



DEPARTMENT OF THE
HOUSE OF REPRESENTATIVES



Annual Report

2023–24

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HOUSE OF REPRESENTATIVES

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Acknowledgment

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

Disclaimer

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

Use of the Coat of Arms

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

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

Front cover: Staff of the Department of the House of Representatives group photo. Image: Auspic/DPS.

Back cover: Frost in the morning at Parliament House. Image: Paul Furness, AusPic/DPS.

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

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8 October 2024

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

Dear Mr Speaker

Pursuant to section 65 of the *Parliamentary Service Act 1999* and section 46 of the *Public Governance, Performance and Accountability Act 2013*, I have pleasure in submitting to you, for presentation to the House, the annual report of the Department of the House of Representatives for the year ended 30 June 2024.

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

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

Yours sincerely

Claessa Surtees
Clerk of the House

About this report

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

This annual report details our activities during the 2023–24 financial year.

Overviews

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

Performance

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

Management and accountability

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

Financial statements

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

Appendixes

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

Abbreviations and acronyms, and index

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

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Our department – a snapshot

Our staff



Our community

 **19,775**
YouTube subscribers

 **8,959**
Facebook followers

 **51,311**
X followers

 **496**
LinkedIn followers

The House – we supported

 **582 hours**
of the House sitting over
62 sitting days

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

 **238 divisions**
conducted in the House

 **161 bills introduced**
and
129 bills assented to

 **609 meetings**
of
27 committees
which presented
95 reports

 **636 petitions**
presented with
984,251 signatories

International engagement – we supported

 **14 capacity building activities**

 **13 incoming delegations** **29 outgoing delegations**



Part 1

Overviews

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*Recipients of service pins at
the Departmental Conversations.*

Image: Department of the House of Representatives.

Clerk's review

During 2023–24, the 47th Parliament passed the mid-point of its three year parliamentary cycle.

The year has been a time of returning, post COVID-19, to a familiar rhythm in many respects, but with change. For the department, a new Corporate Governance Office was established to oversee our governance functions and provide dedicated coordination of risk management and legislative compliance. For the parliamentary service, the four departments agreed a new principle-based Memorandum of Understanding for ICT services to assist the parliamentary service to deliver efficient and effective services in support of the Parliament, committees, and parliamentarians, while providing a comprehensive ICT governance framework. The MoU is an important achievement as the majority of the capacity for ICT and ICT security for the parliamentary service is provided by the Department of Parliamentary Services under the parliamentary ICT service-delivery framework.

Supporting Members and the work of Parliament

The department supports Members of the House of Representatives in carrying out their legislative and committee roles. We provide advice and services to enable the House of Representatives Chamber and Federation Chamber to meet and conduct business, to enable House and certain joint committees to conduct and report on inquiries, and to support the Parliament's national, international and regional relationships. We also provide services to increase public knowledge and awareness of and access to the work of the House of Representatives and the Parliament through media resources and promotion.

Elevated levels of services have continued in the year. For legislation, 161 bills were introduced and 129 bills were assented to. We supported 62 sittings of the House and 58 meetings of the Federation Chamber, which is similar in number to other years. The duration of meetings for the two chambers was again high, with employees supporting 810 hours in total (930 including suspensions). As an innovation this year, we introduced QR codes on the daily program to provide Members with a new avenue to access business documents for the chambers.

Also in the Chamber, we supported addresses to Members and Senators, from the Hon James Marape MP, Prime Minister of Papua New Guinea, and His Excellency Ferdinand R Marcos Jr, President of the Republic of the Philippines. We also assisted three new Members who were sworn in following by-elections in the electorates of Fadden, Dunkley and Cook, bringing to 39 the total number of new Members in the 47th Parliament.

The 27 committees supported by the department met 609 times for a total of more than 1000 hours, and 95 reports were presented, with Members debating most reports in the House or Federation Chamber. In terms of public engagement, our activities have returned to pre-pandemic levels, while retaining options for adaptable, and virtual, participation in a wide range of activities.



Prime Minister Hon. James Marape, Prime Minister of Papua New Guinea addresses Parliament. Image: David Foote, AusPic/DPS.

Parliamentary Environment

Integrity and conduct issues continued to have added focus in the parliamentary environment through ongoing implementation of the recommendations of *Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces*. For a third year, the department has dedicated significant resources in collaborating with colleagues in other agencies. The Parliamentary Workplace Support Service is now established as a statutory agency to continue with an expanded role, including in providing services to the department in supporting work health and safety, complaint resolution, and education and training.

During the period we contributed to events marking significant occasions for the Parliament and the House of Representatives. We joined with colleagues across the parliamentary service in welcoming over 7,000 members of the public to Open Day, and celebrating the 35th anniversary of the opening of Parliament House. We also supported, recognition of the 30th anniversary of the operation of the Federation Chamber.

The department has considerable expertise in developing and delivering training which addresses the unique professional development requirements of employees supporting the work of the parliament. This year, for the first time since 2019, we resumed hosting our well regarded in person capacity building program, the Inter-Parliamentary Study Program, with participants from 10 national parliaments in Asia, the Pacific and around the world.

Our people and the parliamentary service

The department also provided a range of in-house parliamentary capability development programs that enrich the expertise of our own employees, which were complemented through our longstanding professional body, the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT). These are critical programs which strengthen the department as a parliamentary steward and institution, through specialist parliamentary professional development simply not available outside of a parliamentary environment.

The department faces ongoing challenges to recruit and maintain a professional workforce in a competitive employment environment. The new enterprise agreement and some of the learnings from the COVID-19 pandemic have reinforced that wellbeing and flexible working are fundamental aspects of our professional parliamentary workforce. The department's commitment to work health and safety draws on internal services and services provided by the Parliamentary Workplace Support Service.

For the first time since 2017, the department was able to commence enterprise bargaining in 2023. Even though a non-APS agency, the department was expected to incorporate common terms and conditions from APS bargaining, into our negotiated outcomes with departmental employees. The resulting enterprise agreement was overwhelmingly endorsed by employees, and formally commenced in April 2024.



The Swearing In of the new member for Fadden, Cameron Caldwell, Queensland. Liberal Party of Australia. Image: David Foote, AusPic/DPS.

Looking ahead

We plan to refresh the department's workforce planning, and have scheduled a program to review or develop numerous policies following commencement of the department's enterprise agreement, with work to conclude in the second half of next year. The expanded

payroll team is assisting in implementing the government's decision, legislated in May this year, for all parliamentarians to be paid fortnightly instead of monthly. At the end of 2023–24, the department established new salary payment services for all Members, and fortnightly salary payments are to commence from the beginning of the 2024–25 financial year.

The People Strategies Office is leading the department's work with the other parliamentary departments to develop a new Parliamentary Service Determination (due to expire on 1 October) which will implement, as appropriate, changes to the APS governance framework from the Public Service Regulations 2023. Our dedicated corporate governance team will be developing new options for measuring departmental performance to enhance our reporting.

In the next year, further changes are proposed to the Parliamentary Workplace Support Service. An Independent Parliamentary Standards Commission is to be established to investigate allegations about breaches of behaviour standards and codes of conduct affecting Commonwealth parliamentary workplace participants, including our employees.

We are persisting in seeking improvements to the department's collection and reporting of statistical information on the House of Representatives. Further projects are being developed to replace critical legacy ICT systems for the Table, Committee and Serjeant-at-Arms offices. The replacement systems will deliver improvements and efficiencies for the department. Also in relation to ICT, we are participating in trials of Artificial Intelligence software across the parliamentary service, and will continue to investigate and monitor potential benefits for our future services.



Parliamentarians of the 47th Parliament stand with the Ukrainian Ambassador to Australia, Vasyly Myroshnychenko, in the House of Representatives chamber, Parliament House. Image: David Foote, AusPic/DPS.

As the parliamentary cycle moves into its third year, the Parliament is now in the inevitable concluding phase, with elections due in 2025. I expect that the work of the House will continue at a high pace initially, and that the first half of 2024–25 will include committees being focussed on finalising their inquiries and reports ahead of the anticipated general election. I remain confident that the work undertaken by the department in building capability and flexibility in service delivery, improvements in governance and overall efficiencies, will continue to enable our employees to provide the high levels of support for Members, the House of Representatives and the Parliament.

Claressa Surtees
Clerk of the House



Staff prepare for Parliament House Open Day. Image: Department of the House of Representatives.



Staff in discussion during Departmental Conversations. Image: Department of the House of Representatives.

Departmental overview

The department's purpose as set out in its Corporate Plan 2023–24 is:

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

Role and functions

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

During 2023–24, parliamentary operations returned to their pre-pandemic state. Throughout this transition, the department continued to provide the highest standard of support for the work of the House of Representatives, its members and committees, and some joint committees (comprising members of the House and the Senate).

The department continued to strengthen its services to increase public knowledge and awareness of the work of the House and the Australian Parliament, and to encourage interaction. Parliamentary engagement activities saw a return to in-person engagement, and the department continued to assist the House and the parliament in maintaining institutional relationships with state, territory and international counterparts.

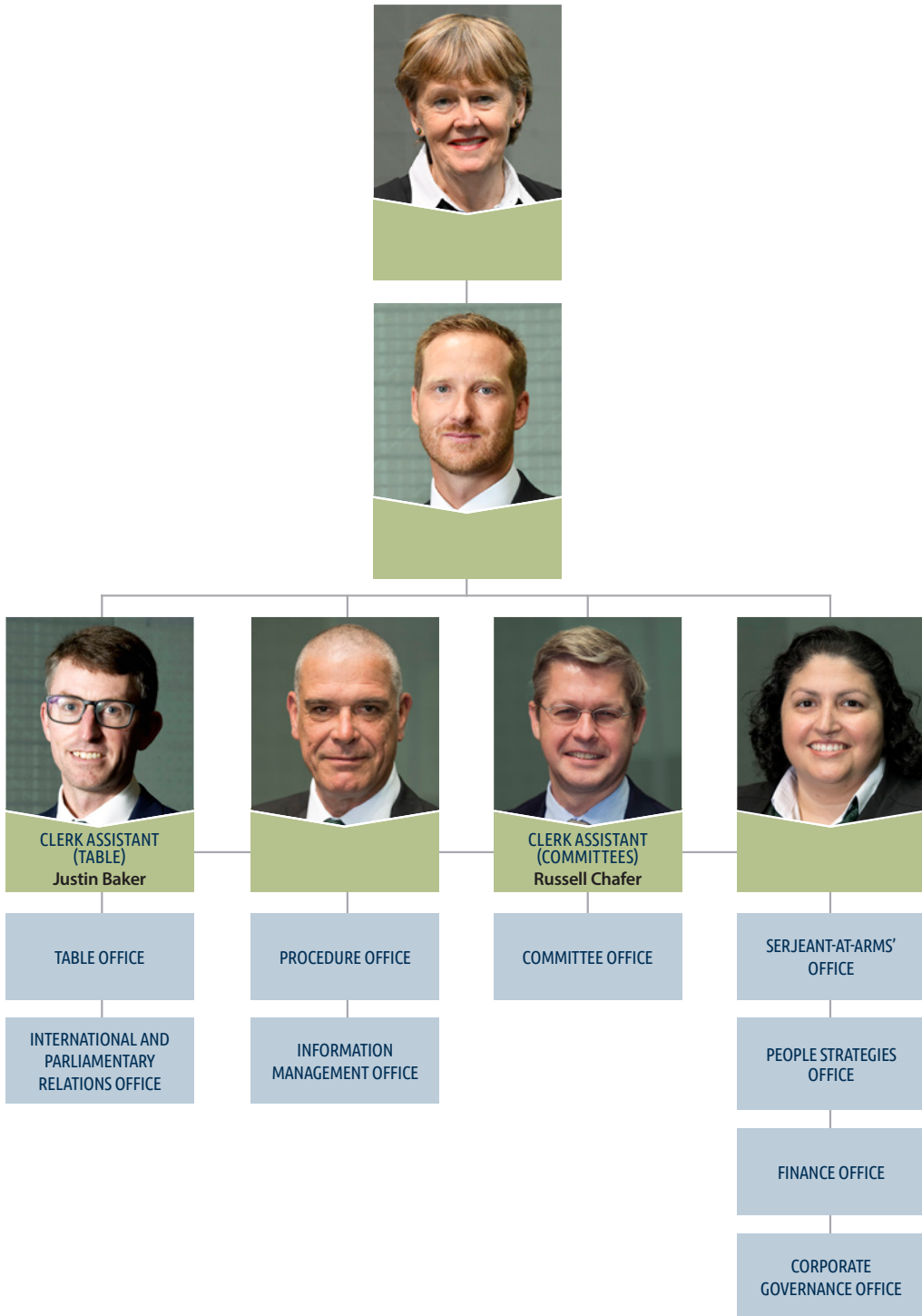
Departmental structure

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

In 2023–24, a new Corporate Governance Office was established to oversee the department's governance functions and provide dedicated coordination of its risk management and legislative compliance activities.

Figure 1 shows the departmental structure as at 30 June 2024.

Figure 1: Departmental structure as at 30 June 2024



Roles and responsibilities of the Executive

Clerk

The Clerk, as the accountable authority, is the most senior official of the department. The Clerk is principal adviser to the Speaker and members on House and committee proceedings, parliamentary privilege and other parliamentary matters. The Clerk leads some 192 departmental staff members, who provide administrative and procedural advice and services to the House and parliamentary committees, and support the parliament's international and domestic engagement. With the heads of the other three parliamentary departments, the Clerk leads the parliamentary service.

Deputy Clerk

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

Clerk Assistant (Table)

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

Clerk Assistant (Procedure)

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

Clerk Assistant (Committees)

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

Serjeant-at-Arms

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

Outcome and program structure

The department’s outcome and program structure for the year is set out in the *Portfolio Budget Statements 2023–24*.

The department has one outcome:

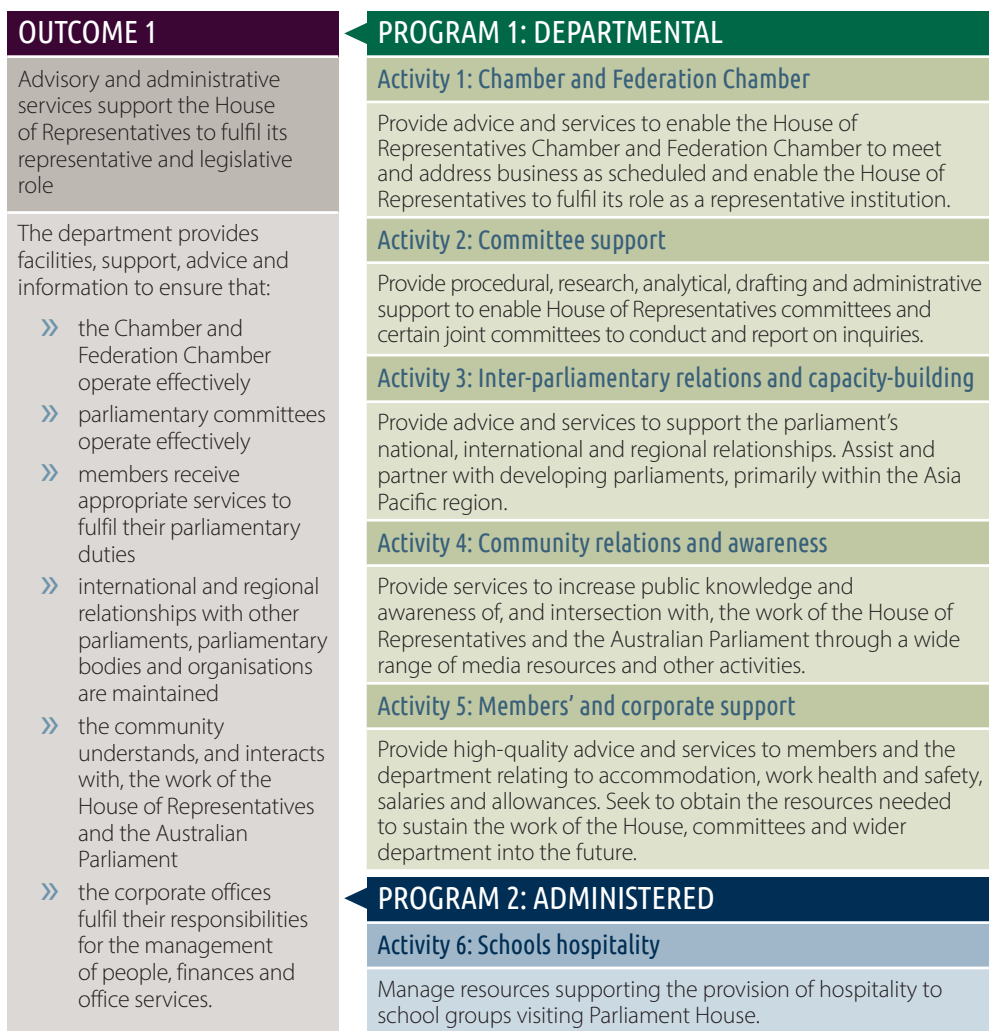
- » Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.

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, 2023–24





Part 2

Performance

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Annual Performance Statement

Introductory Statement

I, as the accountable authority of the Department of the House of Representatives, present the department's 2023–24 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.

Claessa Surtees, Clerk of the House

Purpose

The department's purpose, as set out in its *Corporate Plan 2023–24*, is:

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

Data Sources

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

Please note the data used to assess performance measure results is currently collected through a combination of automated and manual processes. As with any manual process, there is a risk of errors or inconsistencies in the collection process. Noting this risk, the department has established quality assurance processes to ensure the completeness and accuracy of the data supporting the results reported, as it continues to take steps to automate data collection processes in the future.

Members' survey

In May 2024 all members were invited to complete a survey, intended to gauge their views on, and satisfaction with, the services provided by the department. Members were advised that their responses could be anonymous, and would be de-identified before publication. The survey was available online and in hard copy, and responses were collected until 30 June. The survey asked members to indicate whether they were satisfied with each of the following:

- » the quality and timeliness of chamber procedural support and advisory services
- » the quality and timeliness of advice, and the standard of report drafting for parliamentary committees
- » support for participation in official parliamentary delegations

- » support for their House of Representatives office accommodation
- » support for their salary payments
- » support for transport coordination in Canberra during sitting weeks.

Members were able to provide comments in response to each question.

Thirty-five members completed the survey. This represents a response rate of 23%. The response rate in previous years has been 15% (2022–23), 14% (2021–22), and 28% (2020–21). Members were invited to add their name to the survey, and 25 of those who responded did so.

It is noted that there are limitations to statistically valid conclusions drawn from low survey response rates. The department continues to consider approaches to strengthening its evidence base for performance results.

Other data sources

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

Activity information

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

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

Commentary

The department has a well-established performance framework that continues to mature. The department's purpose statement and performance measures are presented in summary in the department's *Portfolio Budget Statements 2023–24*, and in more detail in the department's *Corporate Plan 2023–24*.

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

Results and Analysis

Activity	Target	Result
Activity 1: Chamber and Federation Chamber		
Level of satisfaction among surveyed members with the quality and timeliness of chamber support, procedural and statistical publications, analysis and advisory services.	90% satisfied	Target met
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 high degree of accuracy and within timeframes.	Standards met on all occasions	Target met
Activity 2: Committee services		
Level of satisfaction among surveyed committee members with the standard of administrative and procedural support provided.	90% satisfied	Target met
Level of satisfaction among surveyed committee members with the standard of research and drafting support provided.	90% satisfied	Target met
Activity 3: Inter-Parliamentary Relations and Capacity Building		
Level of satisfaction of Presiding Officers and delegates with arrangements for official incoming delegations.	90% satisfied	Target met
Level of satisfaction of Presiding Officers and delegates with arrangements for outgoing delegations.	90% satisfied	Target met
Level of satisfaction among participants with capacity building activities.	90% satisfied	Target met
Activity 4: Community Relations and Awareness		
Community is aware of, and engages with, published information about legislative and other parliamentary processes.	Interaction with the work of the House increasing over time (% change on prior year)	Target met
Clients are satisfied with seminars.	90% satisfied	Target met
Activity 5: Members' and Corporate Support		
Speaker's level of satisfaction with the overall quality of non-chamber support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services.	Very satisfied	Target met

Activity	Target	Result
Level of satisfaction among members with the overall quality of non-chamber support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services.	90% satisfied	Target met
Activity 6: Schools Hospitality		
Timely and accurate provision of advice to the Department of Parliamentary Services about hospitality required by visiting school groups, in accordance with bookings.	100%	Target met

Activity 1: Chamber and Federation Chamber

Performance measures and targets

Criterion 1

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

Target: 90% satisfied.

Measure source: *Corporate Plan 2023–24*, page 14; *Portfolio Budget Statements 2023–24*, page 16

Result against the performance criterion: Target met

All but one member (97%) responding to the survey indicated satisfaction with the quality and timeliness of chamber procedural support and advisory services.

Feedback from members was positive, noting the quality and professionalism of support provided. One member noted access to a legislative drafter as a very valuable resource, but that the size of the crossbench was creating greater demand for the service.

All respondents indicated satisfaction with the quality and availability of procedural and statistical publications, and the support available to obtain these. Members also noted that the procedural and statistical publications were informative, and easy to access.

Criterion 2

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

Target: 100%

Measure source: *Corporate Plan 2023–24*, page 14; *Portfolio Budget Statements 2023–24*, page 16

Result against the performance criterion: Target met

The chamber support service standards for the Chamber and the Federation Chamber relate to the timeliness and accuracy of chamber procedures and the publication

of chamber documents. Standards in relation to products and services within the department's control were met on all occasions. Events in Progress (EIP) captions were unavailable for brief periods during two sitting weeks, due to ICT/hardware issues outside of the department's control. On one occasion the daily program was delayed due to events outside of the department's control, but was still made available 30 minutes before the House met.

Activity information

Source: *Corporate Plan 2023–24*, page 14

Table 1: Activity 1 information

	2020–21	2021–22 ^a	2022–23	2023–24
Number of sittings of the House	67	41	68	62
Number of meetings of the Federation Chamber	63	25	62	58
Number of bills introduced	184	141	186	161

a. Election year.

Analysis

The department continued to provide a high standard of support to the Chamber and the Federation Chamber in 2023–24, as the Parliament maintained high activity levels. The department provided tailored and responsive support to the Speaker, members and other stakeholders.

The House sat for 62 days in the period, including extended sitting hours, which is consistent with recent non-election years. The Federation Chamber continued to be used to a greater extent compared with previous parliaments, with 58 meetings for the year following on from 62 in 2022–23. The number of government bills referred to the Federation Chamber has increased from 12 in 2020–21 to 78 in 2023–24, demonstrating its increased workload. The department also provided support for complex debate management motions throughout the reporting period.

Legislative activity continued to be high, with 161 bills introduced in the period. While this is a slightly lower number (15.5%) than the 186 bills introduced in 2022–23, it was coupled with a high volume of proposed amendments which impacted the workloads of the Table and Clerk's Offices.

Targets set against the performance measures for the House of Representatives Chamber and Federation Chamber support were met. The department will continue to work with the Department of Parliamentary Services (DPS) on a program of projects to modernise the bespoke ICT infrastructure including the Table Offices Production System (TOPS), the Bills System and Events In Progress, that support the work of the House.

Activity 2: Committee services

Performance measures and targets

Criterion 1

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

Target: 90% satisfied.

Measure source: *Corporate Plan 2023–24*, page 15; *Portfolio Budget Statements 2023–24*, page 17

Result against the performance criterion: Target met

Ninety-four per cent of respondents to this question in the members' survey indicated satisfaction with the quality and timeliness of advice and services to their committees. Comments made by members in the survey reflected satisfaction with the level of service and professionalism, although some members indicated concerns relating to time pressures. Some suggestions for improvement related to ICT systems support, which the department has only partial control over due to a reliance on shared services with the Department of Parliamentary Services.

Criterion 2

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

Target: 90% satisfied.

Measure source: *Corporate Plan 2023–24*, page 15; *Portfolio Budget Statements 2023–24*, page 17

Result against the performance criterion: Target met

Ninety-seven % of respondents indicated satisfaction with the standard of research and drafting support provided to committees. While one respondent expressed concerns with drafting delays, other members noted the accuracy of research.

Activity information

Source: *Corporate Plan 2023–24*, page 15

Table 2: Activity 2 information

	2020–21	2021–22 ^a	2022–23	2023–24
Number of committee meetings ^b	620	407	624	546
Hours of meetings ^{b,c}	1,177	663	1,194	999
Number of committee reports ^b	61	82	45	61

a. Election year.

b. Excludes internal committees.

c. To the nearest hour.

Analysis

Committee activity continued at a pace broadly reflective of the current stage of the parliamentary cycle. A total of 546 committee meetings were conducted in the reporting period, for a total of 999 hours, which was a decrease from 2022–23. A range of inquiries initiated at the beginning of the Parliament were finalised and 61 reports were presented, up from 45 in 2022–23. New inquiries were adopted, including several with short timeframes for reporting.

Feedback gathered through the members' survey indicates continued overall satisfaction with committee support services. Satisfaction with advice and services provided improved on results in 2022–23 (94% as compared to 79%), following increased engagement with committee members regarding their expectations. Satisfaction with report drafting remained high.

The department continued to explore avenues for strengthening its support for the work of committees, including working with DPS on a trial of videoconferencing systems at hearings outside of Parliament House and on the integrated ICT system Report Builder. It also ran updated training programs for staff, including scenario-based sessions. In addition to supporting fast-moving priorities as an election approaches, the department will continue to prioritise staff development in 2024–25.

Activity 3: Inter-Parliamentary Relations and Capacity Building

Performance measures and targets

Criteria 1, 2 and 3

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

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

Level of satisfaction among participants with capacity-building activities.

Target: 90% satisfied.

Measure source: *Corporate Plan 2023–24*, page 16; *Portfolio Budget Statements 2023–24*, page 17

Result against the performance criterion: Target met

Feedback from the Presiding Officers indicated a high degree of satisfaction with advice provided and outgoing delegation planning by the International and Parliamentary Relations Office (IPRO). Feedback provided by senior stakeholders involved in visits conducted by IPRO indicated a high degree of satisfaction with the support for delegations, including visit conduct and outcomes.

Comments from the members' survey indicated all those responding who had been in an outgoing parliamentary delegation were satisfied with the support they received. Comments indicated that members felt well supported for their visits.

Capacity building activities in the year included participating in the annual United Nations Development Programme mission to provide support for the budget processes of the Fijian

Parliament and working with parliamentary counterparts in the Pacific region to coordinate the annual round of Pacific Parliamentary Partnerships Fund bids. The 2023–24 annual round provided support to seven Pacific parliaments in collaboration with their state and territory parliamentary twins.

Activity information

Source: *Corporate Plan 2023–24*, page 16

Table 3: Activity 3 information

	2020–21	2021–22 ^a	2022–23	2023–24
Number of delegations managed	Program suspended	2	22	42
Number and nature of parliamentary capacity-building activities	24	21	20	14
» Occasions equipment supplied to Pacific parliaments	5 ^b	4	4	7
» Staff attachments and study visits	2 (virtual)	2 (virtual)	5	2
» Conferences, seminars and workshops	1 ^c	1	1	1
» Information-sharing requests facilitated	16	14	14	4
Number of virtual engagement activities	98	94	26	27
» Virtual meetings involving one or both Presiding Officers	29	9	1	1
» Virtual inter-Parliamentary events/forums with Australian Parliament delegation	16	9	1	-
» Virtual events and webinars offered to parliamentarians	53	76	24	26

a. Election year.

b. Corrected from previous Annual Reports due to duplication in data.

c. Corrected from previous Annual Reports due to transcription error.

Analysis

There was a high tempo of incoming and outgoing delegations across the year. The department supported 29 outgoing delegations covering 30 different countries and 13 incoming delegations. The incoming delegations included Guest of Parliament visit by Her Excellency Ms Tie Ning, Vice Chair of the National People's Congress, People's Republic of China.

The reporting period also featured the first Pacific Guest of Parliament visits conducted under new hospitality arrangements. Speaker-led delegations from Fiji and Papua New Guinea were successfully conducted in the first half of 2024.

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

Feedback from the Presiding Officers and stakeholders involved in the parliament's international program indicated 100 per cent satisfaction with the support provided by the department. Feedback from Inter-Parliamentary Study Program (IPSP) participants in March 2024 also indicated a high degree of satisfaction with program delivery. This was the first IPSP held since 2019.

Activity 4: Community Relations and Awareness

Performance measures and targets

Criterion 1

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

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

Measure source: *Corporate Plan 2023–24*, page 17

Result against the performance criterion: Target met

- » **Facebook:** 8,959 followers (increase of 0.7%)
- » **Twitter/X:** 51,311 followers (decrease of 0.8%)
- » **YouTube:** 19,775 followers (increase of 18.2%)
- » **LinkedIn:** 496 followers (increase of 18.4%)

The department saw subscriber growth across social media platforms in 2023–24, although increases were more significant for the less established channels for the department, YouTube and LinkedIn. This corresponds with the department's strategy to broaden its reach. Subscribers grew by 3.8% across all reported platforms.

There was also an increase in views of House of Representatives pages on the Parliament's website, rising to 1.79 million website hits from 2022–23's total of 1.41 million. This increase is reflective of the mid-point of the parliamentary cycle.

Criterion 2

Clients are satisfied with seminars.

Target: 90% satisfied.

Measure source: *Corporate Plan 2023–24*, page 17

Result against the performance criterion: Target met

The department continued to offer seminars with flexible attendance options, in person at Parliament House or virtually by webinar. Two seminars were conducted in the reporting period, with 112 participants. Twenty-eight % of seminar participants provided feedback.

Feedback from participants was positive, achieving the target level of client satisfaction. All attendees providing feedback were satisfied with the seminar content, level of detail, presenter and audiovisual elements. All attendees providing feedback also stated that the seminars met their objectives for attending.

Activity information

Source: *Corporate Plan 2023–24*, page 17

Table 4: Activity 4 information

	2020–21	2021–22 ^a	2022–23	2023–24
Community contacts with the department's publications				
» Website hits ^b	957,894	1.64 million	1.41 million ^c	1.79 million
Number of seminar participants	55 in person 59 virtually	193 in person 320 virtually	54 in person 41 virtually	23 in person 89 virtually

a. Election year.

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

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

Analysis

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

Engagement with the department's publications can vary depending on public interest in the parliament, as well as content produced during sitting periods. The department again successfully conducted the My First Speech competition in 2023–24, with an increase in entries from 2022–23.

There was a substantial increase in website hits, reflecting the higher level of activity at the mid-point of the parliamentary cycle. Growth across the department's community outreach channels was positive overall, although there was a relative plateau in more established channels. The increased reach for YouTube and LinkedIn reflects the department's strategy to broaden its audience. As indicated in the department's 2022–23 Annual Report, the department is focusing its reporting on social media platforms with more robust metrics.

Two seminars conducted during the reporting period showed an increased level of attendance from the level recorded in 2022–23, rising to 112 from 95. The department implemented a revised approach to seminars following a significant decrease in attendance figures from 2021–22. It was noted that an increased number of external participants took part in the seminars in the reporting period. The department will continue to monitor this increased reach in future reporting periods, and will work to ensure the flexible delivery and maximum reach of its education program into the future.

Activity 5: Members' and Corporate Support

Performance measures and targets

Criterion 1

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

Target: Very satisfied.

Measure source: *Corporate Plan 2023–24*, page 18: *Portfolio Budget Statements 2023–24*, page 17

Result against the performance criterion: Target met

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

The Speaker indicated a high degree of satisfaction with the support services provided by the department to the Speaker, Speaker's Office and members.

Criterion 2

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

Target: 90% satisfied.

Measure source: *Corporate Plan 2023–24*, page 18: *Portfolio Budget Statements 2023–24*, page 17

Result against the performance criterion: Target met

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

Some comments made by members related to maintenance services, which were confirmed to have been appropriately actioned by the department but which relied on service delivery by other agencies. Members also noted strong and timely support regarding payroll services, however comments continued to indicate some confusion about the role of the department (which is responsible for members' payroll only) and the role of other agencies, as was seen in 2022–23. Comments in relation to transport coordination were generally positive, but again demonstrate the complexity of delivering services that are provided by the department in sitting weeks, and another agency in non-sitting weeks, using the same COMCAR vehicles. The department continues to be alert to ways in which feedback on transport and other services can be suitably directed, and promptly addressed.

Activity information

Source: *Corporate Plan 2023–24*, page 18

Table 5: Activity 5 information

	2020–21	2021–22 ^a	2022–23	2023–24
Number of Parliament House accommodation and office support services	1,949	1,744	1,198	1,140
Number of transport coordination services provided to members	8,153	6,556	8,347	7,559

a. Election year.

Analysis

All performance targets relating to the delivery of services to members were met or exceeded. With very limited exceptions, members indicated satisfaction with the overall quality of non-chamber support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services.

During the reporting period, the department successfully actioned a legislative change to move members' pay from a monthly to fortnightly cycle, with effect from 1 July 2024. It also coordinated seven members' suite moves, corresponding with House membership and shadow ministry changes. This occurred alongside promptly actioning 335 high-priority requests for assistance in suites and departmental offices to the Serjeant-at-Arms' Office.

A new Transport Office process was initiated during the period which allowed members and their staff to complete a booking request form in lieu of phoning the Transport Office. This process has been well received, particularly at peak times.

The Speaker also reported a high degree of satisfaction with support services provided by this activity area, noting that no concerns were raised with him by members during the reporting period. The department continues to work closely with members to assist them to have any matters promptly resolved.

Activity 6: Schools Hospitality

Performance measures and targets

Criterion 1

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

Target: 100%

Measure source: *Corporate Plan 2023–24*, page 19

Result against the performance criterion: Target met

This measure is assessed based on the number of students booked, combined with exception reporting from DPS and school groups. A total of 99,249 students toured Parliament House during the reporting period. Of those students, 68% (67,377) requested

and received hospitality. There were no reports during the year of hospitality not being provided when requested.

Activity information

Source: *Corporate Plan 2023–24*, page 19

Table 6: Activity 6 information

	2020–21	2021–22 ^a	2022–23	2023–24
Number of visiting school students booked	34,353	22,457	96,084	99,249

a. Election year.

Analysis

The delivery of an educational experience to schools at their request is a combined effort between the parliamentary departments. The department provides a booking service for school groups and liaises with the Department of the Senate (which administers the Parliamentary Education Office) and with DPS (which provides tours for school groups, as well as hospitality when requested). Data about hospitality provision relies on exception reporting from DPS or school groups. There were no reports in 2023–24 of schools not receiving requested hospitality.

The number of visiting school students has stabilised following reductions due to COVID-19 pandemic travel restrictions in previous years.

Summary of performance against purpose

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

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

Based on feedback received, and on performance information from a range of data sources, the department has met all targets outlined in the 2023–24 Corporate Plan.

Activity information for 2023–24 reflects a very busy second year of the 47th Parliament, continuing from the high levels seen in 2022–23. The sittings of the House, increased usage of the Federation Chamber compared to previous parliaments, and the number and hours of committee meetings continued apace. Committee hearings continued to embrace flexible attendance, occurring in-person, by videoconference, or a hybrid of both. Incoming and outgoing parliamentary delegations, coordinated by the department, continued to return to pre-pandemic activity levels.

By-elections in Fadden, Dunkley and Cook resulted in new members commencing during the reporting period. The size of the crossbench continues to impact the nature and frequency of the advice and services sought from the department, particularly where many are without the support of a political party. Activities to support individual members, such as drafting private members' bills, and detailed amendments and second reading amendments for government bills, have risen to a volume that the department has not experienced in recent Parliaments.

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



Serjeant-At-Arms and attendants group photo in the Chamber. Image: Paul Furness, AusPic/DPS.

Financial performance

The work of the department is mainly funded by government appropriation, with a small amount of revenue generated from the sale of publications and from the department's seminar program. The department ended the 2023–24 financial year reporting total comprehensive income of \$1.921 million. The department incurred total employee benefits of \$22.378 million, \$1.368 million lower than the budget estimate reported in the 2023–24 Portfolio Budget Statements. Employee benefits were \$1.116 million higher than those incurred in 2022–23 (\$21.262 million) due to a pay increase in November 2023 and lower levels of staff vacancies than in 2022–23.

Supplier expenses increased by \$0.281 million between 2022–23 (\$4.221 million) and 2023–24 (\$4.502 million). Expenditure in this area was \$0.741 million lower than the budget estimate reported in the 2023–24 Portfolio Budget Statements estimates. The department's financial position has remained strong with appropriation receivable totalling \$25.146 million and cash and cash equivalents of \$5.600 million.

During the year, the department engaged a valuation specialist to perform a desktop assessment of its property, plant and equipment classification assets. The independent valuer's report concluded that there was \$0.088 million difference between fair value and the carrying value of the assets; this amount is reflected in comprehensive income. Asset additions during the year related to the purchase of mobile drawer units. Several televisions and refrigerators were replaced during 2023–24 due to end of useful life.

The department's overall financial position continued to remain sound in 2023–24:

- » total assets increased by \$1.629 million from the prior year to \$34.359 million
- » total liabilities increased by \$0.348 million to \$7.787 million.

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

Entity resource statement 2023–24

Table 7: Entity resource statement

	Actual available appropriations 2023–24 \$'000	Payments made 2023–24 \$'000	Balance remaining 2023–24 \$'000
	(a)	(b)	(a) - (b)
Departmental			
Annual appropriation ¹	56,908	25,522	31,386
Total	56,908	25,522	31,386
Administered expenses			
Outcome ¹	1,008	233	775
Total	1,008	233	775
Total resourcing	57,916	25,755	32,161
Total resourcing and payments for the Department of the House of Representatives	57,916	25,755	32,161

1. Appropriation (Parliamentary Departments) Act (No.1) 2023–24, prior year departmental appropriation and section 74 retained revenue receipts.

Third-party drawdowns from and on behalf of other entities

Table 8: Third-party drawdowns from and on behalf of other entities

	\$'000
Payments made on behalf of the Department of Finance (disclosed in the respective entity's Resource Statement)	53,405

Chamber and Federation Chamber

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

During the reporting period we continued to:

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

Results against performance criteria are summarised in the annual performance statement (page 12); staff levels are shown in Table 19.

Performance summary

The focus of each office is supporting the sittings of the House of Representatives Chamber and meetings of the Federation Chamber. Performance is usually measured in two ways:

- » qualitatively, based on an annual survey of members
- » quantitatively, based on information relating to the sittings of the House, meetings of the Federation Chamber, and business conducted in the Chamber and Federation Chamber.

Through the annual survey of members, feedback was received on the range and standard of the services provided, which was generally very positive. This result was largely consistent with comments received during the reporting period about the procedural resources available online and in hard copy, and the briefings on parliamentary topics of interest to members and their staff. The annual performance results on pages 12 to 25 provide more detailed analysis on the results of the survey. Statistics on sittings of the House and meetings of the Federation Chamber in 2023–24 and the four preceding years are shown in Table 9.

There were 62 sitting days in 2023–24, six fewer than in 2022–23, but consistent with the patterns of the House.

Legislative activity continued to be robust, as reflected on page 32. There was a minor decrease in the number of bills introduced (15.5% less than in 2022–23), which demonstrated a return to ‘normal’ post the decreases caused by COVID-19 and the election in 2021–22 and the subsequent high-level of activity in the next year. The Federation Chamber similarly returned to a normal operational level.

There was an increase in the number of amendments moved during the consideration in detail stage (13% more than in 2022–23), and a small increase in the number of asset prints prepared by the Table Office (123 compared to 106 in 2022–23). The department was also required to support 12 sittings past 8 pm and nine sittings that went past 8.30 pm, six of which resulted from motions to vary the usual arrangements.

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

Table 9: Performance summary, Chamber and Federation Chamber, 2019–2020 to 2023–24

	2019–20	2020–21	2021–22 ^a	2022–23	2023–24
Number of sittings/meetings					
Sittings of the House	62	67	41	68	62
Meetings of the Federation Chamber	54	63	25	62	58
Hours of sittings/meetings					
Sittings of the House ^b	548	597	380	637	582
Meetings of the Federation Chamber ^b	185	232	75	264	228

a. Election year.

b. Excludes suspensions and rounded to the nearest hour.

Advice on practice and procedure

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

End of COVID-19 special arrangements

The Speaker made a statement on 1 August 2023 that the temporary practice adopted in 2020, that questions before the House be phrased in such a way as to minimise the movement of members across the Chamber during divisions, would cease. While the House had by then largely reverted to pre-pandemic arrangements, this ended the last of the procedural practices put in place for the Chamber to enable COVID-safe operations.

Programming and coordination of business

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

- » offering programming and procedural advice to ministers, shadow ministers, party whips, other members, their staff and others
- » preparing and publishing, each sitting day
 - » the *Notice Paper* – a document listing all unresolved business before the House and providing information about committee memberships and other matters
 - » the *Daily Program* (also known as 'the Blue') – an informal agenda for the day
 - » procedural scripts for all items of business for use in the Chamber and Federation Chamber
- » providing staff from the Serjeant-at-Arms' Office to
 - » support sittings of the House and meetings of the Federation Chamber
 - » oversee ceremonial and security arrangements
 - » ensure the availability of chamber papers and equipment
- » 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 10 shows the number of questions in writing to ministers and answers that were processed by the House in the five years from 2019–20 to 2023–24.

Table 10: Questions in writing to ministers and answers to questions in writing, 2019–20 to 2023–24

	2019–20	2020–21	2021–22 ^a	2022–23	2023–24
Questions in writing ^b	388	227	132	238	413
Questions answered ^c	346	161	64	106	454

a. Election year.

b. Excludes questions withdrawn.

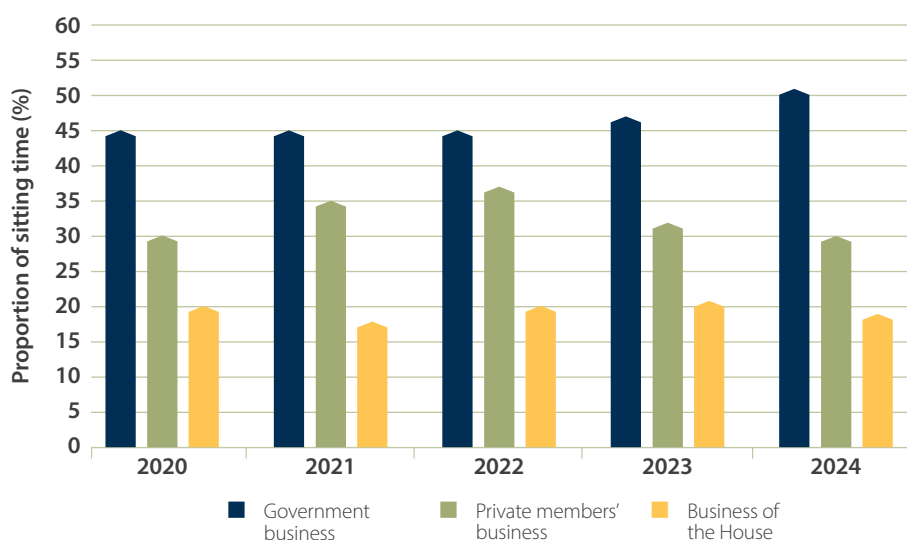
c. The responsibility for responding to questions in writing rests with the ministers to whom the questions are addressed.

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

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

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

Figure 3: Government and private members' business and business of the House (Chamber and Federation Chamber), 2020 to 2024 (calendar years)



Processing and drafting of bills

Processing legislation

Support for the legislative process in 2023–24 included our traditional responsibilities of:

- » receiving bills from the Office of Parliamentary Counsel and keeping them in custody under embargo before their introduction in the House
- » providing bills to ministers for introduction, and to all members in the Chamber after introduction
- » uploading to the Parliament of Australia website bills, explanatory memorandums and proposed amendments, and providing an over-the-counter service for access to hard copies of bills and associated material
- » processing all bills and amendments to bills
 - » initiated in the House – from introduction to assent
 - » initiated in the Senate – from introduction in the House until passage by the House

- » preparing and delivering formal messages to the Senate; during 2023–24, we delivered 174 messages relating to the passage of bills (182 in 2022–23) and 18 other messages (43 in 2022–23)
- » 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.

During the year, 161 bills were introduced (15.5% less than the 186 introduced in 2022–23). Of these, 150 were initiated in the House of Representatives and 11 were received from the Senate (compared with 179 and 7, respectively, last year).

The House passed 127 bills in 2023–24 (150 in 2022–23), an average of 2.0 bills for each sitting (compared with an average of 2.2 bills per sitting last year).

There was a small increase in the number of amendments moved during the consideration in detail stage: 802 in 2023–24 compared with 709 in 2022–23. Of the 521 amendments that were passed, crossbench members proposed 19.

The House amended 17 (13.4%) of the bills it passed, compared with 18 (12%) in 2022–23. The department incorporated the amendments into the text of all 17 bills (18 in 2022–23) and reprinted them (as third reading prints) before transmittal to the Senate. The House agreed to Senate amendments, made amendments requested by the Senate, or did both, in relation to 42 House bills (32 in 2022–23).

In total, 129 bills were finally passed by both Houses in identical form (113 in 2022–23), of which 123 were initiated in the House of Representatives and six were initiated in the Senate. After further processing by the Table Office, bills finally passed by both Houses in identical form were presented to the Governor-General for assent. Table 11 shows the number of bills introduced in the House and assented to in the five years from 2019–20 to 2023–24.

In total, during the reporting period the Table Office prepared 123 assent prints (106 in 2022–23). All documents accurately reflected the decisions of both Houses.

Table 11: Number of bills introduced in the House, and number of bills assented to, 2019–20 to 2023–24

	2019–20	2020–21	2021–22 ^a	2022–23	2023–24
Bills introduced	248	184	141	186	161
Bills assented to ^b	153	153	101	113	129

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

In 2023–24, 25 private members' bills were introduced (five were private senators' bills). Of the 802 amendments moved during consideration in detail, 300 were private members'

amendments, 19 of which were agreed to. Table 12 provides chamber statistics for private members' bills and amendments for the past five years. The figures do not reflect all of the department's work in this area, as some material is drafted but is not introduced into the House.

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

Table 12: Private members' bills introduced and amendments moved by private members (Chamber and Federation Chamber), 2019–20 to 2023–24

	2019–20	2020–21	2021–22 ^a	2022–23	2023–24
Bills introduced	35	28	26	22	25
Second reading amendments moved	110	105	55	30	30
Consideration in detail amendments moved	107	145	125	493	300

a. Election year.

Record of proceedings and House documents

Votes and Proceedings

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

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

House Division Recording System

The House Division Recording System allows tellers to record members' votes electronically on a tablet. The division result is published immediately on announcement by the Speaker in the *Live Minutes*, to Hansard and on display screens located in the Chamber. A webpage publishes the results of divisions in real time and provides a searchable and filterable repository of divisions recorded in the system. The system recorded 238 divisions during the reporting period.

As part of this initiative, display screens were installed in each of the public galleries of the Chamber. Since the start of the 47th Parliament the screens have displayed information

on the event that is currently in progress, explanations of the significance of the question that is being determined by the House, and the results of divisions once they have been announced by the Speaker.

Documents

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

In 2023–24, a total of 2,888 documents were presented to the House, a decrease from the 3,643 presented last year. For each sitting, the Table Office prepares and issues a Disallowable Instruments List in both electronic and hard-copy form. The list provides details of all instruments presented to the House that are subject to disallowance, ordered by the number of sitting days remaining in which a notice of disallowance can be given.

Online Tabled Documents project

The Online Tabled Documents system is a joint initiative with the departments of the Senate, Parliamentary Services and the Prime Minister and Cabinet for the electronic receipt and storage of documents for tabling in the parliament, and their subsequent publication via the Parliament of Australia website. During the year several external agencies began using the system before its full-scale release across the Commonwealth, scheduled for the second half of 2024.

Research

The Procedure Office collects, analyses and disseminates procedural and statistical information on the work of the House. In 2023–24, the office:

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

The office also supported the House Standing Committee on Procedure (see page 38). There was continued demand for the office's publications, while information requests were received from a variety of internal and external clients throughout the year.

Publications

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

- » *House Review*, a plain-language analysis of significant events in the House

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

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

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

In addition, the office progressed work towards the publication of the next editions of the *House of Representatives Practice* and *Guide to Procedures* that are planned for release in the coming years.

Collaboration

Collaboration with the Department of the Senate

The Procedure Office continued to work effectively with counterparts in the Department of the Senate, including through involvement with the Australian National Internships Program and the Australian Defence Force Parliamentary Program (see page 49).

Collaboration with other parliaments

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

Procedural training and resources

Building procedural capacity amongst members and their staff remained a priority during the year. A series of information sessions targeted at members' staff and crossbench members specifically were held during sitting weeks in August and September 2023, covering amendments, the Federation Chamber, participation in committees and parliamentary privilege.

In May and June 2024 individual tailored procedural sessions were offered to members' staff. Sessions were held in members' Parliament House offices and covered an array of procedural and administrative matters such as the order of business in the House, how business moves between the House and the Federation Chamber, amending motions and bills, lodging notices and accessing drafting support. These sessions will continue on request in 2024–25.

Building departmental staff procedural capacity also remained a priority in 2023–24. A fourth iteration of the 'Taste of Procedure' lunchtime discussions series commenced in July 2023. The series of 11 discussions is part of a package of learning opportunities for departmental

staff, developed by the Procedure Office in collaboration with the Table Office, and presented by senior chamber support staff.

In addition to the discussion series, a more complex series of six 90-minute procedural tutorials commenced in April 2024. These tutorials aim to encourage and develop the interest and skills of staff who might consider performing roles directly supporting sittings of the House and meetings of the Federation Chamber as Clerks at the Table.

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

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

- » debriefs following each sitting week or fortnight, focusing on matters of procedural interest (open to all staff)
- » induction and coaching for departmental staff who undertake duty as Clerks and Deputy Clerks in the Chamber and Federation Chamber
- » shadowing opportunities that enable staff to learn specialist skills such as preparing House procedures and the *Daily Program*, and processing bills and documents – once trainee staff have sufficient experience, the use of shadowing allows chamber support staff to finish work earlier on some sitting nights, and provides a backup to enable business continuity in the event of staffing absences or turnover
- » participation in parliamentary conferences
- » participation in the Parliamentary Law, Practice and Procedure course, offered by the University of South Australia under the auspices of the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT)
- » participation in the ANZACATT Professional Development Seminar
- » participation in a Commonwealth Parliamentary Association program at the Parliament of Sri Lanka
- » participation in a knowledge exchange program hosted by the United Kingdom Parliament.

Parliamentary committees

The department continued to provide effective secretariat and advisory support to six House committees and one joint committee dealing with the powers and procedures of the House. Committees supported by the Chamber and Federation Chamber activity area in 2023–24 were as follows:

- » standing committees
 - » Selection Committee
 - » Standing Committee on Appropriations and Administration

- » Standing Committee on Petitions
- » Committee of Privileges and Members' Interests
- » Standing Committee on Procedure
- » Standing Committee on Publications
- » joint committee
 - » Joint Committee on the Broadcasting of Parliamentary Proceedings.

In 2023–24, those committees held 63 meetings and produced 34 reports. Details of meetings and reports are set out in Appendixes 2 and 3.

Selection Committee

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

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

The committee consists of 14 members: the Speaker (as chair), the chief government whip, chief opposition whip, six government members, three opposition members and two crossbench members. The committee met 13 times during the reporting period and presented 13 reports.

Standing Committee on Appropriations and Administration

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

The committee comprises nine members – the Speaker (as chair), four government members and four non-government members – and is supported by the Clerk, the Serjeant-at-Arms and other officers of the department as required. During the year the committee met 10 times and presented three reports.

Standing Committee on Petitions

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

The committee continued to receive a high volume of petitions. Table 13 shows the number of in-order petitions presented to the House, and the number of signatories, for the past five years. In 2023–24, 636 petitions were presented, compared with 577 last year. The number

of signatures received was 984,251, compared with 735,717 last year. The committee also presented 16 reports summarising the petitions and ministerial responses being presented.

The largest petition in 2023–24 received 185,795 signatures. It related to the conflict in the Middle East.

Table 13: Petitions and signatories to petitions, 2019–20 to 2023–24

	2019–20	2020–21	2021–22 ^a	2022–23	2023–24
Number of petitions presented	498	649	614	577	636
Number of signatories	805,561	1,239,054	2,707,274	735,717	984,251

a. Election year.

Committee of Privileges and Members' Interests

The Committee of Privileges and Members' Interests met twice during the reporting period and presented one report to the House. This related to the operations of the committee in connection with the registration and declaration of members' interests during 2023.

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

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

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

Standing Committee on Procedure

The Standing Committee on Procedure inquires into and reports on the practices and procedures of the House and its committees. In 2023–24 the committee met 20 times. The committee presented a report on its Inquiry into recommendations 10 and 27 of *Set the Standard: Report on the Independent Review of Commonwealth Parliamentary Workplaces* in August 2023.

Standing Committee on Publications

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

Joint Committee on the Broadcasting of Parliamentary Proceedings

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

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

Improving performance

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

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

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

Outlook

During the reporting period, the focus of the chamber support areas has been on continuing to deliver high-quality services to meet the needs of the Speaker, members and others, to assist the House in fulfilling its representative and legislative roles. Demand for advice and support remained high this year.

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

The Procedure Office will continue to offer a range of procedural development activities for members and their staff and for departmental staff. During the year it continued work with DPS on a project to improve presentation of statistical information.

Committee support

The Committee Office supports parliamentary committees in their investigatory work of examining policy and legislation, and of scrutinising the executive government. As at 30 June 2024, the Committee Office comprised 10 secretariats that supported nine House committees and 11 joint committees (see Table 14). Results against performance criteria are summarised in the annual performance statement (page 12); staff levels are shown in Table 19.

Table 14: Committees of the 47th Parliament supported by the Committee Office as at 30 June 2024

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

Note: The Committee Office also supported the former Select Committee on Workforce Australia Employment Services during 2023–24.

Note: Six House internal committees (Selection, Appropriations and Administration, Petitions, Privileges and Members' Interests, Procedure and Publications) and the Joint Committee on the Broadcasting of Parliamentary Proceedings are supported by other areas of the department and are discussed under parliamentary committees on pages 36 to 39.

Committee Office activity

In 2023–24, the Committee Office’s support for the diverse work of committees involved:

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

Overview

During 2023–24, 95 reports were presented (61 by scrutiny committees, see Appendix 3).

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

The Committee Office was able to successfully support all committees within its remit, with induction and support processes well-established for incoming committee chairs and members, as well as staff.

The Clerk Assistant (Committees) Office continued its support of secretariats, as well as supporting the Liaison Committee of Chairs and Deputy Chairs (see page 44). The Clerk Assistant (Committees) Office also assisted in the compilation of the Speaker’s Schedule of Outstanding Government Responses to Committee Reports.

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

- » The House Standing Committee on Agriculture completed its inquiry into food security in Australia, tabling its report on 7 December 2023. The committee held 24 public hearings which included hearings in almost every state and territory capital city. As part of the inquiry, the committee conducted site visits at some unique locations including salmon and kelp farms in Okehampton Bay in Tasmania, grow houses and farmers markets in South Australia, grain silos in Western Australia, and agricultural crops and livestock at Go Go Station in Fitzroy Crossing.
- » The Select Committee on Workforce Australia Employment Services presented its final report on 30 November 2023. The committee’s goal was to conduct a first-principles review of Australia’s employment services system, including the policies and programs designed to assist the unemployed towards employment. The inquiry was marked by high levels of stakeholder engagement, including relevant government departments, policy experts, advocacy groups, private employment services providers and numerous individuals with lived experience in Australia’s

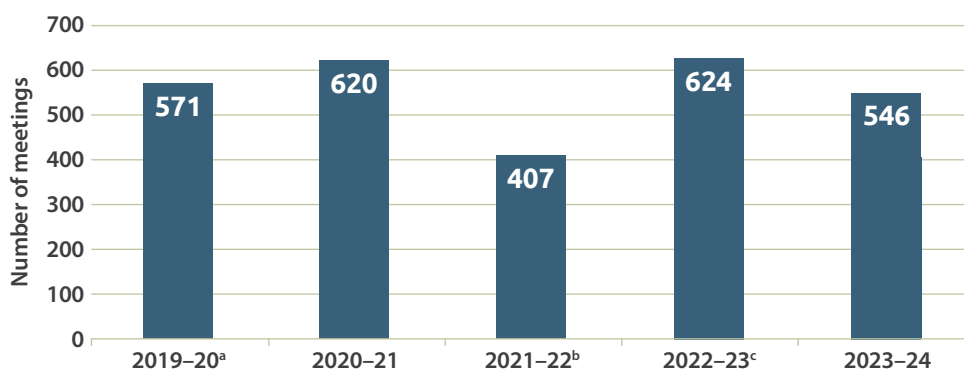
employment services system. The committee received 321 submissions (and 59 supplementary submissions), held 14 public hearings and conducted 51 site visits. The committee visited every state and territory in Australia, including each capital city and multiple regional cities and towns. The committee also undertook a delegation to Europe in September-October 2023 to engage with the employment services systems in selected countries, including Ireland, the Netherlands and Denmark.

- » The House Standing Committee on Health, Aged Care and Sport inquired into the state of diabetes mellitus in Australia. The committee received 473 submissions (and 22 supplementary submissions), held 15 public hearings across the country, where it heard from 206 witnesses in total. Notably, the committee also engaged an Indigenous Language Interpreter for witnesses giving evidence in language at a public hearing in Darwin. The committee's final report is due for presentation in July 2024.
- » The House Standing Committee on Agriculture conducted an inquiry into the Export Control Amendment (Ending Live Sheep Exports by Sea) Bill 2024 during June 2024. The committee adopted the inquiry on 4 June 2024 and presented its advisory report on 21 June 2024. It held two public hearings in Canberra and Muresk, Western Australia, which took evidence from a range of stakeholders representing industry, government, local communities and animal welfare groups. It received over 13,000 contributions, including submissions, short statements, form letters and campaign emails. The public hearing in Muresk generated significant public and media interest, with over 2,000 people attending the hearing on the day to either give evidence or observe proceedings.

Committee activity stayed at a similar level during the reporting period compared with last year, with some exceptions which broadly relate to the parliamentary cycle. The number of meetings slightly decreased in comparison to the previous reporting period, while there was an increase in the number of committee reports presented. This trend is consistent with the current stage of the parliamentary cycle in addition to a number of inquiries entering a drafting phase of work or being finalised by way of presentation of final reports.

Scrutiny committees supported by the Committee Office held 546 meetings, as outlined in Appendix 2. Figures 4 and 5 present the number of meetings held and reports presented by committees supported by the Committee Office, for the past five years. These figures highlight the sustained workload of committees.

Figure 4: Number of committee meetings supported by the Committee Office, 2019–20 to 2023–24

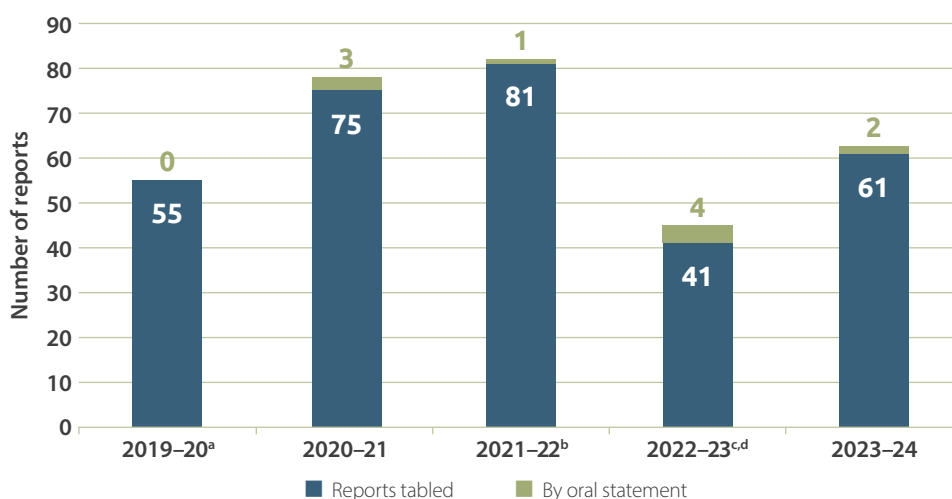


a. The 46th Parliament opened on 2 July 2019.

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

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

Figure 5: Number of reports tabled by committees supported by the Committee Office, 2019–20 to 2023–24



a. 46th Parliament opened on 2 July 2019.

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

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

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

Information and communications technology

The Committee Office continued to work with DPS and the Department of the Senate on the deployment and post-deployment support for Report Builder, the template for drafting committee reports which is integrated with the Shared Committee Information Database.

The Committee Office has also worked with DPS in completing the trial of video conferencing systems at hearings outside of Parliament House.

Improving performance

In 2023–24 the Committee Office continued to update and deliver an internal training program for new and existing staff. The department's Executive facilitated three scenario-based sessions for Committee Office staff at all levels, as part of the department's ongoing 'Being professional in the parliamentary service' training series. Fundamental training is provided to new and interested staff, and the in-depth training needs of longer-term staff are catered for in bespoke sessions presented under the Committee Training and Development program.

Liaison Committee of Chairs and Deputy Chairs

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

The liaison committee met in February 2024 to discuss areas of administrative interest, including:

- » updates on a trial project for video broadcasting of away public hearings and on enhancements to video conferencing and video display facilities in Australian Parliament House committee rooms
- » general administrative issues and support standards for committees
- » committee work from the 47th Parliament and potential future changes.

Outlook

The Committee Office will continue to meet fast-changing priorities and workloads for committee business, particularly as the next election approaches. Committees are likely to remain busy until the election period. The Committee Office will continue to provide a high level of professional support to members and new and existing committees. Staff recruitment and training and development will continue to be a priority for the coming year, in addition to completing project work during the election period.



Public hearing in Yarrabah, Queensland for the Inquiry into Diabetes by the Standing Committee on Health, Aged Care and Sport. Image: Department of the House of Representatives.

Interparliamentary relations

The Australian Parliament's international program supports engagement and cooperation with parliaments internationally, with a focus on parliamentary relations in the Indo-Pacific region. The program's activities and projects are coordinated by the International and Parliamentary Relations Office, which is jointly funded by the department and the Department of the Senate, with input from all four parliamentary departments.

Results against performance criteria are summarised in the annual performance statement (page 12); staff levels are shown in Table 19.

Performance summary

The Presiding Officers' delegation program continued to develop and strengthen inter-parliamentary relationships in 2023–24 with 29 international outgoing delegations visiting 30 different countries. The outgoing delegation program enabled Australian parliamentarians to exchange ideas, information and experiences with international counterparts and for the Australian Parliament and Australian perspectives to be represented in multilateral forums where contemporary issues were debated.

Parliamentary engagement

The International and Parliamentary Relations Office provided advice, planning assistance and briefing coordination to support the Presiding Officers as they met with diplomatic representatives, received international visitors and led international delegations.

The Australian Parliament maintained its strong commitment to international engagement, receiving 13 parliamentary delegations, hosting an inter-parliamentary study program and putting Australian parliamentary perspectives on discussion and debates at 12 multilateral inter-parliamentary assemblies.

Throughout 2023–24, the Presiding Officers led various parliamentary diplomacy initiatives supported by the International and Parliamentary Relations Office. Examples include:

- » Hosting incoming Guest of Parliament delegations from the People's Republic of China, Fiji and Papua New Guinea.
- » Attendance at the Pacific Islands Parliaments Group (PIPG) Conference in Tonga in August 2023, to mark the occasion of the Australian Parliament joining the PIPG.
- » Bilateral meetings with over 20 Presiding Officer counterparts during delegation visits and in the margins of interparliamentary events throughout the year.

Parliamentary committees also conducted international exchanges and fact-finding missions with six committees travelling overseas:

- » Joint Standing Committee on Foreign Affairs, Defence and Trade visit to Solomon Islands and Papua New Guinea (July 2023)
- » Parliamentary Joint Committee on Intelligence and Security visit to New Zealand (August 2023)

- » Select Committee on Workforce Australia Employment Services visit to France, Republic of Ireland, Netherlands and Denmark (September to October 2023)
- » Joint Standing Committee on Treaties visit to India and Singapore (December 2023)
- » Senate Select Committee on Australia's Disaster Resilience visit to New Zealand (April 2024)
- » Standing Committee on Climate Change, Energy, Environment and Water visit to the Republic of Korea and Japan (June 2024).

Parliamentary capacity building

In July 2023, parliamentary staff from the departments of the House of Representatives, the Senate and the Parliamentary Budget Office participated in the annual United Nations Development Programme mission to provide support for the budget processes of the Fijian Parliament.

The International and Parliamentary Relations Office also coordinated the annual round of Pacific Parliamentary Partnerships Fund bids providing support to parliamentary counterparts in the Pacific region. In 2023–24 support was provided to seven Pacific parliaments (Bougainville, Cook Islands, Fiji, Niue, Samoa, Solomon Islands and Tonga) in collaboration with their state and territory parliamentary twins.

In March 2024, the Australian Parliament hosted an inter-parliamentary study program for parliamentary officials. The program was attended by representatives from 10 national parliaments and provided a collaborative forum to share experience and insights using Australian parliamentary practice as the comparative framework.

Improving performance

In March 2024, the department received additional funding to support greater regional engagement. The funding will increase the number of visits hosted annually and enable more impactful projects to be identified and conducted under the Pacific Parliamentary Partnerships program.

Outlook

The office is fully staffed following recent recruitment rounds and is in a good position to support the high pace of parliamentary engagement activities that comprise the International Program.

Community relations and awareness

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

Performance summary

During 2023–24 the department continued to use its communication channels to increase community engagement and awareness of the work of the House and committees.

The department's seminar program was delivered through a mixture of in-person, online and hybrid seminars.

The department continued its work to support the school visits program and in providing support to the Parliamentary Education Office. The My First Speech competition was successfully held again in 2023, with entries from across Australia.

The Australian Defence Force Parliamentary Program and Commonwealth Parliamentary Internships component of the Australian National Internships Program both had intakes during the year.

Media and publications

Social media remains an important tool to engage with people and distribute information for the department. While Facebook subscriber numbers remained steady, engagement on posts was positive. LinkedIn and YouTube once again showed strong subscriber growth and engagement.

During the reporting period, the department's Facebook subscriber base increased to 8,959 subscribers. The House's YouTube account, used for publishing replays of Question Time and an 'About the House' series of short videos, now has 19,775 subscribers, an increase of 18%. This builds on the strong growth of 31% in 2022–23. Subscribers to the department's LinkedIn page, started in September 2022, increased by 18%. The department now has 496 subscribers. Importantly, more candidates for vacancies within the department now state LinkedIn is where they learnt about the position.

The department continues to issue media releases on behalf of committees, the Speaker and the Clerk of the House. The department issued 105 media releases during the reporting period, a decrease on last year's figure of 190. The 'About the House News' page and all its subpages received a total of 219,935 page views. This is an increase from last year's 152,403 views.

Seminars

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

In 2023–24, the department delivered two seminars to 112 attendees – 23 attending in person and 89 via webinar. The seminar offering was reshaped during the year to reflect demand and feedback from participants.

My First Speech competition

The My First Speech competition invites students in years 10 to 12 to imagine themselves as a newly elected member of the House of Representatives and write a 90 second speech on an issue that they are passionate about. The competition attracted 240 entries, compared to 171 in 2023.

Australian National Internships Program

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

In the second semester of 2023, there were 21 placements with members and senators. In the first semester of 2024, 20 interns undertook placements with senators and members. The department worked with colleagues in the Department of the Senate to facilitate the program and deliver an orientation session for interns.



My First Speech 2024 award presentation at Parliament House, Canberra. Image: Department of the House of Representatives.

Australian Defence Force Parliamentary Program

Under the Australian Defence Force Parliamentary Program – arranged through the Minister for Defence Personnel in conjunction with the Department of Defence – 46 Australian Defence Force representatives spent a week at Parliament House in September 2023, hosted by a member or senator. The departments of the House of Representatives and the Senate work together to support the program and provide orientation sessions on the work of the chambers and committees.

Parliamentary Education Office

The Parliamentary Education Office (PEO) delivers parliamentary education services on behalf of the Australian Parliament to students, teachers and others across Australia. Since 1988, approximately 2.5 million people have expanded their knowledge of the Australian Parliament through participating in a PEO program. The PEO is administered by the Department of the Senate and jointly funded by that department and the Department of the House of Representatives.

The PEO is guided by the PEO Advisory Committee. The committee is comprised of members and senators, is co-chaired by the Deputy Presiding Officers and meets three times a year.

The full-time equivalent staffing level for the PEO in 2023–24 was 13.8 (compared with 14.2 in 2022–23).

Education programs: onsite, digital, outreach and Teacher Professional Learning

The PEO delivers programs to students at Parliament House and in classrooms across Australia through digital delivery and outreach. The PEO also delivers Teacher Professional Learning (TPL) programs, both in-person and digitally.

In 2023–24, the PEO experienced sustained demand for onsite programs with approximately 2,100 programs delivered, similar to the previous period.

In response to strong demand for digital programs, the PEO expanded the number of programs offered from 15 to 20 per week during the reporting period. As a result, more than 379 digital programs were delivered, representing a 6% increase from the previous period.

The PEO also recommenced its outreach program in 2023–24, delivering programs to more than 850 students from 15 schools in New South Wales and the Northern Territory. The Northern Territory outreach program was undertaken in collaboration with the Museum of Australian Democracy and the Australian Electoral Commission.

For other outreach, the PEO also delivered TPL programs to approximately 30 teachers and pre-service teachers at Western Sydney and Charles Darwin Universities. These programs provide professional learning for teachers and pre-service teachers to support the delivery of informative and engaging civics and citizenship programs for students.

In total the PEO delivered 25 TPL programs in 2023–24, the same number as the previous period, with nine delivered in collaboration with stakeholders including the National Archives of Australia, the High Court of Australia and the Queensland and South Australian Parliaments' Education Offices

Content: online and print

In 2023–24, interest in PEO the website, peo.gov.au, including its subsite ausconstitution.peo.gov.au, remained strong, with more than 1.4 million users (representing over 3.5 million unique page views – an increase of 6% from the previous period) accessing high-quality information about Australia’s system of government and the Australian Parliament.

To ensure the website peo.gov.au continues to meet the needs of users, in collaboration with the Senate Public Information Office, a review of the navigation, functionality and layout of the website was initiated during the reporting period.

In 2023–24, approximately 80 teachers participated in an evaluation of the PEO’s teacher packs. Their feedback indicated there was demand for PEO print resources to be digitised and made available on the PEO website. As a result, the following print resources are now available for free download on the PEO website:

- » *Australian Constitution pocket edition*
- » *Rights, power, action: a practical classroom guide for teaching Australia’s system of government*
- » *Teaching civics and citizenship: a classroom guide*
- » *Your Parliament*
- » *PEO Poster Packs.*

Services for members and senators

The PEO provides a complimentary annual allocation of resources to senators and members to support their engagement with teachers, students and community groups. In addition, in-person and virtual briefings on PEO content, programs and bespoke resources are provided to parliamentarians on request.

During the reporting period, the PEO continued to support parliamentarians’ engagement with visiting school groups and the Speaker’s Parliament in Schools program through the provision of print products, bespoke resources, and briefings for parliamentarians and staff.

In this reporting period, the PEO also provided secretariat services to support three Advisory Committee meetings and commenced a project to enhance digital programs through the incorporation of short senator and member videos.

Parliamentary Education Office outlook

In the coming year, among other initiatives, the PEO will:

- » continue to strategically manage its ability to meet demand for its onsite, digital and outreach programs within resources, particularly as the demand for digital programs continues to rise
- » implement a parliamentarians engagement activity to mark the International Day of Democracy in September 2024
- » develop online modules to enhance the TPL program; and
- » conclude and implement the outcomes of the website review.

Outlook

The increase in the number of subscribers across the department's social media channels indicates a continued strong interest by the public in the work of the House of Representatives. The department's website engagement increased by 25% from the previous reporting period, which reflects the level of activity and public interest at this point in the parliamentary cycle. The department will continue to deliver outreach activities to increase awareness of the work of the department across the community and Australian public service. An increase in Indigenous engagement activities will be a goal for the department over the next reporting period. The department will continue to identify opportunities to work with the other parliamentary departments on various communication and engagement activities, as well as improve the Parliament of Australia website. The department will continue to evaluate the effectiveness of products designed to inform the public about the work of the House and to ensure flexible delivery and maximum reach of its education program into the future.



National Apology and Recognition for Thalidomide Survivors and their families. Image: AusPic/DPS.

Members' and corporate support

Members' and corporate support is provided by the Finance Office, the People Strategies Office, the Corporate Governance Office, and the Serjeant-at-Arms' Office, all of which report to the Serjeant-at-Arms, and the Information Management Office, which reports to the Clerk Assistant (Procedure).

The offices liaise with parliamentary and government agencies to provide comprehensive services to departmental staff as well as to members and their employees, including:

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

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

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

Results against performance criteria are summarised in the annual performance statement (page 12); staff levels are shown in Table 19.



Celebrating 30 years of the Federation Chamber. Image: AusPic/DPS.

Performance summary

Two foreign leaders were invited to address the House of Representatives during 2023–24. On 8 February, the Hon. James Marape MP, Prime Minister of Papua New Guinea, addressed the House. On 29 February, His Excellency, Ferdinand R. Marcos Jr, President of the Republic of the Philippines, addressed the House. The House invited senators to attend both addresses. Each occasion involved extensive engagement with the Department of the Prime Minister and Cabinet and with Senate colleagues, particularly in the lead-up to each visit as ceremonial and protocol matters were worked through.

Arrangements were made to welcome three new members following by-elections – the Member for Fadden, Mr Cameron Caldwell MP; the Member for Dunkley, Ms Jodie Belyea MP; and the Member for Cook, Mr Simon Kennedy MP. This followed the resignation of the Hon Stuart Robert, the death of Ms Peta Murphy, and the resignation of the Hon Scott Morrison, respectively.

When new members are sworn in following a by-election, briefings are arranged by the Clerk's Office, providing information from senior departmental officials on members' responsibilities and the services available to assist them in their role. We collaborate with other service provision and security agencies, who also contribute to the briefing program.

A Budget speech was delivered on 14 May 2024. Budget week arrangements allowed for invited visitors to attend the public galleries to view the Budget and Budget reply speeches, and there was significant take-up of seats in the public galleries on each occasion. These events involve extensive liaison with the Speaker's Office, the Parliamentary Security Service and the Federal Parliamentary Press Gallery.

Media services

As the Speaker's delegates on media matters, the Serjeant-at-Arms' Office continued to work with the various media bureaus and the governing committee of the Federal Parliamentary Press Gallery to ensure compliance with the rules for media-related activity in Parliament House and its precincts.

The office also worked with members' and ministers' offices, representatives of the press gallery, the Australian Federal Police and the Parliamentary Security Service to ensure that media events in the precincts complied with the media rules and with minimum inconvenience to all.

The Serjeant-at-Arms and Usher of the Black Rod and their delegates liaised closely with the press gallery to balance media access, security and parliamentary requirements on a daily basis and at major events. This included the delivery of the Budget and Budget reply speeches, two Addresses to Parliament and the national apology for all Australians impacted by the Thalidomide tragedy.

The Serjeant-at-Arms' Office assessed and responded to 237 requests to film or photograph in the private areas of the building.

Information for members

As part of the department's commitment to keep members and their employees informed about developments in the House, four editions of the members' bulletin House Update were published during the year. These bulletins complemented the procedural updates and information sessions provided by the department (see page 35).

Information about members

The Serjeant-at-Arms' Office maintains a system called the Parliamentary Information Portal (PIP), containing information about members and former members. This information is used by other areas of the department, such as the Table Office, in supporting the activities of the House. The data is also used as a source for information published on the Parliament of Australia website. During the year, high-level discovery work commenced on a project to replace the PIP. Once high-level discovery has been completed (modelling business process and user requirements), detailed discovery will be undertaken to inform functional and system requirements.

Accommodation services

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

During the reporting period, the Serjeant-at-Arms' Office coordinated seven members' suite moves, following changes in the membership of the House and the shadow ministry. The office also coordinated the moves of five workgroups as part of a departmental review of the use of accommodation in the House of Representatives wing.

Maintenance, access and transport services

The Serjeant-at-Arms' Office coordinates requests for maintenance, including routine and high-priority work, in members' Parliament House suites and departmental offices. During the year, the office coordinated 335 high-priority requests, all of which were attended to promptly. In addition, the office coordinated 56 routine requests for repairs or alterations to suites or common areas. The office takes a proactive approach by performing office shutdowns and inspections at the commencement of each long recess so that issues can be identified, reported and addressed while parliament is not sitting.

The office coordinated requests for assistance with telephone faults, relocations and allocations of telephones. Faults reported were referred to telephone support in DPS, and appropriate timeframes for resolution were agreed with the affected areas.

During the reporting period, DPS transitioned all departmental telephones to a Microsoft Teams telephony system. This new system will continue to be progressively rolled out to all members' suites.

The office approved 1,131 requests by DPS and contractors working on behalf of DPS to access suites and general circulation areas for works related to general maintenance, services and projects. This represents a 7% decrease on last year (1,213 requests).

The Serjeant-at-Arms' Office operates a Transport Office, which uses vehicles provided by the Department of Finance's COMCAR service, to deliver a parliamentary shuttle service during sitting periods. The shuttle provides a readily available, secure, car-with-driver service in Canberra for members.

In 2023–24, the Transport Office managed 7,559 bookings from members, compared with 8,393 bookings in 2022–23 (figures exclude unbooked shuttle trips from the House of Representatives entrance). This represents a 10% decrease in bookings on last year, possibly reflecting a return to regular business demand after the busy first year of a new government.

Parliament House security

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

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

- » The Incident Planning and Response Committee is attended by representatives of the parliamentary departments and several external agencies and meets before meetings of the Security Management Board in order to provide specialist advice to the board.
- » The Joint Management Group is attended by representatives of the parliamentary departments, the Department of Finance and the Australian Federal Police, and meets weekly to consider security-related matters and coordinate responses at the operational level.

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 approximately 15 hours per week, with rosters planned around student commitments and the requirements of the House. Fourteen students took part in the program in 2023–24: eight were continuing assistants, and six were new appointments. The assistants are studying at the Australian National University; the program is open to all Canberra-based students.

Parliamentary assistants have typically engaged in the program for one or two years. With more students undertaking combined or honours degrees, and with ongoing interest from participants to continue their employment in the parliamentary environment, the department has trialled the extension of the program for a third year, for selected applicants. The third-year program provides participants with six-month placements in various parts of the department. The program has given participants exposure to a broader range of the department's functions, and enabled the department to retain skilled, well-trained, and enthusiastic staff who show considerable potential.

Payment of salaries and allowances

In addition to paying the salary and entitlements of departmental staff, the People Strategies Office processes members' salaries and certain allowances in accordance with legislation and administrative decisions. The 2024 members' survey included a question about corporate support services for members, including payment of salaries. Responses indicated that there were no concerns from members in this regard.

The department continues to focus on improving efficiencies and strengthening controls in relation to the payment of salaries and allowances. During the year, the structure of the People Strategies Office was adjusted to include a dedicated payroll team.

The passage of the *Parliamentary Business Resources Legislation Amendment (Review Implementation and Other Measures) Bill 2024* by both Houses on 16 May will result in changes to the timing of members' pay. From 1 July 2024, members will be required to be paid fortnightly, rather than monthly. The department recognised the increased risks associated with legislative compliance, service delivery, financial controls and business continuity, particularly as members' pay would need to occur on the same schedule as departmental pay processes. This highlighted a need for additional staff to process and check more frequent payments to members, and provide additional focus on control frameworks and system and process improvements.

Information and communications technology

The Information Management Office coordinates the department's ICT. The majority of the department's ICT and ICT security capacity is provided by DPS under the parliamentary ICT service-delivery framework. A Memorandum of Understanding (MoU) between the parliamentary departments underpins the framework. The original memorandum was deemed no longer fit-for-purpose as it provided the basis of a shared services arrangement agreed in 2018. A new principle-based MoU was signed by the heads of parliamentary departments in May 2024. The on-going agreement provides a comprehensive ICT governance framework and paths of escalation for unresolved matters. In support of this arrangement, the department continued to participate in a range of ICT advisory and management committees during the reporting period.

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

Ten monthly service delivery meetings were held during the reporting period. The department continued to work collaboratively with DPS to ensure service delivery issues were addressed promptly and in a satisfactory manner.

The parliamentary departments received funding in the 2024–25 Budget to modernise core parliamentary applications. This is aimed at replacing aging, bespoke systems supporting the chamber and Federation Chamber, parliamentary committees and parliamentarians. Implementation of these projects will occur in stages over the next two years. Successful delivery of modern, fit-for-purpose applications will help ensure the department is equipped to support the work of the House of Representatives and wider parliament into the future.

New, joint governance forums have been established to oversee this program of work, and the department is represented at the working group and board level.

Digital strategy

The overarching vision and direction for the future delivery of digital services for the parliamentary departments is outlined in the Australian Parliament Digital Strategy 2023–2027. The strategy is a high-level statement of intent which is intended to:

- » provide a reference to guide all digital decision-making, particularly investment and architectural design
- » set enterprise ICT direction and priorities for the parliament that align with business needs
- » establish an agreed understanding of digital direction and priorities in support of the parliament's business.

Underpinning the strategy is a capability roadmap, developed by DPS with input from other parliamentary departments. This roadmap is intended to ensure the goals articulated in the Digital Strategy are met.

Outlook

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

- » ongoing support for sittings of the Chamber and Federation Chamber, meetings of parliamentary committees and general departmental operations
- » implementation of new requirements for the fortnightly payment of members' salaries and allowances
- » strengthening human resources processes and systems
- » embedding a more coordinated approach to satisfy the department's governance, planning and reporting obligations
- » preparing for the forthcoming election period, including collaborating with other parliamentary and government agencies where required, to support the House's ceremonial, administrative and accommodation needs.

School hospitality

The department receives a special appropriation to provide modest hospitality to school groups visiting Parliament House. School visits are coordinated by the Serjeant-at-Arms' Office, working in partnership with the Parliamentary Education Office and the Visitor Engagement section of DPS. Results against performance criteria are summarised in the annual performance statement (page 12).

Performance summary

In 2023–24, 99,249 school students participated in educational tours of Parliament House, representing an increase from 96,084 in 2022–23 (see Table 15). This increase continues the trend of visitor numbers returning towards pre-pandemic levels.

Table 15: Students visiting Parliament House, by location and year, 2019–20 to 2023–24

Year	ACT	NSW	NT	Qld	SA	Tas	Vic	WA	Total
2019–20	1,230	46,660	444	14,883	4,565	1,730	12,695	4,108	86,315
2020–21	2,443	24,963	0	1,241	681	2	5,017	6	34,353
2021–22	1,229	17,609	0	674	0	0	2,945	0	22,457
2022–23	2,803	67,675	132	5,497	2,659	459	15,842	1,017	96,084
2023–24	2,846	64,888	385	8,620	3,780	1,449	13,397	3,884	99,249

All visiting students participated in a guided tour and visited both the House and Senate chambers: 68% (67,377) received hospitality and 78% (77,803) participated in a Parliamentary Education Office program (see pages 49 to 50 for more information on the activities of the Parliamentary Education Office).

Outlook

Together, the parliamentary departments continue to manage school participation at Parliament House. As at 3 July 2024, 99,103 students from 2,722 school groups had been booked for the following 12 months, noting that these figures remain subject to change.

The department will continue to work with the Department of the Senate and DPS to implement proposed changes to the system for school bookings, to provide enhanced services to parliamentarians and schools, and more efficient processes for staff.



Part 3

Management and accountability

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Presentation of the 2024 Australia Day medallions at the House of Representatives rose garden.

Image: Department of the House of Representatives.

Corporate governance

The department is responsible for the provision of procedural, information and administrative services to members, the House and the broader parliament. As Presiding Officer of the House of Representatives, the Speaker's role is in some ways analogous to that of a minister of state in relation to an executive government department.

The *Parliamentary Service Act 1999* restates the principles that the legislative arm of government is separate from the executive arm, and that staff employed under the Act are responsible to the Australian Parliament rather than to the government of the day. The Speaker oversees administration of the department and is accountable to the House in respect of that role. The Clerk, who is responsible under the *Parliamentary Service Act* for leading the department and its day-to-day management, reports to and advises the Speaker on departmental matters.

The department's corporate functions and staff provide critical support that enables the department to deliver programs and services, and meet its legislative obligations. The department's corporate areas are focused on providing quality and timely services, and on being responsive to the changing policy and operational needs of the department. At the start of 2024, a Corporate Governance Office was established to consolidate the various compliance and reporting obligations of the department.

This section discusses the department's governance structure and support services, which provide a framework to ensure accountability and the overall effectiveness of the department.

Governance structure

Legislation

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

The *Parliamentary Service Act* and the *PGPA Act* govern the department's operations. Other legislation, including the *Fair Work Act 2009* and the *Work Health and Safety Act 2011* (WHS Act), also apply to the operations of the department. Together, these Acts set out the Clerk's formal responsibilities for managing the department.

Executive and senior management

As at 30 June 2024, the department's Executive comprised the Clerk, the Deputy Clerk and four Senior Executive Service (SES) Band 1 staff: the Clerk Assistant (Table), Clerk Assistant (Procedure), Clerk Assistant (Committees) and Serjeant-at-Arms. Each SES Band 1 officer is responsible for one or more of the department's offices (see Figure 1 on page 8). The roles and responsibilities of the Executive are described on page 9. The senior management of the department comprises the Executive and managers at the Executive Band 2 level.

Departmental management committees

Executive

In 2023–24, the department's Executive held 11 formal meetings to consider and take decisions on a range of departmental management and administrative matters. Standing agenda items include finance, information and communications technology (ICT), people strategies, work health and safety, and risk management.

During the year the Executive also discussed:

- » implementation of recommendations of the review of parliamentary workplaces
- » anticipated changes in payroll processing for Members
- » finalising a revised *Memorandum of Understanding* (MoU) between parliamentary departments in relation to the provision of information and communications technology services
- » enterprise agreement negotiations
- » corporate planning and information management
- » updated fraud and corruption control arrangements
- » ICT projects and cyber security
- » various departmental policies and strategies.

Audit and Risk Committee

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

Updated in 2024, the committee's charter (available at www.aph.gov.au/dhr/AuditCharter), guides the members of the Audit and Risk Committee in their essential role in ensuring the integrity and transparency of the department's reporting.

In 2023–24, membership of the committee comprised an independent chair and two independent members.

Chair

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

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

Independent members

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

Mr Alistair Nicholson joined the committee as an independent member in 2021. Mr Nicholson is an experienced consultant with a background in governance, strategy development, information management and risk management. He has provided governance, compliance and risk advice to a number of government and corporate organisations including the Attorney-General's Department, Services Australia and its predecessors, the Department of Defence, the Department of Primary Industries and Energy and the Commonwealth Bank of Australia. Mr Nicholson's business improvement advice has been recognised by an IBM Asia Pacific Achievement Award and a Government Technology Efficiency Award. Mr Nicholson is immediate past-president and board member of the Canberra chapter of ISACA – the International Systems Audit and Control Association that certifies professionals in information management governance. He holds a Bachelor of Science and is a Certified Information Systems Auditor and Certified Information Systems Manager. Mr Nicholson sits on another Commonwealth agency audit and risk committee and is a member of the Australian Institute of Company Directors.

Observers

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

Audit and Risk Committee meeting attendance and remuneration

Table 16: Audit and Risk Committee meeting attendance, 2023–24

Member	Sept 2023	Dec 2023	Mar 2024	Jun 2024	Remuneration
Stephen Sheehan <i>Chair</i>	✓	✓	✓	✓	\$15,400
Emily Purvis <i>Independent Member</i>	✓	✓	✓	✓	\$6,000
Alistair Nicholson <i>Independent Member</i>	✓	✓	✓	✓	\$6,600

Other departmental committees

Consultative Committee

The Consultative Committee is an important mechanism for communicating and consulting with staff on workplace issues. Chaired by the Deputy Clerk, the committee's membership includes three other representatives from the department's Executive, two elected staff representatives and two union-nominated representatives. A new Consultative Committee was established following the commencement of the Department of the House of Representatives Enterprise Agreement 2024–26. The committee met six times during 2023–24.

Standing agenda items for the meetings are:

- » implementation and monitoring of the enterprise agreement
- » proposals for change and developments affecting staff
- » reviews of implemented changes
- » other workplace issues including filling vacancies and the staff suggestion box.

Other matters discussed in the reporting period included:

- » the department's response to the Jenkins review
- » department structural changes and staffing, and associated accommodation changes
- » Enterprise Agreement bargaining
- » updates to human resources policies and guidelines.

Health and Safety Committee

The Health and Safety Committee was established in May 2022 under the WHS Act, following a request from a health and safety representative. The committee provides a forum for consultation and dissemination of information on matters that are likely to affect the health, safety and welfare of departmental staff, in accordance with the requirements of the WHS Act.

The committee consists of three management representatives and four staff representatives and is chaired by the Serjeant-at-Arms. The committee met four times in 2023–24.

Information and Data Governance Committee

The Information and Data Governance Committee replaced the Knowledge Management Steering Committee this year as a forum to discuss issues in information and data governance 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 is chaired by the Clerk Assistant (Procedure) and includes representatives from all areas of the department. The Information and Data Governance Committee met once in the period to discuss the information governance policy and framework.

Collaboration across parliamentary departments

Meetings of heads of parliamentary departments

In 2023–24, the Clerk, the Clerk of the Senate, the Secretary of the DPS, the Parliamentary Budget Officer and the head of the Parliamentary Workplace Support Service (PWSS) held four formal meetings. Matters considered during the period included:

- » regular briefing on staff employment matters
- » the new Memorandum of Understanding for the provision of ICT services
- » an update from the Australian Parliamentary Service Commissioner.

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

Parliamentary Administration Advisory Group (PAAG)

In 2023–24, the Parliamentary Administration Advisory Group (PAAG) 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, the First Assistant Secretary Corporate Services from DPS and the Assistant Parliamentary Budget Officer from the Parliamentary Budget Office. A representative from PWSS also attended the meetings, and representatives from the Department of Finance and the Australian Public Service Commission attended some meetings by invitation.

Matters discussed over the reporting period included:

- » employment matters including enterprise agreement negotiations
- » remaking the Parliamentary Service Determination 2013
- » governance and corporate matters, including business continuity planning, shared service arrangements and work health and safety policies and reporting
- » implementing recommendations arising from reviews into parliamentary workplaces
- » matters of relevance in the broader public service, including regular meetings with the Australian Public Service Commission.

Parliament of Australia Human Resources Advisory Panel (HRAP)

The advisory panel was established during the period, by parliamentary department heads in response to a recommendation from PAAG. The formalisation of this cross-agency human resources forum is intended to respond in part to recommendations of reviews of the parliamentary work environment, to strengthen and formalise mechanisms for collaborating and cooperating on shared work health and safety matters.

A primary purpose of the panel is to ensure the effective management of shared work health and safety risks, promote a safe working environment, and address and escalate work health and safety issues as necessary. The panel also shares information about the implementation of human resource initiatives across Commonwealth parliamentary workplaces.

The panel has representatives from human resource areas of all parliamentary departments, the PWSS and Department of Finance. The department is represented on the panel by Directors and Assistant Directors of the People Strategies Office.

Other inter-parliamentary department forums

In 2023–24, the department continued to be active in other interdepartmental forums that considered matters of common interest, particularly around ICT and security. Departmental representatives participated in meetings of the following groups:

- » **Security Management Board** – this board comprises representatives from agencies with shared responsibilities for security in Parliament House: the Australian Federal Police, DPS, and the two House departments. The board is established under the Parliamentary Service Act to advise the Presiding Officers on security policy and the management of security measures for Parliament House, 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.
- » **Reconciliation Action Plan (RAP) Champions** – this group comprises the RAP Champions for each of the parliamentary departments, and monitors implementation of the parliamentary service’s existing Reconciliation Action Plan and development of a new plan for 2024 onwards. The department is represented by the Clerk Assistant (Committees).
- » **Access and Inclusion Champions Group** – this group comprises the Access and Inclusion Champions for each of the parliamentary departments, the Department of Finance and the PWSS, and provides a coordinated mechanism to support improving access and inclusion across Parliament House for people with disability.
- » **Strategic ICT Group** – this group is the strategic ICT committee for the parliamentary departments. It provides strategic advice on priorities for ICT projects and initiatives, and considers issues relating to ICT strategy, policy and risk. It is chaired by the DPS Chief Information Officer and the department is represented by the Clerk Assistant (Procedure).
- » **Monthly ICT meetings** – these provide a forum for discussion with senior executives within the DPS on all ICT service delivery matters. The department is represented by the Clerk Assistant (Procedure) and the Chief Information Officer.
- » **Service Delivery Working Group** – this group is responsible for operational oversight of the MoU for the provision of ICT services. It provides advice to the Strategic ICT Group, and the department is represented by its Chief Information Officer.

- » **Information Security Working Group** – this is a forum to progress information security initiatives that require input from all parliamentary departments. The group is responsible for providing feedback and advice to the DPS Director of Cyber Security, to ensure a consistent and effective approach to information security across the parliamentary service. The department is represented by the Chief Information Officer, in their role as Information Technology Security Adviser.
- » **Business Initiatives meetings** – these fortnightly meetings are a forum for detailed discussions with the DPS on current and planned IT projects. The department is represented by its Chief Information Officer.

Departmental planning

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

The corporate plan is the department's primary planning document. Meeting the relevant requirement under the PGPA Act, the department's *Corporate Plan 2023–24* was published in August 2023.

The corporate plan covers 2023–24 and three forward years to 2026–27. It sets out the department's purpose, the activities undertaken to achieve that purpose, and the measures for assessing the department's performance. It also describes the environment in which the department operates, planned capability initiatives and the department's risk management and oversight systems.

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

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

The annual 'Departmental conversations' was held on 1 November 2023. This is the principal forum for the department to reflect, collaborate and create collectively. This year, with the theme of 'The Parliamentary Workplace', staff discussed the department's approach to recruiting and retaining staff; maintaining a safe and respectful workplace; and the role of parliamentary officers in history, and into the future. The Clerk made her annual address to staff.

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 2022–23 provided an assessment of the department's performance against the targets set in the 2022–23 Portfolio Budget Statements and corporate plan and presented the department's financial statements.

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

Managing risk

Risk assessment and management

The department's approach to risk and management of risk is underpinned by its *Risk management policy and framework 2023–25* and *Risk management plan 2023–25*.

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

Both documents are reviewed every two years. The *Risk management policy and framework 2023–25* and the *Risk management plan 2023–25* were approved in January 2024.

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

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

Business continuity

The department has a business continuity framework and business continuity plan to provide overarching advice to management about the actions required should a business disruption event occur. The business continuity framework provides governance arrangements and details critical business functions for each office in the department. The business continuity plan provides immediate actions to be considered when a business disruption event occurs, including activating, managing and deactivating the plan.

The business continuity network, coordinated by the Serjeant-at-Arms' Office and with representation from across the department, is responsible for business continuity governance and oversight. The business continuity framework supports regular tests of the department's business continuity capability, including desktop reviews, desktop scenario exercises, notification and call-out communications exercises, live scenario exercises and business recovery exercises. The network met once during the reporting period.

Conscious of the operational environment, the department collaborates with other relevant departments on business continuity matters. During 2023–24, a joint desktop scenario exercise was conducted with the Department of the Senate, with a focus on cybersecurity

incident response management. The department has cybersecurity and data breach incident response plans, designed to reflect best practice principles and coordinate with the relevant plans of DPS as the department's provider of ICT services.

The Serjeant-at-Arms is a member of the newly formed Working Group on the Continuity of Parliament Plan, the first task of which is to review and update the Continuity of Parliament Plan.

Internal audit

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

During the reporting period, reviews were conducted of the department's:

- » travel arrangements
- » learning and development framework
- » legislative compliance
- » ICT and data governance
- » departmental payroll services.

Following the appointment of RSM Australia as the internal auditor in August 2022, a new strategic internal audit plan was developed to inform audit priorities for the next two years. A new plan will be developed for 2024–27.

Preventing fraud

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

The department prepared the *Fraud Control Plan 2023–25* during the period, drawing on the *Fraud Risk Assessment 2023–25*. It provides details of the approach and methodology used in assessing fraud risks within the department. It also details a range of processes and activities in terms of their potential fraud risks, and the controls in place that prevent, detect or deter the risks. The department will move to implementing a fraud and corruption control framework in 2024–25, in accordance with expanded requirements under the Commonwealth Fraud and Corruption Control Framework 2024.

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

There were no identified instances of fraud during the year.

Ethical standards and behaviour

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

During induction, all new staff are advised about what it means to work in a values-based environment and how ethical standards apply to their day-to-day work. The department also runs scenario-based workshops throughout the year with members of the Executive facilitating discussions on expectations of professional behaviour in the parliamentary service.

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 2023–24. The finance law incorporates the PGPA Act, any rules and instruments created under the PGPA Act, and appropriation and supply Acts.

Public interest disclosure

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

During 2023–24, the department continued to ensure that information on public interest disclosure procedures was available to all staff. Training was also provided to authorised officers during the period.

Privacy

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

Ecologically sustainable development and environmental reporting

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

APS Net Zero 2030 emissions reporting

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

The APS Net Zero emissions reporting for the department includes staff and business activities incorporating flights, car hire and accommodation and fleet vehicle usage (see

Tables 17 and 18). Emissions attributed to the running of Parliament House, including for departmental staff working in the building, are separately reported by DPS in its annual report.

Table 17: Emissions inventory for the Department of the House of Representatives (location-based approach for electrical emissions), 2023–24

Emission source	Scope 1 kg CO ₂ -e	Scope 2 kg CO ₂ -3	Scope 3 kg CO ₂ -e	Total kg CO ₂ -e
Electricity (location-based approach)	N/A	0.000	0.000	0.000
Natural gas	0.000	N/A	0.000	0.000
Solid waste*	N/A	N/A	0.00	0.00
Refrigerants*	0.000	N/A	N/A	0.000
Fleet and other vehicles	4.535	N/A	1.154	5.689
Domestic commercial flights	N/A	N/A	57.641	57.641
Domestic car hire*	N/A	N/A	0.814	0.814
Domestic travel accommodation*	N/A	N/A	16.071	16.071
Other energy	0.000	N/A	0.000	0.000
Total kg CO₂-e	4.535	0.000	75.680	80.215

Note: the table above presents emissions related to electricity usage using the location-based accounting method. CO₂-e = Carbon Dioxide Equivalent.

*indicates emission sources collected for the first time in 2023–24. The quality of data is expected to improve over time as emissions reporting matures.

Table 18: Emissions inventory for the Department of the House of Representatives (market-based approach for electrical emissions), 2023–24

Emission source	Scope 2 t O ₂ -3	Scope 3 t CO ₂ -e	Total t CO ₂ -e	Percentage of electricity use
Electricity (location-based approach)	0.000	0.000	0.000	N/A
Market-based electricity emissions	0.000	0.000	0.000	N/A
Total kg CO₂-e	-	-	-	N/A
Mandatory renewables¹	-	-	-	N/A
Voluntary renewables²	-	-	-	N/A

Note: The table above presents emissions related to electricity usage using both the location-based and the market-based accounting methods. CO₂-e = Carbon Dioxide Equivalent.

¹ Mandatory renewables are the portion of electricity consumed from the grid that is generated by renewable sources. This includes the renewable power percentage.

² Voluntary renewables reflect the eligible carbon credit units surrendered by the entity. This may include purchased large-scale generation certificates, power purchasing agreements, GreenPower and the jurisdictional renewable power percentage (ACT only).

External scrutiny

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

Judicial and administrative decisions

During 2023–24, no judicial decisions or decisions of administrative tribunals or the Australian Information Commissioner had, or are anticipated to have, a significant effect on the operations of the department.

Reports on the operations of the department

In 2023–24, the Auditor-General did not present any reports directly relating to the administration of the department or its operations. The Australian National Audit Office provided an unqualified audit report on the department's 2023–24 financial statements.

In 2023–24, the Commonwealth Ombudsman did not issue any reports on the operations of the department. There were no capability reviews of the department released during the period.

The department continued to support the Standing Committee on Appropriations and Administration's consideration of the department's funding requirements and budget position. During 2023–24, the committee met six times and presented three reports:

- » Report No 27: Annual Report 2022–2023
- » Report No 28: Additional Estimates 2023–2024
- » Report No 29: Budget Estimates 2024–2025.

Disability reporting mechanisms

Australia's Disability Strategy 2021–2031 is the overarching framework for inclusive policies, programs and infrastructure that will support people with disability to participate in all areas of Australian life.

The strategy sets out where practical changes will be made to improve the lives of people with disability in Australia. It acts to ensure the principles underpinning the United Nations Convention on the Rights of Persons with Disabilities are incorporated into Australia's policies and programs that affect people with disability, their families and carers.

All levels of government have committed to deliver more comprehensive and visible reporting under the strategy. A range of reports on progress of the strategy's actions and outcome areas are available at www.disabilitygateway.gov.au/ads.

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

Freedom of information

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

Management of people

Workforce profile

As at 30 June 2024, the department had 192 employees – 151 ongoing, five non-ongoing and 36 casuals.

The department's workforce is 65% female, and 50% of leadership positions are held by women. Of all staff, 34% are aged over 50 years, and 2% identify as Aboriginal and/or Torres Strait Islander.

Employee statistics

Tables 19 to 22 show the department's employee statistics as at 30 June 2024 (and 30 June 2023 for comparison), including whether staff are in ongoing, non-ongoing or casual positions. The tables provide information on the substantive classification of staff, as well as their gender and geographical location.

Table 19: Employment type by classification and gender, as at 30 June 2024

Classification	Ongoing		Non-Ongoing		Casual		Total		
	Man/ Male	Woman/ Female	Man/ Male	Woman/ Female	Man/ Male	Woman/ Female	Man/ Male	Woman/ Female	Total
SES 2	1	0	0	0	0	0	1	0	1
SES 1	3	1	0	0	0	0	3	1	4
EB 2	10	13	0	0	0	0	10	13	23
EB 1	18	32	0	3	0	0	18	35	53
PSL 6	11	27	0	1	0	0	11	28	39
PSL 5	1	6	0	1	0	0	1	7	8
PSL 4	6	18	0	0	0	0	6	18	24
PSL 3	2	2	0	0	1	4	3	6	9
PSL 2	0	0	0	0	15	16	15	16	31
PSL 1	0	0	0	0	0	0	0	0	0
Total	52	99	0	5	16	20	68	124	192

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

Figures for this table exclude the Clerk of the House.

Table 20: Employment type by classification and gender, as at 30 June 2023

Classification	Ongoing		Non-Ongoing		Casual		Total		Total
	Men/ Male	Woman/ Female	Men/ Male	Woman/ Female	Men/ Male	Woman/ Female	Men/ Male	Woman/ Female	
SES 2	1	0	0	0	0	0	1	0	1
SES 1	3	1	0	0	0	0	3	1	4
EB 2	8	14	0	0	0	0	8	14	22
EB 1	21	26	0	1	0	0	21	27	48
PSL 6	8	24	0	2	0	0	8	26	34
PSL 5	2	7	0	0	0	0	2	7	9
PSL 4	6	16	0	3	0	0	6	19	25
PSL 3	2	0	1	0	1	1	4	1	5
PSL 2	0	0	0	0	13	15	13	15	28
PSL 1	0	0	0	0	0	0	0	0	0
Total	51	88	1	6	14	16	66	119	176

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

Figures for this table exclude the Clerk of the House.

Table 21: Employment type by office and location, as at 30 June 2023 and 30 June 2024

Office	Ongoing		Non-Ongoing		Casual		Total	
	2023	2024	2023	2024	2023	2024	2023	2024
Executive / Executive Support	11	11	0	0	0	0	11	12
Table Office	10	14	1	0	0	0	11	14
Procedure Office	12	13	0	0	0	0	12	13
Committee Office	66	67	2	2	0	0	68	69
International and Parliamentary Relations Office	6	10	0	0	0	0	6	10
Information Management Office	13	13	1	1	1	1	15	15
Finance Office	6	5	0	1	0	0	6	6
People Strategies Office	6	8	3	1	0	0	9	9
Corporate Governance Office	N/A	2	N/A	0	N/A	0	N/A	2
Serjeant-at-Arms' Office	9	8	0	0	30	35	39	43
State or Territory								
ACT	139	151	7	5	31	36	177	193
Total	139	151	7	5	31	36	177	193

Figures include the Clerk of the House.

Table 22: Aboriginal and/or Torres Strait Islander staff, as at 30 June 2023 and 30 June 2024

Employment type	Staff numbers	
	2023	2024
Ongoing	2	3
Non-Ongoing	0	0
Casual	0	0
Total	2	3

Employee engagement

Staff Recognition and Rewards Framework

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

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

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

Thirty-three employees were formally recognised through these processes.

People strategies: planning and delivery

Recruitment

The department advertised to fill 31 ongoing vacancies during 2023–24 (compared with 28 in 2022–23), of which 17 were filled by external applicants.

Retention

In 2023–24, 24 ongoing and 15 non-ongoing staff left the department. The turnover rate was 17% for ongoing staff (compared with 9% in 2022–23).

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

Alumni

The department formed an alumni association of former staff in 2008. As of 30 June 2024, the association had 307 members. It issued three newsletters during the year, in July, November and May, and held a reception and annual general meeting in November 2023.

Social club

'Reps Community', the social club of the department, has been busy over the past 12 months. Reps Community continued its charitable focus as well as supporting the department's staff. The club held events for the Biggest Morning Tea and R U OK day, as well as a barbecue breakfast in support of Legacy, raising more than \$430 for these worthwhile causes. The club has maintained a series of coffee mornings for new starters, afternoon social gatherings, and the traditional Easter egg hunt and morning tea for staff and their children. The club also supported a trivia night with DPS and Senate colleagues in the Great Hall.

Reps Community held several raffles throughout the year, for Mother's Day, Father's Day, Easter and a Christmas raffle in preparation for the departmental Christmas party for staff, which was held in the Members Dining Room in Parliament House. Reps Community also arranged for the donation of food hampers and continues to support local charities through aluminium can recycling and 'Lids for Kids' programs.

Graduate placement program

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

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

Seven graduates undertook placements in the department in 2023–24. Feedback from graduates confirmed that the program is highly successful and that the objectives of the placements were met.



Participants in the 2024 Parliament of Australia Graduate Program. Image: Geoffrey Dunn, AusPic/DPS.

Learning and development

In 2023–24, the department delivered a total of 56 face-to-face and virtual training and development sessions to employees, based around the core themes of health and safety, respectful relationships, workplace bullying and harassment prevention, business skills, and management and leadership capability. This is in addition to training and information-sharing sessions delivered internally by departmental staff focusing on building staff capability in the areas of parliamentary practice and procedure.

Table 23 shows the number of staff from each classification attending training, the total number of training days attended, and the average training days attended per person for 2023–24 (and the latter for 2022–23, for comparison).

Table 23: Staff attendance at training courses

Classification	Headcount	Training days attended	Average training days attended per person	
	2023–24	2023–24	2022–23	2023–24
SES	5	2.69	0.2	0.5
EB 2	41	22.59	0.8	0.6
EB 1	60	20.84	0.6	0.3
PSL 6	34	22.87	0.8	0.7
PSL 5	8	6.59	0.4	0.8
PSL 4	16	8.76	1.1	0.6
PSL 3	5	2.20	1.2	0.4
PSL 2	15	3.84	0.5	0.3
Not specified		64		
Total	184	154.38	1.0	0.83

Studies assistance

The department's studies assistance scheme allows employees to complete relevant tertiary study to improve their professional skills and knowledge. Eight employees accessed studies assistance during the year (compared with three in 2022–23). Collectively, financial assistance of \$6,373 was administered (compared with \$5,095 in 2022–23), along with a total of 87 days of study leave at full pay.

Performance assessment

All eligible staff participated in the annual work performance assessment cycle, which was completed on 30 April 2024. The cycle involves setting individual work objectives, conducting performance assessments, preparing individual development plans and providing feedback to supervisors. Information from the individual development plans is used to formulate the training program for the next calendar year.

The department moved to its first full cycle under the new online performance management system. The new system guided employees and managers through the steps in the cycle using workflows and provided enhanced reporting capabilities to better support performance management processes across the department.

Diversity and inclusion

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

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

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

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

The department is supportive of staff participation in employee networks operating in the parliamentary service, including the Parliamentary Service Indigenous Employee Network, the Parliamentary Disability Employee Network, Access and Inclusion Champions Group and the DPS LGBTQIA+ Network.

The department facilitated the Australian Parliament's reaccreditation with the Australian Breastfeeding Association as a breastfeeding friendly workplace.

Women in leadership

The department continues to have a significant level of female workforce participation. As at 30 June 2024, the proportion of female employees in the department was 65%, compared to 63% in 2022–23. The department continues to have strong female representation in leadership roles, with women accounting for 50% of employees at the Executive Band 2 level and above. Across all other classification levels, the representation of women continues to be high.

Aboriginal and/or Torres Strait Islander engagement

The department continued to promote engagement with Aboriginal and/or Torres Strait Islander people and culture through a range of activities and commitments within the *Australian Parliamentary Service Innovate Reconciliation Action Plan*. Work continued on a new 'Stretch' Reconciliation Action Plan for the parliamentary service, expected to be finalised in 2024. The department also delivers cultural appreciation training as part of the internal training calendar.

During the reporting period, the department also participated in the Jawun APS secondment program, a professional development opportunity for employees to contribute their skills to support the economic development of First Nations Australians while learning about First Nations culture and history. Two employees participated in the program in 2023–24. The department had three First Nations staff members as at 30 June 2024 (Table 22).

People from culturally and linguistically diverse background

As at 30 June 2024, 9% of employees (17 people) self-reported as being born overseas. As at 30 June 2024, 10% of employees (20 people) reported that English was not their first spoken language.

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

People with disability

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

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

In 2023–24, 2% of staff (three people) self-identified as having a disability.

Set the Standard report (Jenkins review)

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

While some of the report's 28 recommendations relate more directly to parliamentarians and their staff, or to other organisations, the department appreciates that it has an important role in contributing to the overall culture in parliamentary workplaces. Together with other agencies, the department has engaged in implementing several of the recommendations.

In the first six months, the Clerk regularly met with the heads of the other parliamentary departments and the independent chair of the Parliamentary Leadership Taskforce to progress implementation of recommendations. Similarly in the first six months, the Deputy Clerk represented the department on the Implementation Group, which consisted of representatives from parliamentary departments and relevant public sector agencies.

Other staff participated in various interdepartmental working groups to progress work on implementing recommendations, including through PAAG and HRAP. The department has one staff representative on the Parliamentary Leadership Taskforce's staff consultation group.

Separately and in parallel to the interdepartmental collaboration, the department has continued to work on its own initiatives to further foster a safe, respectful and inclusive workplace. This has included a series of well-received, scenario-based workshops for staff at all levels throughout the department, with a focus on appropriate behaviour in the workplace. This and other work continue into the 2024–25 reporting period.

Employment arrangements

The *Department of the House of Representatives Enterprise Agreement 2024–2026* came into effect on 26 April 2024 following a staff ballot where 99% of participants voted in favour. The agreement provides non-SES staff with competitive remuneration and employment conditions which include enhancements to align with APSC negotiated common conditions across the Commonwealth Public Service. There is no provision in the agreement to remunerate staff based on performance. The Clerk did not make a determination under section 24(1) of the *Parliamentary Service Act* in 2023–24 to pay staff a monetary bonus.

Employment conditions for SES staff are set out in individual determinations made under section 24(1) of the *Parliamentary Service Act*. Many of these conditions are aligned with the department's enterprise agreement. The terms and conditions of the Clerk's appointment are determined by the Speaker, as per section 63 of the *Parliamentary Service Act*. Table 24 shows the numbers of staff employed under different employment instruments.

Table 24: Employment arrangements for SES and non-SES staff, as at 30 June 2024

	SES	Non-SES	Total
Enterprise agreement	0	187	187
Individual flexibility arrangement	0	0	0
Australian workplace agreement	0	0	0
Common law contract	0	0	0
Determination under section 24(1) of the <i>Parliamentary Service Act 1999</i>	5	0	5

Remuneration

Salary ranges under the 2024–2026 enterprise agreement, as at the end of the reporting period, are summarised in Table 25.

Table 25: Salary ranges of staff covered by the 2024–2026 enterprise agreement, as at 30 June 2024

Classification	Salary range	
	Minimum (\$)	Maximum (\$)
EB 2	156,820	166,163
EB 1	121,163	135,148
PSL 6	97,645	110,817
PSL 5	90,255	95,503
PSL 4	79,794	86,329
PSL 3	72,187	77,550
PSL 2	64,154	70,049
PSL 1	56,711	62,054

In 2023–24, departmental employee benefits totalled \$22.378 million (compared with \$21.262 million in 2022–23).

Non-salary benefits

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

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

Executive remuneration

The PGPA Rule requires the reporting of executive remuneration information for specified officials of Commonwealth entities on an accrual basis. Tables 26 to 27 summarise the remuneration of key management personnel and senior executives. During short absences of senior executive staff, parliamentary officers may be provided with an opportunity to act in the position of the absent senior executive staff. These short acting opportunities are not included in Tables 26 or 27.

Table 26: Key management personnel, 2023–24

Name	Position	Term as key management personnel
Claressa Surtees	Clerk	Full year
Peter Banson	Deputy Clerk	Full year
Peggy Danaee	Serjeant-at-Arms	Full year
Russell Chafer	Clerk Assistant (Committees)	Full year
Glenn Worthington	Clerk Assistant (Procedure)	Full year
James Catchpole	Clerk Assistant (Table)	1 July 2023 to 5 May 2024
Justin Baker	Clerk Assistant (Table)	6 May 2024 to 30 June 2024

In accordance with the PGPA Rule, information about the remuneration and benefits of key management personnel is set out in Table 27.

Table 27: Remuneration and benefits of key management personnel, 2023–24

Name	Position title	Short-term benefits			Post-employment benefits	Other long-term benefits		Termination benefits	Total remuneration
		Base salary (\$)	Bonuses (\$)	Other benefits and allowances (\$)		Long-service leave (\$)	Other long-term benefits (\$)		
Claressa Surtees	Clerk	377,116.93	-	\$26,729.63	58,461.94	14,151.19	-	-	476,459.69
Peter Banson	Deputy Clerk	293,174.93	-	-	51,978.54	10,074.91	-	-	355,228.38
Peggy Danaee	Serjeant-at-Arms	236,236.18	-	-	42,281.40	12,210.34	-	-	290,727.92
Russell Chafer	Clerk Assistant (Committees)	234,855.28	-	-	42,137.97	9,037.56	-	-	286,030.81
Glenn Worthington	Clerk Assistant (Procedure)	229,004.13	-	-	45,868.73	-13,305.12	-	-	261,567.74
James Catchpole	Clerk Assistant (Table)	199,144.73	-	-	36,027.43	6,046.47	-	-	241,218.63
Justin Baker	Clerk Assistant (Table)	37,651.13	-	-	3,613.95	3,831.22	-	-	45,096.30
Total:		\$1,607,183.31		\$26,729.63	\$280,369.96	\$42,046.57			\$1,956,329.47

Other senior executives

The department did not have any senior executives who did not meet the definition of key management personnel for part of the year.

Other highly paid staff

During the reporting period ended 30 June 2024, the department did not have any highly paid staff who did not meet the definitions of key management personnel or senior executives; therefore, there is no reporting on other highly paid staff.

Work health and safety

The department is committed to fulfilling its responsibilities under the WHS Act, the Work Health and Safety Regulations 2011 and the Safety, Rehabilitation and Compensation Act 1988. During the reporting period, all reasonably practicable measures were taken

to protect the health, safety and welfare of employees while at work in line with the department's work health and safety policies.

The department aims to achieve high standards of work health and safety in its operations and to fulfil its duty of care by providing and maintaining a safe and healthy work environment. There are a number of shared work health and safety risks across Parliament House that are the responsibility of all parliamentary departments, and consideration of these matters will be strengthened through the new Parliament of Australia Human Resources Advisory Panel.

In 2023–24, to continue to meet its obligations under the WHS Act, the department:

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

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

Management of financial resources

Asset management

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

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

A review of the intangible assets category was conducted to verify assets in use. Four assets were disposed of, due to being replaced by either cloud-based systems or systems owned by the Department of Parliamentary Services. 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 29 contracts above the reporting threshold, three of which were not reported on AusTender within the prescribed period. No other identified instances of non-compliance with the Commonwealth Procurement Rules have been identified.

Reportable consultancy contracts

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

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

During 2023–24, one new reportable consultancy contract was entered into, for which \$0.016 million actual expenditure was incurred during the period. In addition, three ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$0.065 million.

Table 29 lists the organisations receiving a share of reportable consultancy contract expenditure during the reporting period.

Table 28: Reportable consultancy contracts, 2023–24

Reportable consultancy contract	Number	Expenditure (\$)
New contracts entered into during the reporting period	1	15,899.40
Ongoing contracts entered into during the previous reporting period	3	65,078.78
Total	4	80,978.18

Table 29: Organisations receiving a share of reportable consultancy contract expenditure, 2023–24

Organisation	Proportion of 2023–24 total spend (%)	Expenditure (\$)
RSM Australia Pty Ltd	73.01	59,125.00
Atturra Business Applications	19.64	15,899.40
JLL Public Sector Valuations Pty Ltd	6.11	4,950.00
Dr Gabrielle Appleby	1.24	1,003.78
Total	100	80,978.18

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

Reportable non-consultancy contracts

During 2023-24, 28 new reportable non-consultancy contracts were entered into involving total actual expenditure of \$0.338 million. In addition, 17 ongoing non-consultancy contracts were active during the period, involving total expenditure of \$0.139 million.

Table 31 lists the organisations receiving a share of reportable non-consultancy contract expenditure during the reporting period.

Table 30: Reportable non-consultancy contracts, 2023–24

Reportable non-consultancy contract	Number	Expenditure (\$)
New contracts entered into during the reporting period	28	512,269.25
Ongoing contracts entered into during the previous reporting period	17	354,297.12
Total	45	866,566.37

Table 31: Organisations receiving a share of reportable non-consultancy contract expenditure, 2023–24

Organisation	Proportion of 2023–24 total spend (%)	Expenditure (\$)
Comcare	20.07	173,946.80
Technology One Ltd	19.70	170,708.05
Aurion Corporation Ltd	10.82	93,785.29
Ninetwofive Interiors Pty Ltd	5.44	47,135.00
Micro Focus Pty Ltd	4.91	42,558.63
Total of the largest shares	60.94	528,133.77

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

Competitive tendering and contracting

There were no instances during 2023–24 where contracts were let that did not provide for the Auditor-General to have access to the contractor’s premises, or where the accountable authority exempted a contract from being published on the AusTender website.

Procurement initiatives to support small business

The department supports small business participation in the Commonwealth Government procurement market. Small and medium enterprises (SME) and small enterprise participation statistics are available on the Department of Finance’s website. Consistent with paragraph 5.4 of the Commonwealth Procurement Rules, the department’s procurement practices support SMEs by utilising the following practices:

- » the Commonwealth Contracting Suite for low-risk procurements valued under \$200,000
- » on-time payments made to SMEs by electronic funds transfer or by the use of payment cards
- » promoting and supporting the onboarding of e-invoicing where payment is made within five calendar days.

Advertising and market research

During 2023–24 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 2023–24, external legal expenditure was \$27,723 (\$11,161 in 2022–23). The department did not incur any internal legal expenses during 2023–24 (also nil in 2022–23).



Part 4

Financial statements

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Independent Auditor's Report



INDEPENDENT AUDITOR'S REPORT

To the Speaker of the House of Representatives

Opinion

In my opinion, the financial statements of the Department of the House of Representatives (the Entity) for the year ended 30 June 2024:

- (a) comply with Australian Accounting Standards – Simplified Disclosures and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Entity as at 30 June 2024 and its financial performance and cash flows for the year then ended.

The financial statements of the Entity, which I have audited, comprise the following as at 30 June 2024 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 material accounting policy information and other explanatory information.

Basis for opinion

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

Accountable Authority's responsibility for the financial statements

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

GPO Box 707, Canberra ACT 2601
38 Sydney Avenue, Forrest ACT 2603
Phone (02) 6203 7300

Independent Auditor's Report

In preparing the financial statements, the Clerk of the House is responsible for assessing the ability of the Entity to continue as a going concern, taking into account whether the Entity's operations will cease as a result of an administrative restructure or for any other reason. The Clerk of the House is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the assessment indicates that it is not appropriate.

Auditor's responsibilities for the audit of the financial statements

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

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

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

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

Australian National Audit Office



Lesa Craswell
Acting Group Executive Director

Delegate of the Auditor-General

Canberra
26 September 2024

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 2024 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

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



CLARESSA SURTEES

Clerk of the House

26 September 2024



LEISA WARD

Chief Finance Officer

26 September 2024

Statement of comprehensive income

for the period ended 30 June 2024

	Notes	2024 \$'000	2023 \$'000	Original Budget \$'000
NET COST OF SERVICES				
Expenses				
Employee benefits	1A	22,378	21,262	23,746
Suppliers	1B	4,502	4,221	5,243
Depreciation and amortisation	4A	351	384	422
Finance costs	1C	1	1	1
Write-down and impairment of assets	1D	15	45	-
Losses from asset sales	1E	48	13	-
Total expenses		27,295	25,926	29,412
Own-source income				
Own-source revenue				
Revenue from contracts with customers	2A	29	28	50
Interest	2B	112	76	42
Other revenue	2C	1	8	5
Total own-source revenue		142	112	97
Gains				
Other gains	2D	1,960	2,089	2,000
Total gains		1,960	2,089	2,000
Total own-source income		2,102	2,201	2,097
Net cost of services		25,193	23,725	27,315
Revenue from government	2E, 10	27,202	25,006	26,929
Surplus/(deficit) on continuing operations		2,009	1,281	(386)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation surplus		(88)	-	-
Total comprehensive income/(loss)		1,921	1,281	(386)

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

The Original Budget was published in the Portfolio Budget Statements 2023-24.

Budget variance explanations are outlined in Note 17.

Statement of financial position

as at 30 June 2024

	Notes	2024 \$'000	2023 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
Cash and cash equivalents	3A	5,600	2,716	1,121
Trade and other receivables	3B	25,528	23,866	23,925
Other investments	3C	-	2,480	2,480
Total financial assets		31,128	29,062	27,526
Non-financial assets¹				
Heritage and cultural	4A	595	570	454
Property, plant and equipment	4A	2,367	2,811	2,496
Computer software	4A	67	90	389
Inventories	4B	10	10	10
Other non-financial assets	4C	192	187	211
Total non-financial assets		3,231	3,668	3,560
Total assets		34,359	32,730	31,086
LIABILITIES				
Payables				
Suppliers	5A	797	516	1,297
Other payables	5B	637	561	492
Total payables		1,434	1,077	1,789
Interest bearing liabilities				
Leases	6	40	24	38
Total interest bearing liabilities		40	24	38
Provisions				
Employee provisions	7	6,313	6,338	6,261
Total provisions		6,313	6,338	6,261
Total liabilities		7,787	7,439	8,088
Net assets		26,572	25,291	22,998
EQUITY				
Contributed equity		(11,847)	(11,207)	(10,647)
Reserves		12,883	12,971	12,971
Retained earnings		25,536	23,527	20,674
Total equity		26,572	25,291	22,998

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

The Original Budget was published in the Portfolio Budget Statements 2023-24.

Budget variance explanations are outlined in Note 17.

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

Statement of changes in equity

for the period ended 30 June 2024

	2024 \$'000	2023 \$'000	Original Budget \$'000
CONTRIBUTED EQUITY			
Opening balance as at 1 July			
Balance carried forward from previous period	(11,207)	(11,293)	(10,647)
Transactions with owners			
Distributions to owners			
Departmental capital budget	(640)	(560)	-
Contributions by owners			
Departmental capital budget	-	646	-
Total transactions with owners	(640)	86	-
Closing balance as at 30 June	(11,847)	(11,207)	(10,647)
RETAINED EARNINGS			
Opening balance as at 1 July			
Balance carried forward from previous period	23,527	22,246	21,060
Comprehensive income			
Surplus/(deficit) for the period	2,009	1,281	(386)
Total comprehensive income	2,009	1,281	(386)
Closing balance as at 30 June	25,536	23,527	20,674
ASSET REVALUATION RESERVE			
Opening balance			
Balance carried forward from previous period	12,971	12,971	12,971
Comprehensive income			
Other comprehensive income	(88)	-	-
Total comprehensive income	(88)	-	-
Closing balance as at 30 June	12,883	12,971	12,971

Statement of changes in equity (continued)

for the period ended 30 June 2024

	2024	2023	Original Budget
	\$'000	\$'000	\$'000
TOTAL EQUITY			
Opening balance as at 1 July			
Balance carried forward from previous period	25,291	23,924	23,384
Comprehensive income			
Surplus/(deficit) for the period	2,009	1,281	(386)
Other comprehensive income	(88)	-	-
Total comprehensive income	1,921	1,281	(386)
Transactions with owners			
Distributions to owners			
Departmental capital budget	(640)	(560)	-
Contributions by owners			
Departmental capital budget	-	646	-
Total transactions with owners	(640)	86	-
Closing balance as at 30 June	26,572	25,291	22,998

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

The Original Budget was published in the Portfolio Budget Statements 2023-24.

Budget variance explanations are outlined in Note 17.

Accounting policy

Equity Injections

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

Cash flow statement

for the period ended 30 June 2024

	2024	2023	Original Budget
Notes	\$'000	\$'000	\$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations	25,048	25,065	27,079
Sale of goods and rendering of services	34	31	50
Interest	167	22	42
Revenue from external sources	1	8	-
Net GST received	184	216	-
Other	-	-	5
Total cash received	25,434	25,342	27,176
Cash used			
Employees	22,327	21,110	23,746
Suppliers	2,659	3,164	3,243
Interest payments on lease liabilities	1	1	1
Total cash used	24,987	24,275	26,990
Net cash from/(used by) operating activities	447	1,067	186
INVESTING ACTIVITIES			
Cash received			
Investments	2,480	-	-
Total cash received	2,480	-	-
Cash used			
Purchase of property, plant and equipment	28	103	150
Total cash used	28	103	150
Net cash from/(used by) investing activities	2,452	(103)	(150)
FINANCING ACTIVITIES			
Cash received			
Contributed equity-departmental capital budget	-	646	-
Total cash received	-	646	-
Cash used			
Principal payments of lease liabilities	15	15	36
Total cash used	15	15	36
Net cash from/(used by) financing activities	(15)	631	(36)
Net increase/(decrease) in cash held	2,884	1,595	-
Cash and cash equivalents at the beginning of the reporting period	2,716	1,121	1,121
Cash and cash equivalents at the end of the reporting period	5,600	2,716	1,121

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

The Original Budget was published in the Portfolio Budget Statements 2023-24.

Budget variance explanations are outlined in Note 17.

Administered schedule of comprehensive income

for the period ended 30 June 2024

	Notes	2024 \$'000	2023 \$'000	Original Budget \$'000
NET COST OF SERVICES				
Expenses				
Provision of hospitality services		240	158	347
Total expenses		240	158	347
Net (cost of)/contribution by services		(240)	(158)	(347)
Surplus/(deficit)		(240)	(158)	(347)
Total comprehensive income/(loss)		(240)	(158)	(347)

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

The Original Budget was published in the Portfolio Budget Statements 2023-24.

Budget variance explanations are outlined in Note 18.

Administered schedule of assets and liabilities

as at 30 June 2024

	Notes	2024 \$'000	2023 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
GST receivable		5	2	1
Total financial assets		5	2	1
Total assets administered on behalf of Government		5	2	1
LIABILITIES				
Payables				
Suppliers		21	14	30
Other payables		5	2	1
Total payables		26	16	31
Total liabilities administered on behalf of Government		26	16	31
Net assets/(liabilities)		(21)	(14)	(30)

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

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

The Original Budget was published in the Portfolio Budget Statements 2023-24.

Budget variance explanations are outlined in Note 18.

Administered reconciliation schedule

	2024	2023
	\$'000	\$'000
Opening assets less liabilities as at 1 July	(14)	(31)
Net (cost of)/contribution by services		
Expenses		
Payments to entities other than corporate Commonwealth entities	(240)	(158)
Transfers (to)/from the Australian Government		
Annual appropriation transfers from official public account	233	175
Closing assets less liabilities as at 30 June	(21)	(14)

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

Accounting policy

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

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

Administered cash flow statement

for the period ended 30 June 2024

	2024	2023	Original Budget
Notes	\$'000	\$'000	\$'000
OPERATING ACTIVITIES			
Cash received			
Net GST received	12	12	-
Total cash received	12	12	-
Cash used			
Suppliers	248	188	347
Total cash used	248	188	347
Net cash from/(used by) operating activities	(236)	(176)	(347)
Cash from official public account			
Appropriations	233	175	347
GST appropriations	15	13	-
Total cash from official public account	248	188	347
Cash to official public account			
GST appropriations	(12)	(12)	-
Total cash to official public account	236	176	347
Cash and cash equivalents at the end of the reporting period	-	-	-

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

The Original Budget was published in the Portfolio Budget Statements 2023-24.

Budget variance explanations are outlined in Note 18.

Overview

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

The department is structured to meet one outcome:

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

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

The department conducts the following administered activities:

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

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

Basis of preparation of the financial report

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

The financial statements have been prepared in accordance with:

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

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

New accounting standards

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

Standard/ Interpretation	Nature of change in accounting policy, transitional provisions, and adjustment to financial statements
AASB 2022-10 <i>Amendments to Australian Accounting Standards – Fair Value Measurement of Non-Financial Assets of Not-For-Profit Public Sector Entities</i> (AASB 2022-10)	This standard amends AASB 13 <i>Fair Value Measurement</i> for fair value measurements of non-financial assets of not-for-profit public sector entities not held primarily for their ability to generate net cash inflows. This standard also adds implementation advice and relevant illustrative examples for fair value measurements of non-financial assets of not-for-profit public sector entities not held primarily for their ability to generate net cash inflows.
AASB 2023-3 <i>Amendments to Australian Accounting Standards – Disclosure of Non-current Liabilities with Covenants: Tier 2</i> (AASB 2023-3)	AASB 2023-3 amends the tier 2 reporting requirements in AASB 1060 to be consistent with the Tier 1 reporting requirements amended by AASB 2020-1 and AASB 2022-6. This includes: (a) clarifying a liability is non-current if an entity has the right at reporting date to defer settlement of the liability for at least 12 months after the reporting date (b) clarifying the reference to settlement of a liability by the issue of equity instruments in classifying liabilities, and (c) requiring disclosure of information to help users understand the risk that non-current liabilities with covenants could become repayable within 12 months.

Material accounting judgements and estimates

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

- » The fair value of property, plant and equipment is assessed at market value or current replacement cost as determined by an independent valuer, with a desktop valuation performed at 30 June 2024.
- » Leave provisions involve assumptions based on the expected tenure of existing staff, patterns of leave claims and payouts, future salary movements and future discount rates.

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

Taxation

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

Reporting of administered activities

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

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

Events after the reporting period**Departmental**

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

Administered

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

Financial performance

This section analyses the financial performance of the Department of the House of Representatives for the year ended 30 June 2024.

Note 1 Expenses

	2024	2023
	\$'000	\$'000
1A: Employee benefits		
Wages and salaries	16,807	16,092
Superannuation		
Defined contribution plans	1,600	1,447
Defined benefit plans	1,487	1,522
Leave and other entitlements	2,484	2,201
Total employee benefits	22,378	21,262
1B: Suppliers		
Goods and services supplied or rendered		
Staff-related services	383	46
Travel	800	569
Office services	3,122	3,438
Communication	33	53
Corporate expenses	5	4
Total goods and services supplied or rendered	4,343	4,110
Goods supplied	184	194
Services rendered	4,159	3,916
Total goods and services supplied or rendered	4,343	4,110
Other suppliers		
Workers' compensation expenses	159	111
Total other suppliers	159	111
Total suppliers	4,502	4,221

Accounting policy

Employee Benefits

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

Note 1 Expenses (continued)

	2024	2023
	\$'000	\$'000
1C: Finance costs		
Interest on lease liabilities	1	1
Total finance costs	1	1
1D: Write-down and impairment assets		
Impairment of property, plant and equipment	15	45
Total write-down and impairment of assets	15	45
1E: Losses from asset sales		
Losses arising from sale of non-financial assets	48	13
Total losses from asset sales	48	13

Accounting policy**Finance Costs**

All borrowing costs on lease liabilities are expensed as incurred.

Short-term leases and leases of low-value assets

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

Note 2 Own-source revenue and gains

	2024	2023
	\$'000	\$'000
2A: Revenue from contracts with customers		
Sale of goods	17	14
Rendering of services	12	14
Total revenue from contracts with customers	29	28
Disaggregation of revenue from contracts with customers		
Major product / service line:		
Services - seminars/conference	12	14
Goods - publications/gift shop	17	14
	29	28
Type of customer:		
Australian Government entities (related parties)	20	16
State and Territory Governments	-	1
Non-government entities	9	11
	29	28
Timing of transfer of goods and services:		
Over time	-	-
Point in time	29	28
	29	28
2B: Interest		
Interest on deposits	112	76
Total interest	112	76
2C: Other revenue		
Royalties	-	7
Rebates	1	1
Total other revenue	1	8

Note 2 Own-source revenue and gains (continued)

	2024	2023
	\$'000	\$'000
2D: Other gains		
Resources received free of charge		
Remuneration of auditors	93	90
Rent of premises	1,867	1,999
Total other gains	1,960	2,089
2E: Revenue from government		
Appropriations		
Departmental appropriations	27,202	25,006
Total revenue from government	27,202	25,006

Accounting policy

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

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

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

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

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

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

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

Accounting policy (continued)**Interest**

Interest revenue is recognised using the effective interest method.

Resources Received Free of Charge

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

Revenue from Government

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

Financial position

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

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

Note 3 Financial assets

	2024	2023
	\$'000	\$'000
3A: Cash and cash equivalents		
Cash on hand or on deposit	5,600	2,716
Total cash and cash equivalents	5,600	2,716
3B: Trade and other receivables		
Goods and services receivables		
Goods and services	318	166
Total goods and services receivables	318	166
Appropriations receivables		
Appropriation receivable	25,146	23,632
Total appropriations receivables	25,146	23,632
Other receivables		
Cash held by salary packaging providers	33	48
GST input credits receivable	31	20
Total other receivables	64	68
Total trade and other receivables (gross)	25,528	23,866
Less impairment allowance	-	-
Total trade and other receivables (net)	25,528	23,866
3C: Other investments		
Deposits	-	2,480
Total other investments	-	2,480

Accounting policy**Financial assets**

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

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

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

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

Note 4 Non-Financial assets

4A: Reconciliation of the opening and closing balances property, plant and equipment, and intangibles				
	Heritage and cultural ¹	Property, plant and equipment	Computer software	Total
	\$'000	\$'000	\$'000	\$'000
As at 1 July 2023				
Gross book value	570	3,159	799	4,528
Accumulated depreciation, amortisation and impairment	-	(348)	(709)	(1,057)
Total as at 1 July 2023	570	2,811	90	3,471
Additions				
Purchase or internally developed ²	-	28	-	28
Right-of-use assets (cost)	-	31	-	31
Revaluations and impairments recognised in other comprehensive income	25	(113)	-	(88)
Depreciation and amortisation	-	(314)	(22)	(336)
Depreciation on right-of-use assets	-	(15)	-	(15)
Disposals				
Sale or trade-in	-	(37)	-	(37)
Write-off	-	(64)	(306)	(370)
Accumulated depreciation, amortisation and impairment	-	40	305	345
Total as at 30 June 2024	595	2,367	67	3,029
Total as at 30 June 2024 represented by				
Gross book value	595	2,387	493	3,475
Accumulated depreciation, amortisation and impairment	-	(20)	(426)	(446)
Total as at 30 June 2024	595	2,367	67	3,029
Carrying amount of right-of-use assets	-	39	-	39

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

2. There was no work in progress asset completed or capitalised during the 2023-24 financial year.

Revaluations of non-financial assets

All revaluations were conducted in accordance with the revaluation policy stated at Note 15. On 30 June 2024 an independent valuer, JLL Australia conducted desktop valuation of property, plant and equipment and heritage and cultural assets.

Accounting policy

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

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

Asset Recognition Threshold

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

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

Right of Use (ROU) Assets

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

Revaluations

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

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

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

Accounting policy (continued)

Depreciation

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

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

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

	2024	2023
Property, plant and equipment	1 to 50 years	1 to 50 years

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

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

Impairment

All assets were assessed for impairment at 30 June 2024. Where indications of impairment exist, the assets recoverable amount is estimated, and an impairment adjustment made if the assets recoverable amount is less than its carrying amount.

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

Derecognition

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

Heritage and cultural assets

The department has the following heritage and cultural assets with an aggregated fair value at 30 June 2024 of \$595,000 (2023: \$570,000):

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

Accounting policy (continued)

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

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

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

https://www.aph.gov.au/Visit_Parliament/Art

Intangible Assets

The department's intangible assets comprise internally developed and purchased software for internal use. These assets are carried at cost less accumulated amortisation and accumulated impairment losses. Software is amortised on a straight-line basis over its anticipated useful life. The useful lives of the department's software are between 5 to 10 years (2023: 3 to 20 years).

All software assets were assessed for indications of impairment by appropriately qualified departmental officers as at 30 June 2024.

Note 4 Non-financial assets (continued)

	2024	2023
	\$'000	\$'000
4B: Inventories		
Inventories held for sale		
Finished goods	10	10
Total inventories held for sale	10	10
Total inventories	10	10

During 2023-24, \$3,128 of inventory was recognised as an expense (2023: \$2,912).

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

4C: Other non-financial assets		
Prepayments	192	187
Total other non-financial assets	192	187

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

	2024	2023
	\$'000	\$'000
5A: Suppliers		
Trade creditors and accruals	797	516
Total suppliers	797	516

Settlement is usually made within 20 days.

5B: Other payables		
Salaries and wages	505	415
Superannuation	90	80
Salary sacrifice payable	33	48
Unearned income	9	8
Other payables	-	10
Total other payables	637	561

Note 6 Interest bearing liabilities

	2024 \$'000	2023 \$'000
6: Leases		
Lease liabilities	40	24
Total leases	40	24
Maturity analysis - contractual undiscounted cash flows		
Within 1 year	13	16
Between 1 to 5 years	27	8
Total leases	40	24

Total cash outflow for leases for the year ended 30 June 2024 was \$20,821. (2023: \$20,821).

The department in its capacity as a lessee has entered into a contractual arrangement with SG Fleet for the provision of motor vehicles. At 30 June 2024 there were two leases.

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

Accounting policy

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

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

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

People and relationships

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

Note 7 Employee provisions

	2024 \$'000	2023 \$'000
7: Employee provisions		
Leave and other entitlements	6,313	6,338
Total employee provisions	6,313	6,338
Employee provisions expected to be settled		
No more than 12 months	1,773	1,758
More than 12 months	4,540	4,580
Total employee provisions	6,313	6,338

Accounting policy

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

Leave

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

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

The liability for long service leave (LSL) has been determined using the LSL shorthand model issued by the Department of Finance (2023: LSL shorthand method). The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and enterprise agreements.

Superannuation

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

Accounting policy (continued)

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

The department makes employer contributions to the employee's defined benefit superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the government. The department accounts for the contributions as if these amounts were contributions to defined contribution plans. The liability for superannuation recognised as at 30 June 2024 represents outstanding contributions.

Note 8 Key Management Personnel remuneration

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

	2024 \$'000	2023 \$'000
8: Key Management Personnel Remuneration		
Short-term employee benefits	1,634	1,598
Post-employment benefits	280	271
Other long-term employee benefits	42	53
Total key management personnel remuneration expenses	<u>1,956</u>	<u>1,922</u>

The total number of key management personnel that are included in the above table is seven. (2023: six)

The 2023 short-term employee benefits have been restated from \$1,613,315 as disclosed in the 2022-23 Financial Statements to \$1,598,157. The reduction relates to an overpayment to KMP relating to 2022-23 benefits and was repaid in full in 2023-24. This overpayment resulted in minor overpayments of other KMP 2022-23 short-term benefits. These overpayments payments will be recovered in the 2024-25 financial year.

Note 9 Related party disclosures

Transactions with related parties

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

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

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

Funding

This section identifies the Department of the House of Representatives funding structure. Employee-related information is disclosed in the People and Relationships section.

Note 10 Appropriations

Annual appropriations for 2024						
	Appropriation Act		PGPA Act		Appropriation applied in 2024 (current and prior years)	Variance ³
	Annual appropriation ¹	Section 74 receipts ²	Total appropriation			
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Departmental						
Operating budget	27,202	3,358	30,560	(25,522)	5,038	
Total departmental	27,202	3,358	30,560	(25,522)	5,038	
Administered						
Operating budget	347	-	347	(233)	114	
Total administered	347	-	347	(233)	114	

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

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

3. The departmental appropriation variances primarily relates to:

- lower staffing costs due to vacancies across the department,
- travel underspend from continued use of technology where appropriate and available, and
- the department's term deposit of \$2,480,000 which matured in October 2023 and is being held in the department's bank account.

The administered appropriation variance relates to the schools visit position experiencing a vacant period.

Note 10 Appropriations (continued)

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

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

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

3. The departmental appropriation variances primarily relates to:

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

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

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

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

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

Note 11 Unspent annual appropriations

	2024 \$'000	2023 \$'000
11: Unspent annual appropriations ('recoverable GST exclusive')		
Departmental		
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2020-2021¹</i>	-	266
<i>Supply (Parliamentary Departments) Act (No. 1) 2020-2021¹</i>	-	294
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2021-2022²</i>	640	640
<i>Supply (Parliamentary Departments) Act (No. 1) 2022 2023</i>	269	8,355
<i>Supply (Parliamentary Departments) Act (No. 2) 2022 2023</i>	377	14,637
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2023-2024</i>	24,500	-
Cash at bank	5,600	2,716
Total departmental	31,386	26,908
Administered		
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2020-2021³</i>	-	105
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2021-2022⁴</i>	94	327
<i>Supply (Parliamentary Departments) Act (No. 1) 2022 2023</i>	139	139
<i>Supply (Parliamentary Departments) Act (No. 2) 2022 2023</i>	195	195
<i>Appropriation (Parliamentary Departments) Act (No. 1) 2023-2024</i>	347	-
Total administered	775	766

1. The unspent departmental appropriations from *Appropriation (Parliamentary Departments) Act (No. 1) 2020-2021* and *Supply (Parliamentary Departments) Act (No. 1) 2020-2021* lapsed on 1 July 2023 - \$560k.

2. The unspent departmental appropriations from *Appropriation (Parliamentary Departments) Act (No. 1) 2021-2022* will lapse on 1 July 2024 - \$640k.

3. The unspent administered appropriations from *Appropriation (Parliamentary Departments) Act (No. 1) 2020-2021* lapsed on 1 July 2023 - \$105k.

4. The unspent administered appropriations from *Appropriation (Parliamentary Departments) Act (No. 1) 2021-2022* will lapse on 1 July 2024 - \$94k.

Note 12A Special appropriations

	2024 \$'000	2023 \$'000
12A: Special Appropriations ('recoverable GST exclusive')		
Authority		
<i>Public Governance, Performance and Accountability Act 2013—section 58</i>	-	2,480
Total special appropriations applied	<u>-</u>	<u>2,480</u>

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

On 10 October 2023 the department's term deposit was deposited into the department's bank account while considering a decision regarding the long term strategy for the funds.

2023-24 amount applied	Date	\$'000
Term deposit matured	10 October 2023	<u>2,480</u>
Total applied		<u>2,480</u>
2022-23 amount applied	Date	\$'000
Term deposit matured and principal reinvested	10 October 2022	<u>2,480</u>
Total applied		<u>2,480</u>

The department's term deposit of \$2,480,000 matured on 10 October 2023 and the amount was deposited into the department's bank account. The source of the initial deposit was the former Inter-parliamentary Relations Special Account which was subject to a sun-setting provision. The balance of the account was initially invested after the release of a new delegation from the Finance Minister in July 2017. The balance of this account is included in Note 3A and interest earned is recorded on an accrual basis in Note 2B.

Note 12B Disclosures by agent in relation to special appropriations

	2024 \$'000	2023 \$'000
Note 12B: Disclosures by agent in relation to annual and special appropriations ('recoverable GST exclusive')		
Department of Finance (third party access)		
Total receipts	53,405	53,271
Total payments	53,405	53,271

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

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

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

Parliamentary Business Resources Act 2017 - for the appropriation in section 59 of the Act.

Note 13 Net cash appropriation arrangements

	2024	2023
	\$'000	\$'000
13: Net cash appropriation arrangements		
Total comprehensive income/(loss) - as per the Statement of Comprehensive Income	2,009	1,281
Plus: depreciation/amortisation of assets funded through appropriations (departmental capital budget funding and/or equity injections) ¹	336	369
Plus: depreciation right-of-use assets ²	15	15
Less: principal repayments - leased assets ²	15	15
Net Cash Operating Surplus/ (Deficit)	2,345	1,650

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

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

No depreciation/amortisation amounts are excluded from this calculation.

Managing uncertainties

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

The department does not have any significant quantifiable or unquantifiable contingent assets or liabilities.

Unquantifiable or remote contingent liabilities/assets

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

Accounting policy

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

Note 14 Financial instruments

	2024 \$'000	2023 \$'000
14: Categories of financial instruments		
Financial assets at amortised cost		
Term deposit	-	2,480
Cash and cash equivalents	5,600	2,716
Trade and other receivables	351	214
Total financial assets at amortised cost	5,951	5,410
Total financial assets	5,951	5,410
Financial liabilities		
Financial liabilities measured at amortised cost		
Suppliers	797	516
Other payables	9	8
Total financial liabilities measured at amortised cost	806	524
Total financial liabilities	806	524

Accounting policy

Financial assets

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

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

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

Comparatives have not been restated on initial application.

Financial assets at amortised cost

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

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

Amortised cost is determined using the effective interest method.

Effective interest method

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

Impairment of financial assets

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

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

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

Financial liabilities at amortised cost

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

Note 15 Fair value

	2024	2023
	\$'000	\$'000
15: Fair value measurements at the end of the reporting period		
Non-financial assets¹		
Property, plant and equipment ²	2,367	2,811
Heritage and cultural ²	595	570

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

2. The department did not measure non-financial assets at fair value on a non-recurring basis as at 30 June 2024.

Accounting policy

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

Other information

Note 16 Aggregate assets and liabilities

	2024	2023
	\$'000	\$'000
16: Aggregate assets and liabilities		
Assets expected to be recovered in:		
No more than 12 months		
Cash and cash equivalents	5,600	2,716
Trade and other receivables	25,528	23,866
Other Investments	-	2,480
Inventories	10	10
Other non-financial assets	192	187
Total no more than 12 months	31,330	29,259
More than 12 months		
Heritage and cultural	595	570
Property, plant and equipment	2,367	2,811
Computer software	67	90
Total more than 12 months	3,029	3,471
Total assets	34,359	32,730
Liabilities expected to be settled in:		
No more than 12 months		
Suppliers	797	516
Other payables	637	561
Leases	13	16
Employee provisions	1,773	1,758
Total no more than 12 months	3,220	2,851
More than 12 months		
Leases	27	8
Employee provisions	4,540	4,580
Total more than 12 months	4,567	4,588
Total liabilities	7,787	7,439

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 2024.

Note 17 Departmental budget variances commentary

Explanations of major variances	Affected statements and line items
Asset Management	
<p>The department identified excess furniture for disposal that was no longer required and was not economical to store.</p> <p>Due to the move to IT cloud-based services for software licences, intangible assets purchased are lower than expected.</p>	<p>Statement of comprehensive income:</p> <ul style="list-style-type: none"> » depreciation » write-down and impairment of assets » losses from asset sales <p>Statement of financial position:</p> <ul style="list-style-type: none"> » non-financial assets <p>Statement of cash flow:</p> <ul style="list-style-type: none"> » purchase of property, plant and equipment
Interest	
<p>The Inter-Parliamentary Relations bank interest revenue was higher than budget as interest rates increased above forecast estimates.</p>	<p>Statement of comprehensive income:</p> <ul style="list-style-type: none"> » interest <p>Statement of financial position</p> <ul style="list-style-type: none"> » financial assets
Cash and cash equivalents and Other investments	
<p>The department's term deposit matured and was not reinvested. The balance will remain in the department's bank account while considering a long term strategy for the funds.</p>	<p>Statement of comprehensive income:</p> <ul style="list-style-type: none"> » interest <p>Statement of financial position</p> <ul style="list-style-type: none"> » cash and cash equivalents » other investments
Employment matters	
<p>Vacancies were open for extended periods due to difficulty recruiting and filling roles. Average staffing levels were 160 compared to the budget of 168.</p>	<p>Statement of comprehensive income:</p> <ul style="list-style-type: none"> » employee benefits <p>Statement of financial position:</p> <ul style="list-style-type: none"> » employee provisions

Note 18 Administered budget variances commentary

Explanations of major variances	Affected statements and line items
Hospitality Services	
<p>School visits to Parliament House continue. Variances are due to the schools booking officer position being vacant for a period.</p>	<p>Statement of comprehensive income:</p> <ul style="list-style-type: none"> » provision of hospitality services <p>Cash flow statement:</p> <ul style="list-style-type: none"> » cash used—suppliers



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Preparations in the Chamber for the address to Parliament by Prime Minister Hon. James Marape, Prime Minister of Papua New Guinea.

Image: David Foote, Auspic/DPS.

1. Chamber and Federation Chamber

This appendix contains summary information on the business of the Chamber and Federation Chamber in 2023–24.

Sittings of the House of Representatives, 2023–24

Events	Spring 2023	Autumn and winter 2024	Total
Sitting weeks	8	9	17
Sitting days	30	32	62
Hours of sitting: ^a			
» Including suspensions	288	304	592
» Excluding suspensions	283	299	582
Sittings after midnight	0	0	0
Government bills introduced	66	70	136
Private members' bills introduced	14	11	25
Private members' motions moved	19	16	35
Committee reports presented	62	61	123
Days on which:			
» The adjournment motion was debated	26	30	56
» Matters of public importance were discussed	20	30	50
» Private members' business occurred	7	6	13
Divisions	109	129	238
Closure of questions agreed to	8	9	17
Closure of member agreed to	0	4	4
Bills subject to debate management motions	4	8	12

a. Hours are rounded to the nearest hour.

Meetings of the Federation Chamber, 2023–24

Events	Spring 2023	Autumn and winter 2024	Total
Number of meetings	29	29	58
Hours of meeting (excluding suspensions) ^a	102	126	228
Bills referred	28	50	78
Private members' bills debated	0	0	0
Private members' motions moved	58	47	105
Committee reports presented	0	0	0
Committee and delegation reports referred	19	7	26
Days on which:			
» The adjournment motion was debated	8	6	14
» Grievance debate occurred	7	7	14
» Private members' business occurred	7	5	12

a. Hours are rounded to the nearest hour.

Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2019–20 to 2023–24

Events	2019–20	2020–21	2021–22	2022–23	2023–24
Government bills introduced:					
» Initiated in the House	196	142	101	157	130
» Initiated in the Senate	17			7	6
» Total	213	156	14	164	136
Private members' bills introduced ^a	35	28	115	22	25
Second reading amendments moved	110	105	55	30	30
Consideration in detail amendments moved:					
» Government	32	606	551	216	502
» Opposition	89	98	76	111	32
» Crossbench	18	47	38	382	268
» Private government member	0	0	11	0	0
» Amendments to private members' bills	0	0	0	0	0
Consideration in detail amendments passed:					
» Government	32	606	551	216	502
» Opposition	3	0	0	0	0
» Crossbench	0	1	1	135	19
» Private government member	0	0	0	0	0
» Amendments to private members' bills	0	0	0	0	0

a. Includes private senators' bills.

2. Committee activity

This appendix tallies the activities of the House of Representatives and joint committees of the 47th Parliament, 2023–24. Only House and joint committees supported by the Department of the House of Representatives are listed.

Committee	Meetings	Inquiries active as at 30 June 2024	Reports presented ^a
Scrutiny Committees			
Aboriginal and Torres Strait Islander Affairs	12	1	1
Agriculture	28	1	2
Climate Change, Environment, Energy and Water	19	1	1
Communications and the Arts	15	1	1
Economics	54	6	1
Electoral Matters	9	1	1
Employment, Education and Training	31	2	1
Foreign Affairs, Defence and Trade	87	3	4
Health, Aged Care and Sport	32	1	0
Implementation of the National Redress Scheme	16	1	0
Industry, Science and Resources	18	1	1
Intelligence and Security	50	8	14
Migration	14	2	0
National Capital and External Territories	18	2	2
Public Accounts and Audit	24	4	8
Public Works	36	9	10
Regional Development Infrastructure and Transport	24	1	1
Social Policy and Legal Affairs	18	1	2
Trade and Investment Growth	18	1	3
Treaties	14	10	7
Workforce Australia Employment Services	9	0	1

Committee	Meetings	Inquiries active as at 30 June 2024	Reports presented ^a
Internal committees			
Appropriations and Administration	10	0	3
Broadcasting of Parliamentary Proceedings	0	0	0
Petitions	18	0	16
Privileges and Members' Interests	2	0	1
Procedure	20	1	1
Publications (House)	0	0	0
Selection	13	0	13

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

3. Committee reports and inquiries

This appendix provides details of reports presented and inquiries conducted by the parliamentary committees supported by the Department of the House of Representatives in 2023–24.

Name of inquiry	Date report presented (if applicable)
Aboriginal and Torres Strait Islander Affairs (Joint)	
Inquiry into the application of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) in Australia	Final report presented 28 November 2023
Inquiry into economic self-determination and opportunities for First Nations Australians	Ongoing inquiry
Agriculture (House)	
Inquiry into food security in Australia	Final report presented 7 December 2023
Inquiry into Export Control Amendment (Ending Live Sheep Exports by Sea) Bill 2024	Final report presented 24 June 2024
Inquiry into Australian agriculture in Southeast Asian Markets	Ongoing inquiry
Climate Change, Environment, Energy and Water (House)	
Inquiry into plastic pollution in Australia's oceans and waterways	Final report presented 28 May 2024
Inquiry into the transition to electric vehicles	Ongoing inquiry
Communications and the Arts (House)	
Inquiry into co-investment in multi-carrier regional mobile infrastructure	Final report presented 15 November 2023
Inquiry into the challenges and opportunities within the Australian live music industry	Ongoing inquiry
Economics (House)	
Inquiry into promoting economic dynamism, competition and business formation	Final report presented 26 March 2024
Reviews of the Australian Competition and Consumer Commission Annual Reports 2021, 2022 and 2023	Ongoing inquiry
Review of the Australian Prudential Regulation Authority Annual Report 2021, 2022 and 2023	Ongoing inquiry
Reviews of the Australian Securities and Investments Commission Annual Report 2021, 2022 and 2023	Ongoing inquiry
Review of the Reserve Bank of Australia Annual Report 2022 and 2023	Ongoing inquiry
Review of Australia's Four Major Banks	Ongoing inquiry
Inquiry into insurers' responses to 2022 major floods claims	Ongoing inquiry

Name of inquiry	Date report presented (if applicable)
Electoral Matters (Joint)	
Inquiry into the 2022 federal election	Final report presented 27 November 2023
Inquiry into civics education, engagement, and participation in Australia	Ongoing inquiry
Employment, Education and Training (House)	
Inquiry into the Perceptions and Status of Vocational Education and Training	Final report presented 25 March 2024
Inquiry into the use of generative artificial intelligence in the Australian education system	Ongoing inquiry
Inquiry into the Digital Transformation of Workplaces	Ongoing inquiry
Foreign Affairs, Defence and Trade (Joint)	
Inquiry into the rights of women and children	Final report presented 30 November 2023
Inquiry into supporting democracy in our region	Final report presented 16 November 2023
Inquiry into the Department of Defence Annual Report 2021–22	Final report presented 14 September 2023
Inquiry into the Department of Defence Annual Report 2022–23	Ongoing inquiry
Inquiry into Australia's tourism and international education sectors	Ongoing inquiry Interim report tabled 18 October 2023
Inquiry into Australia's response to the priorities of Pacific Island countries and the Pacific region	Ongoing inquiry
Health, Aged Care and Sport (House)	
Inquiry into Diabetes	Ongoing inquiry
Implementation of the National Redress Scheme (Joint)	
Capability and Culture of the NDIA	Final report presented 13 November 2023
Inquiry into the operation of the National Redress Scheme	Ongoing inquiry
Industry, Science and Resources (House)	
Developing Advanced Manufacturing in Australia	Final report presented 30 November 2023
Food and beverage manufacturing in Australia	Ongoing inquiry

Name of inquiry	Date report presented (if applicable)
Intelligence and Security (Joint)	
Review of the 2023 relisting of three organisations as terrorist organisations under the Criminal Code	Final report presented 26 September 2023
Review of the Foreign Influence Transparency Scheme Amendment Rules 2023	Report by statement presented 11 September 2023
Review of the relisting of Islamic State East Asia as a terrorist organisation under the Criminal Code	Report by presented on 19 October 2023
Review of the Counter-Terrorism and Other Legislation Amendment Bill 2023	Final report presented 19 October 2023
Review of the Counter-Terrorism Legislation Amendment (Prohibited Hate Symbols and Other Measures) Bill 2023	Final report presented 15 November 2023
Review of the 2023 relisting of two organisations as terrorist organisations under the Criminal Code	Final report presented 6 December 2023
Review of the Defence Amendment (Safeguarding Australia's Military Secrets) Bill 2023	Final report presented 14 March 2024
Review of the National Security Legislation Amendment (Comprehensive Review and Other Measures No. 3) Bill 2023	Final report presented 21 March 2024
Review of Subdivision C of Division 3 of Part 2 of the Australian Citizenship Act 2007 (citizenship cessation determinations)	Final report presented 21 March 2024
Review of the amendments made by the Australian Citizenship Amendment (Citizenship Repudiation) Bill 2023	Final report presented 21 March 2024
Review of the Foreign Influence Transparency Scheme Act 2018	Final report presented 27 March 2024
Review of Administration and Expenditure No. 21 (2021–22) – Australian Intelligence Agencies	Final report presented 26 June 2024
Review of Administration and Expenditure No. 22 (2022–23) – Australian Intelligence Agencies	Ongoing inquiry
Review of Division 3 of Part III of the Australian Security Intelligence Organisation Act 1979	Ongoing inquiry
Review of post-sentence terrorism orders: Division 105A of the Criminal Code Act 1995	Ongoing inquiry
Review of the Counter-Terrorism Legislation Amendment (Declared Areas) Bill 2024	Ongoing inquiry
Review of the Crimes and Other Legislation Amendment (Omnibus No. 1) Bill 2024	Ongoing inquiry
Review of the Intelligence Services Legislation Amendment Bill 2023	Ongoing inquiry
Review of the listing of Ansar Allah as a terrorist organisation under the Criminal Code	Ongoing inquiry

Name of inquiry	Date report presented (if applicable)
Review of the Migration Amendment (Clarifying International Obligations for Removal) Act 2021	Ongoing inquiry
Migration (Joint)	
Ending Arbitrary and Indefinite Detention Bill inquiry	Ongoing inquiry
Migration, Pathway to Nation Building	Ongoing inquiry
National Capital and External Territories (Joint)	
Inquiry into the importance of Antarctica to Australia's national interests	Ongoing inquiry
Review of the National Capital Authority Annual Report 2022–23	Ongoing inquiry
Public Accounts and Audit (Joint)	
Inquiry into the Defence Major Projects Report 2020–21 and 2021–22 and Procurement of Hunter Class Frigates	Final report presented 26 June 2024
Inquiry into procurement at Services Australia and the National Disability Insurance Agency	Final report presented 26 June 2024
Inquiry into probity and ethics in the Australian public sector	Final report tabled 26 June 2024
Inquiry into the Annual Performance Statements 2021–22	Final report presented 17 October 2023
Commonwealth procurement: Inquiry into Auditor-General Reports 6, 15, 30, 42 (2021–22) and 5 (2022–23)	Interim report presented 13 September 2023 Final report presented 26 June 2024
Inquiry into Commonwealth Financial Statements 2022–23	Ongoing inquiry
Inquiry into Policy and Program Design and Implementation	Ongoing inquiry
Inquiry into the 2022–23 Major Projects Report	Ongoing inquiry
Inquiry into the failed visa privatisation process and the implementation of other public sector IT procurements and projects	Ongoing inquiry
Public Works (Joint)	
Department of Defence — Facilities to Support JP9101 Phase 1 Enhanced Defence High Frequency Communications System — 'Project Phoenix'	Final report presented 8 August 2023
Department of Defence — Fishermans Bend Redevelopment	Final report presented 12 September 2023
National Capital Authority — Commonwealth Avenue Bridge, Canberra, ACT, Renewal project	Final report presented 29 September 2023
Department of Defence—Edinburgh Defence Precinct Mid-Term Refresh	Final report presented 14 November 2023

Name of inquiry	Date report presented (if applicable)
Public Works (Joint)	
Department of Defence—Armoured Fighting Vehicles Facilities Program — Stage 2	Final report presented 14 November 2023
National Capital Authority—Scrivener Dam Dissipator Strengthening project	Final report presented 14 November 2023
Australian Taxation Office—Proposed Fit-out of New Leased Premises at 15 Sydney Avenue, Barton, ACT	Final report presented 14 November 2023
Department of Defence — Defence Fuel Transformation Program—Tranche 2 Facilities project	Final report presented 28 November 2023
Airservices Australia — PFAS Remediation of Former Fire Training Ground at Launceston Airport, Tasmania	Final report presented 19 March 2024
Department of Defence — RAAF Base Learmonth Redevelopment Enabling KC-30A Operations, Exmouth, Western Australia	Final report presented 26 March 2024
Department of Defence — RAAF Base Darwin—Mid-term Refresh	Final report presented 26 March 2024
Department of Defence — Facilities to Support Advanced Growler Phase 6	Final report presented 28 May 2024
Australian Nuclear Science and Technology Organisation — Nuclear Medicine Facility project	Final report presented 14 May 2024
Australian Institute of Marine Science — Remediation of AIMS Cape Cleveland Wharf, Queensland	Ongoing inquiry
Department of Defence — Albury Wodonga Military Area Redevelopment project	Ongoing inquiry
Department of Defence — Canberra Defence Precinct Tranche 1 Australian Defence Force Academy Living-in Accommodation project	Ongoing inquiry
Department of Defence — RAAF Base Wagga Redevelopment project	Ongoing inquiry
Department of Defence — Submarine Rotational Force—West, Priority Works, HMAS Stirling, Western Australia	Ongoing inquiry
Department of Finance — Proposed Fit-out of New Commonwealth Parliament Offices at One Festival Tower, Adelaide, South Australia	Ongoing inquiry
Department of Finance — Proposed Fit-out of New Commonwealth Parliament Offices, Perth, Western Australia	Ongoing inquiry
Department of Veterans' Affairs — Proposed Fit-out of New Leased Premises at 18 Marcus Clarke Street, Canberra	Ongoing inquiry
Parks Australia — Mutitjulu Essential Services project	Ongoing inquiry
Regional Development Infrastructure and Transport (House)	
Inquiry into the implications of severe weather events on the national regional, rural, and remote road network	Final report presented 15 December 2023
Inquiry into local government sustainability	Ongoing inquiry

Name of inquiry	Date report presented (if applicable)
Social Policy and Legal Affairs (House)	
Inquiry into the Administrative Review Tribunal Bill 2023 and the Administrative Review Tribunal (Consequential and Transitional Provisions No.1) Bill 2023	Final report presented 23 February 2024
Inquiry into the recognition of unpaid carers	Final report presented 27 March 2024
Inquiry into family violence orders	Ongoing inquiry
Trade and Investment Growth (Joint)	
Inquiry into the Australian Government's approach to negotiating trade and investment agreements	Interim report presented 6 February 2024 Final report presented 1 May 2024
Inquiry into Australia's transition to a green energy superpower	Final report presented 11 October 2023
Treaties (Joint)	
Agreement between the Government of Australia and the Government of the Democratic Republic of Timor-Leste on Cooperation in the Field of Defence and the Status of Visiting Forces	Final report presented 3 August 2023
Agreement between Australia and the Republic of Serbia on Social Security	Final report presented 3 August 2023
Protocol Amending the Marrakesh Agreement Establishing the World Trade Organization Agreement on Fisheries Subsidies	Final report presented 6 September 2023
Audiovisual Co-production Agreement between the Government of Australia and the Government of the Republic of India	Final report presented 18 October 2023
Amendments to the Annex of the Convention on Facilitation of International Maritime Traffic	Final report presented 11 December 2023
Acts of the Universal Postal Union adopted by the 2nd Extraordinary Congress: Tenth Additional Protocol to the Constitution of the Universal Postal Union and Second Additional Protocol to the General Regulations of Universal Postal Union	Final report presented 20 March 2024
Acts of the Universal Postal Union adopted by the 27th Universal Postal Congress: Eleventh Additional Protocol to the Constitution of the Universal Postal Union, Third Additional Protocol to the General Regulations of the Universal Postal Union, the Universal Postal Convention, the Final Protocol to the Universal Postal Convention, the Postal Payment Services Agreement and the Final Protocol to the Postal Payment Services Agreement	Final report presented 20 March 2024
Second Protocol to Amend the Agreement Establishing the ASEAN-Australia-New Zealand Free Trade Area (AANZFTA)	Final report presented 15 May 2024
Nairobi International Convention on the Removal of Wrecks	Final report presented 26 June 2024

Name of inquiry	Date report presented (if applicable)
Treaties (Joint)	
Australia-Tuvalu Falepili Union	Ongoing inquiry
Agreement between the Government of Australia and the Government of the Republic of Fiji on Cooperation in the Field of Defence and the Status of Visiting Forces	Ongoing inquiry
Agreement between the Government of Australia and the Government of the United States of America on Technology Safeguards Associated with United States Participation in Space Launches from Australia	Ongoing inquiry
Amendments to Appendices I, II and III of the Convention on International Trade in Endangered Species of Wild Fauna and Flora	Ongoing inquiry
Protocol on the Accession of the United Kingdom of Great Britain and Northern Ireland to the Comprehensive and Progressive Agreement for Trans-Pacific Partnership and associated side-letters	Ongoing inquiry
Agreement Between the Government of Australia and the Government of Papua New Guinea on a Framework for Closer Security Relations	Ongoing inquiry
International Labour Organization Convention No. 187: Promotional Framework for Occupational Safety and Health Convention	Ongoing inquiry
International Labour Organization Convention No. 191: Safe and Healthy Working Environment (Consequential Amendments) Convention	Ongoing inquiry
Indo-Pacific Economic Framework for Prosperity Agreement relating to Supply Chain Resilience	Ongoing inquiry
Exchange of Notes to extend the Exchange of Notes constituting an Agreement between the Government of Australia and the Government of the United States of America to Amend and Extend the Agreement concerning the Conduct of Scientific Balloon Flights for Civil Research Purposes of 16 February 2006	Ongoing inquiry
Workforce Australia Employment Services (House)	
Inquiry into Workforce Australia Employment Services	Final report presented 30 November 2023

Internal committees – their purpose and reports presented by them during 2023–24

Committee purpose and reports presented

Appropriations and Administration (House)

The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations, Staffing and Security.

Three inquiry reports were presented during 2023–24:

- » Report No 27 - Annual Report 2022–2023 (report tabled March 2024)
- » Report No 28 - Additional Estimates 2023–2024 (report tabled February 2024)
- » Report No 29 - Budget Estimates 2024–2025 (report tabled May 2024)

Broadcasting of Parliamentary Proceedings (Joint)

The committee meets when required to consider the general principles applying to the radio broadcasting and, in certain circumstances, the televising of proceedings of parliament by the Australian Broadcasting Corporation.

No reports were presented during 2023–24.

Petitions (House)

The committee receives and processes petitions, and inquiries 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.

Sixteen reports were presented during 2023–24:

- » The committee receives and processes petitions, and inquiries 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.
- » Sixteen reports were presented during 2023–24:
- » Report 12: Petitions and ministerial responses, presented on 31 July 2023
- » Report 13: Petitions and ministerial responses, presented on 7 August 2023
- » Report 14: Ministerial responses, presented on 4 September 2023
- » Report 15: Petitions and ministerial responses, presented on 11 September 2023
- » Report 16: Petitions and ministerial responses, presented on 16 October 2023
- » Report 17: Petitions and ministerial responses, presented on 13 November 2023
- » Report 18: Petitions and ministerial responses, presented on 27 November 2023
- » Report 19: Ministerial responses, presented on 7 December 2023
- » Report 20: Petitions and ministerial responses, presented on 12 February 2024
- » Report 21: Petitions and ministerial responses, presented on 26 February 2024
- » Report 22: Ministerial response, presented on 29 February 2024
- » Report 23: Petitions and ministerial responses, presented on 18 March 2024
- » Report 24: Petitions and ministerial responses, presented on 25 March 2024
- » Report 25: Petitions and ministerial responses, presented on 14 May 2024
- » Report 26: Petitions and ministerial responses, presented on 3 June 2024
- » Report 27: Petitions and ministerial responses, presented on 24 June 2024

Committee purpose and reports presented

Privileges and Members' Interests (House)

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

One report was presented during 2023–24:

- » Report concerning the registration and declaration of Members' interests during 2023 (report tabled February 2024)

Procedure (House), Standing Committee on

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

One report was presented during 2023–24:

- » Inquiry into recommendations 10 and 27 of Set the standard: Report on the *Independent Review into Commonwealth Parliamentary Workplaces* (report tabled 7 August 2023)

Publications (Joint), Standing Committee on

Committee considers documents presented to the House that are not covered by the resolutions of the House (of 28 March 2018) and Senate (of 8 February 2018) – or for which the House and Senate have not already made a determination – and recommends to the House whether they should be included in the Parliamentary Papers Series.

No reports were presented during 2023–24.

Selection Committee (House)

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.

Thirteen reports were presented during 2023–24.

The reports presented were presented on:

- » 2 August 2023
- » 9 August 2023
- » 6 September 2023
- » 13 September 2023
- » 18 October 2023
- » 15 November 2023
- » 7 February 2024
- » 14 February 2024
- » 28 February 2024
- » 20 March 2024
- » 29 May 2024
- » 5 June 2024
- » 26 June 2024

4. Publications

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

Parliament of Australia website: www.aph.gov.au

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

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

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

Committee Office brochures

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

House of Representatives facts and figures

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

House of Representatives Infosheet series

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

Guide to Procedures, sixth edition

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

House of Representatives Practice, seventh edition

The official authority for issues of practice and procedure, 2018

House Review

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

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

Last Week in the House

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

Members' Notes

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

Members' Handbook

An introduction to the role of a Member of the House of Representatives and a guide to public resources, services and facilities, 2022 (since updated electronically)

House of Representatives Procedural Digest

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

House of Representatives Standing Orders

The permanent rules of procedure, as at 2 August 2022

House of Representatives Statistical Digest

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

Work of the Session

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

Working with parliamentary committees

- » A guide for committee chairs and deputy chairs
- » A guide for Members and their staff

Publications of an administrative nature

Department of the House of Representatives annual reports

Department of the House of Representatives corporate plans

Department of the House of Representatives *Portfolio Budget Statements*

Department of the House of Representatives Enterprise Agreement 2017–2020

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

5. Incoming parliamentary delegations

This appendix contains summary information on incoming parliamentary delegations in 2023–24.

Date	Delegation	Country represented
3 August 2023	Working visit by Mr Le Quang Huy, Chair of the Committee for Science, Technology and Environment	Vietnam
7–10 August 2023	Guest of Parliament visit by the Vice Chair of the National People's Congress	People's Republic of China
6 Sept 2023	Working visit by Hon Allan Bird, Governor for East Sepik and members of the Electoral Commission Committee	Papua New Guinea
27 Sept 2023	Working visit by the President of the Senate	Thailand
19–20 Oct 2023	Working visit by the Deputy President of the Senate	Malaysia
23–24 Oct 2023	Working Visit by parliamentarians from the Bundestag	Germany
13 Nov 2023	Working visit by Mr Aso Taro (current member of parliament and former Prime Minister)	Japan
14 Nov 2023	Working visit by the NATO PA sub-Committee on Transatlantic Economic Relations (ESCTER) and sub-Committee on NATO Partnerships (PCNP)	Multiple countries representing NATO membership
30 Nov 2023	Working visit by the Chair of National Assembly	Nepal
7 Feb 2024	Working visit by members of the Parliament Business Committee	Kiribati
23 Feb - 1 March	Guest of Parliament visit by the Speaker of the National Parliament	Republic of Fiji
18 Mar 2024	Working visit by members of the Public Accounts Committee	Kiribati
21–28 June 2024	Guest of Parliament visit by the Speaker of the National Parliament	Papua New Guinea

6. Parliamentary capacity building

This appendix contains summary information on activities supporting parliamentary capacity building in 2023–24.

Date	Activity	Country
30 June - 9 July 2023	Floating Budget Mission sponsored by the United Nations Development Programme	Fiji
2023–2024	Pacific Parliamentary Partnership Fund annual round	Bougainville Cook Islands Fiji Niue Samoa Solomon Islands Tonga
March 2024	Inter-Parliamentary Study Program for Parliamentary Officials	Canada European Parliament Germany Japan Palau Philippines Singapore Sweden United Kingdom Vanuatu

7. Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2023–24.

Date	Visit	Delegation members
1 to 5 July 2023	Presiding Officer visit to the Solomon Islands for the Presiding Officers and Clerks Conference	President of the Senate Speaker of the House of Representatives Clerk of the Senate Clerk of the House of Representatives
12 to 19 July 2023	Joint Standing Committee for Foreign Affairs, Defence and Trade visit to Solomon Islands and Papua New Guinea	Mr Josh Burns MP Ms Kate Thwaites MP Mr Andrew Wallace MP
15 to 22 July 2023	Presiding Officer led delegation to Israel and Palestine	The Hon Milton Dick MP Dr Michelle Anandah-Rajah MP Ms Tania Lawrence MP Mr Ross Vasta MP Ms Zoe Daniel MP
21 to 29 July	Presiding officer visit to the United Kingdom and the Republic of Ireland	Hon Milton Dick MP
5 to 9 August	Parliamentary delegation to the 44th ASEAN Inter-Parliamentary Assembly in Indonesia	Ms Zaneta Mascarenhas MP The Hon Dr David Gillespie MP
14 to 16 August	Parliamentary Joint Committee for Intelligence and Security visit to New Zealand	Mr Peter Khalil MP Hon Andrew Hastie MP Senator James Paterson Senator Marielle Smith
21 to 26 August	Presiding Officer visit to Tonga for the Pacific Islands Parliament Group Conference	Senator the Hon Sue Lines
28 August to 3 September	Parliamentary delegation to New Caledonia, Vanuatu and Fiji	Ms Louise Miller-Frost MP Mr Luke Gosling OAM MP Ms Dai Le MP Mr Terry Young MP Dr Anne Webster MP
11 September to 22 October	Parliamentary delegation to the United Nations General Assembly	Mr Rob Mitchell MP Mr Andrew Wallace MP

Date	Visit	Delegation members
23 September to 6 October	Select Committee on Workforce Australia Employment Services visit to France, Republic of Ireland, Netherlands and Denmark	Mr Julian Hill MP Ms Rebekha Sharkie MP
29 September to 6 October	Parliamentary delegation to Ghana for the 66th CPA Commonwealth Parliamentary Conference	Sen the Hon Sue Lines Ms Sharon Claydon MP The Hon Karen Andrews MP
1 to 2 October	Presiding Officer visit to Singapore	Hon Milton Dick MP
2 to 12 October	Parliamentary Delegation to Nepal and India	The Hon Milton Dick MP Ms Libby Coker MP Ms Joanne Ryan MP Senator Dean Smith Senator Ralph Babet
6 to 9 October	Parliamentary delegation to 69th Annual Session of the NATO Parliamentary Assembly	Mr Luke Gosling OAM MP Senator the Hon David Fawcett
7 to 12 October	Presiding Officer visit to India	Senator the Hon Sue Lines
12 to 14 October	Presiding Officer attendance at the 9th G20 Speakers' Consultations in India	Senator the Hon Sue Lines Hon Milton Dick MP
23 to 27 October	Parliamentary delegation to the 147th Inter-Parliamentary Union (IPU) Assembly in Angola	The Hon Milton Dick MP Senator Deborah O'Neill Mr Julian Hill MP Hon Warren Entsch MP Senator the Hon Linda Reynolds CSC
28 October to 3 November	Parliamentary delegation to the USA	Mr Josh Wilson MP Ms Meryl Swanson MP Ms Zali Steggall OAM MP Hon Melissa Price MP Hon Mark Coulton MP
31 October to 9 November	Parliamentary delegation to Sweden and the United Kingdom	Ms Anne Stanley MP Hon Shayne Neumann MP Hon Scott Buchholz MP Hon Karen Andrews MP
19 to 21 November	Parliamentary delegation to the 9th MIKTA Speakers' Consultations	Senator Andrew McLachlan

Date	Visit	Delegation members
19 to 23 November	Parliamentary Delegation to Malaysia	Hon Shayne Neumann MP Mr Sam Lim MP Senator Fatima Payman Ms Angie Bell MP Hon Melissa Price MP Dr Helen Haines MP
23 to 26 November	Parliamentary delegation to the 31st Asia-Pacific Parliamentary Forum in the Philippines	Mr Steve Georganas MP Ms Tracey Roberts MP Mrs Bridget Archer MP The Hon Michelle Landry MP
10 to 16 December	Joint Standing Committee on Treaties visit to India and Singapore	Mr Josh Wilson MP Mr Matt Burnell MP Sen the Hon Matthew Canavan
9 to 13 March	Presiding Officer attendance at the 75th Anniversary of the Commonwealth, United Kingdom	Senator the Hon Sue Lines
23 to 27 March	Parliamentary delegation to the 148th Inter-Parliamentary Union Assembly	Sen Deborah O'Neill Mr Julian Hill MP Sen the Hon Linda Reynolds Hon Warren Entsch MP
8 to 12 April	Senate Select Committee on Australia's Disaster Resilience visit to New Zealand	Senator Jacqui Lambie Senator Tony Sheldon Senator Perin Davey
4 to 12 May	Presiding Officer visit to Mexico for the 10th MIKTA Speakers' Consultations and visit to Colombia	Hon Milton Dick MP
7 to 8 May	Presiding Officer participation in the Commonwealth Parliamentary Association mid-year Executive Committee meetings – Virtual participation in meetings hosted from London	Senator the Hon Sue Lines
13 to 21 June	Standing Committee on Climate Change, Energy, Environment and Water visit to the Republic of Korea and Japan	Mr Tony Zappia MP Hon Dr David Gillespie MP

8. 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 2024.

Contact details

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

9. Corrections to previous annual reports

Annual Report Page Number	Issue	Correction																														
2022–23 Report Page 65	The attendance record for Ms Emily Purvis, Independent Member for the department's Audit and Risk Committee, incorrectly identified her as being absent for December 2022 meeting.	<p>The following table replaces Table 10: Audit and Risk Committee meeting attendance 2022–23 on page 65 of the Department of the House of Representatives 2022–23 Annual Report. The following version includes the accurate attendance record for Ms Emily Purvis.</p> <p>Audit and Risk Committee meeting attendance, 2022–23</p> <table border="1"> <thead> <tr> <th>Member</th> <th>Sept 2022</th> <th>Dec 2022</th> <th>Mar 2023</th> <th>Jun 2023</th> </tr> </thead> <tbody> <tr> <td>Paul Groenewegen <i>(Chair to January 2023)</i></td> <td>✓</td> <td>✓</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Stephen Sheehan <i>(Chair from January 2023)</i></td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Alistair Nicholson <i>Independent Member</i></td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Emily Purvis <i>Independent Member</i></td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Dermot Walsh <i>(to December 2022)</i></td> <td>✓</td> <td>✓</td> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table>	Member	Sept 2022	Dec 2022	Mar 2023	Jun 2023	Paul Groenewegen <i>(Chair to January 2023)</i>	✓	✓	N/A	N/A	Stephen Sheehan <i>(Chair from January 2023)</i>	✓	✓	✓	✓	Alistair Nicholson <i>Independent Member</i>	✓	✓	✓	✓	Emily Purvis <i>Independent Member</i>	✓	✓	✓	✓	Dermot Walsh <i>(to December 2022)</i>	✓	✓	N/A	N/A
Member	Sept 2022	Dec 2022	Mar 2023	Jun 2023																												
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Stephen Sheehan <i>(Chair from January 2023)</i>	✓	✓	✓	✓																												
Alistair Nicholson <i>Independent Member</i>	✓	✓	✓	✓																												
Emily Purvis <i>Independent Member</i>	✓	✓	✓	✓																												
Dermot Walsh <i>(to December 2022)</i>	✓	✓	N/A	N/A																												
2022–23 Report Page 51	The number of onsite educational programs was incorrectly reported as 2,247, and the increase from 2021–22 was incorrectly reported as 74%.	The correct figure for the number of onsite education programs was 2,076. The correct increase from 2021–22 was 286%.																														

11. List of requirements

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

PGPA Rule Reference	Part of Report	Description	Requirement
17AD(g) Letter of transmittal			
17AI	p. iii	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory
17AD(h) Aids to access			
17AJ(a)	p. v	Table of contents (print only).	Mandatory
17AJ(b)	p. 165	Alphabetical index (print only).	Mandatory
17AJ(c)	p. 164	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	p. 156	List of requirements.	Mandatory
17AJ(e)	p. ii	Details of contact officer.	Mandatory
17AJ(f)	p. ii	Entity's website address.	Mandatory
17AJ(g)	p. ii	Electronic address of report.	Mandatory
17AD(a) Review by accountable authority			
17AD(a)	p. 2	A review by the accountable authority of the entity.	Mandatory
17AD(b) Overview of the entity			
17AE(1)(a)(i)	p. 7	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	pp. 7–8	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	p. 10	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	p. 10	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(aa)(i)	pp. 8–9	Name of the accountable authority or each member of the accountable authority	Mandatory
17AE(1)(aa)(ii)	pp. 8–9	Position title of the accountable authority or each member of the accountable authority	Mandatory
17AE(1)(aa)(iii)	p. 80	Period as the accountable authority or member of the accountable authority within the reporting period	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AE(1)(b)	N/A	An outline of the structure of the portfolio of the entity.	Portfolio departments mandatory
17AE(2)	N/A	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, mandatory
17AD(c)	Report on the Performance of the entity		
	<i>Annual performance Statements</i>		
17AD(c)(i); 16F	p. 12	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory
17AD(c)(ii)	<i>Report on Financial Performance</i>		
17AF(1)(a)	p. 26	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	p. 27	A table summarising the total resources and total payments of the entity.	Mandatory
17AF(2)	N/A	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, mandatory.
17AD(d)	Management and Accountability		
	<i>Corporate Governance</i>		
17AG(2)(a)	p. iii	Information on compliance with section 10 (fraud systems)	Mandatory
17AG(2)(b)(i)	p. iii	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory
17AG(2)(b)(ii)	p. iii	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(2)(b)(iii)	p. 68	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory
17AG(2)(c)	p. 60	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	N/A	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non compliance with Finance law and action taken to remedy non compliance.	If applicable, mandatory
<i>Audit Committee</i>			
17AG(2A)(a)	p. 61	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory
17AG(2A)(b)	pp. 61–62	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	pp. 61–62	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory
17AG(2A)(d)	p. 62	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	p. 62	The remuneration of each member of the entity's audit committee.	Mandatory
<i>External Scrutiny</i>			
17AG(3)	p. 71	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	p. 71	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, Mandatory
17AG(3)(b)	p. 71	Information on any reports on operations of the entity by the Auditor General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, mandatory
17AG(3)(c)	N/A	Information on any capability reviews on the entity that were released during the period.	If applicable, mandatory
<i>Management of Human Resources</i>			
17AG(4)(a)	p. 72	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(4)(aa)	pp. 72–73	Statistics on the entity's employees on an ongoing and non ongoing basis, including the following: (a) statistics on full time employees; (b) statistics on part time employees; (c) statistics on gender (d) statistics on staff location	Mandatory
17AG(4)(b)	pp. 72–73	Statistics on the entity's APS employees on an ongoing and non ongoing basis; including the following: » Statistics on staffing classification level; » Statistics on full time employees; » Statistics on part time employees; » Statistics on gender; » Statistics on staff location; » Statistics on employees who identify as Indigenous.	Mandatory
17AG(4)(c)	p. 79	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory
17AG(4)(c)(i)	p. 79	Information on the number of SES and non SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory
17AG(4)(c)(ii)	p. 79	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	p. 80	A description of non salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	N/A	Information on the number of employees at each classification level who received performance pay.	If applicable, mandatory
17AG(4)(d)(ii)	N/A	Information on aggregate amounts of performance pay at each classification level.	If applicable, mandatory
17AG(4)(d)(iii)	N/A	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, mandatory
17AG(4)(d)(iv)	N/A	Information on aggregate amount of performance payments.	If applicable, mandatory
<i>Assets Management</i>			
17AG(5)	p. 83	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
<i>Purchasing</i>			
17AG(6)	p. 83	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory
<i>Reportable consultancy contracts</i>			
17AG(7)(a)	pp. 83–84	A summary statement detailing the number of new reportable consultancy contracts entered into during the period; the total actual expenditure on all such contracts (inclusive of GST); the number of ongoing reportable consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory
17AG(7)(b)	p. 83	A statement that “ <i>During [reporting period], [specified number] new reportable consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$[specified million].</i> ”	Mandatory
17AG(7)(c)	p. 83	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory
17AG(7)(d)	p. 84	A statement that “ <i>Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website.</i> ”	Mandatory
<i>Reportable non-consultancy contracts</i>			
17AG(7A)(a)	p. 84	A summary statement detailing the number of new reportable non-consultancy contracts entered into during the period; the total actual expenditure on such contracts (inclusive of GST); the number of ongoing reportable non-consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory
17AG(7A)(b)	p. 85	A statement that “ <i>Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.</i> ”	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AD(daa)		<i>Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts</i>	
17AGA	N/A	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory
<i>Australian National Audit Office Access Clauses</i>			
17AG(8)	p. 85	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the Auditor General with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, mandatory
<i>Exempt contracts</i>			
17AG(9)	N/A	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, mandatory
<i>Small business</i>			
17AG(10)(a)	p. 85	A statement that "[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website."	Mandatory
17AG(10)(b)	p. 85	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory
17AG(10)(c)	N/A	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that "[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website."	If applicable, mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
<i>Financial Statements</i>			
17AD(e)	p. 88	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
<i>Executive Remuneration</i>			
17AD(da)	p. 81	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2–3 of the Rule.	Mandatory
17AD(f) <i>Other Mandatory Information</i>			
17AH(1)(a)(i)	N/A	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
17AH(1)(a)(ii)	p. 85	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, mandatory
17AH(1)(b)	N/A	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
17AH(1)(c)	p. 71	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	p. 71	Website reference to where the entity’s Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory
17AH(1)(e)	p. 155	Correction of material errors in previous annual report	If applicable, mandatory
17AH(2)	p. 163	Information required by other legislation	Mandatory

12. Information required by other legislation

Legislative reference	Part of report
Section 516A, <i>Environment Protection and Biodiversity Conservation Act 1999</i>	pp. 69–70
Section 4, <i>Work Health and Safety Act 2011</i>	pp. 81–82
Paragraph 11.1 (ba), <i>Legal Services Directions 2017</i>	p.86

Abbreviations and acronyms

Acronym	Meaning
AANZFTA	ASEAN-Australia-New Zealand Free Trade Area
ABC	Australian Broadcasting Corporation
ACT	Australian Capital Territory
ANZACATT	Australia and New Zealand Association of Clerks-at-the-Table
APS	Australian Public Service
ASEAN	Association of Southeast Asian Nations
BRAD	Business records and documents
CO2-e	Carbon dioxide equivalence
CPA	Commonwealth Parliamentary Association
DPS	Department of Parliamentary Services
EB	Executive band
EIP	Events in Progress
EPBC	Environment Protection and Biodiversity Conservation
ESCTER	Economics and Security Committee Transatlantic Economic Relations
FOI	Freedom of Information
GST	Goods and services tax
HRAP	Human Resources Advisory Panel
ICT	Information and communications technology
IPRO	International Parliamentary Relations Office
IPSP	Inter-Parliamentary Study Program
IPU	Inter-Parliamentary Union
LGBTQIA+	Lesbian, gay, bisexual, queer, intersex and asexual and other sexually or gender diverse
MIKTA	Mexico, Indonesia, Republic of Korea, Türkiye, Australia
MoU	Memorandum of Understanding
MP	Member of Parliament
NATO	North Atlantic Treaty Organisation
NSW	New South Wales
NT	Northern Territory
PAAG	Parliament of Australia Human Resources Advisory Panel
PCNP	Political Committee NATO Partnerships
PEO	Parliamentary Education Office
PGPA	Public Governance, Performance and Accountability

Acronym	Meaning
PIP	Parliamentary Information Portal
PIPG	Pacific Islands Parliamentary Group
PSL	Parliamentary Service Level
PWSS	Parliamentary Workplace Support Service
Qld	Queensland
RAP	Reconciliation Action Plan
SA	South Australia
SES	Senior Executive Service
SIG	Strategic ICT Groups
SME	Small and medium enterprises
Tas	Tasmania
TOPS	Table Offices Production System
TPL	Teacher Professional Learning
UNDRIP	United Nations Declaration on the Rights of Indigenous Peoples
USA	United States of America
Vic	Victoria
WA	Western Australia
WHS	Work Health and Safety

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