

DEPARTMENT OF THE
HOUSE OF REPRESENTATIVES

Annual Report

2018–19

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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.

Use of the Coat of Arms

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

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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: The Mace in the Chamber of the House of Representatives. Image: Penny Bradfield, Auspic/DPS.

Back cover: House of Representatives courtyard. Image: David Foote, Auspic/DPS.

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

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10 October 2019

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

Dear Mr Speaker

Pursuant to section 65 of the *Parliamentary Services 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 2019.

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

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

Yours sincerely

Claressa Surtees
Clerk of the House

About this report

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

This annual report details our activities during the 2018–19 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.

Contents

Letter of transmittal		iii
About this report		iv
Our department—a snapshot		vii
Part 1 → Overviews	1	
Clerk's review	2	
Departmental overview	8	
Part 2 → Performance	13	
Annual performance statement	14	
Financial performance	29	
Chamber and Federation Chamber	31	
Committee support	46	
Inter-parliamentary relations and capacity-building	52	
Community awareness	58	
Members' and corporate support	65	
Schools hospitality	72	
Part 3 → Management and accountability	73	
Corporate governance	74	
External scrutiny	83	
Management of people	84	
Management of financial resources	96	
Part 4 → Financial statements	99	
Appendixes	139	
1. Business of the House and Federation Chamber	140	
2. Committee activity	143	
3. Committee reports and inquiries	145	
4. Publications	155	
5. Official incoming parliamentary delegations	157	
6. Other incoming parliamentary delegations	158	
7. Outgoing parliamentary delegations	160	
8. Parliamentary capacity-building	163	
9. Contact directory	166	
10. List of requirements	167	
Abbreviations and acronyms	172	
Index	173	

Figures

1	Departmental structure at 30 June 2019	9
2	Outcome and program structure, 2018–19	11
3	Government and private members' business and business of the House (Chamber and Federation Chamber), 2015 to 2019	35
4	Number of committee meetings supported by the Committee Office, 2014–15 to 2018–19	48
5	Number of reports tabled by committees supported by the Committee Office, 2014–15 to 2018–19	48
6	Staff survey satisfaction elements, 2015–2019	88

Tables

1	Performance summary, Chamber and Federation Chamber, 2014–15 to 2018–19	32
2	Questions in writing to ministers and answers to questions in writing, 2014–15 to 2018–19	34
3	Number of bills introduced in the House, and number of bills assented to, 2014–15 to 2018–19	37
4	Private members' bills introduced and amendments moved (Chamber and Federation Chamber), 2014–15 to 2018–19	37
5	Petitions and signatories to petitions, 2014–15 to 2018–19	38
6	Committees of the Forty-fifth Parliament supported by the Committee Office	46
7	Students visiting Parliament House, by location and year, 2014–15 to 2018–19	72
8	Employment type by classification and gender, at 30 June 2019	84
9	Employment type by classification and gender, at 30 June 2018	85
10	Employment type by employment status, at 30 June 2018 and 30 June 2019	85
11	Employment type by office and location, at 30 June 2018 and 30 June 2019	86
12	Aboriginal and Torres Strait Islander staff, at 30 June 2018 and 30 June 2019	86
13	Staff attendance at training courses	90
14	Employment arrangements for SES and non-SES staff, at 30 June 2019	92
15	Salary scales of staff covered by the 2017–20 enterprise agreement, as at 30 June 2019	92
16	Key management personnel, 2018–19	93
17	Remuneration and benefits of key management personnel, 2018–19	94

Our department—a snapshot

Our staff



Elections



Our community



The House—we supported



Our world—we supported



