



Appendixes

1. Chamber and Federation Chamber	148
2. Committee activity	151
3. Committee reports and inquiries	153
4. Publications	161
5. Official incoming parliamentary delegations	163
6. Other incoming parliamentary delegations	164
7. Outgoing parliamentary delegations	165
8. Parliamentary capacity-building	167
9. Contact directory	169
10. List of requirements	170

1. Chamber and Federation Chamber

This appendix contains summary information on the business of the Chamber and Federation Chamber in 2019–20.

Meetings of the House of Representatives, 2019–20

Events	Winter–Spring 2019	Autumn–Winter 2020	Total
Sitting weeks	9	9	18
Sitting days	35	27	62
Hours of sitting: ^a			
» including suspensions	321	249	570
» excluding suspensions	312	237	548
Sittings after midnight	0	0	0
Government bills introduced	141	72	213
Private members' bills introduced ^b	23	12	35
Private members' motions moved	16	9	25
Committee reports presented	41	52	93
Days on which:			
» the adjournment motion was debated	30	24	54
» matters of public importance were discussed	25	20	45
» private members' business occurred	8	4	12
Divisions	206	166	372
Closure of question agreed to	28	22	50
Closure of member agreed to	43	42	85
Bills subject to debate management motions	3	15	18

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

b. Includes two private senators' bills.

Meetings of the Federation Chamber, 2019–20

Events	Winter–Spring 2019	Autumn–Winter 2020	Total
Number of meetings	32	22	54
Hours of meeting (excluding suspensions) ^a	116	68	185
Bills referred	3	0	3
Private members' bills debated	0	0	0
Private members' motions moved	60	25	85
Committee reports presented	0	0	0
Committee and delegation reports referred	4	11	15
Days on which:			
» the adjournment motion was debated	8	6	14
» grievance debate occurred	8	5	13
» private members' business occurred	8	5	13

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

Bills and amendments dealt with by the House of Representatives (Chamber and Federation Chamber), 2015–16 to 2019–20

Events	2015–16	2016–17	2017–18	2018–19	2019–20
Government bills introduced:					
» initiated in the House	136	206	172	112	196
» initiated in the Senate	5	7	15	13	17
» total	141	213	187	125	213
Private members' bills introduced ^a	21	35	35	30	35
Second reading amendments moved	16	40	45	37	110
Consideration in detail amendments moved:					
» government	60	58	453	471	32
» opposition	38	44	44	63	89
» non-aligned	21	71	9	32	18
» amendments to private members' bills	0	0	93	0	0
Consideration in detail amendments passed:					
» government	60	58	453	471	32
» opposition	2	0	3	2	3
» non-aligned	0	1	0	10	0
» amendments to private members' bills	0	0	0	0	0

a. Includes private senators' bills.

2. Committee activity

This appendix tallies the activities of the House of Representatives and joint committees of the Forty-sixth Parliament, 2019–20. Only House and joint committees supported by the Department of the House of Representatives are listed.

Committee	Meetings	Inquiries active at 30 June 2020	Reports presented ^a
Scrutiny committees			
Agriculture and Water Resources	23	2	0
Communications and the Arts	25	0	1
Economics	27	4	6
Electoral Matters	17	3	3
Employment, Education and Training	12	1	1
Environment and Energy	26	2	2
Foreign Affairs, Defence and Trade	92	7	1
Health, Aged Care and Sport	15	0	1
Indigenous Affairs	15	2	0
Industry, Innovation, Science and Resources	19	1	0
Infrastructure, Transport and Cities	12	1	0
Intelligence and Security	67	9	7
Migration	23	1	1
National Capital and External Territories	9	1	0
National Redress Scheme	17	1	1
Northern Australia	17	2	0
Public Accounts and Audit	22	4	2
Public Works	29	4	10
Regional Australia	28	1	1
Social Policy and Legal Affairs	17	3	1
Tax and Revenue	12	3	0
Trade and Investment Growth	16	1	1
Treaties	15	5	3

Committee	Meetings	Inquiries active at 30 June 2020	Reports presented ^a
Internal committees			
Appropriations and Administration	5	0	1
Broadcasting of Parliamentary Proceedings	0	0	0
Petitions	16	0	13
Privileges and Members' Interests	8	0	2
Procedure	17	3	0
Publications (House)	2	0	0
Selection	18	0	17

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 inquiries conducted and reports presented by the parliamentary committees supported by the Department of the House of Representatives in 2019–20.

Scrutiny committees—inquiries active at 30 June 2020

Inquiries active at 30 June 2020
Agriculture and Water Resources, Standing Committee on
Inquiry into the timber supply chain constraints in the Australian plantation sector
Inquiry into growing Australian agriculture to \$100 billion by 2030
Communications and the Arts, Standing Committee on
There were no active inquiries at 30 June 2020.
Economics, Standing Committee on
Review of the Reserve Bank of Australia annual report 2019
Review of the Australian Prudential Regulation Authority annual report 2019
Review of the Australian Securities and Investments Commission annual report 2019
Review of the four major banks and other financial institutions
Electoral Matters, Joint Standing Committee on
Inquiry into and report on all aspects of the conduct of the 2019 federal election and matters related thereto
Commonwealth Electoral Amendment (Ensuring Fair Representation of the Northern Territory) Bill 2020
Electoral Legislation Amendment (Miscellaneous Measures) Bill 2020
Employment, Education and Training, Standing Committee on
Education in remote and complex environments
Environment and Energy, Standing Committee on the
National Greenhouse and Energy Reporting Amendment (Transparency in Carbon Emissions Accounting) Bill 2020
Inquiry into the problem of feral and domestic cats in Australia
Foreign Affairs, Defence and Trade, Joint Standing Committee on
Remediation of PFAS-related impacts ongoing scrutiny and review
Inquiry into Australia activating greater trade and investment with Pacific island countries
Inquiry into the human rights of women and girls in the Pacific
Inquiry into targeted sanctions to address human rights abuses
Inquiry into Australia's defence relationships with Pacific island nations

Inquiries active at 30 June 2020

Inquiry into strengthening Australia's relationships with countries in the Pacific region

Inquiry into the implications of the COVID-19 pandemic for Australia's foreign affairs, defence and trade

Health, Aged Care and Sport, Standing Committee on

There were no active inquiries at 30 June 2020.

Implementation of the National Redress Scheme, Joint Select Committee on

Second interim report on implementation of the National Redress Scheme

Indigenous Affairs, Standing Committee on

Pathways and participation opportunities for Indigenous Australians in employment and business

Inquiry into food pricing and food security in remote Indigenous communities

Industry, Innovation, Science and Resources, Standing Committee on

Inquiry into Australia's waste management and recycling industries

Infrastructure, Transport and Cities, Standing Committee on

Inquiry into options for financing faster rail

Intelligence and Security, Parliamentary Joint Committee on

Review of administration and expenditure No. 18 (2018–19): Australian intelligence agencies

Review of Australian Federal Police powers

Review of 'declared areas' provisions

Review of the amendments made by the *Telecommunications and Other Legislation Amendment (Assistance and Access) Act 2018*

Australian Citizenship Amendment (Citizenship Cessation) Bill 2019

Review of the mandatory data retention regime

Telecommunications Legislation Amendment (International Production Orders) Bill 2020

Australian Security Intelligence Organisation Amendment Bill 2020

Inquiry into the impact of the exercise of law enforcement and intelligence powers on the freedom of the press

Migration, Joint Standing Committee on

Inquiry into the Working Holiday Maker program

National Capital and External Territories, Joint Standing Committee on the

Review of the National Capital Authority: Biannual public briefings

Northern Australia, Joint Standing Committee on

Inquiry into the opportunities and challenges of the engagement of traditional owners in the economic development of Northern Australia

Inquiry into the destruction of 46,000-year-old caves at the Juukan Gorge in the Pilbara region of Western Australia

Inquiries active at 30 June 2020
Public Accounts and Audit, Joint Committee of
The administration of government grants: Inquiry into Auditor-General's reports 5, 12 and 23 (2019–20)
Review of the operations of the Parliamentary Budget Office 2019–20
Inquiry into the 2018–19 Defence major projects report and the future submarine project—Transition to design (Auditor-General's reports 19 and 22 (2019–20))
Cyber resilience: Inquiry into Auditor-General's reports 1 and 13 (2019–20)
Public Works, Parliamentary Standing Committee on
Proposed fit-out and security hardening of new leased Australian Federal Police premises at West Perth
Australian War Memorial development project
Department of Agriculture, Water and the Environment proposed fitout of new leased premises, Canberra
AIR 555 phase 1 airborne intelligence surveillance reconnaissance electronic warfare capability facilities works
Regional Australia, House Select Committee on
Inquiry into matters affecting Regional Australia
Social Policy and Legal Affairs, Standing Committee on
Inquiry into family, domestic and sexual violence
Inquiry into homelessness in Australia
Tax and Revenue, Standing Committee on
Inquiry into the tax treatment of employee share schemes
Inquiry into the development of the Australian corporate bond market
Inquiry into the Commissioner of Taxation annual report 2018–19
Trade and Investment Growth, Joint Standing Committee on
Inquiry into diversifying Australia's trade and investment profile
Treaties, Joint Standing Committee on
Amendments CMS—Amendments to appendices I and II to the Convention on the Conservation of Migratory Species of Wild Animals
Capital increase—World Bank Group, International Bank for Reconstruction and Development
Capital increase—World Bank Group, International Finance Corporation
Certain aspects of the treaty-making process in Australia
Termination investment promotion and protection agreement—Indonesia

Scrutiny committees—reports presented during 2019–20

Reports presented	Date presented and parliamentary paper (PP) number
Agriculture and Water Resources, Standing Committee on	
No reports were presented during 2019–20.	
Communications and the Arts, Standing Committee on	
<i>The next gen future: Inquiry into the deployment, adoption and application of 5G in Australia</i>	12 May 2020; PP: 117/2020
Economics, Standing Committee on	
<i>Review of the Australian Competition and Consumer Commission annual report 2018</i>	25 November 2019; PP: 540/2019
<i>Review of the Reserve Bank of Australia annual report 2018 (second report)</i>	12 December 2019; PP: 22/2020
<i>Review of the Australian Securities and Investments Commission annual report 2018</i>	10 February 2020; PP: 24/2020
<i>Review of the Australian Prudential Regulation Authority annual report 2019</i>	2 March 2020; PP: 58/2020
<i>Advisory report on the Banking Amendment (Rural Finance Reform) Bill 2019</i>	5 March 2020; PP: 63/2020
<i>Review of the Reserve Bank of Australia annual report 2019 (first report)</i>	5 March 2020; PP: 64/2020
Electoral Matters, Joint Standing Committee on	
<i>Advisory report on the Commonwealth Electoral Amendment (Real Time Disclosure of Political Donations) Bill 2019</i>	17 December 2019; PP: 550/2020
<i>Interim report on all aspects of the conduct of the 2019 federal election and matters related thereto: delegation to the International Grand Committee, Dublin, Ireland</i>	15 May 2020; PP: 124/2020
<i>Commonwealth Electoral Amendment (Lowering the Donation Disclosure Threshold) Bill 2019</i>	28 May 2020; PP: 131/2020
Employment, Education and Training, Standing Committee on	
<i>Status of the teaching profession</i>	28 November 2019; PP: 543/2019
Environment and Energy, Standing Committee on the	
<i>Not without your approval: a way forward for nuclear technology in Australia. Report of the inquiry into the prerequisites for nuclear energy in Australia</i>	13 December 2019; PP: 23/2020
<i>Report of the inquiry into vegetation and land management policy relating to bushfires</i>	5 March 2020; PP: 62/2020
Foreign Affairs, Defence and Trade, Joint Standing Committee on	
<i>Inquiry into PFAS remediation in and around Defence bases (first report)</i>	20 December 2019; PP: 551/2019

Reports presented	Date presented and parliamentary paper (PP) number
Health, Aged Care and Sport, Standing Committee on	
<i>Walking the allergy tightrope: Addressing the rise of allergies and anaphylaxis in Australia</i>	15 June 2020; PP: 145/2020
Implementation of the National Redress Scheme, Joint Select Committee on	
<i>First interim report of the Joint Select Committee on Implementation of the National Redress Scheme April 2020</i>	1 May 2020; PP: 120/2020
Indigenous Affairs, Standing Committee on	
No reports were presented during 2019–20.	
Industry, Innovation, Science and Resources, Standing Committee on	
No reports were presented during 2019–20.	
Infrastructure, Transport and Cities, Standing Committee on	
No reports were presented during 2019–20.	
Intelligence and Security, Parliamentary Joint Committee on	
<i>Review of the listing and re-listing of six organisations as terrorist organisations under the Criminal Code: Islamic State-Somalia, Abu Sayyaf Group, al-Qa'ida, al-Qa'ida in the Lands of the Islamic Maghreb, Jabhat Fatah al-Sham and Jemaah Islamiyah</i>	10 September 2019; PP: 252/2019
<i>Advisory report on the Counter-Terrorism Legislation Amendment (2019 Measures No. 1) Bill 2019</i>	14 October 2019; PP: 289/2019
<i>Advisory report on the Identity-matching Services Bill 2019 and the Australian Passports Amendment (Identity-matching Services) Bill 2019</i>	24 October 2019; PP: 458/2019
<i>Review of the renunciation by conduct and cessation provisions in the Australian Citizenship Act 2007</i>	4 December 2019; PP: 534/2019
<i>Annual report of committee activities 2018–2019</i>	4 December 2019; PP: 535/2019
<i>Review of the re-listing of four terrorist organisations as terrorist organisations under the Criminal Cod</i>	5 February 2020; PP: 21/2020
<i>Review of administration and expenditure No. 17 (2017–2018): Australian intelligence agencies</i>	5 February 2020; PP: 20/2020
Migration, Joint Standing Committee on	
<i>Migration in regional Australia</i>	18 June 2020; PP: 144/2020
National Capital and External Territories, Joint Standing Committee on the	
No reports were presented during 2019–20.	
Northern Australia, Joint Standing Committee on	
No reports were presented during 2019–20.	

Reports presented	Date presented and parliamentary paper (PP) number
Public Accounts and Audit, Joint Committee of	
<i>Report 480: Annual report (2018–19)</i>	4 December 2019; PP: 536/2019
<i>Report 481: Efficiency and effectiveness: Inquiry into Auditor-General's reports 25, 29, 38, 42, 44, 45 and 51 (2018–19)</i>	15 June 2020; PP: 120/2020
Public Works, Parliamentary Standing Committee on	
<i>Eighty-second annual report (2018)</i>	30 July 2019; PP: 225/2019
<i>2/2019: Referrals made 31 July 2019</i>	9 September 2019; PP: 246/2019
<i>3/2019: Referrals made July 2019</i>	16 September 2019; PP: 259/2019
<i>4/2019: Referrals made September 2019</i>	14 October 2019; PP: 290/2019
<i>5/2019: Referrals made July 2019</i>	16 October 2019; PP: 386/2019
<i>6/2019: Referrals made September 2019</i>	2 December 2019; PP: 528/2019
<i>Eighty-third annual report (2019)</i>	2 March 2020; PP: 60/2020
<i>1/2020: Referral made November 2019</i>	23 March 2020; PP: 77/2020
<i>2/2020: Referrals made November 2019 and February 2020</i>	6 May 2020; PP: 116/2020
<i>3/2020: Referral made November 2019 and February 2020</i>	10 June 2020; PP: 136/2020
Regional Australia, House Select Committee on	
<i>Interim report on the inquiry into regional Australia</i>	27 March 2020; PP: 136/2020
Social Policy and Legal Affairs, Standing Committee on	
<i>Protecting the age of innocence: Report of the inquiry into age verification for online wagering and online pornography</i>	5 March 2020; PP: 61/2020
Tax and Revenue, Standing Committee on	
No reports were presented during 2019–20.	
Trade and Investment Growth, Joint Standing Committee on	
<i>Trade transformation: Supporting Australia's export and investment opportunities</i>	10 June 2020; PP: 136/2020
Treaties, Joint Standing Committee on	
<i>Report 186: IA-CEPA and A-HKFTA</i>	16 October 2019; PP: 269/2019
<i>Report 187: Oil stock contracts—Hungary; MRA UK; Trade in wine UK; MH17 Netherlands; Air Services: Thailand, Timor-Leste, PNG; Work diplomatic families—Italy; Double taxation—Israel</i>	17 October 2019; PP: 403/2019
<i>Report 188: Investments Uruguay, ISDS UN Convention and Convention SKAO</i>	3 December 2019; PP: 523/2019

Internal committees—their purpose and inquiries conducted and reports presented by them during 2019–20

Committee purpose, inquiries conducted and reports presented

Appropriations and Administration, Standing Committee on

The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations and Staffing.

Report presented:

- » *Report No. 18: Annual report 2018–19*—presented on 28 November 2019; PP: 524/2019

Broadcasting of Parliamentary Proceedings, Joint Committee on the

The committee meets when required to consider the general principles applying to the radio broadcasting and, in certain circumstances, the televising of proceedings of parliament by the Australian Broadcasting Corporation.

No reports were presented during 2019–20.

Petitions, Standing Committee on

The committee receives and processes petitions, and inquires into and reports to the House on any matter relating to petitions and the petitions system. Information on how to go about petitioning the House of Representatives is available at the petitions page on the Parliament of Australia website.

No inquiry reports were presented during 2019–20.

Reports presented:

- » *Report 1: Petitions and ministerial responses*—presented on 29 July 2019
- » *Report 2: Petitions and ministerial responses*—presented on 9 September 2019
- » *Report 3: Petitions and ministerial responses*—presented on 16 September 2019
- » *Report 4: Petitions and ministerial responses*—presented on 14 October 2019
- » *Report 5: Petitions and ministerial responses*—presented on 21 October 2019
- » *Report 6: Petitions and ministerial responses*—presented on 25 November 2019
- » *Report 7: Petitions and ministerial responses*—presented on 2 December 2019
- » *Report 8: Petitions and ministerial responses*—presented on 10 February 2020
- » *Report 9: Petitions and ministerial responses*—presented on 24 February 2020
- » *Report 10: Petitions and ministerial responses*—presented on 2 March 2020
- » *Report 11: Petitions and ministerial responses*—presented on 8 April 2020
- » *Report 12: Petitions and ministerial responses*—presented on 13 May 2020
- » *Report 13: Petitions and ministerial responses*—presented on 15 June 2020

Committee purpose, inquiries conducted and reports presented

Privileges and Members' Interests, Standing Committee on

The committee is appointed at the commencement of each parliament to inquire into and report on complaints of breach of privilege referred to it by the House, oversee arrangements for the maintenance of the register of members' interests and the register of members' qualifications, and consider any specific complaints about the registering of interests.

Reports presented:

- » *Report concerning an application from Mr Leo Zussino for the publication of a response to a reference made in the House of Representatives*—presented on 19 September 2019
- » *Report concerning the registration and declaration of Members' interests during 2019*—presented on 13 February 2020; PP: 25/2020

Procedure, Standing Committee on

The committee's role is to inquire into and report on the practices and procedures of the House and its committees.

No reports were presented during 2019–20.

Publications, Standing Committee on

The committee presents reports making recommendations relating to the inclusion in the Parliamentary Papers Series of documents presented to parliament.

No reports were presented during 2019–20.

Selection Committee

The committee was established to determine the program of committee and delegation business and private members' business for each sitting Monday and to select bills for referral to committees.

Reports presented:

- » 22 July 2019
- » 24 July 2019
- » 25 July 2019
- » 31 July 2019
- » 11 September 2019
- » 18 September 2019
- » 19 September 2019
- » 16 October 2019
- » 23 October 2019
- » 27 November 2019
- » 5 February 2020
- » 12 February 2020
- » 26 February 2020
- » 27 February 2020
- » 4 March 2020
- » 10 June 2020
- » 11 June 2020

4. Publications

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

Parliament of Australia website: www.aph.gov.au

The Parliament of Australia website includes members' home pages and home pages for House of Representatives committees and joint committees administered by the Department of the House of Representatives.

The House of Representatives pages of the website include many of the publications listed below as well as general information about the House and its work.

Publications directly related to the work of the House and its committees

About the House newsletter

E-newsletter containing articles on the work of the House and its committees

Committee Office brochures

- » *Appearing as a witness at a committee public hearing*
- » *Committee support standards*
- » *Dealing with parliamentary committees*
- » *Making a submission: Notes to help those intending to make a submission to a parliamentary committee inquiry*

House of Representatives facts and figures: Forty-sixth Parliament, first edition

A document produced primarily for use by Parliament House visitor guides

House of Representatives Infosheet series

- | | |
|--|--|
| 1. <i>Questions</i> | 13. <i>Making decisions—debate and division</i> |
| 2. <i>A typical sitting day</i> | 14. <i>The work of a Member of Parliament</i> |
| 3. <i>The Speaker</i> | 15. <i>The Federation Chamber</i> |
| 4. <i>Committees</i> | 16. <i>Citizen's right of reply</i> |
| 5. <i>Parliamentary privilege</i> | 17. <i>Double dissolution</i> |
| 6. <i>Opportunities for private Members</i> | 18. <i>The House, government and opposition</i> |
| 7. <i>Making laws</i> | 19. <i>The Australian system of government</i> |
| 8. <i>Elections for the House of Representatives</i> | 20. <i>The Clerk and other officials</i> |
| 9. <i>A new Parliament</i> | 21. <i>Political parties in the House of Representatives</i> |
| 10. <i>The budget and financial legislation</i> | 22. <i>Basic legal expressions</i> |
| 11. <i>Petitions</i> | 23. <i>Glossary of procedural terms</i> |
| 12. <i>Finding out about the House</i> | |

Publications directly related to the work of the House and its committees

Guide to Procedures, sixth edition

A concise introduction to House procedures, 2017 (reprinted 2019 with minor amendments)

Publications directly related to the work of the House and its committees

House of Representatives Practice, seventh edition

The official authority for issues of practice and procedure, 2018

House Review

Discussion and analysis of selected features of House business, published each sitting week or fortnight

Last Week in the House

An overview of the work of the House each sitting week, including links to selected events in the official transcript of proceedings (Hansard)

Members' Notes

- | | |
|---|---|
| 1. <i>First speeches</i> | 8. <i>Raising a matter in the House</i> |
| 2. <i>Registration of Members' interests</i> | 9. <i>Private Members' motions</i> |
| 3. <i>Introduction to the Chamber environment</i> | 10. <i>Private Members' bills and amendments</i> |
| 4. <i>Etiquette in the Chamber</i> | 11. <i>Procedural motions</i> |
| 5. <i>House business documents and guidance</i> | 12. <i>Parliamentary privilege</i> |
| 6. <i>Motions, debate and voting</i> | 13. <i>Presenting a petition</i> |
| 7. <i>Bills</i> | 14. <i>Register of Members' qualifications relating to sections 44 and 45 of the Constitution</i> |

New Members' Handbook

A guide to services and facilities for new members of the House, 2019

House of Representatives Procedural Digest

A record of procedural events in the House, published each sitting week or fortnight

The Speaker of the House of Representatives

An illustrated history of the office, role and duties of the Speaker, 2016

House of Representatives Standing Orders

The permanent rules of procedure, as of 19 September 2019

House of Representatives Statistical Digest

A statistical record of the work of the House, published each sitting week or fortnight

Work of the Session

A periodic summary of the business of the House and its committees

Working with parliamentary committees

- » *A guide for committee chairs*
- » *A guide for Members*
- » *A guide for Members' staff*

Publications of an administrative nature

Department of the House of Representatives annual reports

Department of the House of Representatives corporate plans

Department of the House of Representatives Portfolio Budget Statements

Department of the House of Representatives Enterprise Agreement 2017–2020

Department of the House of Representatives service charter: service standards, January 2014

5. Official incoming parliamentary delegations

This appendix contains summary information on the official incoming parliamentary delegations in 2019–20.

Date	Delegation	Country represented
20–27 November 2019	Visit to Australia by an Association of Southeast Asian Nations (ASEAN) parliamentary delegation	Brunei, Cambodia, Laos, Malaysia, Singapore, Thailand, Vietnam
8–14 February 2020	Visit to Australia by His Excellency Mr Demetris Syllouris, President of the House of Representatives of Cyprus	Cyprus
26–28 February 2020	Visit to Australia by the European Parliament's Delegation for relations with Australia and New Zealand	European Union

6. Other incoming parliamentary delegations

This appendix contains summary information on other incoming parliamentary delegations in 2019–20.

Date	Delegation	Country (or body) represented
13 August 2019	Visit to the parliament by a United States congressional delegation, led by Representative Joe Courtney	United States
27 August 2019	Visit to the parliament by a United States congressional delegation, led by Senator Jerry Moran	United States
11 September 2019	Visit to the parliament by the Australian Political Exchange Council, 7th delegation from the Republic of Korea	Republic of Korea
12 September 2019	Visit to the parliament by a Brazilian parliamentary delegation	Brazil
18 September 2019	Visit to the parliament by members of the France–Australia Senate Friendship Group	France
18–19 September 2019	Visit to the parliament by members of the Japan–Australia Parliamentary Friendship Association	Japan
19 September 2019	Visit to the parliament by the Australian Political Exchange Council, 18th delegation from Japan	Japan
14 October 2019	Visit to the parliament by a delegation of locally based diplomatic representatives from the European Union	European Union
16 October 2019	Visit to the parliament by the Australian Political Exchange Council, 23rd delegation from the Socialist Republic of Vietnam	Socialist Republic of Vietnam
21 October 2019	Visit to the parliament by a Hungarian parliamentary delegation	Hungary
25 November 2019	Visit to the parliament by the Deputy Speaker of the Chamber of Deputies and members of the Foreign Affairs Committee of the parliament of the Czech Republic	Czech Republic
28 November 2019	Visit to the parliament by the Australian Political Exchange Council, 13th delegation from New Zealand	New Zealand
24 February 2020	Visit to the parliament by the Swedish Riksdag Committee on the Labour Market	Sweden
25 February 2020	Visit to the parliament by the German Bundestag Pacific Friendship Group	Germany
26 February 2020	Visit to the parliament by the Vice President of the German Bundestag	Germany

7. Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2019–20.

Date	Visit	Delegation members
24 August– 4 September 2019	Parliamentary delegation to Thailand to attend the ASEAN Inter-Parliamentary Assembly and bilateral visits to the Philippines and Malaysia	Mr Kevin Hogan MP <i>Delegation leader</i> Hon Dr John McVeigh MP Senator Alex Gallacher
19 September– 19 December 2019	Parliamentary delegation to attend the United Nations General Assembly, New York, United States	Mr Ross Vasta MP Mr Nicholas Champion MP
22 September– 1 October 2019	Parliamentary delegation to attend the 64th Commonwealth Parliamentary Association Conference, Uganda, and a bilateral visit to Qatar	Senator the Hon Scott Ryan <i>President of the Senate and Delegation leader</i> Senator Catryna Bilyk Ms Sharon Claydon MP Senator Samantha McMahon
29 September– 5 October 2019	Parliamentary delegation to the European Parliament, Brussels, Belgium, and Athens, Greece	Hon Kevin Andrews MP <i>Delegation leader</i> Hon Damian Drum MP Ms Joanne Ryan MP Senator Pauline Hanson Senator the Hon James McGrath
10–16 October 2019	Parliamentary observer delegation to attend the 65th Annual Session of the North Atlantic Treaty Organization (NATO) Parliamentary Assembly, United Kingdom	Senator the Hon David Fawcett <i>Delegation leader</i> Senator the Hon Kim Carr
13–17 October 2019	Parliamentary delegation to attend the 141st Inter-Parliamentary Union Assembly, Belgrade, Serbia	Mrs Lucy Wicks MP <i>Delegation leader</i> Mr Andrew Wallace MP Senator Deborah O'Neill Mr Julian Hill MP
2–8 November 2019	Parliamentary delegation to New Delhi and Mumbai, India, by members of the Standing Committee on the Environment and Energy	Mr Ted O'Brien MP <i>Delegation leader</i> Mr Joshua Wilson MP Hon Dr David Gillespie MP Ms Zali Steggall MP

Date	Visit	Delegation members
2–8 November 2019	Parliamentary delegation to the People's Republic of China by members of the Senate Standing Committees for Rural and Regional Affairs and Transport	Senator Susan McDonald <i>Delegation leader</i> Senator Glenn Sterle
3–5 November 2019	Visit to Tokyo, Japan, for the G20 Speaker's Summit	Hon Tony Smith MP <i>Speaker of the House of Representatives</i> Senator the Hon Scott Ryan <i>President of the Senate</i>
4–11 November 2019	Parliamentary delegation to Dublin, Ireland, by members of the Joint Standing Committee on Electoral Matters	Senator Carol Brown Mr Milton Dick MP
5–8 November 2019	Visit to Mexico to attend the 2019 Mexico, Indonesia, Republic of Korea, Turkey and Australia (MIKTA) Speakers' Consultation	Senator the Hon Scott Ryan <i>President of the Senate and Delegation leader</i>
30 November–5 December 2019	Parliamentary delegation to attend the Antarctic Parliamentarians Assembly, United Kingdom	Hon Keith Pitt MP <i>Delegation leader</i> Hon Warren Snowdon MP
8–12 December 2019	Parliamentary delegation to New Zealand and Vanuatu by members of the Joint Committee on the Australian Commission for Law Enforcement Integrity	Senator Catryna Bilyk <i>Delegation leader</i> Mr Pat Conaghan MP Dr Andrew Laming MP Mr Tony Zappia MP
6–10 January 2020	Visit to Ottawa, Canada, to attend the 25th Conference of Speakers and Presiding Officers of the Commonwealth	Hon Tony Smith MP <i>Speaker of the House of Representatives</i> Senator the Hon Scott Ryan <i>President of the Senate</i>
24–28 January 2020	Visit to Poland for the 75th anniversary of the liberation of Auschwitz-Birkenau	Senator the Hon Scott Ryan <i>President of the Senate</i>

8. Parliamentary capacity-building

This appendix contains summary information on parliamentary capacity-building activities supported by the Department of the House of Representatives in 2019–20.

Date	Program and activity	Country or legislature represented
8–19 July 2019	<p>Parliamentary strengthening</p> <p>The Clerk Assistant (Table) and an officer from the Table Office assisted with executive and mid-level management training at the Myanmar parliament in a program funded by the Inter-Parliamentary Union</p>	Myanmar
12 July 2019	<p>Pacific Parliamentary Partnerships Fund</p> <p>An executive committee meeting was supported at the Queensland parliament</p>	–
26 August 2019	<p>Parliamentary strengthening</p> <p>Visit to the parliament by two Senators from the Malaysian Dewan Negara to discuss parliamentary reform</p>	Malaysia
16–18 September 2019	<p>Study Visit Program</p> <p>Samoa Committee Chairs and Deputy Chairs visited the parliament for a study program on committee procedure and administration</p>	Samoa
14–18 October 2019	<p>Study Visit Program</p> <p>Staff of the lower house (Lok Sabha) of the Indian parliament visited the parliament for a study program on parliamentary procedure and administration</p>	India
21–22 October 2019	<p>Study Visit Program</p> <p>Myanmar parliamentarians visited the parliament as part of the political mentoring program for parliamentarians run by the International Women's Development Agency and funded by the Australian Government</p>	Myanmar
22 October 2019	<p>Study Visit Program</p> <p>Officials from the Pacific visited the parliament as part of the Legal Policy Development course run by the Attorney-General's Department</p>	Federated States of Micronesia, Fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu
28 October–2 November 2019	<p>Parliamentary strengthening</p> <p>The Clerk Assistant (Table) and an officer from the Table Office assisted with executive and mid-level management training at the Myanmar parliament in a program funded by the Inter-Parliamentary Union</p>	Myanmar

Date	Program and activity	Country or legislature represented
31 October 2019	<p>Study Visit Program</p> <p>Officials from the Legislative Affairs Committee of the National People's Congress Standing Committee participated in a program on the Australian Parliament's legislative process</p>	China
31 October 2019	<p>Pacific Parliamentary Partnerships Fund</p> <p>Windows 10 Pro software licence, four laptops, two Surface Pros and six LED monitors were supplied</p>	Vanuatu
19–20 November 2019	<p>Parliamentary strengthening</p> <p>One member of parliament and two parliamentary senior executive officers were supported to participate in the United Nations Development Programme's Regional Conference on Parliamentary Oversight</p>	New Zealand
21–22 November 2019	<p>Parliamentary strengthening</p> <p>The Serjeant-at-Arms was supported to participate in the United Nations Development Programme's Regional Workshop on Public Financial Management Oversight</p>	New Zealand
2–4 December 2019	<p>Fiji Parliamentary Support Program</p> <p>The Fijian Foreign Affairs and Defence Committee visited the parliament for a study program to meet with Australian counterparts and observe the work of the parliament</p>	Fiji
2–13 December 2019	<p>Parliamentary strengthening</p> <p>A finance officer was supported to assist with a Floating Budget Office mission at the Vanuatu parliament funded by the United Nations Development Programme</p>	Vanuatu

9. Contact directory

This appendix contains the contact details of House of Representatives office holders and the department's senior executive officers as at 30 September 2020.

Speaker of the House of Representatives, Hon Tony Smith MP	Parliament House	Phone (02) 6277 4000
	Electorate office	Phone (03) 9727 0799
	Email	tony.smith.mp@aph.gov.au
Deputy Speaker, Mr Llew O'Brien MP	Parliament House	Phone (02) 6277 2301
	Electorate office	Phone (07) 4121 2936
	Email	llew.obrien.mp@aph.gov.au
Second Deputy Speaker, Mr Rob Mitchell MP	Parliament House	Phone (02) 6277 4117
	Electorate office	Phone (03) 5716 3000
	Email	rob.mitchell.mp@aph.gov.au
Clerk of the House, Ms Claressa Surtees	Phone	(02) 6277 4111
	Email	clerk.reps@aph.gov.au
Deputy Clerk, Ms Catherine Cornish	Phone	(02) 6277 4222
	Email	depclerk.reps@aph.gov.au
Clerk Assistant (Table), Mr Peter Banson	Phone	(02) 6277 4777
	Email	peter.banson.reps@aph.gov.au
Clerk Assistant (Procedure), Mr Jerome Brown	Phone	(02) 6277 4396
	Email	jerome.brown.reps@aph.gov.au
Clerk Assistant (Committees), Mr Stuart Woodley	Phone	(02) 6277 4399
	Email	stuart.woodley.reps@aph.gov.au
Serjeant-at-Arms, Mr James Catchpole	Phone	(02) 6277 4444
	Email	james.catchpole.reps@aph.gov.au
Departmental addresses	Post	Department of the House of Representatives PO Box 6021 Parliament House Canberra ACT 2600
	Internet	www.aph.gov.au/dhr

10. List of requirements

Section 17AJ(d) of the Public Governance, Performance and Accountability Rule 2014 requires the table below to be included in annual reports as an aid of access.

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AD(g)	Letter of transmittal		
17AI	p. iii	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory
17AD(h)	Aids to access		
17AJ(a)	p. v	Table of contents.	Mandatory
17AJ(b)	pp. 178–186	Alphabetical index.	Mandatory
17AJ(c)	p. 177	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	pp. 170–176	List of requirements.	Mandatory
17AJ(e)	p. ii	Details of contact officer.	Mandatory
17AJ(f)	p. ii	Entity's website address.	Mandatory
17AJ(g)	p. ii	Electronic address of report.	Mandatory
17AD(a)	Review by accountable authority		
17AD(a)	pp. 2–8	A review by the accountable authority of the entity.	Mandatory
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	p. 9	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	pp. 9–11	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	p. 12	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	p. 9	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(aa)(i)	p. 14	Name of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(ii)	p. 14	Position title of the accountable authority or each member of the accountable authority.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AE(1)(aa)(iii)	p. 97	Period as the accountable authority or member of the accountable authority within the reporting period.	Mandatory
17AE(1)(b)	Not applicable	An outline of the structure of the portfolio of the entity.	Portfolio departments — mandatory
17AE(2)	Not applicable	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, mandatory
17AD(c) Report on the performance of the entity			
Annual performance statements			
17AD(c)(i); 16F	pp. 14–26	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory
17AD(c)(ii) Report on financial performance			
17AF(1)(a)	p. 27	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	p. 28	A table summarising the total resources and total payments of the entity.	Mandatory
17AF(2)	Not applicable	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, mandatory
17AD(d) Management and accountability			
Corporate governance			
17AG(2)(a)	p. 85	Information on compliance with section 10 (fraud systems).	Mandatory
17AG(2)(b)(i)	p. iii	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AG(2)(b)(ii)	p. iii	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory
17AG(2)(b)(iii)	p. iii	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory
17AG(2)(c)	pp. 76–86	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	p. 85	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, mandatory
Audit Committee			
17AG(2A)(a)	p. 77	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory
17AG(2A)(b)	p. 77–79	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	p. 77–79	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory
17AG(2A)(d)	p. 79	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	p. 79	The remuneration of each member of the entity's audit committee.	Mandatory
External scrutiny			
17AG(3)	p. 87	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	p. 87	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. 87	Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, mandatory
17AG(3)(c)	Not applicable	Information on any capability reviews on the entity that were released during the period.	If applicable, mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
Management of human resources			
17AG(4)(a)	pp. 88–101	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(aa)	pp. 88–90	Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: <ul style="list-style-type: none"> » statistics on full-time employees » statistics on part-time employees » statistics on gender » statistics on staff location. 	Mandatory
17AG(4)(b)	pp. 88–90	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: <ul style="list-style-type: none"> » statistics on staffing classification level » statistics on full-time employees » statistics on part-time employees » statistics on gender » statistics on staff location » statistics on employees who identify as Indigenous. 	Mandatory
17AG(4)(c)	pp. 95–96	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. 96	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. 96	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	pp. 93–97	A description of non-salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	Not applicable — see p. 96	Information on the number of employees at each classification level who received performance pay.	If applicable, mandatory
17AG(4)(d)(ii)	Not applicable — see p. 96	Information on aggregate amounts of performance pay at each classification level.	If applicable, mandatory
17AG(4)(d)(iii)	Not applicable — see p. 96	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, mandatory
17AG(4)(d)(iv)	Not applicable — see p. 96	Information on aggregate amount of performance payments.	If applicable, mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
Assets management			
17AG(5)	p. 102	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory
Purchasing			
17AG(6)	p. 102	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory
Consultants			
17AG(7)(a)	pp. 102–103	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	Mandatory
17AG(7)(b)	p. 102	A statement that “During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]”.	Mandatory
17AG(7)(c)	pp. 102–103	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. 103	A statement that ‘Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.’	Mandatory
Australian National Audit Office access clauses			
17AG(8)	Not applicable	If an entity entered into a contract with a value of more than \$100,000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
Exempt contracts			
17AG(9)	Not applicable	If an entity entered into a contract or there is a standing offer with a value greater than \$10,000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, mandatory
Small business			
17AG(10)(a)	p. 103	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. 103	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory
17AG(10)(c)	Not applicable	If the entity is considered by the Department administered by the Finance Minister as material in nature — a statement that '[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website.'	If applicable, mandatory
Financial statements			
17AD(e)	pp. 106–145	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
Executive remuneration			
17AD(da)	pp. 97–98	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2-3 of the Rule.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AD(f)	Other mandatory information		
17AH(1)(a)(i)	Not applicable	If the entity conducted advertising campaigns, a statement that 'During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website.'	If applicable, mandatory
17AH(1)(a)(ii)	p. 103	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, mandatory
17AH(1)(b)	Not applicable	A statement that 'Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website].'	If applicable, mandatory
17AH(1)(c)	p. 87	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	Not applicable — see p. 87	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)	Not applicable	Correction of material errors in previous annual report.	If applicable, mandatory
17AH(2)	pp. 76, 86, 103	Information required by other legislation.	Mandatory

Abbreviations and acronyms

APPF	Asia-Pacific Parliamentary Forum
ASEAN	Association of Southeast Asian Nations
DPS	Department of Parliamentary Services
EB	Executive Band
GST	goods and services tax
ICT	information and communications technology
ISDS	Investor–State Dispute Settlement
ISO	International Organization for Standardization
MRA	mutual recognition agreement
PFAS	poly-fluoroalkyl substances
PGPA	Public Governance, Performance and Accountability
PNG	Papua New Guinea
PP	parliamentary paper
PSL	Parliamentary Service Level
SKAO	Square Kilometre Array Observatory
SES	Senior Executive Service
SME	small and medium-sized enterprise
UK	United Kingdom
UN	United Nations
WHS Act	<i>Work Health and Safety Act 2011</i>

Index

A

ABC (Australian Broadcasting Corporation), 42
 Aboriginal and Torres Strait Islander people, 90, 95
About the House (newsletter), vii, 21, 58, 161
 accountability, 83
 accreditation (Investors in People standard), 91
 administrative tribunal decisions, 87
 advertising, 103
 agreements
 Australian National Internships Program, 60
 enterprise agreement, 95–96
 ICT service-level agreement, 69–70, 82
 alumni association, 92
 annual members' survey, 14–15, 16, 18, 19, 23, 26, 29
 annual performance statement, 14–26
 Antarctic Parliamentarians Assembly conference, 50
 Asia-Pacific Parliamentary Forum, vii, 6, 19, 21, 54–55, 57
 asset management, 102
 Association of Southeast Asian Nations (ASEAN) Inter-Parliamentary Assembly, 54
 Audit Committee, 77–78
 audit plan, 84
 Auditor-General, 87, 103
 AusTender, 102, 103
 Australasian Council of Public Accounts Committees Conference, 49
 Australasian Study of Parliament Group conference, 6
 Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT), 40
Australia's Constitution (pocket edition), 62. *see also* section 44(i) (Australian Constitution)
 Australian Broadcasting Corporation. *see* ABC (Australian Broadcasting Corporation)
 Australian Defence Force Parliamentary Program, 39, 61
Australian Dictionary of Biography, 39
 Australian Federal Police, 64, 69, 81, 82
 Australian Government Solicitor, 62
 Australian Information Commissioner, 87
 Australian National Audit Office, 79, 87
 Australian National Internships Program, 39, 58, 60
 Australian National University, 39, 60

Australian Parliament Digital Strategy 2019–2022, 71, 80

Australian Parliamentary Service Innovate Reconciliation Action Plan 2019–2022, 94

Australian Public Service, 5

Australian Public Service Commission, 101

B

BellchambersBarrett (auditors), 84–85
 bills and amendments, 17, 33–35, 150. *see also* private members' bills and amendments
 Selection Committee, 41
 urgent, 30
 briefings, 43, 68
 budget lock-up, 73
 bushfires, 2, 6, 45, 84
 business continuity, 69, 81, 84
 business continuity network, 69, 84, 100
 by-elections, 3–4

C

capacity-building, 20–21, 39, 55–56, 167–168
 CATTalogue, 40
 Chamber and Federation Chamber (Activity 1). *see also* Federation Chamber; Procedure Office
 advice on practice and procedure, 31
 bills and amendments, 30, 150
 briefings, 40
 budget, 29
 captioning service, 32
 collaborations, 39
 committees, 41–42
 COVID-19 impacts, 30
 Daily Bills List, 33
 documents of the House, 35–36
 House Division Recording System, 37, 70
 improving performance, 43
 legislative process, support of, 33–35
 Online Tabled Documents project, 37, 70
 outlook, 43
 performance results, 16–17, 29–30
 private members' business, 32–33
 procedural training, 40
 programming and coordination of business, 31–33
 publications, 35–36, 38–39
 questions in writing, 32
 research, 38–39

- resources, 40
- role and functions, 29
- staff, 40
- training, 40
- Chief Finance Officer, 79
- Clerk Assistant (Committees), 11, 76, 79, 82
 - as key management personnel, 97
 - remuneration, 98
- Clerk Assistant (Procedure), 11, 76
 - appointment, 4
 - as key management personnel, 97
 - remuneration, 98
- Clerk Assistant (Table), 11, 76, 78, 80
 - as key management personnel, 97
 - remuneration, 98
- Clerk of the House, 11, 31, 76, 81
 - determination, 96
 - as key management personnel, 97
 - public interest disclosure, 85
 - remuneration, 98
 - retirement, 4
 - review, 2–8
 - role and responsibilities, 76
- Clerk of the Senate, 81
- Clerk's Office, 29
- Clerks-at-the-Table. *see* Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT)
- Code of Conduct, 85
- collaboration
 - across the parliamentary service, 6–7, 81–82
 - Australian Dictionary of Biography*, 39
 - Department of the Senate, 39
 - inter-departmental, 81–82
 - inter-parliamentary, 39
- Comcare, 99
- Comcover, 84
- Committee Office. *see also* committees
 - budget allocation, 44
 - Committee Office Future Systems Working Group, 49
 - committees supported, 44, 151–160
 - COVID-19, 45
 - ICT, 49
 - improving performance, 51
 - inquiries supported, 153–162
 - international visits, 50
 - meetings, 19, 47, 151–152
- outlook, 51
 - overview, 45–47
 - performance results, 18–19
 - petitions, 48
 - professional development, 51
 - reports awaiting government response, 48
 - reports tabled, 47, 48
 - role and responsibilities, 44
 - staff, 90
 - working from home, 5
- committee support (Activity 2). *see* Committee Office
- committees. *see also* under individual committees
 - beginning* Joint and Standing activities, 45–47
 - departmental committees, 79–80
 - internal committees, 159–160
 - meetings, vii, 47, 77, 151–152
 - reports and inquiries, 45–48, 151–152, 153–160
 - scrutiny committees, 153–158
- Common Data Access Platform, 70
- Commonwealth Contracting Suite, 103
- Commonwealth Ombudsman, 87
- Commonwealth Parliamentary Association, 57
 - conference, 54
- Commonwealth Procurement Rules, 102, 103
- Commonwealth Women Parliamentarians, 57
- community relations and awareness (Activity 4).
 - see also* education programs; Parliamentary Education Office
 - Australian Defence Force Parliamentary Program, 61
 - budget allocation, 58
 - media, 58–59
 - My First Speech competition, 58, 59
 - outlook, 63
 - parliamentary assistants program, 59
 - parliamentary internship program, 58, 60
 - performance results, 21–23, 58
 - seminars, 22, 59, 63
- consultants, 102–103
- Consultative Committee, 79–80
- contact directory, 169
- Continuity Coordination Group, 82
- contracts, 103
- coronavirus. *see* COVID-19
- corporate governance, 76–86
- Corporate Plan 2019–20*, 9, 14, 15, 17, 83
- corporate planning, 83

- COVID-19
 adaptation measures, 64–65, 72, 81
 Australian Public Service Commission
 recommendations, 101
 business continuity planning, 69
 and capacity-building, 20–21, 57
 Chamber and Federation Chamber, 30
 cleaning measures, 99
 Committee Office, 45
 Continuity Coordination Group, 82
 departmental response, 4–5, 7–8, 43, 100–101
 impact on activities, 15
 impact on foreign affairs, defence and trade, 46
 in-person interviews, 14
 members' and corporate support, 64–65
 Pacific Parliamentary Partnerships Fund, 55
 parliament, 2
 parliamentary internships program, 60
 physical distancing, 5, 30, 40, 64, 65
 procedures, 42
 risk management, 7, 83–84
 school visits, 26, 74
 sittings, 2–4, 15, 17, 30, 64
 standing orders, 3
 suspension of delegation program, 19
 taskforce, 99
 travel, 45–46, 51, 52, 55
 working from home, 5, 49, 70, 100–101
- D**
- Daily Bills List, 33
Daily Program, 32, 40
 data sources, 14–16
 delegations
 COVID-19, 19, 20, 52
 feedback, 15, 21, 53
 incoming, vii, 53–55, 163–164
 management of, 52
 outgoing, vii, 53–55, 165–166
 survey, 53
 suspension of delegation program, 19, 20, 52
 Department of Defence, 61
 Department of Finance, 64, 69, 103
 Department of Parliamentary Services (DPS), 9, 37,
 64, 81
 access services, 68
 building works, 68
 Chief Information Officer, 82
 Director of Cyber Security, 82
 environmental reporting, 86
 ICT, 69–70
 maintenance, 68
 Online Tabled Documents project, 37
 Parliamentary Administration Advisory Group,
 81
 Visitor Experience Office, 74
Department of the House of Representatives
 Enterprise Agreement 2017–2020, 95–96
 Department of the Prime Minister and Cabinet, 64
 Department of the Senate, 6, 9, 25, 37, 52, 64
 amendments, 34
 collaboration with, 39, 93
 President of the Senate, 42
 Senate Publications Committee, 42
 Senate Standing Committee on Appropriations
 and Staffing, 41
 departmental committees, 79–80
 departmental overview, 9–12
 Deputy Clerk of the House, 11, 31, 76, 79
 appointment, 4
 as key management personnel, 97
 remuneration, 98
 Deputy Clerks-at-the-Table, 40
Dictionary of the House of Representatives, 39
 Digital Continuity 2020 Policy, 80
 Digital Preservation Framework, 71
 digital strategy, 71
 disability reporting, 87
 Disallowable Instruments List, 36
 diversity and inclusion, 90, 94–95
 DPS. *see* Department of Parliamentary Services
 (DPS)
- E**
- e-petitions system, 48, 70
 ecologically sustainable development, 86
 education programs, 61–62. *see also* Parliamentary
 Education Office
 Emergency Management Working Group, 69, 82
 enterprise agreement, 8, 95–96
 entity resource statement, 28
Environment Protection and Biodiversity Conservation
 Act 1999, 86
 environmental reporting, 86
 ethical standards, 85
 Executive, 4, 9–11
 remuneration, 97–98
 roles and responsibilities, 11
 staff numbers, 90

executive and senior management, 76–79
external scrutiny, 87

F

Facebook, vii, 21, 58
Fair Work Act 2009, 76
federal budget, 73
Federal Parliamentary Press Gallery, 65
 COVID-19 adaptations, 67
Federation Chamber. *see also* Chamber and
 Federation Chamber (Activity 1)
 bills and amendments, 150
 COVID-19 impacts, 30
 meetings, 17, 30, 149
 performance results, 16–17, 29–30
 procedural training, 40
feedback, 15, 22, 25, 91–92. *see also* surveys
 members' interviews, 14, 26
 members' survey, 14–15, 16, 18, 19, 23, 26, 29
 staff survey, 15, 24, 91–92
filming requests, 67
finance law compliance, 85
Finance Office, 64, 90
financial performance, 27–28
financial statements, 106–146
Forty-fifth Parliament, 3–4, 37
Forty-sixth Parliament, 3–4, 20, 43, 44
 Address in Reply, 66
 opening, 66
fraud control, 85
Fraud Control Plan 2019–21, 85
Fraud risk assessment 2019–21, 85
freedom of information, 87
Freedom of Information Act 1982, 87
funding requirements, 87
furniture, 68

G

governance structure, 76
Governor-General, 66
 swearing-in, 67
graduate placement program, 93

H

Hansard, 42
House business, 31–33
House Division Recording System, 37, 70
House of Representatives
 bills and amendments, 33–35, 150
 building works, 65, 68
 business, 31–33

committees, 41–42, 151–160
COVID-19 response, 4–5, 7–8, 43, 100–101
documents, 35–36
legislative workload, 35
meetings, 148
questions in writing, 32
sittings, 17, 30, 64

House of Representatives Practice, 43

House Review, 38

House Standing Committee on Procedure, 38

House Update, 68

Hurley, David (Governor-General), 67

I

ICT (information and communications
 technology), 43, 49, 69–71
 Australian Parliament Digital Strategy 2019–
 2022, 71, 80
 Authority to Work online system, 68, 70
 CATTalogue, 40
 Common Data Access Platform, 70
 Content Manager 9.3, 70
 Digital Preservation Framework, 71
 digital strategy, 71
 e-petitions system, 48, 70
 House Division Recording System, 37, 70
 ICT Portfolio Board, 82
 information security, 87
 Information Security Working Group, 82
 memorandum of understanding, 69, 82
 Online Tabled Documents project, 70
 Parliamentarian Information Portal, 70
 Parliamentary Procedural Records System, 70
 Product Family Boards, 82
 records management, 71
 service-level agreement, 69–70, 82
 Shared Committee Information Database and
 Report Builder, 70
 Strategic ICT Group, 70, 82
 Technology One eRecruitment, 70
 Technology One Finance, 70
 telephone services, 68
 upgrades, 8, 49
 Virtual Office (International and Parliamentary
 Relations Office), 56
 working from home, 5, 49, 70, 100–101
Incident Planning and Response Committee, 69, 82
independent auditor's report, 107–108
Index to Papers Presented to Parliament, 36
India, 20, 50, 56

- Indigenous Australian Government Development Program, 95
 - Indigenous Engagement Strategy 2020–2022, 95
 - Indigenous Secondment Program, 95
 - Industry, Innovation, Science and Resources Committee, 46
 - information and communications technology. *see* ICT (information and communications technology)
 - Information Security Working Group, 82
 - Infosheet* series, 38
 - inter-parliamentary relations and capacity-building (Activity 3). *see also* International and Parliamentary Relations Office
 - Australasian Council of Public Accounts Committees Conference, 49
 - budget, 52
 - capacity-building, 20–21, 39, 55–56, 167–168
 - collaboration, 39
 - delegations, 53–54
 - focus, 52
 - funding, 52
 - improving performance, 56
 - outlook, 57
 - performance results, 19–21, 52
 - regional and international parliamentary cooperation, 54–55
 - Inter-Parliamentary Study Program, 56
 - Inter-Parliamentary Union, 52, 55
 - assembly, 54
 - internal audit, 84–85
 - internal committees, 159–160
 - International and Parliamentary Relations Office, 19
 - Asia-Pacific Parliamentary Forum, 54–55
 - delegations support, 53–55
 - improving performance, 56
 - outlook, 57
 - parliamentary engagement, 52–53
 - policy review, 21, 56
 - role and functions, 52
 - staff, 90
 - virtual meetings, 54
 - Virtual Office, 56, 70
 - International Grand Committee on Disinformation and ‘Fake News’, 50
 - international visits (incoming/outgoing), vii, 50, 52–55, 163–166
 - International Women’s Development Agency, 20, 55
 - internship program, 39, 58, 60
 - Investors in People standard, 91
- ## J
- Joint Committee of Public Accounts and Audit, 6, 49
 - Joint Committee on Publications, 42
 - Joint Committee on the Broadcasting of Parliamentary Proceedings, 41, 42
 - Joint Management Group, 69, 81
 - Joint Standing Committee on Electoral Matters, 50
 - Joint Standing Committee on Foreign Affairs, Defence and Trade, 46
 - Joint Standing Committee on the National Capital and External Territories, 50
 - judicial decisions, 87
- ## K
- Knowledge Management Steering Committee, 80
- ## L
- Last Week in the House*, 38
 - Leader of the House, 31
 - legal services, 103
 - Legal Services Directions 2017, 103
 - legislative process, 33–35
 - LinkedIn, 58
 - Live Minutes*, 35–36, 37
 - Lok Sabha (India), 20, 56
- ## M
- maintenance work, 68
 - management committees, 77–79
 - market research, 103
 - media releases, 59
 - media services, 67
 - members
 - by-elections, 3–4
 - interviews, 14, 26
 - members’ interests, registration of, 42
 - Members’ Notes*, 38
 - members’ questions, 32
 - New Members’ Handbook*, 38
 - private members’ business, 11, 32–33, 41, 150
 - salaries, 72
 - services to, 62
 - survey, 14–15, 16, 18, 19, 23, 26, 29
 - Members Information Database. *see* Parliamentarian Information Portal

- members' and corporate support (Activity 5).
 - see also* Serjeant-at-Arms; Serjeant-at-Arms' Office
 - access services, 68
 - accommodation services, 68
 - address in reply, 66
 - budget, 64
 - corporate support, 72
 - ICT services, 69–71
 - information services, 68
 - maintenance services, 68
 - media services, 67
 - opening parliament, 66
 - outlook, 72–73
 - parliamentary assistants program, 71
 - performance results, 23–25, 64–65
 - salaries, 72
 - security, 67, 69
 - transport services, 69
 - Members' Notes*, 38
 - members' survey, 16, 18, 19, 23, 26, 29
 - methodology, 14–15
 - My First Speech competition, 58, 59
- ## N
- National Archives' Digital Continuity 2020 Policy, 80
 - National Disability Strategy 2010–2020, 87
 - New Members' Handbook*, 38
 - Notice Paper*, 31, 32
- ## O
- office furniture, 68
 - Office of Parliamentary Counsel, 33, 35
 - Office of the Australian Capital Territory Legislative Assembly, 6
 - office relocations, 68
 - Online Tabled Documents project, 37, 70
 - organisational structure, 9–10
 - outcome and program structure, 12
 - outreach programs, 62. *see also* Parliamentary Education Office
 - overseas official visits, vii, 50, 52–55, 163–166.
 - see also* travel restrictions
- ## P
- Pacific Parliamentary Partnerships Fund, 55
 - pandemic. *see* COVID-19
 - Parliament House
 - building works, 65, 87
 - closure, 26, 45
 - reopening, 72, 74
 - school visits, 25–26, 58, 62, 72, 74
 - work health and safety, 99–101
 - Parliament in Pictures*, 62
 - Parliament of Australia Graduate Program, 93
 - Parliament of Australia website, 22, 23, 45
 - About the House news, 59
 - bills and legislation, 33, 34
 - House of Representatives pages, 71
 - improvements, 63
 - Votes and Proceedings* drafts, 35
 - Parliamentarian Information Portal, 70
 - Parliamentary Administration Advisory Group, 81
 - Parliamentary and Business Information Services
 - Office, 5, 64
 - seminars, 59, 63
 - staff, 90
 - parliamentary assistants program, 59, 71
 - Parliamentary Budget Office, 9, 81, 93
 - Parliamentary Budget Officer, 81
 - parliamentary committees, 41–42. *see also under individual committees beginning* Joint and Standing
 - Parliamentary Education Office, 58, 61–62
 - budget, 61
 - outlook, 62
 - programs, 62
 - school visits, 74
 - services, 61–62
 - website, 62
 - parliamentary internship program, 58, 60
 - Parliamentary Papers Series, 42
 - Parliamentary Procedural Records System, 38, 70
 - Parliamentary Proceedings Broadcasting Act 1946*, 42
 - Parliamentary Relations Office Database. *see* Virtual Office
 - Parliamentary Security Service, 67
 - Parliamentary Service Act 1999*, 9, 69, 76, 96
 - Parliamentary Service Values and Code of Conduct, 85
 - Parliamentary Skills Centre, 56
 - capacity-building, 55–56
 - outlook, 57
 - role and functions, 52
 - ParlInfo, 34
 - People Strategies Office, 64, 72
 - staff, 90
 - petitions, vii, 48
 - e-petitions system, 48, 70

PGPA Act. *see* *Public Governance, Performance and Accountability Act 2013* (PGPA Act)

photography requests, 67

physical distancing, 30, 40, 64, 65

Portfolio Budget Statements, 83

Portfolio Budget Statements 2019–20, 12, 15

President of the Senate, 42

Presiding Officers, 19, 21, 26, 45, 52–53, 76

Privacy Act 1988, 86

privacy policy, 86

private members' bills and amendments, 11, 33, 35, 148, 150

private members' business, 32–33, 41

Procedural Digest, 38

Procedure Office, 29

- business continuity planning, 84
- collaborations, 39
- outlook, 43
- parliamentary committees, 41–42
- Parliamentary Procedural Records System, 38
- publications, 38–39
- research, 38–39
- seminars, 59
- staff, 90
- training, 40

procurement, 102

Program 1: Departmental

- Chamber and Federation Chamber (Activity 1), 16–17, 29–43
- committee support (Activity 2), 18–19, 44–51
- community relations and awareness (Activity 4), 21–23, 58–63
- inter-parliamentary relations and capacity-building (Activity 3), 19–21, 52–57
- members' and corporate support (Activity 5), 23–25, 64–73

Program 2: Administered

- schools hospitality (Activity 6), 25–26, 74

program structure, 12

Public Governance, Performance and Accountability Act 2013 (PGPA Act), 14, 76, 77, 85

- consultants, 102
- list of requirements, 170–176

public interest disclosure, 85

Public Interest Disclosure Act 2013, 85

Public Works Committee, 45

publications, 161–162

purchasing, 102

purpose, 14

purpose statement, 15–16

Q

questions in writing, 32

R

Reconciliation Action Plan 2019–2022, 6, 94

Reconciliation Action Plan Working Group, 82

Regional Australia Select Committee, 45–46

Report No. 18: Annual report 2018–19, 87

Representing You, 62

research. *see* market research; Procedure Office

risk assessment, 83–84

- Comcover benchmarking, 84
- fraud risk management, 85

Risk management plan 2019–21, 83

Risk management policy and framework 2019–21, 83

S

Safety, Rehabilitation and Compensation Act 1988, 99

salaries, 96–98

SBS (Special Broadcasting Service) Inclusion Program, 95

school visits, 25–26, 58, 62, 72, 74

schools hospitality (Activity 6). *see also* Parliamentary Education Office

- budget, 74
- education programs, 62
- outlook, 74
- performance results, 25–26, 74

scrutiny committees, 153–158

section 44(i) (Australian Constitution), 3

Security Management Board, 69

Selection Committee, 41

Senate. *see* Department of the Senate

Senate Publications Committee, 42

Senate Standing Committee on Appropriations and Staffing, 41

Serjeant-at-Arms, 11, 64, 69, 76

- Audit Committee, 79
- business continuity plan, 84
- key management personnel, 97
- media services, 67
- Parliamentary Administration Advisory Group, 81
- remuneration, 98
- Security Management Board, 69

Serjeant-at-Arms' Office, 32, 59, 64

- accommodation services, 68
- COVID-19 measures, 101
- film and photography requests, 67

- maintenance services, 68
 - office relocations, 68
 - opening parliament, 66
 - parliamentary assistants program, 59, 71
 - school visits, 74
 - staff, 90
 - Transport Office, 69
 - Service Delivery Working Group, 82
 - Shared Committee Information Database and Report Builder, 70
 - sittings, 30
 - impact of COVID-19, 2–4
 - small and medium-sized enterprises, procurement, 103
 - smoke haze, 2, 6, 81
 - work health and safety planning, 99
 - social distancing. *see* physical distancing
 - social media, vii, 21, 43, 58
 - analytics, 15, 63
 - Speaker, House of Representatives, 31, 42, 76
 - President of the Asia-Pacific Parliamentary Forum, 54–55
 - Speaker's lecture, 2
 - Speaker's Office, 15, 23, 64
 - staff
 - accreditation (Investors in People standard), 91
 - alumni, 92
 - consultants, 102–103
 - development, 40, 51, 93
 - diversity and inclusion, 90, 94–95
 - employment arrangements, 95–96
 - enterprise agreement, 95–96
 - ethical standards, 85
 - Executive, 4, 9–11, 76–77, 97–98
 - exit interviews, 92
 - gender balance, vii, 88–89
 - graduate placement program, 93
 - Indigenous Australian Government Development Program, 95
 - Indigenous employees, 90, 95
 - Indigenous Secondment Program, 95
 - Investors in People standard, 91
 - leadership development, 26, 93
 - numbers, 88–89
 - performance assessment, 94
 - profile, 88–90
 - recruitment, 92
 - responses to COVID-19, 26
 - retention, 92
 - salaries, 96–98
 - salary ranges, 96
 - satisfaction, 91–92
 - secondments, 5, 35, 95
 - social club, 92
 - studies assistance, 94
 - survey, 15, 24, 91–92
 - training, 40, 51, 93, 94
 - turnover, 92
 - vacancies, 92
 - wellbeing, 99
 - working from home, 5, 49, 70, 99, 100–101
 - Standing Committee of Privileges and Members' Interests, 41, 42
 - Standing Committee on Appropriations and Administration, 41
 - Report No. 18: Annual report 2018–19*, 87
 - Standing Committee on Petitions, 48
 - Standing Committee on Procedure, 41, 42
 - Standing Committee on Publications, 41, 42
 - Standing Committee on the Environment and Energy, 46, 50
 - standing orders of the House, 3, 31
 - Statistical Digest*, 38
 - Strategic framework for the parliamentary service*, 81
 - Strategic ICT Group, 70, 82
 - Strategic plan for parliamentary administration*, 81
 - succession planning, 7
 - surveys
 - members' survey, 14–15, 16, 18, 19, 23, 26, 29
 - staff survey, 15, 24, 91–92
- ## T
- Table Office, 29
 - bills and amendments, 34
 - Disallowable Instruments List, 36
 - Online Tabled Documents project, 37, 70
 - prints prepared, 34
 - records, 36
 - Selection Committee, 41
 - staff, 90
 - training, 40
 - taxation, 120
 - teleconferencing, 18, 45, 49, 51
 - telephone services, 68
 - tendering, 103
 - third-party drawdowns, 28
 - This Week in the House*, 32

training

- CATTAlogue, 40
- online learning, 93
- teleconferencing, 51
- videoconferencing, 51
- work health and safety, 99
- workplace behaviour, 94

Transport Office, 69

travel restrictions, 45–46, 51, 52, 55

Twitter, vii, 21, 22, 58

U

United Nations Development Programme, 55, 56

United Nations General Assembly, 54

Usher of the Black Rod, 67, 69, 81

V

values, 85

videoconferencing, 18, 45, 49, 51, 62

Virtual Office, 56, 70

Visitor Experience Office, 74

visits

- delegations, vii, 50, 52–55, 163–166

- school students, 25–26, 58, 62, 72, 74

Votes and Proceedings, 35–36

W

website, 22, 23, 45

- About the House news, 59

- bills and legislation, 33, 34

- House of Representatives pages, 71

- improvements, 63

- Votes and Proceedings* drafts, 35

whole-of-Australian-government contracts, 102

work health and safety, 99–101

- COVID-19 response, 100–101

Work Health and Safety Act 2011, 99

Work Health and Safety Regulations, 99

Work of the Session, 30, 38

workers' compensation, 99

working from home, 5, 49, 70, 100–101

workplace diversity and inclusion, 90, 94–95

workstation assessment, 99

Y

YouTube channel, vii, 21, 58