



Part 3

Management and accountability

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Corporate governance

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

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

Governance structure

Legislation

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

The Parliamentary Service Act and the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) govern the department's operations. Other legislation, including the *Fair Work Act 2009* and the *Work Health and Safety Act 2011* (WHS Act), also apply to the operations of the department. Together, these Acts set out the Clerk's formal responsibilities for managing the department.

Executive and senior management

As at 30 June 2023, the department's Executive comprised the Clerk, the Deputy Clerk and four Senior Executive Service (SES) Band 1 staff: the Clerk Assistant (Table), Clerk Assistant (Procedure), Clerk Assistant (Committees) and Serjeant-at-Arms. Each SES Band 1 officer is responsible for one or more of the department's offices (see Figure 1 on page 8). The roles and responsibilities of the Executive are described on page 9.

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

Departmental management committees

Executive

In 2022–23, the department’s Executive held 11 formal meetings to consider and take decisions on a range of departmental management and administrative matters. Standing agenda items include finance, information and communications technology (ICT), people strategies, work health and safety, and risk management. During the year the Executive also discussed:

- » implementation of recommendations of the reviews into parliamentary workplaces
- » the movement of funds and reclassification of the department’s capital appropriation
- » the proposed structure for a revised *Memorandum of understanding (MoU) between parliamentary departments in relation to the provision of information and communications technology services*
- » updated internal audit arrangements
- » corporate planning, information management and fraud control
- » ICT projects and cyber security
- » various departmental policies and strategies.

Audit and Risk Committee

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

Guided by the committee’s charter (available at www.aph.gov.au/dhr/AuditCharter), the members of the Audit and Risk Committee play an essential role in ensuring the integrity and transparency of the department’s reporting.

In 2022, membership of the committee comprised an independent chair, and four independent members. Following the December 2022 meeting, the committee membership was changed to an independent chair and two independent members.

Chair

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

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

Mr Paul Groenewegen was chair of the committee from early 2018 until January 2023. Mr Groenewegen is an experienced executive and consultant having fulfilled a number of public and private sector roles encompassing strategy development and implementation; governance practice; regulation, compliance and risk activities and financial enablement. Mr Groenewegen holds a Bachelor of Commerce and Graduate Diploma of Applied Corporate Governance and is a certified practising accountant and graduate member of the Australian Institute of Company Directors.

Independent members

Mr Alistair Nicholson joined the committee as an independent member in 2021. Mr Nicholson is an experienced consultant with a background in governance, strategy development, information management and risk management. He has provided governance, compliance and risk advice to a number of government and corporate organisations including the Attorney-General's Department, Services Australia and its predecessors, the Department of Defence, the Department of Primary Industries and Energy and the Commonwealth Bank of Australia. Mr Nicholson's business improvement advice has been recognised by an IBM Asia Pacific Achievement Award and a Government Technology Efficiency Award.

Mr Nicholson is president and board member of the Canberra chapter of ISACA – the International Systems Audit and Control Association that certifies professionals in information management governance. He holds a Bachelor of Science and is a Certified Information Systems Auditor and Certified Information Systems Manager. Mr Nicholson sits on another Commonwealth agency audit and risk committee and is a member of the Australian Institute of Company Directors.

Ms Emily Purvis joined the committee as an independent member in 2021. Ms Purvis is the executive manager of governance at Anglicare NSW South, NSW West and ACT, a large charity operating in the Canberra region. She is an executive with experience in the provision of high-level governance, strategic and regulatory policy advice. She has a range of skills in service delivery and governance at the executive level within the public and community services sectors, including over 18 years' experience in the Commonwealth public service.

Ms Purvis has experience at the board level in the not-for-profit sector. Ms Purvis holds a Bachelor of Laws, Bachelor of Science, Graduate Diploma of Antarctic and Southern Ocean Studies (Hons), Master of Science and Graduate Certificate in Management. She is an associate of the Governance Institute of Australia and a graduate member of the Australian Institute of Company Directors.

Mr Dermot Walsh was a member of the committee from 2015 until December 2022. He is the chief financial officer and company secretary at Aboriginal Hostels Limited. Before this, Mr Walsh was senior assistant ombudsman at the Office of the Commonwealth Ombudsman. He is an experienced executive and has had roles in both the Commonwealth and Australian Capital Territory (ACT) public services, in a diverse range of entities including the ACT Land Development Agency, the ACT Economic Development Directorate, Comcare, the National Gallery of Australia, the Defence Service Homes Insurance Scheme and the Department of Veterans' Affairs.

Mr Walsh has significant experience in financial management, governance and risk management, human resource management, project management, ICT and program delivery. He holds a Bachelor of Commerce, and is a chartered accountant, certified practising accountant and member of the Australian Institute of Company Directors.

Observers

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

Audit and Risk Committee meeting attendance

Table 10: Audit and Risk Committee meeting attendance, 2022–23

Member	Sep 2022	Dec 2022	Mar 2023	Jun 2023
Paul Groenewegen (chair, to January 2023)	✓	✓	N/A	N/A
Stephen Sheehan (chair from January 2023)	✓	✓	✓	✓
Alistair Nicholson	✓	✓	✓	✓
Emily Purvis	✓	×	✓	✓
Dermot Walsh (to December 2022)	✓	✓	N/A	N/A

Audit and Risk Committee remuneration

In 2022–23, Mr Paul Groenewegen was paid \$7,000 for his services as chair of the committee to January 2023. Mr Sheehan was paid \$11,000 including GST for services as an independent member and then as chair of the committee. Mr Nicholson was paid \$6,600 including GST and Ms Purvis was paid \$6,000. Mr Walsh did not receive remuneration for work on the committee during the period.

Other departmental committees

Consultative Committee

The Consultative Committee is an important mechanism for communicating and consulting with staff on workplace issues. Chaired by the Deputy Clerk, the committee’s membership includes three other representatives from the department’s Executive, two elected staff representatives and two union-nominated representatives. The committee met five times during 2022–23.

Standing agenda items for the meetings are:

- » implementation and monitoring of the enterprise agreement
- » proposals for change and developments affecting staff

- » reviews of implemented changes
- » other workplace issues including filling vacancies and the staff suggestion box.

Other matters discussed in the reporting period included:

- » the department's response to the Jenkins review and its submission to the Joint Select Committee on Parliamentary Standards
- » the results of the Australian Public Service (APS) Employee Census
- » the replacement of the department's human resources (HR) system and the update to work performance management policies.

Health and Safety Committee

The Health and Safety Committee was established in May 2022 under the WHS Act, following a request from a health and safety representative. The committee provides a forum for consultation and dissemination of information on matters that are likely to affect the health, safety and welfare of departmental staff, in accordance with the requirements of the WHS Act. The committee consists of three management representatives and four staff representatives and is chaired by the Serjeant-at-Arms. The committee met four times in 2022–23.

Knowledge Management Steering Committee

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

The committee is chaired by the Clerk Assistant (Table) and includes representatives from all areas of the department. The committee met once in the period to discuss the draft Microsoft Teams governance policy and framework and the status of several ICT projects, including the planned upgrade to Windows 11.

Collaboration across parliamentary departments

Meetings of heads of parliamentary departments

In 2022–23, the Clerk, the Clerk of the Senate, the Secretary of the DPS and the Parliamentary Budget Officer held four formal meetings. The head of the PWSS has attended as an observer for the last three meetings of the 2022-23 year. Matters considered during the period included:

- » the new interim MoU between the parliamentary departments in relation to the provision of ICT services
- » the implementation of recommendations from the Independent Review into Commonwealth Parliamentary Workplaces (Jenkins review)
- » a briefing with the Australian Parliamentary Service Commissioner
- » the development of a new Reconciliation Action Plan.

The heads of parliamentary departments also met seven times with the Chair of the Parliamentary Leadership Taskforce and senior government officials to be briefed on and consider actions in response to the recommendations of the Jenkins review.

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

Parliamentary Administration Advisory Group

In 2022–23, the Parliamentary Administration Advisory Group met four times to discuss matters of common interest across the parliamentary departments. Membership comprises the Serjeant-at-Arms, the Usher of the Black Rod, a representative from DPS and the Assistant Parliamentary Budget Officer from the Parliamentary Budget Office.

Matters discussed over the reporting period included:

- » the findings of reviews into parliamentary workplaces, and the work to implement recommended changes
- » shared and individual responses to the COVID-19 pandemic, including longer-term impacts on workplaces
- » business continuity planning across the parliamentary departments
- » work health and safety matters, including policies and incident reporting mechanisms
- » matters of relevance in the broader public sector, facilitated through regular meetings with the Australian Public Service Commission
- » progress on work to amend the Parliamentary Service Classification Rules 2010 and the Parliamentary Service Determination 2013.

Other inter-parliamentary department forums

In 2022–23, the department continued to be active in other interdepartmental forums that considered matters of common interest, particularly around ICT and security. Departmental representatives participated in meetings of the following groups:

- » Joint Management Group – this group considers security-related matters. It is chaired by a senior representative from the Australian Federal Police, and the department is represented by the Deputy Serjeant-at-Arms.
- » Incident Planning and Response Committee – this committee manages security and emergency incident planning and response operations. The committee is chaired by a senior representative from the Australian Federal Police, and the department is represented by the Deputy Serjeant-at-Arms.
- » Reconciliation Action Plan Working Group – this group is the governing body responsible for the parliamentary service's *Reconciliation Action Plan 2019–2022* and worked to develop the new reconciliation action plan for the parliamentary service. The department was represented by several staff.

- » Strategic ICT Group – this group is the strategic ICT committee for the parliamentary departments. It provides strategic advice on priorities for ICT projects and initiatives, and considers issues relating to ICT strategy, policy and risk. It is chaired by the DPS Chief Information Officer and the department is represented by the Clerk Assistant (Procedure).
- » Service Delivery Working Group – this group is responsible for operational oversight of the MoU for the provision of ICT services. It provides advice to the Strategic ICT Group, and the department is represented by its Chief Information Officer.
- » Information Security Working Group – this group is a forum to progress information security initiatives that require input from all parliamentary departments. The group is responsible for providing feedback and advice to the DPS Director of Cyber Security, to ensure a consistent and effective approach to information security across the parliamentary service. The department is represented by the Chief Information Office, in their role as Information Technology Security Adviser.
- » Continuity Coordination Group – this group was established by DPS to coordinate that department's response to the COVID-19 pandemic. The Serjeant-at-Arms was invited to attend meetings of the group to ensure consistency in coordination and communication.

Departmental planning

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

The corporate plan is the department's primary planning document. Meeting the relevant requirement under the PGPA Act, the department's *Corporate Plan 2022–23* was published in August 2022.

The corporate plan covers 2022–23 and three forward years to 2025–26. It sets out the department's purpose, the activities undertaken to achieve that purpose, and the measures for assessing the department's performance. It also describes the environment in which the department operates, planned capability initiatives and the department's risk management and oversight systems.

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

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

The annual 'Departmental conversations' was held in November 2022. This is the principal forum for the department to reflect, collaborate and create collectively. This year, staff discussed the department's approach to diversity and inclusion, innovation and knowledge sharing. The Clerk made her annual address to staff. The newly elected Speaker, the Hon Milton Dick MP, was invited by the Clerk to address the department for the first time.

Departmental accountability and reporting

The department's main formal external accountability mechanisms are the Portfolio Budget Statements and the annual report, prepared pursuant to section 65 of the Parliamentary Service Act. The annual report for 2021–22 provided an assessment of the department's performance against the targets set in the 2021–22 Portfolio Budget Statements and corporate plan and presented the department's financial statements.

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

Managing risk

Risk assessment and management

The department's approach to risk and management of risk is underpinned by its *Risk management policy and framework 2021–23* and *Risk management plan 2021–23*.

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

Both documents are reviewed every two years. The *Risk management policy and framework 2021–23* and the *Risk management plan 2021–23* were approved in September 2021. The documents were reviewed in June 2023 and the department will publish updated versions in the coming months.

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

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

Business continuity

The department has a business continuity framework and business continuity plan to provide overarching advice to management about the actions required should a business disruption event occur. The business continuity framework provides governance arrangements and details critical business functions for each office in the department. The business continuity plan provides immediate actions to be considered when a business disruption event occurs, including activating, managing and deactivating the plan. The framework and plan were reviewed and updated during 2022–23 and reflect the lessons learnt from the COVID-19 pandemic.

During the reporting period, the restrictions associated with the pandemic eased and the department's internal COVID-19 Coordination Group also ceased. The business continuity network, with representation from across the department, remains responsible for business continuity governance and oversight.

The business continuity framework supports regular tests of the department's business continuity capability, including desktop reviews, desktop scenario exercises, notification and call-out communications exercises, live scenario exercises and business recovery exercises. During 2022–23, planning took place for a joint desktop scenario exercise with the Department of the Senate, with a focus on cybersecurity incident response management. The department also developed cybersecurity and data breach incident response plans, designed to reflect best practice principles and coordinate with the relevant plans of DPS as the department's provider of ICT services.

Internal audit

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

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

- » travel arrangements
- » learning and development framework
- » legislative compliance.

A review of the department's business continuity planning was completed in 2021–22. In partnership with the Department of the Senate, the department also completed a joint review of the management of ICT capability, projects and risks.

In August 2022, the department appointed RSM Australia as its new internal audit service provider, under the Department of Finance's Management Advisory Services Panel. Following the appointment of RSM Australia as the internal auditor, a new strategic internal audit plan was developed to inform audit priorities for the next two years.

Preventing fraud

The department is committed to compliance with the provisions of section 10 of the Public Governance, Performance and Accountability Rule 2014 (PGPA Rule) relating to preventing, detecting and dealing with fraud.

The department held its biennial fraud workshop on 7 June 2023. This information will be incorporated into the *Fraud Risk Assessment 2023–25*. It provides details of the approach and methodology used in assessing fraud risks within the department. It also details a range of processes and activities in terms of their potential fraud risks, and the controls in place that prevent, detect or deter the risks.

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

There were no identified instances of fraud during the year.

Ethical standards and behaviour

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

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

Statement of significant non-compliance with the finance law

The department did not identify any instances of significant non-compliance with the finance law during 2022–23. The finance law incorporates the PGPA Act, any rules and instruments created under the PGPA Act, and appropriation and supply Acts.

Public interest disclosure

The Clerk, as the principal officer of the department for the purposes of the *Public Interest Disclosure Act 2013*, has established procedures and appointed authorised officers for facilitating and dealing with public interest disclosures relating to the department, in accordance with the Act. During 2022–23, the department continued to ensure that information on public interest disclosure procedures was available to all staff. Training was also provided to authorised officers during the period.

Privacy

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

Ecologically sustainable development and environmental reporting

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

APS Net Zero 2030 emissions reporting

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

The APS Net Zero emissions reporting for the department includes staff and business activities incorporating flights and fleet vehicle usage (see Tables 11 and 12). Emissions attributed to the running of the Australian Parliament House building, including for departmental staff working in the building, are separately reported by DPS in its annual report.

Table 11: Emissions inventory for the Department of the House of Representatives (location-based approach for electricity emissions), 2022–23

Emission source	Scope 1 kg CO ₂ -e	Scope 2 kg CO ₂ -e	Scope 3 kg CO ₂ -e	Total kg CO ₂ -e
Electricity (location-based approach)	N/A	-	-	-
Natural gas	-	N/A	-	-
Fleet vehicles	3,499	N/A	890	4,389
Domestic flights	N/A	N/A	56,586	56,586-
Other energy	-	N/A	-	-
Total kg CO₂-e	3,499	-	57,475	60,974

Table 12: Emissions inventory for the Department of the House of Representatives (market-based approach for electricity emissions), 2022–23^a

Emission source	Scope 1 kg CO ₂ -e	Scope 2 kg CO ₂ -e	Scope 3 kg CO ₂ -e	Total kg CO ₂ -e
Electricity (location-based approach)	N/A	-	-	-
Natural gas	-	N/A	-	-
Fleet vehicles	3,499	N/A	890	4,389
Domestic flights	N/A	N/A	56,586	56,586-
Other energy	-	N/A	-	-
Total kg CO₂-e	3,499	-	57,475	60,974

a. The market-based approach accounts for activities such as Greenpower, purchased large-scale generation certificates (LGCs) and/or being located in the ACT, the total emissions for electricity.

External scrutiny

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

Judicial and administrative decisions

During 2022–23, no judicial decisions or decisions of administrative tribunals or the Australian Information Commissioner had, or are anticipated to have, a significant effect on the operations of the department.

Reports on the operations of the department

In 2022–23, the Auditor-General did not present any reports directly relating to the administration of the department or its operations. The Australian National Audit Office provided an unqualified audit report on the department's 2022–23 financial statements.

In 2022–23, the Commonwealth Ombudsman did not issue any reports on the operations of the department. There were no capability reviews of the department released during the period.

The department continued to support the Standing Committee on Appropriations and Administration's consideration of the department's funding requirements and budget position.

During 2022–23, the committee met six times and presented three reports:

- » Report No 24: Annual Report 2020–21
- » Report No 25: October Budget Estimates 2022–23
- » Report No 26: Budget Estimates 2023–24.

Disability reporting mechanisms

Australia's Disability Strategy 2021–2031 is the overarching framework for inclusive policies, programs and infrastructure that will support people with disability to participate in all areas of Australian life. The strategy sets out where practical changes will be made to improve the lives of people with disability in Australia. It acts to ensure the principles underpinning the United Nations Convention on the Rights of Persons with Disabilities are incorporated into Australia's policies and programs that affect people with disability, their families and carers. All levels of government have committed to deliver more comprehensive and visible reporting under the strategy. A range of reports on progress of the strategy's actions and outcome areas are available at www.disabilitygateway.gov.au/ads.

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

Freedom of information

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

Management of people

Workforce profile

As at 30 June 2023, the department had 176 employees – 139 ongoing, seven non-ongoing and 30 casuals.

The department's workforce is 63% female, and 56% of leadership positions are held by women. Of all staff, 40% are aged over 50 years, and 1% identify as Aboriginal and/or Torres Strait Islander.

Employee statistics

Tables 13 to 17 show the department's employee statistics as at 30 June 2023 (and 30 June 2022 for comparison), including whether staff are in ongoing, non-ongoing or casual positions. The tables provide information on the substantive classification of staff, as well as their gender and geographical location.

Table 13: Employment type by classification and gender, as at 30 June 2023

Classification	Ongoing		Non-ongoing		Casual		Total		Total
	Men/ male	Women/ female	Men/ male	Women/ female	Men/ male	Women/ female	Men/ male	Women/ female	
SES 2	1	0	0	0	0	0	1	0	1
SES 1	3	1	0	0	0	0	3	1	4
EB 2	8	14	0	0	0	0	8	14	22
EB 1	21	26	0	1	0	0	21	27	48
PSL 6	8	24	0	2	0	0	8	26	34
PSL 5	2	7	0	0	0	0	2	7	9
PSL 4	6	16	0	3	0	0	6	19	25
PSL 3	2	0	1	0	1	1	4	1	5
PSL 2	0	0	0	0	13	15	13	15	28
PSL 1	0	0	0	0	0	0	0	0	0
Total	51	88	1	6	14	16	66	110	176

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

Figures for this table exclude the Clerk of the House.

Table 14: Employment type by classification and gender, as at 30 June 2022

Classification	Ongoing		Non-ongoing		Casual		Total		
	Men/ male	Women/ female	Men/ male	Women/ female	Men/ male	Women/ female	Men/ male	Women/ female	Total
SES 2	1	0	0	0	0	0	1	0	1
SES 1	3	1	0	0	0	0	3	1	4
EB 2	7	12	0	0	0	0	7	12	19
EB 1	19	22	0	3	0	0	19	25	44
PSL 6	9	23	0	2	0	0	9	25	34
PSL 5	2	5	0	0	0	0	2	5	7
PSL 4	7	20	0	1	0	0	7	21	28
PSL 3	5	0	0	0	1	1	6	1	7
PSL 2	0	0	0	0	13	13	13	13	26
PSL 1	0	0	0	0	0	0	0	0	0
Total	53	83	0	6	14	14	67	103	170

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

Figures for this table exclude the Clerk of the House.

Table 15: Employment type by employment status, as at 30 June 2022 and 30 June 2023

Employment type	Full-time		Part-time		Casual		Total	
	2022	2023	2022	2023	2022	2023	2022	2023
Ongoing	121	123	15	16	0	0	136	139
Non-ongoing	4	6	2	1	0	0	6	7
Casual	0	0	0	0	28	30	28	30
Total	125	129	17	17	28	30	170	176

Figures for this table exclude the Clerk of the House.

Table 16: Employment type by office and location, as at 30 June 2022 and 30 June 2023

	Ongoing		Non-ongoing		Casual		Total	
	2022	2023	2022	2023	2022	2023	2022	2023
Office								
Executive/ Executive Support	11	11	0	0	0	0	11	11
Table Office	11	10	0	1	0	0	11	11
Procedure Office	8	12	0	0	0	0	8	12
Committee Office	71	66	0	2	0	0	71	68
International and Parliamentary Relations Office	8	6	0	0	0	0	8	6
Information Management Office	10	13	3	1	1	1	14	15
Finance Office	6	6	1	0	0	0	7	6
People Strategies Office	5	6	2	3	0	0	7	9
Serjeant-at- Arms' Office	7	9	0	0	27	30	34	39
State or territory								
ACT	137	139	6	7	28	31	171	177
Total	137	139	6	7	28	31	171	177

Figures include the Clerk of the House.

Table 17: Aboriginal and/or Torres Strait Islander staff, at 30 June 2022 and 30 June 2023

Employment type	Staff numbers	
	2022	2023
Ongoing	1	2
Non-ongoing	0	0
Casual	0	0
Total	1	2

Employee engagement

Staff Recognition and Rewards Framework

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

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

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

Sixteen employees and one team of 31 staff were formally recognised through these processes.

People strategies: planning and delivery

Recruitment

The department advertised to fill 28 ongoing vacancies during 2022–23 (compared with 17 in 2021–22), of which eight were filled by external applicants.

Retention

In 2022–23, 13 ongoing and three non-ongoing staff left the department. The turnover rate was 9% for ongoing staff (compared with 12% in 2021–22).

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

Alumni

The department formed an alumni association of former staff in 2008. As of 30 June 2023, the association had 296 members. It issued two newsletters during the year, in September 2022 and April 2023, and held a reception and annual general meeting in November 2022.

Social club

'Reps Community', the social club of the department, organised a diverse range of activities during the year. This included coffee mornings for new starters, afternoon social gatherings, fundraising barbecues and the traditional Easter egg hunt and morning tea for staff and their children. A trivia night organised jointly with the Department of the Senate's social club was very successful.

The Reps Community held a Christmas raffle and organised a departmental Christmas party for staff outdoors in the grounds of Old Parliament House. The Reps Community maintained its charitable focus, donating food hampers and \$500 to the Mustard Seed Pantry, \$250 to the Cancer Council and \$230 to Soldier On. Donations to local charities have also continued, through aluminium can recycling and 'Lids for Kids' programs.

Graduate placement program

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

Graduates develop the necessary knowledge and skills to make a significant contribution to the department and broader parliamentary service, while gaining valuable insights into how their home department or agency interacts with the parliament and its committees. The program continued to draw a high level of interest from graduates from a range of agencies. Five graduates undertook placements in the department in 2022–23.

Feedback from graduates confirmed that the program is highly successful and that the objectives of the placements were met.



Participants in the 2023 Parliament of Australia Graduate Program.

Learning and development

In 2022–23, the department delivered a total of 142 face-to-face and virtual training and development sessions to employees, based around the core themes of health and safety, respectful relationships, workplace bullying and harassment prevention, and management and leadership capability. This is in addition to training and information-sharing sessions delivered internally by departmental staff focusing on building staff capability in the areas of parliamentary practice and procedure.

Table 18 shows the number of staff from each classification attending training, the total number of training days attended, and the average training days attended per person for 2022–23 (and the latter for 2021–22, for comparison).

Table 18: Staff attendance at training courses

Classification	Headcount	Training days attended	Average training days attended per person	
			2021–22	2022–23
Senior Executive Service	5	1.0	1.9	0.2
Executive Band 2	22	18.1	2.9	0.8
Executive Band 1	48	29.1	2.8	0.6
Parliamentary Service Level 6	34	28.5	1.6	0.8
Parliamentary Service Level 5	9	4.0	1.0	0.4
Parliamentary Service Level 4	25	26.7	1.3	1.1
Parliamentary Service Level 3	5	5.8	1.4	1.2
Parliamentary Service Level 2	28	15.2	0.5	0.5
Not specified		49.2		0.3
Total	176	128	1.7	1.0

Studies assistance

The department's studies assistance scheme allows employees to complete relevant tertiary study to improve their professional skills and knowledge. Three employees accessed studies assistance during the year (compared with 10 in 2021–22). Collectively, financial assistance of \$5,095 was administered (compared with \$9,610 in 2021–22), along with a total of 12 days of study leave at full pay.

Performance assessment

All eligible staff participated in the annual work performance assessment cycle, which was completed on 31 October 2022. The cycle involves setting individual work objectives, conducting performance assessments, preparing individual development plans and providing feedback to supervisors. Information from the individual development plans is used to formulate the training program for the next calendar year.

The department moved to an online performance management system in June 2023 with staff verifying and importing their current performance agreements. This system guides employees and managers through the steps in the cycle using workflows and provides enhanced reporting capabilities to better support performance management processes across the department.

Diversity and inclusion

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

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

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

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

The department is supportive of staff participation in employee networks operating in the parliamentary service, including the Parliamentary Service Indigenous Employee Network, the (former) DPS Disability and Carers Employee Network and the DPS LGBTQIA+ Network. The department held a pulse survey in November–December 2022 to gain an understanding of interest in existing and potential employee networks in the parliamentary service.

Drawing on feedback gathered through this process, during the reporting period, work commenced with other parliamentary departments to establish a parliamentary disability employee network and an Access and Inclusion Plan Champions group. Further work on employee networks continues into the 2023–24 reporting period.

Women in leadership

The department continues to have a significant level of female workforce participation. As at 30 June 2023, the proportion of female employees in the department was 63%, which is consistent with 2021–22. The department continues to have strong female representation in leadership roles, with women accounting for 56% of employees at the Executive Band 2 level and above. Across all other classification levels, the representation of women continues to be high.

Aboriginal and/or Torres Strait Islander engagement

The department continued to promote engagement with Aboriginal and/or Torres Strait Islander people and culture through a range of activities and commitments within the *Australian Parliamentary Service Innovate Reconciliation Action Plan 2019–2022*. The Reconciliation Action Plan Working Group comprised committed people from across the parliamentary departments, including Reconciliation Action Plan Champions from each department, who supported the implementation of the plan and early development of a new Reconciliation Action Plan for the parliamentary service. The department also delivers cultural appreciation training as part of the internal training calendar.

During the reporting period, the department also participated in the Jawun APS secondment program, a professional development opportunity for employees to contribute their skills to support the economic development of First Nations Australians while learning about First Nations culture and history. One employee participated in the program in 2022–23. The department had two First Nations staff members as at 30 June 2023 (Table 17).

People from culturally and linguistically diverse background

As at 30 June 2023, 4.7% of employees (eight people) self-reported as being born overseas. As at 30 June 2023, 4.1% of employees (seven people) reported that English was not their first spoken language.

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

People with disability

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

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

In 2022–23, 1.8% of staff (three people) self-identified as having a disability.

Set the Standard report (Jenkins review)

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

While some of the report's 28 recommendations relate more directly to parliamentarians and their staff, or to other organisations, the department appreciates that it has an important role in contributing to the overall culture in parliamentary workplaces. Together with other agencies, the department has engaged in implementing several of the recommendations. The Clerk regularly meets with the heads of the other parliamentary departments and the independent chair of the Parliamentary Leadership Taskforce. The Deputy Clerk represents the department on the Implementation Group, which consists of representatives from parliamentary departments and relevant public sector agencies. During the reporting period, other staff participated in various interdepartmental working groups to progress work on implementing recommendations. This included, for example, collaborating with other parliamentary departments and the Behavioural Economics Team of the Australian Government (BETA) within the Department of the Prime Minister and Cabinet in relation to data on diversity characteristics. The department has one staff representative on the Parliamentary Leadership Taskforce's staff consultation group.

In November 2022, the department agreed an operating protocol with the Parliamentary Workplace Support Service. The department will continue to work with the Parliamentary Workplace Support Service into the 2023–24 reporting period, including after anticipated legislative changes are made to the agency.

Together with the other parliamentary departments, the department made a joint submission to the Joint Select Committee on Parliamentary Standards' inquiry into matters relating to the development of codes of conduct for Commonwealth Parliamentary Workplaces.

Separately and in parallel to the interdepartmental collaboration, the department has continued to work on its own initiatives to further foster a safe, respectful and inclusive workplace. This has included a series of well-received, scenario-based workshops for staff at all levels throughout the department, with a focus on appropriate behaviour in the workplace. This and other work continue into the 2023–24 reporting period.

Employment arrangements

The *Department of the House of Representatives Enterprise Agreement 2017–2020* came into effect on 6 December 2017 with a nominal expiry date of 29 November 2020. The agreement provides non-SES staff with competitive remuneration and employment conditions. The agreement continues to remain in operation; following extensive consultation, staff voted in favour of the Clerk issuing a determination under section 24(1) of the Parliamentary Service Act to give effect to salary increases in lieu of bargaining. The third salary increase (2%) under the determination was in November 2022. There is no provision in the agreement to remunerate staff based on performance. The Clerk did not make a determination under section 24(1) of the Parliamentary Service Act in 2022–23 to pay staff a monetary bonus.

Employment conditions for SES staff are set out in individual determinations made under section 24(1) of the Parliamentary Service Act. Many of these conditions are aligned with the department's enterprise agreement. Table 19 shows the numbers of staff employed under different employment instruments.

Table 19: Employment arrangements for SES and non-SES staff, as at 30 June 2023

	SES	Non-SES	Total
Enterprise agreement	–	171	171
Individual flexibility arrangement	–	–	–
Australian workplace agreement	–	–	–
Common law contract	–	–	–
Determination under section 24(1) of the <i>Parliamentary Service Act 1999</i>	5	–	5

Remuneration

Salary ranges under the 2017–20 enterprise agreement, as at the end of the reporting period, are summarised in Table 20.

Table 20: Salary ranges of staff covered by the 2017–20 enterprise agreement, as at 30 June 2023

Classification	Salary range	
	Minimum (\$)	Maximum (\$)
Executive Band 2	150,788	159,772
Executive Band 1	116,503	129,950
Parliamentary Service Level 6	93,889	106,555
Parliamentary Service Level 5	86,784	91,830
Parliamentary Service Level 4	76,725	83,009
Parliamentary Service Level 3	69,411	74,567
Parliamentary Service Level 2	61,687	67,355
Parliamentary Service Level 1	54,530	59,667

In 2022–23, departmental employee benefits totalled \$21.262 million (compared with \$20.521 million in 2021–22).

Non-salary benefits

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

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

Executive remuneration

The PGPA Rule requires the reporting of executive remuneration information for specified officials of Commonwealth entities on an accrual basis. Tables 21 to 23 summarise the remuneration of key management personnel and senior executives. During short absences of senior executive staff, parliamentary officers may be provided with an opportunity to act in the position of the absent senior executive staff. These short acting opportunities are not included in Tables 21 or 22.

Table 21: Key management personnel, 2022–23

Name	Position	Term as key management personnel
Claressa Surtees	Clerk	Full year
Peter Banson	Deputy Clerk	Full year
James Catchpole	Clerk Assistant (Table)	Full year
Peggy Danaee	Serjeant-at-Arms	Full year
Russell Chafer	Clerk Assistant (Committees)	Full year
Glenn Worthington	Clerk Assistant (Procedure)	Full year

In accordance with the PGPA Rule, information about the remuneration and benefits of key management personnel is set out in Table 22.

Table 22: Remuneration and benefits of key management personnel, 2022–23

Name	Position title	Short-term benefits			Post-employment benefits	Other long-term benefits		Termination benefits	Total remuneration
		Base salary (\$)	Bonuses (\$)	Other benefits and allowances (\$)	Superannuation contributions (\$)	Long-service leave (\$)	Other long-term benefits (\$)	(\$)	(\$)
Claressa Surtees	Clerk	402,025	–	29,104	57,046	19,329	–	–	507,504
Peter Banson	Deputy Clerk	273,697	–	0	50,462	8,325	–	–	332,484
James Catchpole	Clerk Assistant (Table)	235,087	–	0	41,489	11,699	–	–	288,275
Peggy Danaee	Serjeant-at-Arms	224,447	–	0	39,971	8,228	–	–	272,646
Russell Chafer	Clerk Assistant (Committees)	225,435	–	0	39,392	-557	–	–	264,270
Glenn Worthington	Clerk Assistant (Procedure)	223,520	–	0	42,916	5,803	–	–	272,239
Total		1,584,211	–	29,104	271,276	52,826	–	–	1,937,417

Discrepancies in totals are due to rounding.

Other senior executives

The department did not have any senior executives who did not meet the definition of key management personnel for part of the year. All key management personnel are included in Tables 21 and 22.

Other highly paid staff

During the reporting period ended 30 June 2023, the department did not have any highly paid staff who did not meet the definitions of key management personnel or senior executives; therefore, there is no reporting on other highly paid staff.

Work health and safety

The department is committed to fulfilling its responsibilities under the WHS Act, the Work Health and Safety Regulations 2011 and the *Safety, Rehabilitation and Compensation Act 1988*. During the reporting period, all reasonably practicable measures were taken to protect the health, safety and welfare of employees while at work in line with the department's work health and safety policies.

The department aims to achieve high standards of work health and safety in its operations and to fulfil its duty of care by providing and maintaining a safe and healthy work environment. There are a number of shared work health and safety risks across Parliament House that are the responsibility of all parliamentary departments. In 2022–23, to continue to meet its obligations under the WHS Act, the department:

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

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

Management of financial resources

Asset management

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

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

A review of the intangible assets category was conducted to verify assets in use. All software items were found to be in use, except for the Gift Shop application, which had been replaced with an online system. This asset was subsequently disposed of with a written down value of zero. There was no indication that any departmental assets were impaired to any extent approaching materiality.

Purchasing

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

During the reporting period the department entered into 21 contracts above the reporting threshold, 13 of which were reported on AusTender within the prescribed period. No other identified instances of non-compliance with the Commonwealth Procurement Rules have been identified. The department is actively considering ways to strengthen its policies and practices in relation to procurement, with a view to implementing changes in 2023–24.

Reportable consultancy contracts

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

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

During 2022–23, one new reportable consultancy contract was entered into, for which \$0.003 million actual expenditure was incurred during the period. In addition, two ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$0.015 million (see Table 23).

Table 24 lists the organisations receiving a share of reportable consultancy contract expenditure during the reporting period.

Table 23: Reportable consultancy contracts, 2022–23

Reportable consultancy contract	Number	Expenditure (\$)
New contracts entered into during the reporting period	1	2,750.00
Ongoing contracts entered into during a previous reporting period	2	15,400.00
Total	3	18,150.00

Table 24: Organisations receiving a share of reportable consultancy contract expenditure, 2022–23

Organisation	Proportion of 2022–23 total spend (%)	Expenditure (\$)
JLL Public Sector Valuations Pty Ltd	54.55	9,900.00
Dr Gabrielle Appleby	30.30	5,500.00
RSM Bird Cameron	15.15	2,750.00
Total	100	18,150.00

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

Reportable non-consultancy contracts

During 2022–23, 20 new reportable non-consultancy contracts were entered into involving total actual expenditure of \$0.731 million. In addition, 15 ongoing non-consultancy contracts were active during the period, involving total expenditure of \$0.630 million (see Table 25).

Table 26 lists the organisations receiving a share of reportable non-consultancy contract expenditure during the reporting period.

Table 25: Reportable non-consultancy contracts, 2022–23

Reportable non-consultancy contract	Number	Expenditure (\$)
New contracts entered into during the reporting period	20	731,128.13
Ongoing contracts entered into during a previous reporting period	15	629,977.69
Total	35	1,361,105.82

Table 26: Organisations receiving a share of reportable non-consultancy contract expenditure, 2022–23

Organisation	Proportion of 2022–23 total spend (%)	Expenditure (\$)
Aurion Corporation Pty Ltd	13.71	186,590.84
Technology One Ltd	13.65	185,755.41
Comcare	8.90	121,118.70
Micro Focus Australia Pty Ltd	5.82	79,178.84
Frontier Software Pty Ltd	4.68	63,646.00
Total of the largest shares	46.76	636,289.79

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

Competitive tendering and contracting

There were no instances during 2022–23 where contracts were let that did not provide for the Auditor-General to have access to the contractor's premises, or where the accountable authority exempted a contract from being published on the AusTender website.

Procurement initiatives to support small business

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

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

Advertising and market research

During 2022–23 the department did not conduct any advertising campaigns.

Legal services expenditure

Schedule 1, Part 1, paragraph 11.1(ba) of the Legal Services Directions 2017 requires the department to publicly disclose its legal services expenditure. During 2022–23, external legal expenditure was \$11,161 (\$111,285 in 2021–22). The department did not incur any internal legal expenses during 2022–23 (also nil in 2021–22).