the inquiry into migrant settlement outcomes</i> Presented 8 December 2017 PP: 586/2017</p>

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
National Capital and External Territories, Joint Standing Committee on the	<p>Review of the National Capital Authority: Biannual public briefings</p> <p>Inquiry into Commonwealth and parliamentary approvals for the proposed Stage 2 of the Australian Capital Territory light rail project</p> <p>Inquiry into Canberra's national institutions</p>	<p><i>The strategic importance of Australia's Indian Ocean Territories</i> Presented 11 September 2017 PP: 296/2017</p> <p><i>Maintaining Australia's national interests in Antarctica: Inquiry into Australia's Antarctic Territory</i> Presented 18 June 2018 PP: 165/2018</p>
Northern Australia, Joint Standing Committee on		<p><i>Northern horizons—Unleashing our tourism potential: Inquiry into opportunities and methods for stimulating the tourism industry in Northern Australia</i> Presented 28 June 2018 PP: 226/2018</p>
<p>Public Accounts and Audit, Joint Committee on</p> <p>The purpose of this committee is to hold Commonwealth agencies to account by assessing the lawfulness, efficiency and effectiveness with which they use public monies.</p>	<p>Australian Government contract reporting—Inquiry based on Auditor-General's report no. 19 (2017–18)</p> <p>Australian Government funding: Schools and Indigenous health—Inquiry based on Auditor-General's reports 18 and 50 (2017–18)</p> <p>Australian Government security arrangements: Personnel security and domestic passenger screening—Inquiry based on Auditor-General's reports 38 and 43 (2017–18)</p> <p>Commonwealth financial statements—Inquiry based on Auditor-General's report no. 24 (2017–18)</p> <p>Commonwealth procurement—Inquiry based on Auditor-General's reports 61 (2016–17), and 9 and 12 (2017–18)</p> <p>Defence first principles review and naval construction—Inquiry based on Auditor-General's reports 34 and 39 (2017–18)</p> <p>Foreign investment obligations in residential real estate—Inquiry based on Auditor-General's report no. 48 (2017–18)</p> <p>Inquiry into the 2016–17 Defence major projects report</p> <p>Mental health in the Australian Federal Police—Inquiry based on Auditor-General's report no. 31 (2017–18)</p>	<p><i>Report 463: Commonwealth financial statements</i> Presented 5 September 2017 PP: 293/2017</p> <p><i>Report 464: Commonwealth grants administration</i> Presented 5 September 2017 PP: 294/2017</p> <p><i>Report 466: Annual Report 2016–17</i> Presented 12 September 2017 PP: 299/2017</p> <p><i>Report 465: Commonwealth procurement</i> Presented 14 September 2017 PP: 316/2017</p> <p><i>Report 467: Cybersecurity compliance</i> Presented 25 October 2017 PP: 382/2017</p> <p><i>Report 468: Defence major projects report (2015–16)</i> Presented 26 October 2017 PP: 383/2017</p> <p><i>Report 469: Commonwealth Performance Framework</i> Presented 6 December 2017 PP: 546/2017</p> <p><i>Report 470: Defence sustainment expenditure</i> Presented 20 March 2018 PP: 66/2018</p> <p><i>Report 471: Security of overseas missions</i> Presented 8 May 2018 PP: 143/2018</p>

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
<p>Public Works, Parliamentary Standing Committee on^b</p> <p>The <i>Public Works Committee Act 1969</i> empowers the committee to inquire into and report on all public works that are referred to it; Commonwealth works estimated to cost more than \$15 million must be referred to it.</p>	<p>Point Wilson waterside infrastructure remediation, Point Wilson, Victoria</p> <p>Jindalee operational radar network phase 6 facilities project</p> <p>Chemical, biological, radiological and nuclear defence capability facilities project</p>	<p><i>Report 6/2017: Referrals made March 2017</i> Presented 14 August 2017 PP: 261/2017</p> <p><i>Report 7/2017: Referrals made June 2017</i> Presented 16 October 2017 PP: 318/2017</p> <p><i>Report 8/2017: Referrals made September 2017</i> Presented 4 December 2017 PP: 528/2017</p> <p><i>Report 1/2018: Referrals made December 2017</i> Presented 26 March 2018 PP: 102/2018</p> <p><i>Eighty-First Annual Report</i> Presented 26 March 2018 PP: 103/2018</p> <p><i>Report 2/2018: Referrals made March 2018</i> Presented 18 June 2018 PP: 166/2018</p>
<p>Regional Development and Decentralisation, Select Committee on</p>	<p>Committee expired on 28 June 2018 upon presentation of its final report</p>	<p><i>Regions at the ready: Investing in Australia's future</i> Presented 28 June 2018 PP: 225/2018</p>
<p>Social Policy and Legal Affairs, Standing Committee on</p>	<p>Inquiry into local adoption</p>	<p><i>A better family law system to support and protect those affected by family violence</i> Presented 7 December 2017 PP: 544/2017</p>
<p>Tax and Revenue, Standing Committee on</p>	<p>2016–17 annual report of the Australian Taxation Office</p> <p>Inquiry into taxpayer engagement with the tax system</p>	
<p>Trade and Investment Growth, Joint Select Committee on</p>	<p>Inquiry into the trade system and the digital economy</p>	

Committee	Inquiries at 30 June 2018	Reports presented 2017–18
Treaties, Joint Standing Committee on ^b	European Union Framework Agreement	<i>Report 172: Singapore Free Trade Agreement—Amendment; Defence Supplies and Services—Japan</i> Presented 8 August 2017 PP: 250/2017
	Oil stocks—Netherlands	
	Peru free trade agreement	
	Scientific technical cooperation—Brazil	<i>Report 173: Consular Functions in Macau—China; Montreal Ozone Layer—Amendment</i> Presented 6 September 2017 PP: 292/2017
	Scientific technical cooperation—Italy	
	Timor treaty—maritime boundaries	
	Comprehensive and Progressive Agreement for Trans-Pacific Partnership (TPP-11)	<i>Report 174: IMF New Arrangements to Borrow; Scientific Cooperation USA; Science Research Innovation NZ; Technological Innovation Israel</i> Presented 16 October 2017 PP: 327/2017
	World Intellectual Property Organization (WIPO) and the Australian Patent Office	<i>Report 175: OECD Tax Measures BEPS; International Solar Alliance-Agreement; Air Services—Three Agreements</i> Presented 27 November 2017 PP: 524/2017
		<i>Report 176: Air Force Training—Singapore; Deployment of Personnel—Solomon Islands; Space Tracking—USA</i> Presented 15 February 2018 PP: 31/2018
		<i>Report 177: Extradition—Jordan; Mutual Legal Assistance—Jordan</i> Presented 15 February 2018 PP: 32/2018 Additional information regarding extraterritorial jurisdiction Presented 28 June 2018
	<i>Report 178: Bonn Convention—Amendments; Universal Postal Union—Amendments</i> Presented 28 March 2018 PP: 111/2018	
	<i>Report 179: Reprocessing Nuclear Fuel—France; PACER Plus</i> Presented 9 May 2018 PP: 140/2018	

a. The Joint Select Committee on Constitutional Recognition Relating to Aboriginal and Torres Strait Islander Peoples and the Select Committee on Intergenerational Welfare Dependence Committee are select committees that were established during the reporting period. These committees will expire upon presentation of their final reports, or when the House of Representatives is dissolved or expires by effluxion of time.

b. The Parliamentary Standing Committee on Public Works and the Joint Standing Committee on Treaties often present reports that include multiple inquiries.

Internal committees, Forty-fifth Parliament, 2017–18

Committee	Purpose	Reports and inquiries
Appropriations and Administration, Standing Committee on	The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations and Staffing.	<i>Report No. 14 Annual Report 2016–17</i> Presented 7 September 2017 PP: 295/2017 <i>Report No. 15 Budget Estimates 2018–19 (Department of the House of Representatives)</i> Presented 10 May 2018 PP: 149/2018
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.	
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.	<i>Making voices heard: Inquiry into the e-petitioning system of the House of Representatives Petitions Committee</i> Presented 29 May 2018 PP: 2018/159
Privileges and Members' Interests, Standing Committee of	The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversee arrangements for the maintenance of the Register of Members' Interests and the Citizenship Register and consider any specific complaints about the registering of interests.	<i>Report concerning the registration and declaration of Members' interests during 2017</i> Presented 8 February 2018 PP: 15/2018 <i>Inquiry concerning the former Member for Dunkley in the 44th Parliament: possible contempts of the House and appropriate conduct of a Member</i> Presented 26 March 2018 PP: 106/2018
Procedure, Standing Committee on	The committee's role is to inquire into and report on the practices and procedures of the House.	Inquiry into the maintenance of the standing orders <i>Inquiry into the provisions relating to disorder in the House of Representatives</i> Presented 5 December 2017 PP: 532/2017 <i>Inquiry into the maintenance of the standing orders—interim report</i> Presented 21 May 2018 PP: 152/2018

Committee	Purpose	Reports and inquiries
Publications, Standing Committee on	The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of documents presented to parliament.	
Publications, Parliamentary Joint Committee on	The committee inquires into matters relating to parliamentary and government publications.	<i>Inquiry into the printing standards for documents presented to parliament</i> Presented 5 December 2017 PP:529/2017
Selection Committee	The committee was established to determine the program of committee and delegation business and private members' business for each sitting Monday and to select bills for referral to committees.	The committee presented 14 reports, on: <ul style="list-style-type: none"> » 9 August 2017 » 16 August 2017 » 6 September 2017 » 13 September 2017 » 18 October 2017 » 25 October 2017 » 6 December 2017 » 7 February 2018 » 14 February 2018 » 28 February 2018 » 9 May 2018 » 30 May 2018 » 20 June 2018 » 27 June 2018

4 Publications

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

Type	Title
House of Representatives pages on the Parliament of Australia website	<p>www.aph.gov.au/house</p> <p>The site includes members' home pages and home pages for House of Representatives committees and for joint committees administered by the Department of the House of Representatives.</p> <p>Most of the publications listed below are available on the site.</p>
Publications directly related to the work of the House and its committees	<p>About the House newsletter</p> <p>Email newsletter containing articles on House procedure and committees</p>
	<p>Committee Office brochures</p> <ul style="list-style-type: none"> » <i>Appearing at a public hearing: Notes to help those appearing as a witness at a parliamentary committee hearing</i>, September 2016 » <i>Committee support standards</i>, September 2016 » <i>Dealing with parliamentary committees</i>, October 2016 » <i>Making a submission: Notes to help those intending to make a submission to a parliamentary committee inquiry</i>, September 2016
	<p>House of Representatives facts and figures: Forty-fifth Parliament, first edition, August 2018</p> <p>A document produced primarily for use by Parliament House visitor guides</p>
	<p>House of Representatives Guide to Procedures, sixth edition</p> <p>A concise introduction to the procedures of the House of Representatives, 2017</p>
	<p>House of Representatives Infosheet series</p> <ol style="list-style-type: none"> 1 <i>Questions</i>, November 2016 2 <i>A typical sitting day</i>, November 2016 3 <i>The Speaker</i>, November 2016 4 <i>Committees</i>, November 2016 5 <i>Parliamentary privilege</i>, November 2016 6 <i>Opportunities for private Members</i>, November 2016 7 <i>Making laws</i>, November 2016 8 <i>Elections for the House of Representatives</i>, November 2016 9 <i>A new Parliament</i>, November 2016 10 <i>The budget and financial legislation</i>, May 2017 11 <i>Petitions</i>, November 2016 12 <i>Finding out about the House</i>, November 2016 13 <i>The Constitution</i>, November 2016 14 <i>Making decisions—debate and division</i>, November 2016

Type	Title	
Publications directly related to the work of the House and its committees (continued)	15 <i>The work of a Member of Parliament</i> , November 2016	
	16 <i>The Federation Chamber</i> , November 2016	
	17 <i>Citizen's right of reply</i> , November 2016	
	18 <i>Double dissolution</i> , June 2018	
	19 <i>The House, government and opposition</i> , November 2016	
	20 <i>The Australian system of government</i> , November 2016	
	21 <i>The Clerk and other officials</i> , November 2016	
	22 <i>Political parties in the House of Representatives</i> , November 2016	
	23 <i>Basic legal expressions</i> , August 2018	
	24 <i>Glossary of procedural terms</i> , August 2018	
	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 of Representatives 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 the official transcript (Hansard)		
Members' notes		
1	<i>First speech</i> , August 2016	
2	<i>The registration of Members' interests</i> , August 2016	
3	<i>Introduction to the Chamber environment</i> , August 2016	
4	<i>Etiquette in the Chamber</i> , August 2016	
5	<i>House business documents and guidance</i> , August 2016	
6	<i>Motions, debate and voting</i> , August 2016	
7	<i>Bills</i> , August 2016	
8	<i>Raising a matter in the House</i> , November 2016	
9	<i>Private Members' motions</i> , August 2016	
10	<i>Private Members' bills and amendments</i> , August 2016	
11	<i>Procedural motions</i> , August 2016	
12	<i>Parliamentary privilege</i> , August 2016	
13	<i>Presenting a petition</i> , November 2016	
Members' Handbook		
A guide to services and facilities for members of the House of Representatives, 2016		
Procedural Digest		
A record of procedural events in the House of Representatives, published each sitting week or fortnight		

Type	Title
Publications directly related to the work of the House and its committees (continued)	<p><i>The Speaker of the House of Representatives</i> An illustrated history of the office, role and duties of the Speaker, 2016</p>
	<p><i>Standing Orders of the House of Representatives</i> The permanent rules of procedure, as of 4 December 2017</p>
	<p><i>Statistical Digest</i> A statistical record of the work of the House of Representatives, published each sitting week or fortnight</p>
	<p><i>Work of the Session</i> A periodic summary of the business of the House and its committees, Spring 2017 and Autumn/Winter 2018</p>
	<p><i>Working with parliamentary committees</i> <i>A guide for committee chairs</i>, September 2016 <i>A guide for Members</i>, September 2016 <i>A guide for Members' staff</i>, September 2016</p>
Publications of an administrative nature	<p><i>Department of the House of Representatives Annual Report 2016–17</i> The annual report on the operations of the department, presented to the House pursuant to the <i>Parliamentary Service Act 1999</i></p>
	<p><i>Department of the House of Representatives Corporate Plan 2018–19</i></p>
	<p><i>Department of the House of Representatives Enterprise Agreement 2017–2020</i></p>
	<p><i>Department of the House of Representatives Portfolio Budget Statements 2018–19</i></p> <p><i>Department of the House of Representatives service charter: community service standards</i>, January 2014</p>

5 Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2017–18.

Date	Delegation	Country represented
13–18 August 2017	Visit to Australia by Mr José Carlos Mahía, President of the House of Representatives of the Oriental Republic of Uruguay and delegation	Oriental Republic of Uruguay
1 September 2017	Visit to Australia by Mr Urban Ahlin, Speaker of the parliament of Sweden and delegation	Sweden
22–29 November 2017	Parliamentary delegation from Association of Southeast Asian Nations (ASEAN) countries	Brunei, Cambodia, Indonesia, Lao People's Democratic Republic, Myanmar, Singapore, Thailand, Vietnam
7 February 2018	Visit to the Parliament by the Rt Hon Trevor Mallard, Speaker of the parliament of New Zealand	New Zealand

6 Other incoming parliamentary delegations

This appendix contains summary information on other incoming parliamentary delegations in 2017–18.

Date	Delegation	Country represented
7 August 2017	Visit to the parliament by the Bangladesh delegation	Bangladesh
9 August 2017	Visit to the parliament by the Australian Political Exchange Council, 16th delegation from Japan	Japan
12 September 2017	Visit to the parliament by the Australian Political Exchange Council, 34th delegation from the United States	United States
12 September 2017	Visit to the parliament by Senator Olivier Cadic, Senator representing French nationals living abroad	France
13 September 2017	Visit to the parliament by the Pakistan National Assembly Standing Committee on Human Rights led by Mr Babar Nawaz Khan MP, Chairman	Pakistan
14 September 2017	Visit to the parliament by Mr Li Fei, Chairman of the Committee for the Basic Law of the Hong Kong Special Administrative Region of the People's Republic of China	People's Republic of China
16 October 2017	Visit to the parliament by members of the Australia Indonesia parliamentary friendship group	Republic of Indonesia
16 October 2017	Visit to the parliament by a delegation from Vietnam	Vietnam
18 October 2017	Visit to the parliament by the Australian Political Exchange Council, 25th delegation from the People's Republic of China	People's Republic of China
23 October 2017	Visit to the parliament by members of the Select Committee on Land and Mineral Resources of South Africa	South Africa
8 November 2017	Visit to the parliament by the Rt Hon Lindsay Hoyle MP, Chair of the Ways and Means Committee and Deputy Speaker of the House of Commons, United Kingdom	United Kingdom
27 November 2017	Visit to the parliament by Mr Fahri Hamzah, Deputy Speaker of the House of Representatives of the Republic of Indonesia	Republic of Indonesia

Date	Delegation	Country represented
28 November 2017	Visit to the parliament by Professor Norbert Lammert, former president of the German federal parliament	Germany
4 December 2017	Visit to the parliament by Mr Krzysztof Szczerski, Secretary of State and Chief of the Cabinet in the Chancellery of the President, Republic of Poland	Republic of Poland
6 December 2017	Visit to the parliament by HE Hekmat Khalil Karzai, Deputy Foreign Minister, Islamic Republic of Afghanistan	Islamic Republic of Afghanistan
6 December 2017	Visit to the parliament by a parliamentary delegation from Vietnam	Vietnam
18 December 2017	Visit to the parliament by the Legislature-Parliament Secretariat to the government of Nepal	Nepal
14 February 2018	Visit to the parliament by HE Mr Zdravko Počivalšek, Minister for Economic Development and Technology of the Republic of Slovenia	Republic of Slovenia
15–16 February 2018	Visit to the parliament by the Public Accounts Committee, People's Republic of Bangladesh	People's Republic of Bangladesh
26 February 2018	Visit to the parliament by Mr Bounpone Sisoulath, President of the Economic, Technology and Environment Committee, National Assembly of the Lao People's Democratic Republic and delegation	Lao People's Democratic Republic
27 February 2018	Visit to the parliament by the Australian Political Exchange Council, 12th delegation from the Philippines	Philippines
26–27 March 2018	Visit to the parliament by Hon Mrs Chandrani Bandara MP, Minister of Women Affairs and Child Development, Sri Lanka and delegation	Sri Lanka
27 March 2018	Visit to the parliament by members of Knesset, parliament of Israel	Israel
27 March 2018	Visit to the parliament by the members of the German–Australian Chamber of Industry and Commerce	Germany
9 May 2018	Visit to the parliament by the Hon Lautafi Fio Selafo Joseph Purcell, Minister for Commerce, Industry and Labour, Samoa	Samoa
23 May 2018	Visit to the parliament by a parliamentary delegation from India	India
24 May 2018	Visit to the parliament by Dr the Hon Keith Rowley, Prime Minister of the Republic of Trinidad and Tobago	Republic of Trinidad and Tobago

Date	Delegation	Country represented
30 May 2018	Visit to the parliament by a delegation of US congressional staff	United States
30 May 2018	Visit to the parliament by the Australian Political Exchange Council, 12th delegation from New Zealand	New Zealand
18 June 2018	Visit to the parliament by a European Union trade delegation	European Union

7 Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2017–18.

Date	Visit	Delegation members
2–13 July 2017	Official parliamentary delegation to Association of Southeast Asian Nations (ASEAN) countries (Indonesia, Myanmar and Singapore)	Hon Kevin Andrews MP <i>Delegation leader</i> Senator Kimberley Kitching Mr Kenneth O'Dowd MP Ms Cathy O'Toole MP
2–16 July 2017	Parliamentary delegation to Germany, Sweden, the United Kingdom and the United States by members of the Joint Standing Committee on Migration	Mr Jason Wood MP <i>Delegation leader</i> Mr Julian Hill MP Hon Shayne Neumann MP Mr Llew O'Brien MP Ms Maria Vamvakinou MP
2–16 July 2017	Parliamentary delegation to Portugal by members of the Parliamentary Joint Committee on Law Enforcement	Mr Craig Kelly MP <i>Delegation leader</i> Senator David Bushby Senator Skye Kakoschke-Moore Senator the Hon Lisa Singh
23–29 July 2017	Parliamentary delegation to New Zealand by members of the House Standing Committee on Agriculture and Water Resources	Mr Rick Wilson MP <i>Delegation leader</i> Ms Justine Keay MP Dr John McVeigh MP Mr Rowan Ramsey MP
13 September–13 December 2017	Parliamentary delegation to attend the United Nations General Assembly, New York	Hon Warren Entsch MP Senator Gavin Marshall
17–22 September 2017	Parliamentary delegation to attend the 38th General Assembly of the ASEAN Inter-Parliamentary Assembly (AIPA), Manila, Philippines	Mr George Christensen MP <i>Delegation leader</i> Senator Alex Gallacher
23 September–7 October 2017	Parliamentary delegation field visit (mental health) to Canada, Netherlands, Sweden and the United Kingdom	Senator Rachel Siewert <i>Delegation leader</i> Senator Deborah O'Neill Mr Andrew Wallace MP Senator John Williams

Date	Visit	Delegation members
25 September– 5 October 2017	Parliamentary delegation to Greece and Turkey	Mr Robert Mitchell MP <i>Delegation leader</i> Mr Steve Georganas MP Senator Barry O'Sullivan
26 September– 6 October 2017	Visit to Istanbul for the 2017 Mexico, Indonesia, Republic of Korea, Turkey and Australia (MIKTA) Speakers' Consultation	Senator the Hon Stephen Parry <i>President of the Senate</i>
2–12 October 2017	Parliamentary delegation to Belgium, Estonia and France	Hon Tony Smith MP <i>Speaker of the House of Representatives and delegation leader</i> Senator David Fawcett Mr Andrew Giles MP Senator Helen Polley Ms Melissa Price MP Mr Rowan Ramsey MP
6–10 October 2017	Parliamentary delegation to attend the 63rd North Atlantic Treaty Organization (NATO) parliamentary assembly, Bucharest, Romania	Mr Andrew Laming MP <i>Delegation leader</i> Mr Ross Hart MP
13–21 October 2017	Parliamentary delegation to attend the 137th Inter-Parliamentary Union assembly in Saint Petersburg, Russia	Senator the Hon Ian Macdonald <i>Delegation leader</i> Senator Chris Ketter Mr Josh Wilson MP
28 October– 4 November 2017	Parliamentary delegation to India	Hon Anthony Albanese MP <i>Delegation leader</i> Mr Milton Dick MP Mr Ian Goodenough MP Senator Pauline Hanson Mr David Littleproud MP
4–7 November 2017	Parliamentary delegation to attend the Commonwealth Parliamentary Association conference in Dhaka, Bangladesh	Senator Susan Lines <i>Delegation leader</i>
5–10 November 2017	Parliamentary delegation to Papua New Guinea	Senator the Hon Ian Macdonald <i>Delegation leader</i> Senator Kimberley Kitching Mr Kenneth O'Dowd MP Ms Cathy O'Toole MP

Date	Visit	Delegation members
17–20 December 2017	Parliamentary delegation to New Zealand by members of the House of Representatives Standing Committee on Health, Aged Care and Sport	Mr Trent Zimmerman MP Mr Steve Georganas MP
7–15 January 2018	Parliamentary delegation to Mauritius and Seychelles	Hon Tony Smith MP <i>Speaker of the House of Representatives and delegation leader</i>
18–21 January 2018	Parliamentary delegation to the Twenty-sixth annual meeting of the Asia Pacific Parliamentary Forum, Hanoi, Vietnam	Senator John Williams <i>Delegation leader</i> Mr Scott Buchholz MP Mr Tim Hammond MP Mr Stephen Jones MP
21–31 March 2018	Parliamentary delegation to attend the 138th Inter-Parliamentary Union assembly in Geneva, Switzerland	Senator the Hon Ian Macdonald <i>Delegation leader</i> Senator Catryna Bilyk Mr Josh Wilson MP
11–21 April 2018	Parliamentary delegation to Japan and Korea	Hon Tony Smith MP <i>Speaker of the House of Representatives and delegation leader</i> Senator Sue Lines <i>Deputy delegation leader</i> Hon Sharon Bird MP Ms Michelle Landry MP Ms Rebekha Sharkie MP
14–22 April 2018	Parliamentary delegation to the United States by members of the Parliamentary Joint Committee on Intelligence and Security	Mr Andrew Hastie MP <i>Delegation leader</i> Senator David Fawcett Senator the Hon Penny Wong Senator Jennifer McAllister
3–9 June 2018	Parliamentary delegation to Ethiopia and Kenya	Mr Andrew Broad MP <i>Delegation leader</i> Hon Luke Hartsuyker MP Mr Timothy Watts MP Mr Graham Perrett MP
2–16 June 2018	Parliamentary delegation to France, Ireland and the United Kingdom	Senator the Hon Scott Ryan <i>President of the Senate and delegation leader</i> Hon Michael Danby MP Mr Steven Georganas MP Senator Pauline Hanson Mr Timothy Wilson MP Mr Jason Wood MP

8 Parliamentary capacity-building activities

This appendix contains summary information on parliamentary capacity-building activities supported by the Department of the House of Representatives in 2017–18.

Date	Program and activity	Country or legislature represented
13 September 2017 and 21 June 2018	Pacific Parliamentary Partnerships Fund Two executive sub-committee meetings were supported at the Australian Parliament.	
28 June–10 July 2017	Fiji Parliamentary Support Program A senior researcher from the Australian Parliamentary Library and a research officer from the Victorian Parliamentary Library assisted staff from the Fiji parliament's research and library service to produce budget briefings for members of parliament.	Fiji
5 July 2017	Pacific Parliamentary Partnerships Fund Officers from the Australian Parliament attended the annual executive meeting in Sydney.	
24–28 July 2017	Fiji Parliamentary Support Program A Hansard officer from the Victorian parliament provided advice regarding the broadcasting of committee proceedings in the Fijian parliament.	Fiji
8 August 2017	Study visit program Myanmar parliamentarians visited the Australian Parliament as part of the Myanmar political mentoring program for parliamentarians run by the International Women's Development Agency and funded by the Australian Government.	Myanmar
28–30 August 2017	Commonwealth Women Parliamentarians conference Women parliamentarians and staff from five Pacific island states were supported to attend the 2017 Commonwealth Women Parliamentarians conference at the Victorian parliament in Melbourne.	Cook Islands, Nauru, Niue, Samoa and Tonga

Date	Program and activity	Country or legislature represented
17–27 September 2017	<p>Parliamentary strengthening</p> <p>The Clerk and Clerk Assistant (Table) assisted with executive and mid-level management training at the Myanmar parliament in a program organised by the United Nations Development Program (UNDP).</p>	Myanmar
25–28 September 2017	<p>Pacific Women’s Parliamentary Partnerships project</p> <p>Sixty women from 17 Pacific parliaments participated in the fifth annual forum held in Honiara, Solomon Islands.</p>	Australia (Federal Parliament, Australian Capital Territory, New South Wales and Queensland), Autonomous Region of Bougainville (Papua New Guinea), Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau and Tonga
3–4 October 2017	<p>Australia–Samoa Parliamentary Partnerships Seminar Series</p> <p>Seminar 3 for members and staff of the Samoan Legislative Assembly on parliamentary privilege, procedure and ethics was delivered by a former Speaker and senior executive staff from the Australian Parliament.</p>	Samoa
9–13 October 2017	<p>Study visit program</p> <p>Staff from the lower houses of the Indian and Kenyan parliaments visited the Australian Parliament for a week-long study program on parliamentary procedure and administration.</p>	India and Kenya
3–17 November 2017	<p>Samoa Parliamentary Partnerships project</p> <p>Two staff of the Australian Parliament undertook committee and procedural support placements in the Office of the Clerk of the Legislative Assembly.</p>	Samoa
6–28 November 2017	<p>Pacific Women’s Parliamentary Partnerships project</p> <p>Research scholars from the Autonomous Region of Bougainville (Papua New Guinea), Fiji and Samoan parliaments were attached to the Australian Parliamentary Library for three weeks and then spent one week with their twinned parliaments.</p>	Autonomous Region of Bougainville (Papua New Guinea), Fiji and Samoa

Date	Program and activity	Country or legislature represented
13–15 November 2017	<p>Study visit program</p> <p>Staff from the Senate of the Philippines visited the Australian Parliament for a three-day program on parliamentary procedure and administration, with a focus on the legislative process.</p>	Philippines
22–24 November 2017	<p>Australasian Parliamentary Educators conference</p> <p>Officers from Pacific parliaments that had run 'outrigger' gender equality training for staff or members in their country were supported to attend the 2017 conference in Melbourne.</p>	Autonomous Region of Bougainville (Papua New Guinea), Samoa and Solomon Islands
23–28 November 2017	<p>Inter-Parliamentary Study Program for Deputy Speakers of Pacific parliaments</p> <p>An inaugural program offering professional development and networking opportunities was delivered to 12 Deputy Speakers in the region at the Australian Parliament, with input from the Deputy Speaker and Deputy President, senior executive officers from the Australian Parliament and a former Speaker of the House of Representatives.</p>	Autonomous Region of Bougainville (Papua New Guinea), Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, New Zealand, Niue, Palau, Samoa, Tuvalu and Vanuatu
12 February 2018	<p>Study visit program</p> <p>Government officials from Kenya visited the Australian Parliament to learn about integrity systems.</p>	Kenya
4 May–1 June 2018	<p>Parliamentary strengthening</p> <p>An officer from the Australian Parliament contributed to a UNDP-funded parliamentary strengthening project at the Myanmar parliament (Union Hluttaw), focusing on the development of committees.</p>	Myanmar
12–19 June 2018	<p>Inter-Parliamentary Study Program</p> <p>A study program for 17 senior parliamentary officers from 15 overseas parliaments and two Australian states and territories was held at the Australian Parliament, looking at parliamentary practice and procedure, and administration.</p>	Bangladesh, Brazil, China, Fiji, Hong Kong, Hungary, India, Morocco, Nepal, Niue, Northern Territory, Republic of Korea, Ukraine, United Kingdom, Victoria, Vietnam and Zambia
21 June 2018	<p>Pacific Parliamentary Partnerships Fund</p> <p>Virus protection software licences for the parliament's computing network for three years, recording equipment to support Hansard and English language training was funded and supplied.</p>	Solomon Islands

Date	Program and activity	Country or legislature represented
21 June 2018	<p>Pacific Parliamentary Partnerships Fund</p> <p>Two photocopiers were purchased to support parliamentary operations.</p>	Niue
26–30 June 2018	<p>Fiji Parliamentary Support Program</p> <p>Two corporate services staff from the parliament of Fiji attended training with the Victorian parliament.</p>	Victorian parliament
27 June–7 July 2018	<p>Fiji Parliamentary Support Program</p> <p>A committee secretary from the Victorian parliament assisted the parliament of Fiji with budget analysis work.</p>	Fiji
30 June 2018	<p>Pacific Parliamentary Partnerships Fund</p> <p>Audio recording and mixing equipment was supplied.</p>	Cook Islands

9 Contact directory

This appendix contains the contact details of House of Representatives office holders and the department's senior executive officers as at 30 June 2018.

Speaker of the House of Representatives, the Hon Tony Smith MP	Parliament House	Phone (02) 6277 4000
	Electorate office	Phone (03) 9727 0799
	Email tony.smith.mp@aph.gov.au	
Deputy Speaker, Mr Kevin Hogan MP	Parliament House	Phone (02) 6277 4746
	Electorate office	Phone (02) 6621 4044
	Email kevin.hogan.mp@aph.gov.au	
Second Deputy Speaker, Mr Rob Mitchell MP	Parliament House	Phone (02) 6277 4117
	Electorate office	Phone (03) 9333 0440
	Email rob.mitchell.mp@aph.gov.au	
Clerk of the House, Mr David Elder	Phone (02) 6277 4111	
	Email clerk.reps@aph.gov.au	
Deputy Clerk, Ms Claressa Surtees	Phone (02) 6277 4222	
	Email depclerk.reps@aph.gov.au	
Clerk Assistant (Table), Mr Peter Banson	Phone (02) 6277 4777	
	Email peter.banson.reps@aph.gov.au	
Clerk Assistant (Procedure), Ms Catherine Cornish	Phone (02) 6277 4396	
	Email catherine.cornish.reps@aph.gov.au	
Clerk Assistant (Committees), Ms Bronwyn Notzon-Glenn	Phone (02) 6277 4399	
	Email bronwyn.notzon-glenn.reps@aph.gov.au	
Serjeant-at-Arms, Mr James Catchpole	Phone (02) 6277 4444	
	Email james.catchpole.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/house	

10 List of requirements

This schedule is made for section 46(3) of the *Public Governance, Performance and Accountability Act 2013*.

Description	Requirement	Page
Letter of transmittal	Mandatory	iii
Aids to access		
Table of contents	Mandatory	v
Alphabetical index	Mandatory	162–9
Glossary of abbreviations and acronyms	Mandatory	161
List of requirements	Mandatory	156–60
Details of contact officer	Mandatory	ii
Entity's website address	Mandatory	ii
Electronic address of report	Mandatory	ii
Review by accountable authority		
A review by the accountable authority of the entity	Mandatory	2–5
Overview of the entity		
A description of the role and functions of the entity	Mandatory	6
A description of the organisational structure of the entity	Mandatory	6–7
A description of the outcomes and programs administered by the entity	Mandatory	8–9
A description of the purposes of the entity as included in corporate plan	Mandatory	6
An outline of the structure of the portfolio of the entity	Portfolio departments—mandatory	Not applicable
Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change	If applicable, mandatory	Not applicable
Report on the performance of the entity		
Annual performance statements		
Annual performance statement in accordance with section 39(1)(b) of the PGPA Act and section 16F of the PGPA Rule	Mandatory	14–27

Description	Requirement	Page
Report on financial performance		
A discussion and analysis of the entity's financial performance	Mandatory	10–2
A table summarising the total resources and total payments of the entity	Mandatory	12
If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results	If applicable, mandatory	Not applicable
Management and accountability		
Corporate governance		
Information on compliance with section 10 of the PGPA Rule (fraud systems)	Mandatory	76
A certification by the accountable authority that fraud risk assessments and fraud control plans have been prepared	Mandatory	iii
A certification by the accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place	Mandatory	iii
A certification by the accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity	Mandatory	iii
An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance	Mandatory	70–7
A statement of significant issues reported to minister under section 19(1)(e) of the PGPA Act that relate to non-compliance with the finance law and action taken to remedy non-compliance	If applicable, mandatory	Not applicable
External scrutiny		
Information on the most significant developments in external scrutiny and the entity's response to the scrutiny	Mandatory	78–9
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	79

Description	Requirement	Page
Information on any reports on operations of the entity by the Auditor-General (other than a report under section 43 of the PGPA Act), a parliamentary committee, or the Commonwealth Ombudsman	If applicable, mandatory	78
Information on any capability reviews on the entity that were released during the period	If applicable, mandatory	Not applicable
Management of human resources		
An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives	Mandatory	80–8
Statistics on the entity's 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	80–2
Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under section 24(1) of the Parliamentary Service Act	Mandatory	87
Information on the number of SES and non-SES employees covered by agreements identified in section 17AG(4)(c) of the PGPA Rule	Mandatory	87
The salary ranges available for employees by classification level	Mandatory	87
A description of non-salary benefits provided to employees	Mandatory	87
Information on the number of employees at each classification level who received performance pay	If applicable, mandatory	Not applicable—see page 87
Information on aggregate amounts of performance pay at each classification level	If applicable, mandatory	Not applicable—see page 87
Information on the average amount of performance payment, and range of such payments, at each classification level	If applicable, mandatory	Not applicable—see page 87
Information on aggregate amount of performance payments	If applicable, mandatory	Not applicable—see page 87
Asset management		
An assessment of effectiveness of asset management where asset management is a significant part of the entity's activities	If applicable, mandatory	89

Description	Requirement	Page
Purchasing		
An assessment of entity performance against the Commonwealth Procurement Rules	Mandatory	90
Consultants		
A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST)	Mandatory	90
A statement that <i>'During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million].'</i>	Mandatory	90
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	90
A statement that <i>'Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.'</i>	Mandatory	90
Australian National Audit Office access clauses		
If an entity entered into a contract with a value of more than \$100,000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, the purpose and value of the contract, and the reason why a clause allowing access was not included in the contract	If applicable, mandatory	Not applicable—see page 90
Exempt contracts		
If an entity entered into a contract or there is a standing offer with a value greater than \$10,000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the Freedom of Information Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters	If applicable, mandatory	Not applicable—see page 90

Description	Requirement	Page
Small business		
A statement that <i>'[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and medium enterprise and small enterprise participation statistics are available on the Department of Finance's website.'</i>	Mandatory	90
An outline of the ways in which the procurement practices of the entity support small and medium enterprises	Mandatory	90
If the entity is considered by the department administered by the finance minister as material in nature, a statement that <i>'[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.'</i>	If applicable, mandatory	Not applicable
Financial statements		
Inclusion of the annual financial statements in accordance with section 43(4) of the PGPA Act	Mandatory	91–124
Other mandatory information		
If the entity conducted advertising campaigns, a statement that <i>'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.'</i>	If applicable, mandatory	Not applicable
If the entity did not conduct advertising campaigns, a statement to that effect	If applicable, mandatory	90
A statement that <i>'Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website].'</i>	If applicable, mandatory	Not applicable
Outline of mechanisms of disability reporting, including reference to website for further information	Mandatory	79
Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of the Freedom of Information Act can be found	Mandatory	Not applicable—see page 79
Correction of material errors in previous annual report	If applicable, mandatory	Not applicable
Information required by other legislation	Mandatory	77, 88, 90

Abbreviations and acronyms

AASB	Australian Accounting Standards Board
AO	Officer of the Order of Australia
APVMA	Australian Pesticides and Veterinary Medicines Authority
ASEAN	Association of Southeast Asian Nations
ASIO	Australian Security Intelligence Organisation
BEPS	base erosion and profit shifting
CPA	Commonwealth Parliamentary Association
DCB	Department Capital Budget
DFAT	Department of Foreign Affairs and Trade
DPS	Department of Parliamentary Services
EB	Executive Band
EDRMS	electronic document and records management system
GST	goods and services tax
ICT	information and communications technology
IMF	International Monetary Fund
IPRO	International and Parliamentary Relations Office
MP	Member of Parliament
NZ	New Zealand
OAM	Medal of the Order of Australia
OECD	Organisation for Economic Co-operation and Development
OPA	official public account
PACER	Pacific Agreement on Closer Economic Relations
PBIS	Parliamentary and Business Information Services
PEO	Parliamentary Education Office
PGPA	Public Governance, Performance and Accountability
PSC	Parliamentary Skills Centre
PSL	Parliamentary Service Level
PWPP	Pacific Women's Parliamentary Partnerships Project
SCID	Shared Committee Information Database
SES	Senior Executive Service
SME	small and medium enterprise
TOPS	Table Offices Production System
UNDP	United Nations Development Program
USA	United States of America
WHS	Work Health and Safety

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