



Appendixes

1. Chamber and Federation Chamber	134
2. Committee activity	136
3. Committee reports and inquiries	138
4. Publications	143
5. Incoming parliamentary delegations	145
6. Parliamentary capacity building	146
7. Outgoing parliamentary delegations	147
8. Parliamentary staff and other visits	149
9. Contact directory	150
10. Correction of material errors	151
11. List of requirements	152

1. Chamber and Federation Chamber

This appendix contains summary information on the business of the Chamber and Federation Chamber in 2022–23.

Sittings of the House of Representatives, 2022–23

Events	Spring 2022	Autumn and winter 2023	Total
Sitting weeks	10	10	20
Sitting days	31	37	68
Hours of sitting: ^a			
» including suspensions	317	346	663
» excluding suspensions	294	343	637
Sittings after midnight	1	0	1
Government bills introduced	88	76	164
Private members' bills introduced	8	14	22
Private members' motions moved	15	21	36
Committee reports presented	28	63	91
Days on which:			
» the adjournment motion was debated	23	35	58
» matters of public importance were discussed	23	29	52
» private members' business occurred	6	7	13
Divisions	89	76	165
Closure of question agreed to	2	0	2
Closure of member agreed to	0	0	0
Bills subject to debate management motions	10	6	16

b. Hours are rounded to the nearest hour.

Meetings of the Federation Chamber, 2022–23

Events	Spring 2022	Autumn and winter 2023	Total
Number of meetings	26	36	62
Hours of meeting (excluding suspensions) ^a	111	153	264
Bills referred	24	48	72
Private members' bills debated	1	0	1
Private members' motions moved	48	59	107
Committee reports presented	0	0	0
Committee and delegation reports referred	2	10	12
Days on which:			
» the adjournment motion was debated	6	9	15
» grievance debate occurred	6	8	14
» private members' business occurred	6	7	13

a. Hours are rounded to the nearest hour.

Bills and amendments dealt with by the House of Representatives (including the Federation Chamber), 2018–19 to 2022–23

Events	2018–19	2019–20	2020–21	2021–22	2022–23
Government bills introduced:					
» initiated in the House	112	196	142	101	157
» initiated in the Senate	13	17	14	14	7
» total	125	213	156	115	164
Private members' bills introduced ^a	30	35	28	26	22
Second reading amendments moved	37	110	105	55	30
Consideration in detail amendments moved:					
» government	471	32	606	551	216
» opposition	63	89	98	76	111
» non-aligned	32	18	47	38	382
» private government member	0	0	0	11	0
» amendments to private members' bills	0	0	0	0	0
Consideration in detail amendments passed:					
» government	471	32	606	551	216
» opposition	2	3	0	0	0
» non-aligned	10	0	1	1	135
» 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, 2022–23. Only House and joint committees supported by the Department of the House of Representatives are listed.

Committee	Meetings	Inquiries active as at 30 June 2023	Reports presented ^a
Scrutiny committees			
Aboriginal and Torres Strait Islander Affairs	29	1	1
Aboriginal and Torres Strait Islander Voice Referendum	10	0	1
Agriculture	25	1	0
Climate Change, Environment, Energy and Water	24	1	1
Communications and the Arts	21	1	0
Economics	33	9	1
Electoral Matters	20	1	2
Employment, Education and Training	20	2	0
Foreign Affairs, Defence and Trade	102	4	2
Health, Aged Care and Sport	32	1	1
Implementation of the National Redress Scheme	13	1	0
Industry, Science and Resources	16	1	0
Intelligence and Security	50	6	9
Migration	21	2	0
National Anti-Corruption Commission Legislation	12	0	1
National Capital and External Territories	20	3	0
Public Accounts and Audit	29	7	7
Public Works	39	4	8
Regional Development Infrastructure and Transport	16	1	0
Social Policy and Legal Affairs	25	1	1
Trade and Investment Growth	18	1	0
Treaties	22	4	9
Workforce Australia	29	1	1

Committee	Meetings	Inquiries active as at 30 June 2022	Reports presented ^a
Internal committees			
Appropriations and Administration	6	0	3
Broadcasting of Parliamentary Proceedings	0	0	0
Petitions	20	0	11
Privileges and Members' Interests	4	0	2
Procedure	22	2	0
Publications (House)	1	0	0
Selection	18	0	14

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

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 2022–23.

Reports presented	Date presented
Aboriginal and Torres Strait Islander Affairs, Joint Standing Committee on	
<i>Report on the inquiry into community safety support services and job opportunities in the Northern Territory</i>	1 March 2023
Aboriginal and Torres Strait Islander Voice Referendum, Joint Select Committee on	
<i>Advisory Report on the Constitution Alteration (Aboriginal and Torres Strait Islander Voice) 2023</i>	12 May 2023
Climate Change, Energy, Environment and Water, Standing Committee on	
<i>Inquiry into the 2009 and 2013 amendments to the 1996 Protocol to the Convention on the Prevention of Marine Pollution by Dumping of Wastes and Other Matter, 1972 (London Protocol)</i>	13 June 2023
Economics, Standing Committee on	
<i>Review Reserve Bank of Aust Annual Review 2021</i>	21 December 2022
Electoral Matters, Joint Standing Committee on	
<i>Advisory report on the Referendum (Machinery Provisions) Amendment Bill 2022</i>	13 February 2023
<i>Conduct of the 2022 federal election and other matters</i>	1 June 2023
Foreign Affairs, Defence and Trade, Joint Standing Committee on	
<i>Inquiry into international armed conflict decision making</i>	31 March 2023
<i>The Defence Industry Security Program. Review of Auditor-General Report 4 of 2021–22</i>	19 June 2023
Health, Aged Care and Sport, Standing Committee on	
<i>Sick and tired: Casting a long shadow</i>	19 April 2023
Intelligence and Security, Parliamentary Joint Committee on	
<i>Review of the listing and re-listing of eight organisations as terrorist organisations under the Criminal Code</i>	26 September 2022
<i>Review of the re-listing of Islamic State Somalia as a terrorist organisation under the Criminal Code^a</i>	9 November 2022
<i>Review of the re-listing of four organisations as terrorist organisations under the Criminal Code^a</i>	14 February 2023
<i>Annual Report of Committee Activities 2021–2022</i>	22 February 2023
<i>Advisory Report on the Inspector-General of Intelligence and Security and Other Legislation Amendment (Modernisation) Bill 2022</i>	20 March 2023

Reports presented	Date presented
<i>Advisory Report on Item 250 of the National Anti-Corruption Commission (Consequential and Transitional Provisions) Bill 2022</i>	29 March 2023
<i>Review of the Counter-Terrorism (Temporary Exclusion Orders) Act 2019</i>	10 May 2023
<i>Advisory report on the National Security Legislation Amendment (Comprehensive Review and Other Measures No. 2) Bill 2023</i>	12 May 2023
<i>Advisory report on the Australian Security Intelligence Organisation Amendment Bill 2023</i>	13 June 2023
National Anti-Corruptions Commission Legislation, Joint Select Committee on	
<i>Advisory report on the provisions of the National Anti-Corruption Commission Bill 2022 and the National Anti-Corruption Commission (Consequential and Transitional Provisions) Bill 2022</i>	10 November 2022
Public Accounts and Audit, Joint Committee of	
<i>Report 493 Annual Report 2021–22</i>	25 October 2022
<i>Budget Statement on the 2022–23 Draft Estimates for the Australian National Audit Office and the Parliamentary Budget Office^a</i>	25 October 2022
<i>Report 494 Inquiry into the Department of Foreign Affairs and Trade's crisis management arrangement</i>	3 March 2023
<i>Budget Statement on the 2023–24 Draft Estimates for the Australian National Audit Office and the Parliamentary Budget Office^a</i>	9 May 2023
<i>Report 495 Inquiry into Commonwealth grants administration</i>	29 June 2023
<i>Report 496 Inquiry into the Defence Major Projects Report 2020–21 and 2021–22 and Procurement of Hunter Class Frigates - Interim Report</i>	29 June 2023
<i>Report 497 Inquiry into Commonwealth Financial Statements 2021–22</i>	29 June 2023
Public Works, Parliamentary Standing Committee on	
<i>Eighty Fifth Annual Report</i>	6 September 2022
<i>4/2022: Referrals August 2022</i>	26 October 2022
<i>5/2022: Referrals September 2022</i>	28 November 2022
<i>1/2023: Referrals made October and November 2022</i>	7 March 2023
<i>Eighty Sixth Annual Report</i>	21 March 2023
<i>2/2023: Referrals made October and November 2022</i>	28 March 2023
<i>3/2023: Referrals made February and March 2023</i>	9 May 2023
<i>4/2023: Referrals made March 2023</i>	13 June 2023
Social Policy and Legal Affairs, Standing Committee on	
<i>You win some, you lose more - Online gambling and its impacts on those experiencing gambling harm</i>	26 June 2023

Reports presented	Date presented
Treaties, Joint Standing Committee on	
<i>Report 201 - Free Trade Agreement between Australia and the United Kingdom of Great Britain and Northern Ireland)</i>	16 November 2022
<i>Report 202 - Australia-India Economic Cooperation and Trade Agreement</i>	18 November 2022
<i>Report 203 - Australia-Japan Reciprocal Access Agreement; Global Convention on the Recognition of Qualifications</i>	1 December 2022
<i>Report 204 - Agreement between the Government of Australia and the Government of the United States of America on Access to Electronic Data for the Purpose of Countering Serious Crime</i>	13 December 2022
<i>Report 205 - Joint Initiative on Services Domestic Regulation</i>	8 February 2023
<i>Report 206 - International Labour Organization Convention No. 138: Convention concerning Minimum Age for Admission to Employment</i>	7 March 2023
<i>Report 207 - Convention between Australia and Iceland for the Elimination of Double Taxation with respect to Taxes on Income and the Prevention of Tax Evasion and Avoidance and its Protocol; Convention on the Protection of the Underwater Cultural Heritage</i>	20 March 2023
<i>Report 208 - International Labour Organization Convention concerning the elimination of violence and harassment in the world of work (No. 190)</i>	29 March 2023
<i>Report 209 - Treaty on Extradition between Australia and the Czech Republic</i>	14 June 2023
Workforce Australia Employment Services, Joint Select Committee on	
<i>Your Future Planning: Interim report on ParentsNext</i>	1 February 2023

a. Report presented by statement

Internal committees – their purpose and reports presented by them during 2022–23

Committee purpose and reports presented
Appropriations and Administration, Standing Committee on
The committee considers estimates of the funding required for the operation of the department and may confer with the Senate Standing Committee on Appropriations, Staffing and Security. Reports presented:
<ul style="list-style-type: none"> » <i>Report No 24: Annual Report 2020–21, presented on 27 October 2022</i> » <i>Report No 25: October Budget Estimates 2022–23, presented on 27 October 2022</i> » <i>Report No 26: Budget Estimates 2023–24, presented on 11 May 2023</i>
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 2022–23.

Committee purpose and reports presented

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 2022–23.

Reports presented:

- » *Report 1: Petitions and ministerial responses*, presented on 26 September 2022
- » *Report 2: Petitions and ministerial responses*, presented on 7 November 2022
- » *Report 3: Petitions and ministerial responses*, presented on 28 November 2022
- » *Report 4: Petitions and ministerial responses*, presented on 6 February 2023
- » *Report 5: Petitions and ministerial responses*, presented on 13 February 2023
- » *Report 6: Petitions and ministerial responses*, presented on 6 March 2023
- » *Report 7: Petitions and ministerial responses*, presented on 20 March 2023
- » *Report 8: Petitions and ministerial responses*, presented on 27 March 2023
- » *Report 9: Petitions and ministerial responses*, presented on 9 May 2023
- » *Report 10: Petitions and ministerial responses*, presented on 22 May 2023
- » *Report 11: Petitions and ministerial responses*, presented on 19 June 2023

Privileges and Members' Interests, Standing Committee of

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

Reports presented:

- » *Report concerning the registration and declaration of Members' interests during 2022*, presented on 16 February 2023
- » *Report concerning an application from Mr Andrew Dettmer for the publication of a response to a reference made in the House of Representatives*, presented on 22 June 2023

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 2022–23.

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 2022–23.

Committee purpose and reports presented

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:

- » *3 August 2022*
- » *7 September 2022*
- » *28 September 2022*
- » *26 October 2022*
- » *9 November 2022*
- » *23 November 2022*
- » *30 November 2022*
- » *8 February 2023*
- » *15 February 2023*
- » *8 March 2023*
- » *22 March 2023*
- » *10 May 2023*
- » *14 June 2023*
- » *21 June 2023*

4. Publications

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

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

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

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

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

About the House newsletter

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

Committee Office brochures

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

House of Representatives facts and figures

A document produced primarily for use by Parliament House visitor guides and updated as needed. In the 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

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 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 2022–23.

Date	Delegation	Country represented
21–24 November 2022	Guest of Parliament – Visit from NZ Parliamentary Committee for Governance and Administration	New Zealand
29 November – 3 December 2022	Guest of Parliament – Visit from Vietnam – HE Vuong Dinh Hue, President of the National Assembly	Vietnam
13–14 December 2022	Working Visit – Korean Parliamentary Delegation	Republic of Korea
3–6 January 2023	Conference of Speakers and Presiding Officers of the Commonwealth	Various
16 February 2023	Working Visit – German-Pacific Parliamentary Group of the German Federal Parliament (Bundestag)	Germany
19–22 March 2023	Guest of Parliament – Visit from Verkhovna Rada of Ukraine	Ukraine
27 March 2023	Working Visit – Committee on Budget and Household of the Indonesian Regional Representative Council (Senate)	Indonesia
11 May 2023	Working Visit – Delegation from Commission VI, Indonesia, Meeting with Economics Committee	Indonesia
7 June 2023	Vanuatu – Sponsored Fellowships Program Meeting with Joint Standing Committee on Foreign Affairs, Defence and Trade	Vanuatu

6. Parliamentary capacity building

This appendix contains summary information on activities supporting parliamentary capacity building in 2022–23.

Date	Delegation	Country supported
14 – 21 July 2022	Floating Budget Mission for Fiji – three parliamentary staff participated	Fiji
2022–23	Pacific Parliamentary Partnerships Fund – equipment was supplied to assist Pacific parliaments to improve video conferencing and administration capabilities and a visit was supported for officers from the Samoan Legislative Assembly to attend training in Tasmania with their twinned parliament	Bougainville Nauru Papua New Guinea Samoa Tonga

7. Outgoing parliamentary delegations

This appendix contains summary information on the outgoing parliamentary delegations in 2022–23.

Date	Visit	Delegation members
20–26 August 2022	65th Commonwealth Parliamentary Association (CPA) Conference, Halifax, Canada	Senator the Hon Sue Lines, Ms Sharon Claydon MP, Senator Hellen Polley, Senator the Hon Linda Reynolds and Mr Andrew Wallace MP
September – December 2022	United Nations General Assembly, New York, USA	Ms Peta Murphy MP and Hon Darren Chester MP
4–7 October 2022	8th G20 Parliamentary Speakers' Summit (P20), Jakarta, Indonesia	Senator the Hon Sue Lines and the Hon Milton Dick MP
11–15 October 2022	145th Inter-Parliamentary Union Assembly (IPU), Kigali, Rwanda	The Hon Milton Dick MP, Dr Gordon Reid MP, Senator Fatima Payman, Senator the Hon, Linda Reynolds and the Hon Warren Entsch MP
26–29 October 2022	30th Asia-Pacific Parliamentary Forum, Bangkok, Thailand	Senator Jess Walsh, Mrs Bridget Archer MP and Senator David Van
13–21 November 2022	Bilateral visit to Germany and NATO Parliamentary Assembly – Berlin, Germany and Madrid, Spain	Ms Kate Thwaites MP and the Hon Keith Pitt MP
19–25 November 2022	43rd ASEAN Inter-Parliamentary Assembly, Phnom Penh, Cambodia	Senator Deborah O'Neil and Mr Llewelyn O'Brien MP
3–10 December 2022	Delegation to the European Parliament and bilateral visit to Belgium and France	The Hon Shayne Neumann MP, Mr Jerome Laxale MP, Mr Rowan Ramsey MP and Ms Rebekha Sharkie MP
4–9 December 2022	Delegation to Papua New Guinea	Senator the Hon Sue Lines, Ms Sharon Claydon MP, Mr Josh Burns MP, Senator the Hon Linda Reynolds, Senator Mehreen Faruqi and Dr Sophie Scamps MP

Date	Visit	Delegation members
19 January 2023	CPA Executive Committee (ExCo) Meeting (Virtual)	Senator the Hon Sue Lines
7–10 March 2023	8th Mexico, Indonesia, Republic of Korea, Türkiye, Australia (MIKTA) Speakers' Consultation, Istanbul, Türkiye	Senator Andrew McLachlan
10–15 March 2023	146th IPU Assembly, Bahrain	The Hon Milton Dick MP, Dr Gordon Reid MP, Senator Fatima Payman, Senator the Hon Linda Reynolds and Mr Warren Entsch MP
10–19 April 2023	Senate Standing Committee on Rural and Regional Affairs and Transport visit to Vietnam	Senator Glenn Sterle, Senator Linda White, Senator the Hon Richard Colbeck and Senator Peter Whish-Wilson
15–21 April 2023	CPA ExCo Meeting, Gibraltar and official visit to the UK (Westminster)	Senator the Hon Sue Lines
5–10 June 2023	House Standing Committee on Regional Development and Infrastructure and Transport visit to New Zealand and Samoa	Mr Luke Gosling MP and the Hon Scott Buchholz MP

8. Parliamentary staff and other visits

This appendix contains summary information on parliamentary staff and other visits in 2022-23 supported by staff of the department but not part of the program administered by the International and Parliamentary Relations Office.

Date	Visit	Parliament (or body) represented
28 November – 2 December 2022	Staff attachment from the Tasmanian House of Assembly	House of Assembly, Tasmania
1 February 2023	Study visit from the Welsh Parliament	Welsh Parliament / Senedd Cymru
16 February 2023	Visit by a Legislative Assembly of Ontario delegation	Legislative Assembly of Ontario, Canada

9. Contact directory

This appendix contains the contact details of House of Representatives office holders and the department's senior executive officers as at 30 June 2023.

Contact details

Contacts		
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 Claessa Surtees	Phone (02) 6277 4111	
	Email clerk.reps@aph.gov.au	
Deputy Clerk Mr Peter Banson	Phone (02) 6277 4222	
	Email depclerk.reps@aph.gov.au	
Clerk Assistant (Table) Mr James Catchpole	Phone (02) 6277 4777	
	Email james.catchpole.reps@aph.gov.au	
Clerk Assistant (Procedure) Mr Glenn Worthington	Phone (02) 6277 4396	
	Email glenn.worthington.reps@aph.gov.au	
Clerk Assistant (Committees) Mr Russell Chafer	Phone (02) 6277 4399	
	Email russell.chafer.reps@aph.gov.au	
Serjeant-at-Arms Ms Peggy Danaee	Phone (02) 6277 4444	
	Email saa.reps@aph.gov.au	
Departmental addresses	Post Department of the House of Representatives PO Box 6021 Parliament House Canberra ACT 2600	
	Internet www.aph.gov.au/dhr	

10. Correction of material errors

There are two errors to be corrected in the *Department of the House of Representatives Annual Report 2021–22*:

- » the number of petitions presented was reported in Table 6 on page 44 as 628 (2020–21) and 703 (2021–22). The actual number of petitions presented was 649 (2020–21) and 614 (2021–22).
- » the number of signatories to petitions was reported in Table 6 on page 44 as 804,854 (2019–20), 1,218,579 (2020–21) and 2,858,683 (2021–22). The actual number of signatories to petitions was 805,561 (2019–20), 1,239,054 (2020–21) and 2,707,274 (2021–22).

11. List of requirements

List of requirements for annual reports for non-corporate Commonwealth entities

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 (print only).	Mandatory
17AJ(b)	pp. 161-168	Alphabetical index (print only).	Mandatory
17AJ(c)	p. 159	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	pp. 152-158	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. 2-6	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. 7-9	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. 7	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(aa)(i)	p. 12	Name of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(ii)	p. 12	Position title of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(iii)	p. 84	Period as the accountable authority or member of the accountable authority within the reporting period.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AE(1)(b)	Not applicable	An outline of the structure of the portfolio of the entity.	Portfolio departments – mandatory
17AE(2)	Not applicable	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, mandatory
17AD(c)	Report on the performance of the entity		
Annual performance statements			
17AD(c)(i); 16F	pp. 12-24	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory
17AD(c)(ii)	Report on financial performance		
17AF(1)(a)	p. 25	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	p. 26	A table summarising the total resources and total payments of the entity.	Mandatory
17AF(2)	Not applicable	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, mandatory
17AD(d)	Management and accountability		
Corporate governance			
17AG(2)(a)	pp. 70-71	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
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

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AG(2)(c)	pp. 62-72	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	Not applicable see p. 71	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. 63	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory
17AG(2A)(b)	pp. 63-65	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	pp. 63-65	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory
17AG(2A)(d)	p. 65	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	p. 65	The remuneration of each member of the entity's audit committee.	Mandatory
External scrutiny			
17AG(3)	p. 73	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	p. 73	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. 73	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
Management of human resources			
17AG(4)(a)	pp. 74-85	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AG(4)(aa)	pp. 74-76	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. 74-76	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. 82-83	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the Public Service Act 1999.	Mandatory
17AG(4)(c)(i)	p. 82	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. 83	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	p. 83	A description of non-salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	Not applicable see p. 82	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. 82	Information on aggregate amounts of performance pay at each classification level.	If applicable, mandatory
17AG(4)(d)(iii)	Not applicable see p. 82	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. 82	Information on aggregate amount of performance payments.	If applicable, mandatory
Assets management			
17AG(5)	p. 86	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 (print version)	Description	Requirement
Purchasing			
17AG(6)	p. 86	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory
Reportable consultancy contracts			
17AG(7)(a)	pp. 86-87	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. 86	A statement that '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]'.	Mandatory
17AG(7)(c)	p. 86	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. 87	A statement that '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.'	Mandatory
Reportable non-consultancy contracts			
17AG(7A)(a)	pp. 87-88	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. 88	A statement that 'Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.'	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
17AD(daa)	Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts		
17AGA	pp. 86-88	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory
Australian National Audit Office access clauses			
17AG(8)	Not applicable	If an entity entered into a contract with a value of more than \$100,000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, mandatory
Exempt contracts			
17AG(9)	Not applicable	If an entity entered into a contract or there is a standing offer with a value greater than \$10,000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, mandatory
Small business			
17AG(10)(a)	p. 88	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. 88	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. 90-132	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory

PGPA Rule reference	Part of report (print version)	Description	Requirement
Executive remuneration			
17AD(da)	pp. 83-84	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2-3 of the Rule.	Mandatory
17AD(f) Other mandatory information			
17AH(1)(a)(i)	Not applicable	If the entity conducted advertising campaigns, a statement that 'During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website.'	If applicable, mandatory
17AH(1)(a)(ii)	p. 88	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. 73	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	Not applicable see p. 73	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. 151	Correction of material errors in previous annual report.	If applicable, mandatory
17AH(2)	pp. 62, 72, 73, 88	Information required by other legislation.	Mandatory

Abbreviations and acronyms

Acronym	Meaning
ABC	Australian Broadcasting Corporation
AC	Companion of the Order of Australia
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
DPS	Department of Parliamentary Services
CO2-e	carbon dioxide equivalence
CPA	Commonwealth Parliamentary Association / Certified Practising Accountant
CSPOC	Conference of Speakers and Presiding Officers of the Commonwealth
DSC	Distinguished Service Cross
EB	Executive Band
EPBC Act	Environment Protection and Biodiversity Conservation Act 1999
FOI	freedom of information
GST	goods and services tax
HE	His Excellency / Her Excellency
ICT	information and communications technology
IPRO	International and Parliamentary Relations Office
IPU	Inter-Parliamentary Union
LGBTQIA+	lesbian, gay, bisexual, transgender, intersex, queer, asexual and other sexually or gender diverse
LGC	large-scale generation certificate
MIKTA	Mexico, Indonesia, Republic of Korea, Türkiye, Australia
MP	Member of Parliament
NATO	North Atlantic Treaty Organisation
NSW	New South Wales
NT	Northern Territory
NZ	New Zealand
PEO	Parliamentary Education Office
PGPA	Public Governance, Performance and Accountability
PP	parliamentary paper
PSL	Parliamentary Service Level

Abbreviations and acronyms

Acronym	Meaning
PWSS	Parliamentary Workplace Support Service
Qld	Queensland
SA	South Australia
SES	Senior Executive Service
SIG	Strategic ICT Group
SME	small and medium-sized enterprise
Tas	Tasmania
TOPS	Table Offices Production System
UK	United Kingdom
USA	United States of America
TPL	teacher professional learning
Vic	Victoria
WA	Western Australia
WHS Act	Work Health and Safety Act 2011

Index

47th Parliament

- changes to standing orders, 35–6
- committees, 40, 45, 136–7
- number of committee reports, 44
- opening, 2, 5, 15, 17, 24, 39, 54, 56
- Welcome to Country ceremony, 54

A

- abbreviations and acronyms, 159–60
- Aboriginal and Torres Strait Islander engagement, 80–1
- About the House*, 49
- Access and Inclusion Champions Group, 73, 80
- accommodation services, 56
- accountability and reporting, departmental, 69
- activity information, 13
- advertising, 88
- advisory committees, 51
- alumni, 77
- Annual performance statement, 12–24
- APS Employee Census, 66
- APS Net Zero 2030 policy, 72
- Asia–Pacific Parliamentary Forum, 18
- asset management, 86
- Assistant Parliamentary Budget Officer, 67
- Audit and Risk Committee, 63–5, 69, 71
 - chairs, 63–4
 - independent members, 64–5
 - meetings, 65
 - observers, 65
- auditor *See* RSM Australia
- Auditor-General, 73, 88
- audits, internal, 70
- Aurion, 58
- AusTender, 86, 88
- Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT), 36
- Australian Breastfeeding Association, 80
- Australian Broadcasting Corporation (ABC), 38
- Australian Constitution online, 52
- Australian Defence Force, 50
- Australian Defence Force Parliamentary Program, 35, 49, 50
- Australian Electoral Commission, 52
- Australian Federal Police, 49, 53, 55, 57
- Australian Human Rights Commission, Independent Review into Commonwealth Parliamentary

Workplaces, 5, 81–2

- Australian Information Commissioner, 73
- Australian National Audit Office (ANAO), 65, 73, 91–2
- Australian National Internships Program, 35, 49, 50
- Australian National University, 34, 50
- Australian Network on Disability, 80, 81
- Australian Parliament Digital Strategy 2019–2022, 58, 59
- Australian Parliamentary Service Commissioner, 66
- Australian Parliamentary Service Innovate Reconciliation Plan 2019–2022*, 80
- Australian Public Service Commission, 67

B

- Behavioural Economics Team of the Australian Government (BETA), 81
- bills, 27–8, 31–2
 - House of Representatives, 135
 - private members, 33
- Biographical Dictionary of the House of Representatives*, 34
- Budget speeches, 4, 54
- business continuity, 69–70
- Business Records and Documents (BRAD) application, 30, 38
- by-election, 23

C

- certification, 93
- Chamber and Federation Chamber, 27–39, 134–5
 - collaboration, 35
 - impact of Covid-19 on, 28
 - legislative drafting, 32–3
 - meetings, 15, 28
 - outlook, 39
 - parliamentary committees support, 36–8
 - performance, 27–39
 - performance measures and targets, 14–15
 - performance summary, 27–8
 - procedural training and resources, 35–6
 - processing and drafting of bills, 31–2
 - programming and coordination of business, 29–30
 - record of proceedings and House documents, 33–4
 - research, 34–5
- charters, 63

- Chief Financial Officer, 65
 - certification, 93
 - Chief Information Officer, 68
 - Claydon, Sharon, 150
 - Clerk Assistant (Committees), 8, 41, 45, 62, 150
 - roles and responsibilities, 9
 - Clerk Assistant (Procedure), 8, 53, 58, 62, 68, 150
 - roles and responsibilities, 9
 - Clerk Assistant (Table), 8, 66, 150
 - roles and responsibilities, 9
 - Clerk of the House, 7, 62, 150
 - review, 2–6
 - roles and responsibilities, 9, 81
 - support and advice, 28
 - collaboration, parliamentary departments heads, 66–7
 - COMCAR, 57
 - CommDocs, 44
 - committee activity, 136–7
 - Committee of Privileges and Members' Interests, 37–8
 - Committee Office
 - activities, 41
 - inquiries, 41–2
 - Liaison Committee of Chairs and Deputy Chairs, 45
 - number of committee meetings supported, 43
 - number of reports tabled, 43
 - outlook, 45
 - overview, 41–3
 - parliamentary committees support, 40–6
 - performance, 44
 - committee reports, 138–42
 - Government responses, 44
 - committee support
 - meetings, 17
 - parliamentary committees support, 40–6
 - performance, 40–5
 - performance measures and targets, 16–17
 - Committee Training and Development program, 44
 - Commonwealth Contracting Suite, 88
 - Commonwealth Parliamentary Association, 18
 - Commonwealth Parliamentary Internships, 49, 50
 - Commonwealth Procurement Rules, 86, 88
 - Commonwealth Transparency Portal, 71
 - Commonwealth Women Parliamentarians, 18
 - community relations and awareness, 49–52
 - Australian Defence Force Parliamentary Program, 50
 - Parliamentary Education Office, 51–2
 - internships program, 50
 - media and publications, 49
 - outlook, 52
 - performance, 49–52
 - performance measures and targets, 19–21
 - performance summary, 49
 - seminars, 50
 - Comcover Risk Management Benchmarking Program, 69
 - compensation claims, 85
 - competitive tendering, 88
 - Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC), 4, 18, 46
 - conferences, 18, 46
 - Constitution Alteration (Aboriginal and Torres Strait Islander Voice) 2023, 4
 - consultancy contracts, 86–7
 - consultants, valuation specialist, 25
 - Consultative Committee, 65–6
 - contact directory, 150
 - Continuity Coordination Group, 68
 - contracts, purchasing, 86
 - corporate governance, 62–72
 - departmental planning, 68–9
 - ecologically sustainable development and environmental reporting, 71–2
 - ethical standards and behaviour, 71
 - executive and senior management, 62–5
 - legislation, 62
 - other departmental committees, 66–8
 - risk assessment and management, 69–71
 - Corporate Plan 2022–23*, 6, 12, 68
 - COVID-19 Coordination Group, 70
 - COVID-19 pandemic impacts, 2, 4, 5, 28
 - crossbench number of members, 2, 23
- ## D
- Daily Program* ('the Blue'), 29, 35
 - data sources, 12–13
 - databases, 31, 34, 48
 - Defence subcommittees, 42
 - Department of Defence, 50
 - Department of Finance, 53, 57
 - Management Advisory Services Panel, 70
 - Department of Parliamentary Services (DPS), 5, 15, 22, 30

- Department of the House of Representatives*
Annual Report 2021–22, correction of errors, 150
- Department of the House of Representatives
 Digital Strategy 2021–2024, 59
- Department of the House of Representatives*
Enterprise Agreement 2017-2020, 82
- Department of the Prime Minister and Cabinet, 53, 81
- Department of the Senate, 5, 23, 46, 51, 53, 78
 collaboration, 35
 Visitor Engagement, 60
- department snapshot, vii
- departmental management committees, 63–5
- departmental outcome and program, 10 *See also*
Portfolio Budget Statements 2022-23
- departmental overview, 7–10
 departmental structure, 7–8
 outcome and program structure, 10
 role and functions, 8
 roles and responsibilities of executives, 8
- Deputy Clerk, 8, 62, 150
 roles and responsibilities, 9, 65, 81
 support and advice, 28
- Deputy Presiding Officers, 51
- Deputy Speaker, 150
- Dick, Milton, 47, 54, 68, 150
- digital strategy, 59
- Disability and Carers Employee Network, 80
- disability reporting mechanisms, 73
- Disability Strategy 2021–23, 73
- Disallowable Instruments List, 34
- discussion series, lunchtime, 35
- diversity and inclusion, 80
- Diversity Council, 80
- Document Production System (DocProdSys), 30 *See also* Business Records and Documents (BRAD) application
- documentation, 33–4
- DPS, 57
- E**
- ecologically sustainable development and environmental reporting, 71–2
- education programs, 35–6, 51
- electronic document storage system, 34, 38
- emissions inventory reports, 72
- employee benefits, 25
- employees *See* staff
- employment arrangements, 82
 bargaining, 6, 82
- entity resource statement 2022–23, 26
- Environment Protection and Biodiversity Conservation Act 1999*, 71
- ethical standards and behaviour, 71
- executive and senior management
 Consultative Committee, 65–6
 corporate governance, 62–5
 departmental management committees, 63–5
 other highly paid staff, 85
 other senior executives, 85
 remuneration, 83, 84
 roles and responsibilities, 9
- exit interviews, 77
- expenditure
 consultancy contracts, 86
 financial performance, 25
 legal services, 88
 non-consultancy contracts, 87–8
- external scrutiny, 73
- F**
- Facebook, 19, 20, 49
- Fair Work Act 2009*, 62
- Federal Parliamentary history timeline*, 52
- Federal Parliamentary Press Gallery, 55
- figures, vi
- Fijian Parliament, 47
- Finance Office, 53
- financial performance, 25–6
- financial resources management, 86–8
 asset management, 86
- financial statements, 90–132
- Floating Budget Mission for Fiji, 146
- forty-sixth Parliament *See* 46th Parliament
- forty-seventh Parliament *See* 47th Parliament
- fraud prevention training and workshops, 70–1
- Fraud Risk Assessment 2023-25*, 70
- freedom of information, 73
- Freedom of Information Act 1982*, 73
- G**
- GA4 Google platform, 20
- Goodenough, Ian, 150
- Graduate Placement Program, 78
- Guest of Parliament delegations, 18, 46
- H**
- Hansard, 33
- Health and Safety Committee, 66
- Hootsuite management, 19, 20

House, Matilda (Aunty), 54
 House, Paul Girrawah, 54
 House Division Recording System, 33
 migration from on-premise servers, 14
 'House main course' tutorial program, 35
 House of Publications Committee, 38
 House of Representatives
 bills amendments, 31–2
 bills and amendments, 135
 meetings, 135
 sitting days, 15, 27, 30, 134
House of Representatives Practice, 35
House Review, 34
 House Select Committee on Workforce Australia
 Services, 41
 House Standing Committee on Social Policy and
 Legal Affairs, 42
House Update, 55
 Hurley, David, 54

I

ICT Portfolio Board, 58
 Incident Planning and Response Committee,
 57, 67
 incoming parliamentary delegations, 145
 independent auditor's report, 91–2
 Independent Parliamentary Expenses Authority,
 57
 Independent Review into Commonwealth
 Parliamentary Workplaces, 2, 5, 66, 81–2
Index to Papers Presented to Parliament, 33
 information and communications (ICT)
 cloud-based, 14, 25, 39
 members' and corporate support, 58
 upgrades, 6, 15
 information governance committee, 66
 Information Management Office, 53, 57, 58
 Information Security Working Group, 68
 Information Technology Security Adviser, 68
Infosheet, 35
 inquiries
 internal committees, 137
 scrutiny committees, 136
 Inquiry into Long Covid and Repeated COVID, 41
 internal audits, 70
 internal committees
 inquiries, 137
 reports, 140–2

International and Parliamentary Relations Office,
 4, 17, 46
 database and software, 48
 outlook, 48
 international delegations, 18, 46, 145
 internships, 49, 50
 interparliamentary forums, 67–8
 interparliamentary relations
 collaboration, 66–8
 outlook, 48
 parliamentary capacity building, 4, 47
 parliamentary engagement, 46–7
 performance measures and targets, 17–19
 performance summary, 46
 Inter-Parliamentary Union, 18
 intranet, 35, 69

J

Jawun APS secondment program, 81
 Jenkins, Kate, 2
 Jenkins review (2021), 5, 66
 Joint Committee on Publications, 38
 Joint Committee on the Broadcasting of
 Parliamentary Proceedings, 38
 Joint Management Group, 57, 67
 Joint Select Committee on National Anti-
 Corruption Commission Legislation, 41
 Joint Select Committee on Parliamentary
 Standards, 66, 82
 Joint Select Committee on the Aboriginal and
 Torres Islander Voice Referendum, 42
 Joint Standing Committee on Electoral Matters,
 42
 Joint Standing Committee on Foreign Affairs,
 Defence and Trade, 42
 Joint Statutory Committee on Defence, 42
 judicial and administrative decisions, 73

K

King Charles III, 3, 54
 Knowledge Management Steering Committee,
 66

L

Last Week in the House, 29, 34
 learning and development, staff, 78–9
 legal services expenditure, 88
 legislation processing, 31–3 *See also* bills
 governance structure, 62
 Letter of transmittal, iii
 LGBTQIA+ Network, 80

- Liaison Committee of Chairs and Deputy Chairs, 41, 45
- Lines, Sue, 46
- LinkedIn, 19, 49
- list of requirements, 152–8
- Live Minutes*, 33 *See also Votes Officer's Minutes*
- ## M
- media releases, 49
- media services, 55
- maintenance, access and transport services, 56–7
- market research, 88
- McGill School of Continuing Studies (Canada), 36
- meetings
- Audit and Risk Committee, 65
 - committee support, 17
 - Consultative Committee, 65
 - Executive, 63
 - Federation Chamber, 15, 28, 135
 - ICT Portfolio Board, 58
 - internal committees, 137
 - interparliamentary relations, 46–7
 - Liaison Committee of Chairs and Deputy Chairs, 45
 - number of, 28
 - Parliamentary committees, 36, 38, 43
 - parliamentary departments heads, 66
 - postponed, 3
 - scrutiny committees, 136
 - Security Management Board, 57
 - Standing Committee on Appropriations and Administration, 73
- Member for Aston resignation, 23
- members' and corporate support, 53–9
- accommodation services, 56
 - digital strategy, 59
 - information and communications (ICT), 58
 - information sessions, 55–6
 - maintenance, access and transport services, 56–7
 - media services, 55
 - members' salaries, 59
 - outlook, 59
 - parliamentary assistants program, 59
 - performance measures and targets, 21–2
 - performance summary, 53–5
 - Parliament House security, 57
- members' salaries, 59
- members' survey, 12–13
- Chamber and Federation Chamber, 14
 - committee support, 16
 - interparliamentary relations, 17
 - members' and corporate support, 21
- Members' Training Program Register, 38
- Memorandum of Understanding (MOU), 58, 63
- Microsoft SharePoint, 44
- Ministerial Communications Network, 56
- multilateral engagement activities, 47
- My First Speech competition, 49, 50
- ## N
- National Anti-Corruption Commission Bill 2022, 4, 41, 42
- National Anti-Corruption Commission (Consequential and Transitional Provisions) Bill 2022, 41
- National Archives of Australia, 57
- National Centre of Biography, 34
- New Zealand, Guest of Parliament delegations, 18, 46
- non-consultancy contracts, 87–8
- non-salary benefits, 83
- Notice Paper*, 29
- ## O
- Office of Parliamentary Counsel, 31, 32
- online gambling inquiries, 42
- Online Tabled Documents project, 34, 38
- Opening of Parliament, 54
- ## P
- Pacific Parliamentary Partnerships Fund, 47, 146
- ParentsNext, 41
- Parliament Explained* campaign, 20, 49
- Parliament in Schools program, 52
- Parliament of Australia Graduate Placement Program, 78
- Parliament of Australia website
- bills and legislation queries, 31
 - committee statements, 37
 - environmental reports, 71–2
 - procedural publications on, 34–5
 - publications, 34
 - publications on, 143
- Parliamentary Administration Advisory Group, 67
- parliamentary assistants program, 59
- Parliamentary Budget Office, 5, 78
- parliamentary capacity building, 47, 146

- parliamentary committees, 4, 36–8, 40–5, 136–42
 - parliamentary delegations, 4, 46–8
 - incoming, 145
 - outgoing, 147–8
 - Parliamentary Education Office (PEO), 23, 49, 60
 - Advisory Committee, 51, 52
 - education programs, 51
 - online content, 51, 52
 - outlook, 52
 - services for members and senators, 52
 - parliamentary engagement, 46–7
 - Parliamentary Joint Committee on Intelligence and Security, 42, 45
 - Parliamentary Leadership Taskforce, 5, 81
 - Parliamentary Papers Series, 38
 - Parliamentary Proceedings Broadcasting Act 1946*, 38
 - Parliamentary Security Service, 55
 - Parliamentary Service Act 1999*, 5, 6, 57, 62, 69, 71, 82
 - Parliamentary Service Classification Rules 2010, 67
 - Parliamentary Service Determination 2013, 67
 - Parliamentary Service Indigenous Employee Network, 80
 - Parliamentary Service Values and Code of Conduct, 71
 - Parliamentary Workplace Support Service (PWSS), 5, 82
 - Parlinfo, 31
 - People Strategies Office, 53, 58
 - members' salaries, 59
 - performance assessments, 79
 - performance measures and targets
 - Chamber and Federation Chamber, 14–15
 - committee support, 16–17
 - community relations and awareness, 19–21
 - interparliamentary relations, 17–19
 - members' and corporate support, 21–2
 - schools hospitality, 22–3
 - summary of performance against purpose, 23–4
 - performance summaries
 - Chamber and Federation Chamber, 27–8
 - community relations and awareness, 49
 - interparliamentary relations, 46
 - members' and corporate support, 53–5
 - schools hospitality, 60
 - petitions, 37
 - Portfolio Budget Statements 2022–23*, 13, 69
 - Portfolio Budget Statements 2023–24*, 25
 - Presiding Officers, 46
 - corporate governance, 62
 - Privacy Act 1988*, 71
 - private members' bills, 3, 33
 - Procedural Digest*, 34
 - Procedure Office, 34–5, 39
 - collaborations, 35
 - professional development programs, 5, 36
 - Public Governance, Performance and Accountability Act 2013* (PGPA Act), 12, 62, 70, 83, 86
 - public interest disclosure, 71
 - Public Interest Disclosure Act 2013*, 71
 - publications, 15, 29, 143–4
 - Chamber and Federation Chamber, 34–5
 - members' and corporate support, 55–6
 - Procedure Office, 34–5
- ## Q
- Queen Elizabeth II, 2, 3, 54
- ## R
- Recognition and Rewards Framework, 77
 - Reconciliation Action Plan 2019–2022*, 66, 67
 - Reconciliation Action Plan Working Group, 67, 80
 - recruitment and retention of staff, 77
 - Referendum, masterclass program, 51
 - remuneration
 - Audit and Risk committee, 65
 - staff, 83–5
 - Report Builder, 44
 - Report No 24: Annual Report 2020–21*, 73
 - Report No 25: October Budget Estimates 2022–23*, 73
 - Report No 26: Budget Estimates 2023–24*, 73
 - report overview, iv
 - reports *See also* committee reports
 - committees, 138–40
 - consultancy contracts, 86–7
 - ecologically sustainable development and environmental reporting, 71–2
 - independent auditor's, 91–2
 - non-consultancy contracts, 87–8
 - online gambling, 42
 - social media analytics management, 19
 - supported by Committee Office, 43
 - Reps Community, 77
 - research, 34–5

- Restoring Territory Rights Bill 2022, 3
 risk assessment and management, 69–71
Risk management plan 2021–23, 69
Risk management policy and framework 2021–23, 69
 RSM Australia, 70
- S**
- Safe and Respectful Workplaces training program, 37
Safety, Rehabilitation and Compensation Act 1988, 85
 Samoan Legislative Assembly, 47
 school visits, 51
 schools hospitality
 performance measures and targets, 22–3
 performance summary and outlook, 60
 scrutiny committees, activities, 136
 Second Deputy Speaker, 150
 secondments, 32, 81
 Security Management Board, 57
 security measures, 57
 security screening, 57
 Selection Committee, 36
 seminars
 community relations and awareness, 49, 50
 delivery of formats, 19
 Senate Committee on Rural and Regional Affairs and Transport, 47
 Senate Publications Committee, 38
 Serjeant-at-Arms, 7, 53, 62, 67, 150
 business continuity framework, 57
 parliamentary assistants program, 59
 parliamentary committees support, 38
 roles and responsibilities, 8, 65, 66, 67
 Serjeant-at-Arms' Office *See also* Transport Office
 accommodation services, 56
 maintenance, access and transport services, 56–7
 media-related activities, 55
 schools group visit coordination, 60
 Service Delivery Working Group, 68
 Services Australia, 41
Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces (2021), 5, 81–2
 shadowing opportunities, 35–6
 Shared Committee Information Database, 44
 Sheehan, Stephen, 63, 65
 shuttle service, 57
 sitting days, 15, 27, 30, 134
 small and medium business procurement initiatives, 88
 Social Club *See* Reps Community
 social media platform engagement rates, 19, 20, 49
 Speaker of the House of Representatives, 62, 150
 change in, 2
 Speaker's Schedule of the Status of Government Responses to Committee Reports, 44
 staff, 74–85 *See also* executive and senior management
 Aboriginal and Torres Strait Islander, 76, 80–1
 culturally and linguistically diverse, 81
 with disability, 81
 diversity and inclusion, 80
 employee engagement, 77
 employee statistics, 74–6
 employment arrangements, 82
 employment by office and location, 76
 employment type, 74–5
 full time level for PEO, 51
 gender, 74, 75, 80
 learning and development, 78–9
 non-salary benefits, 83
 planning and delivery strategies, 77–82
 recruitment and retention, 77
 remuneration, 83–5
 training programs, 79
 women in leadership, 80
 workforce profile, 74
 staff training programs, 35–6, 44
 Standing Committee on Appropriations and Administration, 37, 73
 Standing Committee on Health, Aged Care and Sport, 41
 Standing Committee on Petitions, 36, 37
 Standing Committee on Procedure, 38
 Standing Committee on Publications, 38
 Standing Committee on Regional Development, Infrastructure and Transport, 47
 Statement of Registrable Interests, 37
 statement of significant non-compliance with the finance law, 71
Statistical Digest, 34
 Strategic ICT Group, 58, 68
 students, number of visiting, 22–3, 60
 studies assistance, 79

surveys, 16–17

- Chamber and Federation Chamber performance, 14
- Comcover Risk Management Benchmarking Program, 69
- Members' response rate, 12–13

T

- Table Office, 33
 - collaborations, 35
 - Online Table Documents project, 34
 - parliamentary committees support, 37
- Table Office Production System (TOPS), 39
- teacher professional learning (TPL), 51
- TechnologyOne CiA training, 71
- the Blue (*Daily Program*), 29
- This Week in the House*, 29
- training programs, 5
 - diversity and inclusion, 80
 - fraud prevention, 71
 - procedural training and resources, 35–6
 - Safe and Respectful Workplaces, 38
 - staff attendance, 79
- Transport Office, 57
- Twitter/X, 19, 20, 49

U

- Ukraine, Guest of Parliament delegations, 18, 46
- United Nations Convention on the Rights of Persons with Disabilities, 73
- United Nations Development Programme, 47
- University of South Australia, 36
- Usher of the Black Rod, 55, 57, 67

V

- video conference programs, 51
- Vietnam, Guest of Parliament delegations, 18, 46
- Votes and Proceedings, 33
- Votes Officer's Minutes*, 33

W

- Welcome to Country ceremony, 54
- Winc, 86
- women in leadership, 80
- work health and safety, 85
- Work Health and Safety Act 2011* (WHS Act), 62, 66, 85
- Work Health and Safety Regulations 2011, 85
- Work of the Session*, 28, 34
- Workforce Australia Employment Services, 41
- workshops, fraud prevention, 70–1

Y

- You win some, you lose more* (2023), 42
- YouTube, 19, 49

