

# Parliament of Victoria Department of the Legislative Assembly

## Annual Report 2022-23





Parliament of Victoria  
Department of the  
Legislative Assembly

Annual Report 2022–23





# Legislative Assembly

17 October 2023

Hon Maree Edwards MP  
Speaker of the Legislative Assembly  
Parliament House  
East Melbourne Vic 3002

Dear Speaker

I have pleasure in forwarding to you the Annual Report for the Department of Legislative Assembly for the year 2022–23.

Yours sincerely

A handwritten signature in black ink that reads 'Bridget Noonan'.

**Bridget Noonan**  
**Clerk of the Legislative Assembly**



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# Clerk's overview

When I write the overview to the Department's annual report, I reflect that each year brings new achievements and challenges. 2022–23 did not break that pattern.

On the first sitting day of the reporting period, I advised the House that Speaker Brooks had resigned as Speaker. The House needed to elect a new Speaker before it could proceed to any other business. Accordingly, the House chose Deputy Speaker Maree Edwards as its new Speaker. Speaker Edwards had assumed the duties of Speaker outside the House some weeks earlier, in accordance with s 27 of the *Constitution Act 1975* and so from the Department's perspective, it was a smooth transition. The House then elected Natalie Suleyman as its new Deputy Speaker. I enjoyed working with the new Speaker and Deputy Speaker during the remaining months of the 59th Parliament.

In September, we woke early one morning to the news that Her Majesty Queen Elizabeth II had died overnight. Referred to as 'the demise of the Crown' in parliamentary terms, this triggered a series of activities in a short timeframe. Most significantly for the Assembly, s 23 of the Constitution requires members to swear an oath or make an affirmation of allegiance to the new Sovereign. The remaining sitting days of the 59th Parliament were re-scheduled to include a swearing in ceremony, which is discussed elsewhere in this report. I commend my staff for coordinating such a significant event in a tight timeframe, working with colleagues in the Council, Parliamentary Services, and Government House.

Soon after, the 59th Parliament expired, and Victorians voted at the election in November. There was a reasonably high turnover in the Assembly. I welcome all new members, and wish departing members well for their futures. The 60th Parliament opened in late December 2022, with Maree Edwards again elected as Speaker, and Matt Fregon the House's new Deputy Speaker. The House appointed members to committees soon afterwards, and the usual functions of Parliament—legislative, accountability and representative—were soon underway.

There was another significant change in the election period, which was the resignation of my friend and colleague Andrew Young as Clerk of the Legislative Council and Clerk of the Parliaments. Andrew and I worked together in a range of roles over many years throughout our careers. He was supportive to me when I was appointed Clerk in 2017, forgiving of my mistakes, and thoughtful in his approach to parliamentary administration. I miss his good advice,

and his welcome humour. Andrew's departure had a flow-on effect to my Department when our Deputy Clerk, Robert McDonald, was appointed Clerk of the Legislative Council. Robert is greatly missed in the Assembly, but he has not gone far, as our daily conversations doubtless remind him.

Andrew's departure meant that I was appointed Clerk of the Parliaments. In practical terms, this means I am now the Registrar of Members' Interests; take responsibility for ensuring bills receive royal assent; and have been appointed the Secretary of the Commonwealth Parliamentary Association. Each would be daunting task but for Andrew's efforts in ensuring a smooth transition, and the work of the staff in the Council clerk's office, the Usher of the Black Rod's office and Assembly procedure office to save me from the errors I would otherwise surely make. I appointed Dr Vaughn Koops as Deputy Clerk early in the new year. It took some months before we were able to fill Vaughn's prior role of Assistant Clerk Committees, and I thank the entire team for working through the rest of the reporting period juggling many extra duties.

As the work of the Department continued in the new year, I valued the priority my staff placed on providing a supportive environment for their colleagues and each other. The Department has articulated that we wish to perform our work as parliamentary officers in line with these attributes:



## Clerk's overview

I hope that members and the public recognise these principles in the work explained in this report. As always, I welcome feedback on our work. Much of the work of the Department is done with, or relies on, the work of our colleagues in the Council and Parliamentary Services. I thank the staff of those departments for their collaboration and commitment.

This overview focuses on some of the most public aspects of the work of the Assembly over the year. However, members will be aware that most of our activity is in the engine rooms and behind the scenes, whether that's committee research to identify the best witnesses; school tours program to engage children with democratic systems; parliamentary strengthening work with our colleagues in Pacific parliaments; drafting motions and rulings for the Chamber that may not ultimately be needed; and ensuring the members have ready access to the information and tools they need to be effective representatives. That work is valuable and celebrated, and I thank the staff of the Assembly for all that they do.

**Bridget Noonan**  
**Clerk of the Legislative Assembly**

# Departmental objectives and functions

## Department of the Legislative Assembly

The Department of the Legislative Assembly supports members to fulfil their roles as elected representatives and enables Victorians to participate effectively in the parliamentary process. In support of this purpose we deliver apolitical, professional and innovative services to the Legislative Assembly and inform and engage with all Victorians. Headed by the Clerk, officers of the Department support the Speaker and the work of the Chamber, the operations of committees, and in the provision of information and community engagement services.

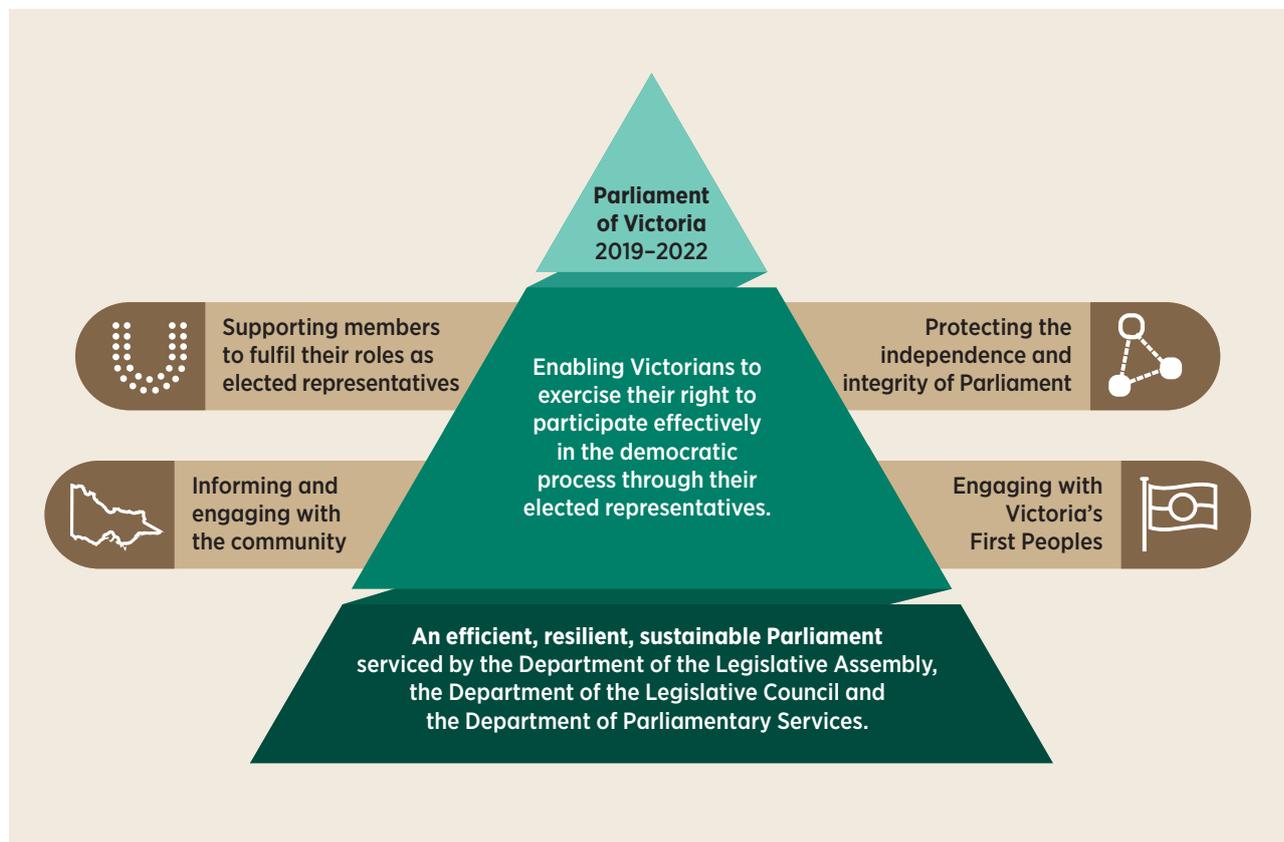
the Parliament is to deliver apolitical, professional and innovative services to support our elected representatives and the Parliament as an institution.

In fulfilling its constitutional purpose, the strategic directions of Parliament prioritise four areas and focus the parliamentary departments on improving their efficiency, resilience and sustainability. The primary functions of parliamentary departments are to assist members to represent the people of Victoria and to ensure the independence and integrity of Parliament as an institution.

The strategic directions were renewed near the end of the reporting period and will be reflected in next year's report.

## Strategic directions and priorities of the parliamentary departments

The Parliament of Victoria, through its elected representatives, is accountable to the Victorian community for the provision and conduct of representative government in the interests of Victorians. The objective of all the departments of



# Report on operations

## 2022–23 at a glance



**38**  
bills initiated in  
the Assembly

**36**  
bills passed by  
the Assembly

**35**  
bills passed by  
both Houses



**37**  
sitting days

**293 hrs 38 mins**  
sitting hours

**7 hrs 56 mins**  
average sitting day

**10 hrs 19 mins**  
longest sitting day

**394**  
member allowance  
claims processed



**700**  
statements  
by members

**185**  
questions  
without notice

**606**  
questions  
in writing

**1,087**  
responses  
processed

**51**  
divisions

**44**  
petitions  
presented

**26,557**  
signatures  
on petitions

**1,224**  
documents  
tabled



**6%**  
increase in social  
media followers



**26**  
committee  
reports tabled

**93**  
committee  
meetings held

**382**  
submissions  
to committees

**84**  
public hearings  
held



**232**  
online incursions  
delivered

**6,622**  
students on  
online incursions

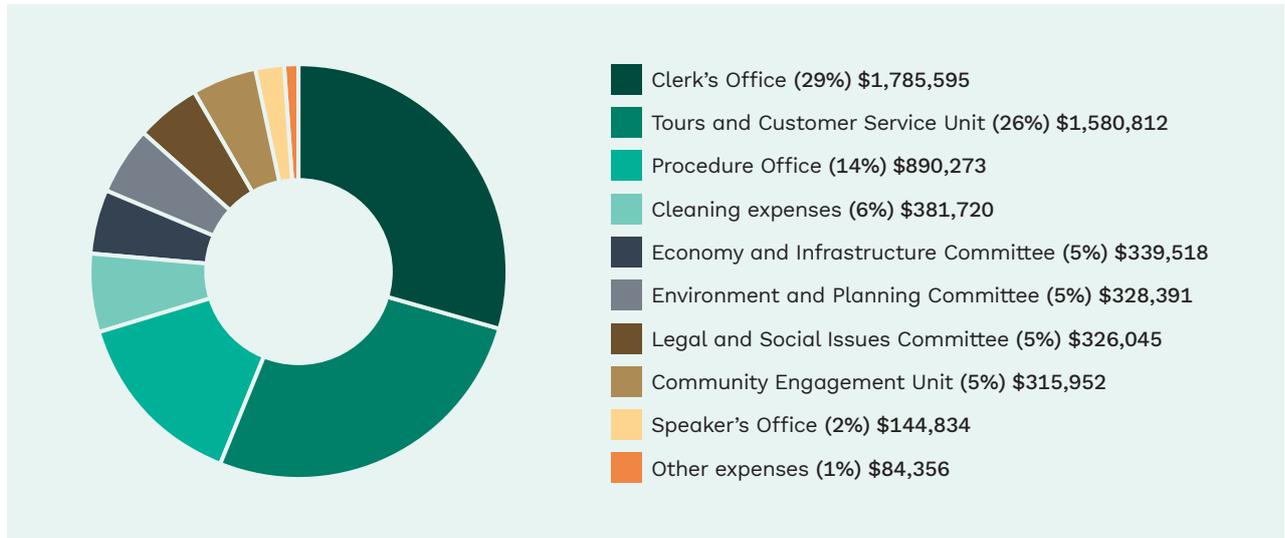
**98**  
metropolitan  
schools visited

**4,502**  
students visited  
at schools

**529**  
school tours  
and role plays

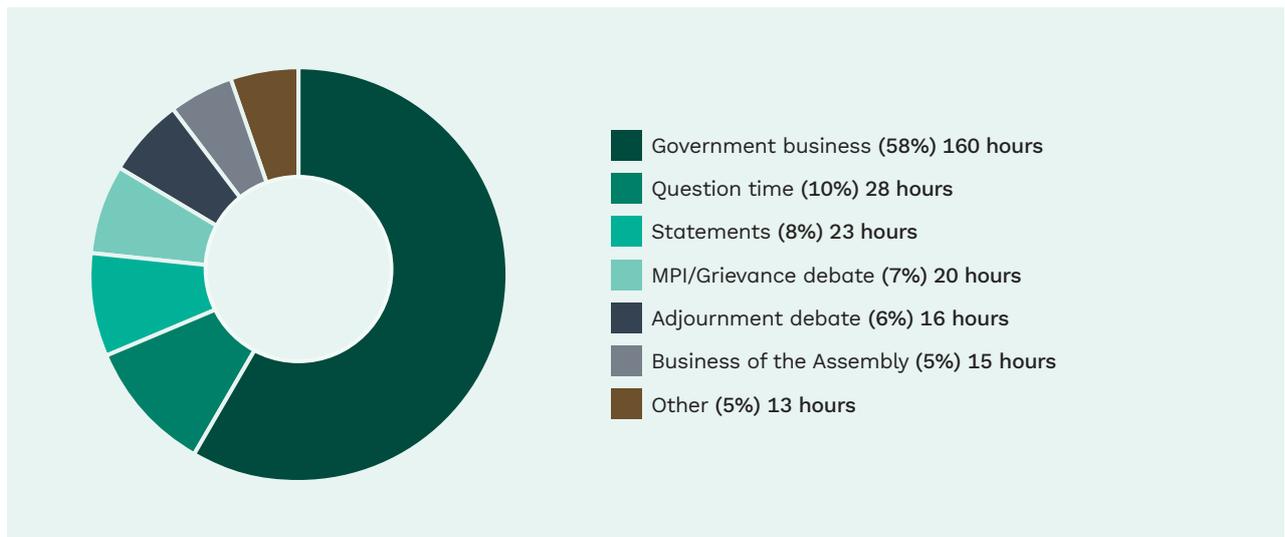
**13,695**  
students visited  
Parliament House

### Departmental expenditure<sup>a</sup>



a. Numbers do not add up due to rounding.

### Breakdown of business<sup>a</sup>



a. Not including mealbreaks. Numbers do not add up due to rounding.

# Chamber operations

## 2022 election results

A total of 19 members indicated their intention to retire at the 2022 election and one indicated her intention to stand as a candidate for the Legislative Council. In addition, six members were defeated on election day, resulting in 26 new members of the Legislative Assembly for the 60th Parliament.

The incumbent Labor Government was returned with an increased majority, winning 56 of the 88 seats in the Legislative Assembly (Labor held 55 seats prior to the election). The Liberal Party won 19 seats (down from 21), the Nationals won 9 (up from 6), and the Australian Greens gained one member in the Assembly to hold four seats in the new Parliament.

The election for the seat of Narracan was deferred to January 2022 following the death of a candidate prior to the general election. No by-elections were conducted during the reporting period.

## Opening of 60th Parliament

The Government requested an Opening of Parliament for Tuesday 20 December 2023, continuing the practice of opening the new Parliament in late December following a November election. Thanks to months of planning from staff across the organisation, a significant amount of work was coordinated across the three departments to ensure the Opening of Parliament was delivered within four weeks of the election.



The Governor arrives at Parliament House for the opening of the 60th Parliament. Photo by Nico Keenan Photography.

Opening day began with an opportunity to celebrate and strengthen the connection with Victoria's First Peoples. Wurundjeri elder Aunty Joy Murphy Wandin delivered the Welcome to Country. Upon the Governor's arrival, Wurundjeri man Thane Garvey conducted a smoking ceremony on the front steps of Parliament House.

In the Legislative Assembly, the President of the Court of Appeal, acting as the Governor's Commissioner, swore in 87 Members, who then took the oath or affirmation as required by law. The House then proceeded to elect Maree Edwards MP, Member for Bendigo West as Speaker and Matt Fregon MP, Member for Ashwood as Deputy Speaker.

In her final Opening of Parliament as Governor, Her Excellency the Honourable Linda Dessau AC CVO signed the Commissions for the Presiding Officers before being greeted by members of the new Parliament. The Governor addressed members of both Houses of Parliament just after 2.00 pm, and following her address, the Houses suspended for a garden reception and resumed proceedings at 4.00 pm.

## Valedictory statements 59th Parliament

The end of the 59th Parliament saw 19 members retiring from the Assembly, the largest number of retiring members since the introduction of fixed terms before the 2006 election. Sixteen retiring members made valedictory speeches in the final sitting week of the Parliament, the most since the introduction of fixed terms.

There are no standing procedures for valedictory statements; setting aside time for retiring members to speak is a relatively new phenomenon, starting in 2006. At the end of each parliament, the House may agree to suspend standing and sessional orders to make time for valedictory speeches. In 2022, the House agreed to allow valedictory during government business, from 2.50 pm each day of the final sitting week.

Due to the demise of the Crown, the final scheduled sitting week was dedicated to members giving condolences for the late Queen and taking oaths and affirmations to King Charles III. The remaining sitting days were postponed until the following week, and the House resolved to allow valedictory speeches on 20 and 21 September 2022. Sixteen members gave valedictory speeches, for a total of five and a half hours.



Time-honoured tradition of 'dragging' the new Speaker to the Chair.

## New Speaker and Deputy Speaker elected August 2022

At the end of June 2022, the Honourable Colin Brooks MP, Member for Bundoora, resigned from his position as Speaker of the Legislative Assembly. He held the role from March 2017, with his term spanning the 58th and 59th parliaments. As his resignation came into effect during the winter break, a new Speaker could not be elected until the House met again.

On 2 August 2022, a new Speaker and Deputy Speaker were nominated and elected. Maree Edwards MP, Member for Bendigo West, who previously served as Deputy Speaker from March 2017, was elected as the new Speaker of the Legislative Assembly. Natalie Suleyman MP, Member for St Albans, was elected as Deputy Speaker of the Legislative Assembly.

## Statutory office holders sworn in

Four statutory office holders were sworn in during the reporting period:

- Acting Deputy Electoral Commissioner
- Electoral Commissioner
- Acting IBAC Commissioner
- Special Investigator.

## Condolence motion for Jane Garrett

On Wednesday 3 August 2022, the House held a condolence motion for the late Honourable Jane Garrett MP, who died in July 2022. The Premier, Opposition Leader, Speaker, and 20 members from both sides of the House contributed to the motion, paying tribute to Jane's life and legacy.

The motion was agreed to unanimously with members standing in their places in silence. As a further mark of respect, the House adjourned until the following day. Jane Garrett served as the Member for Brunswick from 2010–18, Minister for Emergency Services and Minister for Consumer Affairs, Gaming and Liquor Regulation from 2014–16, and Member for Eastern Victoria Region in the Legislative Council from 2018 until her death in July 2022.

## Demise of the Crown

Queen Elizabeth II had been the State of Victoria's governing monarch for 70 years upon her death, and no current members or parliamentary staff had experience of the procedures following the demise of the Crown.

The Queen died on 8 September 2022, just prior to the final sitting week scheduled before the election. Before the House could proceed with any other business, on Tuesday 13 September, members were required

to take an oath or affirmation pledging allegiance to King Charles III, ensuring compliance with s 23(2) of the *Constitution Act 1975*. Members of the Legislative Assembly then made speeches honouring the late Queen and congratulating the new King. The House then adjourned as a further mark of respect to the memory of Her late Majesty Queen Elizabeth II.

The House did not sit for the remainder of that week. The Tours and Customer Service Unit assisted to set up and staff a site on the front steps of Parliament House so that members of the public could sign a condolence book for Her Majesty. The Assembly met again on 20 and 21 September for the final time in the 59th Parliament.

The change to the monarch required a number of small changes to administrative and other activities in the Department. Forms, readers and signature blocks were changed from 'Her Majesty' to 'His Majesty'. The 'ER' lettering on the on the Legislative Assembly mace was also replaced with 'CR' to reflect the change in monarch.

## Privileges Committee – review of the PIA resolution

Under a joint ongoing resolution agreed to in 2019 by both Houses, the Privileges Committees meeting jointly must conduct a review of the operation of the Resolution on the Parliamentary Integrity Advisor (PIA) in the final year of each parliament. The Privileges Committees must then table a report of the review before the expiration of the Assembly under s 38 of the *Constitution Act 1975*.

On 20 September 2022 the Privileges Committees tabled the Review of the Ongoing Resolution on the Parliamentary Integrity Advisor in their respective Houses. The report recommended that the PIA provide regular training on integrity and ethics to new and current members, in a range of formats, and that the PIA prepare a written resource for members. The report also recommended that the contract require the PIA to conduct a minimum number of hours for preparation and implementation of training for members in the 60th Parliament.

## Joint sittings

Joint sittings of the Houses are required to fill vacant positions in the Legislative Council, Senate, and positions with certain boards. Two joint sittings were held during 2022–23.

The first joint sitting was convened to fill the vacancy left following the death of the Honourable Jane Garrett MLC. On Wednesday 17 August Council and Assembly members met and chose Thomas McIntosh MLC to fill the vacancy.

On 2 May 2023, Speaker Maree Edwards announced that she had received messages from the Minister for Health and the Minister for Casino, Gambling and Liquor Regulation respectively requesting a joint sitting to elect three members of Parliament to the Victorian Health Promotion Foundation, and to elect three members of Parliament to the Board of the Responsible Gambling Foundation.

At a joint sitting on Wednesday 3 May Bridget Vallence MP, Kathleen Matthews-Ward MP and Tim Read MP were elected to the board of the Victorian Health Promotion Foundation, and Kim O'Keeffe MP, Luba Grigorovitch MP and Michael O'Brien MP were elected to the board of the Victorian Responsible Gambling Foundation.

## Sessional orders 60th Parliament

Following the Opening of Parliament, the Assembly adopted new sessional orders in early February 2023. Sessional orders are rules of the Assembly that add to, vary or amend the standing orders. While the standing orders are permanent rules, sessional orders only last for one session (generally, the duration of a single parliamentary term).

The sessional orders agreed to by the House replicated those from the previous Parliament, so there were no substantial changes to the way business in the House runs throughout the reporting period (2022–23) even though this period continues over two sessions of parliament.

The House also referred the sessional orders to the Standing Orders Committee for consideration, and asked the committee to consider whether any sessional orders should become standing orders (see information about the Standing Orders Committee below).

## Court of Disputed Returns cases

Under s 141 of the *Electoral Act 2008*, the Clerk of the Parliaments received one notification of a petition lodged in the Court of Disputed Returns regarding an Assembly member. The action was not successful.

# Committee operations

## Establishing committees in 60th Parliament

Three standing committees are established in the Assembly under standing orders, and are composed of members selected only from the Legislative Assembly.

- Economy and Infrastructure Committee
- Environment and Planning Committee
- Legal and Social Issues Committee.

Members were appointed to the standing committees on 23 February 2023, with each committee receiving a reference from the House on 9 March 2023 (see below).

### Joint Investigatory Committees

Four Joint Investigatory Committees are established under the *Parliamentary Committees Act 2003*, with two of those committees administered by the Department of the Legislative Assembly:

- Public Accounts and Estimates Committee (PAEC)
- Scrutiny of Acts and Regulations Committee (SARC).

The Assembly appointed members to PAEC on 23 February 2023, and to SARC on 8 February 2023. Their work is described below.

The Assembly appointed members to the Electoral Matters Committee and Integrity and Oversight Committee on 23 February 2023. The Department of the Legislative Council administers these committees.

The Assembly also appointed members to the Dispute Resolution Committee under the *Constitution Act 1975* and House Committee, governed by the *Parliamentary Committees Act 2003*.

### Domestic Committees

The Assembly established and appointed members to the Privileges Committee and Standing Orders Committee on 23 February 2023. Their work is described below.

## Legislative Assembly Standing Committees

### Economy and Infrastructure Standing Committee

The Committee completed one inquiry at the end of the 59th Parliament and commenced another at the start of the 60th Parliament.

### Inquiry into Victorian universities' investment in skills

The terms of reference asked the Committee to consider how Victorian universities can contribute to the pipeline of skilled workers in priority employment sectors. The Committee received 26 submissions and conducted three days of online public hearings.

The Committee tabled its final report in September 2022, making 31 recommendations. Key recommendations include for government, universities, TAFEs and industry to collaborate more closely and a universal framework for work-integrated learning such as internships and placements.

### Inquiry into the impact of road safety behaviours on vulnerable road users

In March 2023, the Committee commenced an inquiry into road safety behaviours. The inquiry will specifically look at how road users' behaviour changed during and after the COVID-19 pandemic and how this affected the safety of people most at risk on the road, including pedestrians, cyclists, motorcyclists, young people and older people.

The Committee received 288 submissions and will hold public hearings in person, online and in regional Victoria in the next reporting period.

### Environment and Planning Standing Committee

#### Inquiry into apartment design standards

The Committee tabled its final report on apartment design standards in August 2022 after attending site visits across Melbourne and conducting public hearings in late 2021 and early 2022. The final report examined apartment design standards in other jurisdictions and considered improvements in dwelling amenity, building amenity and external amenity. The report also looked at policies around the compliance and enforcement of apartment standards as well as education and training for urban planners. The report made 66 findings and 35 recommendations on how apartment design can be improved and implemented across Victoria. The Government tabled an interim response to the report.

#### Inquiry into employers and contractors who refuse to pay their subcontractors for completed works

In March 2023, the Legislative Assembly referred an inquiry into employers and contractors who refuse to pay their subcontractors for completed works. The Committee sought input from local and national



The Environment and Planning Standing Committee calls for submissions to their inquiry into non-payment of subcontractors.

stakeholders as well as employers and subcontractors. The Committee has received 46 submissions and held two days of public hearings with 10 witnesses representing peak bodies, government departments and union representatives. The Committee is finalising its report which will be tabled in the next reporting period.

The final report made 76 recommendations on building holistic, culturally responsive, and person-centred healthcare and social services systems. This included recommendations to improve access to, and quality of, services and enhance responses to elder abuse. The Government response was tabled out of sitting on 27 February 2023.

### Legal and Social Issues Standing Committee

#### Inquiry into support for older Victorians from migrant and refugee backgrounds

Following extensive public hearings and community engagement in 2021 and 2022, the Committee tabled its final report for the Inquiry into support for older Victorians from migrant and refugee backgrounds on 2 August 2022. It found that while the importance of providing culturally safe and inclusive care to older Victorians was recognised across the sector, the existing services could be better supported and applied in practice. To support access to the report, the Committee published a written Easy English report summary and video to help share key information.



The Legal and Social Issues Standing Committee hears from stakeholders at a public hearing for their inquiry into increasing the number of organ and tissue donors.

**“The contribution that culturally diverse older Victorians make to society and the community should be recognised. They are carers, volunteers, loved family members and friends, business owners, dedicated employees and passionate community members. Culturally diverse older people should be able to age with dignity according to their preferences and remain connected to friends, family and social support.”**

Natalie Suleyman MP, Chair, Legal and Social Issues Committee

#### Inquiry into increased the number of registered organ and tissue donors

In March 2023, the Committee received terms of reference to inquire into increasing the number of registered organ and tissue donors and report by 31 March 2024.

At 30 June 2023, the Committee had received 41 submissions to the Inquiry and conducted two days of public hearings. The Committee will continue to take evidence during the next reporting period.

## Joint Investigatory Committees

### Pandemic Declaration Accountability and Oversight Committee

The Pandemic Declaration Accountability and Oversight Committee was established in late 2021 with oversight responsibilities around government responses to the COVID-19 pandemic. The Committee's work included examining pandemic orders for compliance with the *Public Health and Wellbeing Act 2008* and compatibility with the *Charter of Human Rights and Responsibilities Act 2006*. The Committee tabled two reports on reviews of pandemic orders in July 2022.

The Committee's membership was linked to pandemic declarations under the *Public Health and Wellbeing Act 2008*. Since October 2022 there have been no pandemic declarations in force, and as such the Committee has not been active since then.

### Public Accounts and Estimates Committee

#### Scrutiny of the State budget and delivery of spending outcomes for the Victorian community

The first major task of the Public Accounts and Estimates Committee (PAEC) at the start of the 60th Parliament was to undertake 59 hours of budget estimates hearings. On behalf of the Parliament, the Committee conducts detailed scrutiny of the Government's annual spending and revenue (the budget estimates). The Committee's budget estimates inquiry aims to benefit the Parliament and the community by:

- Promoting the accountability, transparency and integrity of the executive and the public sector
- Encouraging effective and efficient delivery of public services and assets
- Enhancing the understanding of the budget estimates and the wider economic environment
- Assisting members of Parliament in their deliberation on the appropriation bills.

The Committee expects to table its report to Parliament containing recommendations to Government on the 2023–24 budget estimates in October.

The Committee's report on the 2022–23 budget estimates was tabled on 30 August 2022. The Government response supported the majority of the Committee's recommendations.

The Committee is also responsible for reviewing the outcomes achieved from budget expenditure and revenue raised. Due to the state election the annual budget outcomes hearings with departmental



The Public Accounts and Estimates Committee scrutinises Government spending at a budget estimates hearing.

secretaries, normally conducted in November, were held over. The Committee will therefore investigate the outcomes of two financial years in November 2023.

#### Gambling and liquor regulation: Auditor-General reports

One of the roles of the Committee is to follow up on recommendations from Victorian Auditor-General's Office (VAGO) reports. The Committee resolved to follow up on recommendations from VAGO's report on the regulation of gambling and liquor, as well as gambling-related harm. The Committee has been gathering evidence for its inquiry from the regulators, academic experts, industry representatives, people with alcohol and gambling addictions, at risk cohorts, counsellors and community service providers. Its report will be tabled in late 2023.

#### Oversight responsibilities – Parliamentary Budget Office and Victorian Auditor-General's Office

##### Victorian Auditor-General's Office

The Committee has oversight responsibilities in relation to the Auditor-General and VAGO. It reviews the VAGO draft audit plan for the coming financial year and budget. This work was completed early in 2023.

Throughout the year the Committee also reviews and comments on the specifications for performance audits and limited assurance reviews. During the reporting period the Committee commented on several specifications. Audit and review topics have included illegal disposal of asbestos-contaminated materials, access to emergency healthcare and domestic building oversight.

At least every four years, an independent performance audit of the Auditor-General and VAGO must be overseen by the PAEC. The audit is to determine

whether the Auditor-General and the VAGO are achieving their objectives effectively, economically and efficiently and in compliance with all relevant legislation. A tender process to appoint the auditor is underway.

Annual independent financial audits of VAGO are also overseen by the Committee. The firm PKF Audit and Assurance conducted this work for the Committee on behalf of the Parliament for 2022–23.

### Parliamentary Budget Office

Each year the Committee reviews the Parliamentary Budget Office draft operational plan and budget. This work was completed in the first half of 2023.

### Scrutiny of Acts and Regulations Committee

The Scrutiny of Acts and Regulations Committee (SARC) plays an important role reviewing all bills introduced into Parliament and reporting to both Houses. The SARC does not comment on the policy aspects of legislation. It focuses on the use of certain legislative practices. It is a matter for the Parliament to consider whether the use of these practices is necessary, appropriate or desirable in all the circumstances.

The SARC is guided by its terms of reference set out in the *Parliamentary Committees Act 2003*. Under these scrutiny principles the SARC may comment on various matters. For example, the SARC considers whether provisions of a bill may trespass upon rights and freedoms or includes an inappropriate delegation of legislative power.

The *Charter of Human Rights and Responsibilities Act 2006* also requires the SARC to consider whether a bill is incompatible with human rights. The SARC has a scrutiny role in relation to delegated legislation under the *Subordinate Legislation Act 1994*. Similar to its role in relation to bills, the SARC examines all regulations and legislative instruments tabled in the Parliament.

During the reporting period, the SARC tabled 12 reports. This included 11 Alert Digests and an additional report on the Statute Law Amendment Bill 2022. The Committee considered 56 Bills and two Acts.

During the reporting period the SARC also reviewed 145 regulations and 45 legislative instruments in total. The Committee specifically reported on five regulations and two legislative instruments which were published in the Alert Digests.

## Domestic Committees

### Privileges Committee

The Privileges Committee tabled a report in 2022–23 regarding a person referred to in the Legislative Assembly – Professor David Lindenmayer AO.

On 20 September 2022 the Committee tabled the Report on the complaint by the Member for Polwarth, in response to the referral of a privilege matter to the Committee by the House on 16 November 2021. The Member for Polwarth complained that some actions by Victoria Police, and the Department of Parliamentary Services (DPS), improperly interfered with the free performance of his duties as a member.

The Committee found that no contempt or breach of privilege had occurred, but noted that it could conceive of similar circumstances in which a breach of privilege or contempt of parliament might occur. The Committee recommended that DPS review its CCTV policy to ensure that inadvertent breaches of privilege did not occur in future, that Victoria Police provide training on parliamentary privilege to its members, and that the Memorandum of Understanding between the Parliament of Victoria and Victoria Police be reviewed and updated.

The Committee, along with the Legislative Council Privileges Committee, also tabled two reports in relation to the Parliamentary Integrity Adviser (PIA).

In the Review of the Ongoing Resolution on the Parliamentary Integrity Adviser (tabled 20 September 2022) the committees recommended that in the 60th Parliament the PIA should provide regular training to members in a variety of formats, including in person, by way of written materials, and online, with minimum hours set for preparation and implementation of training.

As the tenure of the 59th Parliament's PIA expired on 26 March 2023, the committees were required to table the joint report by 26 June 2023 recommending a person to be the next PIA, along with terms and conditions of employment. The committees appointed a subcommittee to manage the appointment process, and consult with the Speaker and President in determining terms, conditions and remuneration for the appointment. The committees tabled a report on 22 June 2023 recommending the appointment of Professor Charles Sampford as PIA.

### Standing Orders Committee

The Standing Orders Committee did not meet during the second half of 2022. The membership of the Committee for the 60th Parliament was established on 23 February 2023.

On 7 February 2023, the Legislative Assembly adopted eighteen sessional orders. The sessional orders were materially the same as those adopted by the House in the previous Parliament and included rules covering areas including:

- Days and times of meeting and adjournment
- Order of business
- Questions on notice and question time
- Notices of motion
- Divisions
- Redactions
- Electronic Petitions.

On 7 February, the House also agreed to the following motion moved by the Leader of the House:

**That subject to the sessional orders proposed in Government Business notice of motion No 1 being agreed, the following issues be referred to the Standing Orders Committee for consideration, inquiry and report:**

- (1) the possible inclusion of the sessional orders and ongoing resolutions in the standing orders; and**
- (2) any other identified improvements to the standing orders.**

The Standing Orders Committee has not yet tabled a report in response to the motion.

# Community engagement

## Tours and Outreach Program

The Tours and Customer Service Unit (TCSU) delivers a broad range of tours and outreach programs to school groups and the public, and provides impartial customer service and support to the Chamber when the House is sitting.

We offer tours of Parliament House to a variety of groups including students, community organisations and tourists. Our program includes general tours of the building and specialist tours, including gardens and architecture tours. For primary and secondary schools, we offer role plays and metropolitan school visits, which include a more detailed presentation on the parliamentary process.

Since the reopening of Parliament House to the public in December 2021, the team has worked to increase the number of offerings available to the Victorian community, including public tours and educational programs. Since January 2022 we have doubled our capacity on metropolitan visits, garden and architecture tours, and increased by one-third on school and community group tours. The table below contains details of the number of programs delivered.

The online incursion program is delivered remotely from Parliament House into primary and secondary school classrooms, covering topics such as how a law is made and the three levels of government. It was developed and implemented in mid-2020 as a way of engaging school students during the pandemic and has been kept as one of our ongoing offerings to Victorian schools, especially for those who have fewer opportunities to access the program or those in remote regional locations. There has been a slight decrease in demand as we have doubled our onsite

program offerings and schools are taking in-person programs as first preference.

## Engaging with the community

Building on the work of recent years, we continued to deliver services, programs and activities that strengthened parliament's connections with the community. As we transitioned into the 60th Parliament, we expanded the audiences that connected with us and provided new opportunities for people to participate in parliament's work.

### Community connections

A variety of events were held at Parliament House to engage the Victorian community, enabling them to visit the building, many for the first time. Those events included participation in Open House Melbourne, launch of a recipe book produced by the Salvation Army, and a celebration of International Women's Day.

We continued our collaboration with the Royal Society of Victoria and Victorian Parliamentarians for STEM by conducting a National Science Week forum focusing on protecting rare species and a forum with leading scientists for International Day of Women and Girls in Science. Those events, held in person and online, engaged thousands of people across the state and received positive audience response.

Connections with Victoria's First Peoples were emphasised at various times during the year. We continued to promote the Aboriginal Change Makers education resource, which was produced in partnership with Worawa Aboriginal College and is now being used in schools and for teacher preservice

Program	Sessions		Participants	
	2022-23	2021-22	2022-23	2021-22
Online Incursion	232	312	6,622	8,799
Parliament Role Play	180	60	4,765	1,489
Parliament School Tour	349	105	8,930	2,154
Community Group Tour	159	22	2,480	398
Garden Tour	22	3	269	10
Architecture Tour	18	3	233	25
Metropolitan Visit	98	47	4,502	1,305
Regional Visit	55	0	1,369	0
Public Tour	693	N/A	10,558	N/A

training. To further develop the opportunities for engagement, we supported an excursion to Worawa for Northcote High School students who have been using the information in their studies. They undertook a program led by Elder-in-Residence Dr Lois Peeler AM to gain a deeper understanding of the history and cultural perspectives featured in the resource.

National Reconciliation Week 2023 provided us with the opportunity to promote our Reflect Reconciliation Action Plan that was launched during the week. Through videos posted to social media about the launch and the plan, we informed the community about the commitment of the parliamentary departments to reconciliation.

### Education sector engagement

Resource development and teacher professional learning remained an important focus of our education sector engagement during the year. We transitioned our learning resources to Parliament's new website, establishing a 'Teach and Learn' online site with resources categorised into year levels to make it easy for teachers to access the most appropriate information linked to the curriculum.

As part of this process, we published new resources that included a toolkit on how to conduct a committee inquiry, a teaching guide on representation and democracy, a comprehensive guide to the history, structures, procedures and practices of parliament, and a card deck to assist students explore topics from a range of perspectives.

The Parliament Prize competition received a record number of entries this year, with students from more than 200 schools submitting 1,018 entries (compared to 676 entries the previous year). The competition asks students to record a 90-second statement they would make if they were elected to parliament.

We conducted various in person and online professional learning events throughout the year. Teacher Open House was held for the first time in September 2022, providing 40 educators with the opportunity to experience Parliament House and find out about our education programs and resources. Following positive feedback on the event, we repeated it in April 2023 with more than 120 educators participating.

Other events included two panel discussions relevant to VCE Legal Studies with a total audience of 240 people, a series of pre-service teacher workshops, and three co-design workshops for 70 teachers and students at schools in low socioeconomic areas. Through these initiatives we engaged with a broader cross-section of educators than we had previously, including many teachers from regional Victoria who benefited from activities being offered online.



Teachers from across the education sector attending our Teacher Open House events.

At the tertiary level, our program with Victoria University, was recognised with a citation at the Australian Awards for University Teaching. The program involves presentations to and discussions with law and justice students about how parliament works in practice, with 350 students participating this year.

To broaden our tertiary sector engagement, we also conducted programs for journalism students from RMIT University and Swinburne University of Technology. In their feedback, Swinburne University students indicated that they learnt much about parliament from the program.

**“I have never been to the parliament, so it was great to see what’s inside that place and how they run things.”**

Feedback from a student about programs conducted for RMIT University and Swinburne University of Technology

### News and information

The audience for our news and information service grew during the year. Our social media following across all platforms increased by six per cent, with more than 115,000 followers by 30 June 2023.

Across our social media and on our website news feed we provided detailed information about parliament. This included key events such as the 2022 state election and the opening of the 60th Parliament. Once committees were re-established in the new Parliament, we also promoted and published information about a range of new public inquiries to encourage community participation in that work.

### Community partnerships

We continued to explore ways to reach communities who previously had not participated in committee inquiries. As one example, a forum was held with a range of culturally and linguistically diverse community members to seek their views on the conduct of the 2022 state election as part of an Electoral Matters Committee inquiry.

Youth engagement was a priority during the year, with a focus on youth-led projects. Parliament Express conducted in partnership with Express Media provided young people with training and mentoring, resulting in a series of news articles published on our website. A range of videos were produced with Youthworx, including a four-part welcome to parliament series and a package of social media reels, in which young presenters explored various aspects of parliament. They attracted thousands of views on our social media. Unpack Parliament, coordinated with

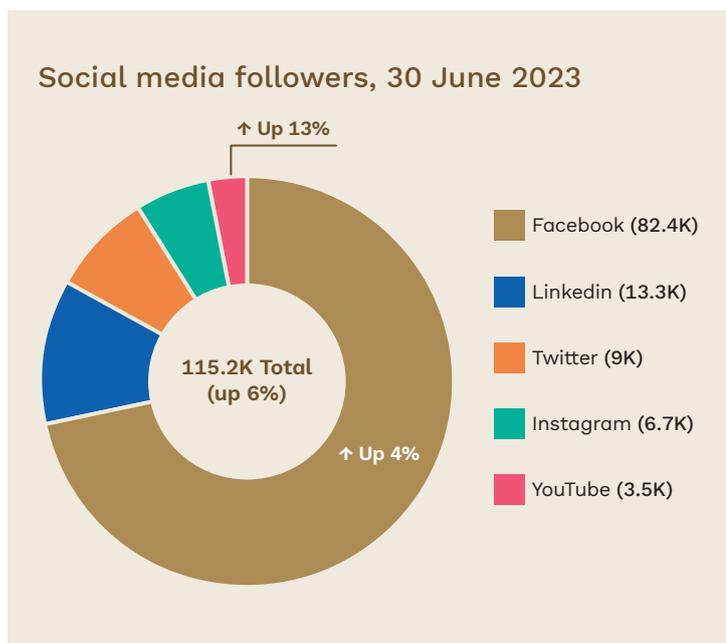
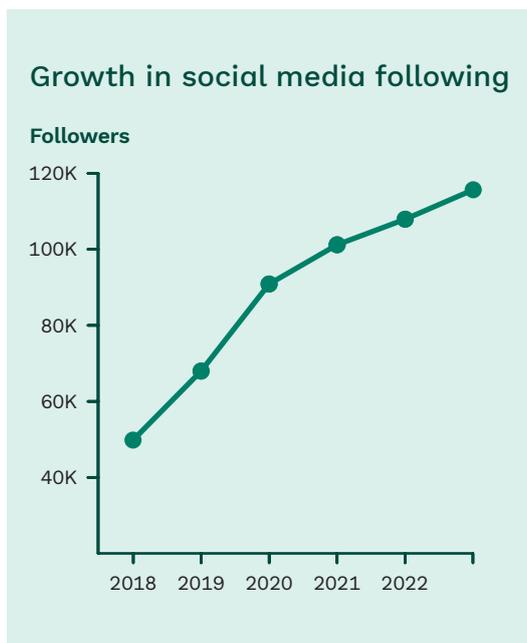
SYN Media, saw the development of a new podcast series produced by a team of young people, for release during the third quarter of 2023.

Our youth associate program, which provides young people with the opportunity to gain paid work experience at parliament, saw the production of several videos exploring youth perspectives on leadership. In addition, a team of public sector graduates researched and presented a report on whether parliament should have a youth charter, with recommendations from that report under consideration.

The State of the Future youth forum was held at Parliament House in May 2023, which provided an opportunity for young people across the state to discuss issues that matter to them and ways in which parliament can enhance its engagement with youth. The forum attended by 60 young people, including a quarter from regional Victoria, finished with a report-back session to more than 20 members of Parliament and representatives of various youth organisations. A report with 38 recommendations developed at the forum is helping to shape our future youth engagement.

### Services to the public

The Tours and Customer Service Unit provides a wide range of visitor services at the Vestibule, including visitor registration and ID screening on arrival, checking in for tours and meetings, escorting to meetings or function places, responding to general inquiries, and assisting functions and events hosted at Parliament House.



The Procedure Office also provides direct services to the public. We receive many of the calls that come through the Parliament switchboard asking for general information about the government, and specific questions about parliament.

We receive calls from people who are interested in the legislative process, and we also help callers find legislation, and help them to find out who is responsible for a certain area of government administration. We often receive questions about parliament from the public by email. Other services we provide include getting people in touch with their local member and helping members of the public get access to archived parliament records at the Public Records Office.

## Twinning Program

Through the Commonwealth Parliamentary Association Victoria Branch, the Parliament of Victoria has twinning relationships with the Parliaments of the Republic of Fiji, Nauru and Tuvalu. The Branch works with the Australian Region Secretariat of the CPA which coordinates twinning activities between Australian and Pacific jurisdictions, and which has access to some funding by virtue of an Australian Regional CPA investment, called the Parliamentary Pacific Partnerships Fund (PPPF).

Separate to the PPPF, the Parliament received funding from the Department of Foreign Affairs and trade to support the implementation of the Fiji parliamentary partnership, a project that began in 2014 as Fiji peacefully transitioned to democracy. The current grant covers three years of funding for activities involving Victorian and Fiji parliaments.

Staff from the three parliamentary departments, and some former members, have participated in twinning activities throughout the reporting period. Some highlights include:

- July 2022: A committee staff member, together with an international team from other parliaments, provided support to the 2022–23 Fiji budget mission. The mission provides a floating budget office during which the team prepares briefs for ministries based on Fiji's budget papers and speeches, to aid members' scrutiny of budget issues
- August 2022: Former President Nazih Elasmal, and the Usher of the Black Rod, visited Fiji and held a number of meetings with the then-Speaker, committee teams, Secretary-General, UNDP staff and representatives from the Australian High Commission
- October 2022: Victoria hosted an attachment for the Fiji Parliament's media officer who worked in our community engagement team and in the broadcast team to produce some sample videos to help guide his Parliament's civics education unit
- December 2022: Parliament of Victoria hosted a Pacific Study Program for delegates from Tonga, Fiji, Kiribati, Solomon Islands, and Vanuatu, along with staff from the UNDP. The program focussed on developing knowledge of best practice approaches in addressing common challenges in addressing civics education and outreach in multi-ethnic, and remote or regional settings
- March 2023: A delegation from the Parliament of Nauru comprising the Speaker, Deputy Speaker, Clerk, Deputy Clerk and senior parliamentary staff, together with staff from the UNDP, held a series of strategic planning workshops at the Parliament of Victoria. Discussions with Victorian Parliament staff focused on ways to enhance parliamentary procedure, financial and human resources processes and community engagement approaches.

## Presiding Officers and Clerks Conference

In July 2022, the Parliament of Victoria hosted the annual Presiding Officers and Clerks Conference. It was the first time that the conference had been since Brisbane in 2019, after two years of pandemic interruption. Presiding Officers and Clerks from all Australian jurisdictions, New Zealand and 10 Pacific parliaments attended.

During the conference, in recognition of the twinning partnerships between the Victoria and the parliaments of Fiji, Nauru and Tuvalu, Meeting Room G.1 and G.2 at 55 St Andrews Place was renamed at a ceremony involving all conference delegates. It is now called the Davui Room, named after the Fijian language word for a conch shell, which is used in various parts of the South Pacific to call people together.

Delegates presented on a range of topics including:

- Managing risks and strengthening parliamentary scrutiny of government and other functions in times of change
- Security and management of parliamentary precincts, including public media access, intrusive powers and law enforcement agencies
- Community engagement, inclusion and accessibility
- Strategic approaches to community engagement and managing accompanying risks



Delegates coming together at the Presiding Officers and Clerks Conference. Photo courtesy of Vicki Jones Photography.

- Upholding and strengthening the Parliament's constitutional functions
- Strengthening institutional capacity — procedure, people and place.

Each presentation occurred in the context of a panel discussion, meaning other delegates were able to ask questions of the presenters, and share experiences from their jurisdictions.

Former Speaker of the House of Representatives, Hon Tony Smith, delivered the keynote address. He shared the challenges he sees for new presiding officers, and the strategies he adopted to try and manage them during his time as Speaker. Delegates appreciated hearing his candid reflections, and practical suggestions.

## Official visits and attachments

Throughout the year, the Parliament hosted a number of official visits and attachments from legislatures across the world. Visitors during the reporting period included Consuls-General, ambassadors, Presiding Officers and committee members from countries across Asia, North America and other Australian Parliaments. The visits provided an opportunity for the Presiding Officers and parliamentary staff to share experiences, learn from each other, and build collaborative relationships.

## Work experience program

Victorian secondary school students aged 15 years and older have the opportunity to express interest in a work experience placement at the Parliament of Victoria, in either the Parliamentary Sitting Program (held during sitting weeks and administered primarily by the Serjeant-at-Arms Office) or Parliamentary Services Program (held throughout the year and administered by the Learning and Development team in DPS).

“Overall, this week has been incredible, I’ve met so many amazing and kind-hearted people, and I’ll never forget my time here at the Parliament of Victoria. I’m really sad to be leaving after such an enjoyable week, and I’m so thankful to everyone for helping me have such a fun experience.”

“I am also grateful for the time and effort that all the staff members have devoted to me even though they have got a busy schedule running ahead. I was able to ask many questions and received the answers in a detailed, meticulous way.”

Students' comments about their work experience placements

The Parliamentary Sitting Program received 150 expressions of interest for terms 3 and 4 2022 and terms 1 and 2 2023 combined. Students who applied were from a range of government, independent and Catholic schools across Melbourne and rural and regional Victoria.

Five students from years 10 or 11 completed a sitting week placement during the reporting period — one each from Hoppers Crossing Secondary College, Killester College in Springvale, Star of the Sea College in Brighton, Alphington Grammar School, and Camberwell Girls Grammar School. All students completed an enriching and educational week at Parliament, spending time with both House departments, the Tours and Customer Service Unit, Committees, and Hansard.

The students who completed a work experience placement gave positive feedback. The coordinating team extend their sincere thanks to the members of Parliament who made time in their busy schedules to meet with the students from their electorates.



A student participating in our work experience program.

# Departmental initiatives

## Parliament's strategic directions for the 59th Parliament

Our Department works closely with the Department of the Legislative Council and DPS in achieving the Parliament's strategic directions. The directions are established early in each parliament and reflect the objectives of the Presiding Officers and the Departments, and seek to be responsive to the needs of members and the Victorian community. For the life of the 59th Parliament, the strategic directions were:

- Supporting members to fulfil their roles as elected representatives
- Protecting the independence and integrity of Parliament
- Informing and engaging with the community
- Engaging with Victoria's First Peoples.

We sought to partner with members where practical in the design and delivery of projects in support of the strategic directions, which brought a different focus to our service delivery approach.

### Supporting members to fulfil their roles as elected representatives

#### Member procedural training and resources

Assembly staff developed three new guides for members this year:

- Guide for Government Whip
- Guide for the Opposition Whip
- Guide to working in the Chamber.

Adding these to our existing suite meant the Department was ready to offer training to all our members whatever role they hold.

This year we conducted 20 sessions with individuals and small groups. The Department also conducted two sessions for all new members on how the Chamber works, as part of the Parliament's wider induction program. With the Legislative Council, we also offered all members a session on the State budget processes, prior to the 2022–23 Budget being handed down in May 2023.

Members' staff have also attended our training sessions, both with their member and separately, so that they are better prepared to support to their member's work in the Chamber.

Now that new members have experienced several sitting weeks, we are preparing to offer them one on one sessions, as well as refreshers for any other interested members.

#### Election planning

Preparation for the transition to the 60th Parliament began in early 2022, with a project team established to implement the Legislative Assembly's election plan. Staff from across the Department were involved in preparing for the new Parliament. Activities completed included developing and rolling out new member induction and training, updating of procedural templates and documents, archiving committee records from the previous Parliament, refreshing the school tour booking system to reflect changed electoral boundaries, and member office moves within the parliamentary precinct.

Assembly staff also joined Parliament's Election Working Group, a cross departmental team coordinating logistics for the wider Election 2022 project. As in previous election years, an Election Coordinator was appointed to lead the coordination of the Election 2022 project across the parliamentary departments. Assembly staff assisted with electorate office audits, which involved supporting departing members to vacate their office and then handing it over to the incoming member.

### Protecting the independence and integrity of Parliament

#### Administering members' allowances

Under the *Parliamentary Salaries, Allowances and Superannuation Act 1968*, the Clerk is the relevant officer for members' work-related parliamentary allowances. This role includes determining whether claims meet the requirements of the guidelines issued by the Victorian Independent Remuneration Tribunal and relevant regulations and publishing quarterly reports.

During 2022–23, the Tribunal made a determination adjusting the salaries and allowances of members of Parliament, due to take effect from 1 July 2023. The Tribunal also undertook a review and issued new guidelines effective from 1 July 2023. The Clerks from both Houses made a joint submission to the review.



Members of the Legislative Assembly at the commencement of the 60th Parliament. Photo courtesy of Vicki Jones Photography.

The Clerk's Office continued to administer claims and publish details in quarterly reports on the website. Further information about the number of determinations made, and amounts paid in respect of each allowance, is published in the Department of Parliamentary Services annual report in accordance with the legislative requirements.

### Child safety audit implementation

In August 2022 an internal audit of child safety processes was completed for the parliamentary departments. The audit made a number of positive observations during fieldwork, identifying that the departments were committed to enhancing policies and practice to ensure they operate as a child safe organisation, and a proactive approach to child safe practices for school and public tours by the TCSU.

In response, the departments issued a Child Safe Policy effective from March 2023 that articulated a shared commitment to the safety, participation and empowerment of all children, and expressed a zero tolerance of child abuse. The Child Safe Policy outlines a commitment to child safety through training and supervision, recruitment practices and processes, and appropriate mechanisms to respond appropriately to concerns, allegations and complaints about child safety. A Child Safety Officer has been appointed with contact details published on the website.

### Parliamentary Integrity Advisor

The *Parliamentary Integrity Adviser (PIA) Report 2021–22* was tabled on 1 September 2022. Under the standing resolutions of both Houses, the PIA is required to report annually on a) advice given; b) training provided; and c) the amount of time spend performing integrity adviser duties. The PIA also has discretion to report on any issues concerning the parliamentary standards framework, the provision of guidance on particular issues, and any other matters the PIA considers appropriate.

The PIA met with the privileges committees of both Houses on 26 August 2022 as required under the standing resolution.

During 2022–23, the PIA conducted a training session on 31 August 2022, and a presentation to new members of parliament during an orientation day in February 2023. During the 2021–22 period (ending September 2022) the PIA provided advice to 14 members on 18 occasions, and spent 31 hours conducting PIA duties.

The review of the operation of the PIA resolution, and the recommendation of a person to become the PIA are referred to elsewhere in this report.

## Engaging with the community and Victoria's First Peoples

### Reconciliation Action Plan

The three parliamentary departments' Reflect Reconciliation Action Plan was endorsed by Reconciliation Australia in April 2023, with the official launch of the Reflect RAP convened at Parliament House on 2 June 2023. The launch was attended by the Presiding Officers, the Secretary DPS and the Clerks of both Houses, parliamentary officers, and provided an occasion for artist Tom Day to formally unveil his artwork at Parliament House.

The Reflect RAP outlines a number of actions that the parliamentary departments will implement during the period to November 2024 to promote reconciliation, including the identification of stakeholders that the departments can engage with during the reconciliation journey, promoting understanding and awareness among staff, and moving toward the next 'innovate' stage of the departments' reconciliation action plan.

### Disability Action and Inclusion Plan

The Disability Action and Inclusion Plan (DAIP) is a cross departmental initiative supported by the three departments and is now in its fourth year. The internal

working group, consisting of parliamentary staff from across the organisation, and the external working group comprising of representatives from several peak body disability support organisations, meet regularly to discuss the progress of the projects outlined in the plan and how the Parliament can be more accessible to people with disability.

Some of the achievements of the DAIP over the past year include:

- Communication Access Accreditation was obtained by the Legislative Assembly Procedure Office, Tours and Customer Service Unit, Legislative Council Table Support Office and the Legislative Council Attendant Group
- Improvements made to the accessibility of the main building
- Recognising the International Day of People with Disability on 5 December with a morning tea, where guests representing Scope and former VFLW footballer Elise Muller gave a presentation about their experience with autism
- Continued participation in the Positive Action towards Career Engagement (PACE) Mentoring program in partnership with the Australian Network on Disability
- Digital translation of public tours in Auslan.



Artwork by Tom Day unveiled during launch of Reflect Reconciliation Action Plan.

## Expanding our community outreach

### Regional visit program

The first regional visit after the pandemic took place in August 2022. The return of the regional visit program allows us to engage with students from areas of Victoria where it is impractical to schedule a visit to Parliament House.

In 2022–23, the regional visit program reached Victorian schools in Warrnambool, Shepparton, Wodonga, Hamilton, and Geelong, with students attending a local function centre in each town to participate in role plays and seminars.

We also piloted a new delivery method during a regional visit to Castlemaine and small towns nearby. For schools with limited resources who are unable to arrange trips to a centralised venue, staff based themselves in Castlemaine and drove to each school to conduct the program. When facilitating a role play at a school in Elphinstone, our staff joined in to play some roles as the class was too small to have enough students for the role play. The new regional visit method worked well and will be incorporated into the Regional Visit program for 2023–24.

**'The next best thing to going to Parliament House!'**

Regional visit program participant

### Public tours in Auslan

Auslan is the sign language of the Australian Deaf Community. To expand our services to a greater number of the Victorian community, we worked with Echo Interpreting to develop a series of videos with tour information presented in Auslan. These videos are linked to individual QR codes at each part of the tour and can be accessed by scanning the QR code with a mobile device. The Auslan tour is led by our tour guides and has been available to the public since January 2023.

### Parliament of Victoria website redevelopment

Following from the launch of the Parliament's new website in June 2022, the departments continued work on implementation of the topic-based structure for the website, refinement of the plain-English parliamentary activity pages, and member profiles that make it easier to find details about and connect with members of Parliament.

During the year, the departments were informed that the content management system used for a number of the Parliament's website databases, would come to end-of-life in August 2023. Consequently

all the departments devoted a significant amount of resources to the development and testing of key online resources – for the House departments, these included a particular focus on tabled documents, questions, and e-petitions. Work continued through the reporting period, with implementation of new content management systems and website pages expected in September 2023.



Visitors taking an Auslan tour of Parliament House scan QR codes with their mobile devices to access videos.

# An efficient, resilient, sustainable Parliament

## ANZACATT professional development seminar

In January 2023, the Parliament of Victoria hosted colleagues from across the world for the annual Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Professional Development Seminar. Legislative Assembly staff chaired the conference organising committee and were responsible for the development and staging of the three-day event.

The theme for the conference was 'Contemporary Parliaments: What traditions should be preserved in a changing world'. Over three days, workshops were held on a range of topics including the emerging challenges facing Westminster parliaments, innovations in training and services to members, and physical and psychological safety in the parliamentary workplace.

Delegates participated in a smoking ceremony conducted by Thane Garvey, and a Welcome to Country by Aunty Joy Murphy Wandin, before a keynote presentation from Dr Peter Ferguson and Dr Zim Nwokora from Deakin University, who presented their

findings from the 'Transitioning to Life After Parliament' report. Legislative Assembly staff presented a paper to the conference on the training module system currently in place for members.

Over 100 delegates from Australia and New Zealand attended the seminar and were joined by colleagues from the UK Parliament, Scottish Parliament, Welsh Senedd, Oregon State Legislature and the Newfoundland and Labrador House of Assembly. The 2024 ANZACATT PDS is due to be held in Darwin, Northern Territory.

## Information sessions for the Public Sector

Together with the Legislative Council Table Office and Committee staff, we conducted a range of information sessions for government department and agency staff. This year we ran sessions on:

- Parliament and the election period
- What's new this Parliament
- Introduction to Parliament
- Passage of a Bill



102 delegates attended the 2023 Australia and New Zealand Association of Clerks-at-the-Table.

The sessions focus on how the work of government staff interacts with our teams, but we have found there is also a general interest in learning more about the work of the Chambers and committees. Our online sessions on an Introduction to Parliament and the Passage of a Bill through Parliament were the most popular with over 250 people attending each one. We continue to receive positive feedback and suggestions for more topics to cover and therefore plan to continue this program next year.

## Technology

### New database and webpages for e-petitions, tabled documents and questions on notice

Following the news that Parliament's existing content management systems that support the e-petitions and tabled documents databases would no longer operate from mid-2023, we have been working with the Legislative Council Table Office and Parliament IT to move these databases to new systems.

The NSW version of the Parliamentary Management System (PIMS) was quickly adapted in an attempt to meet Victoria's needs. Next, new webpages to publish this information to Parliament's website had to be developed.

This required a significant effort as we sought to understand what PIMS could offer and how best to adapt that to the Assembly and Council's requirements. As the systems would need to comply with the standing orders of the Houses, which are different from NSW, this was complex work. We also needed to design webpages that met web design best practice but also met the specialised needs of the Houses and their customers.

At the same time, the questions database, which was already in PIMS, needed to migrate to the new website. As this needed to comply with the new website's look and feel, this was also challenging. What our customers need from the database did not easily fit within these constraints.

After a great deal of work across the departments, we expect these systems to be operational in September 2023.

### Parliamentary Information Management System (PIMS) – Committees

The PIMS Committee Module is an evolving component of digital infrastructure designed to continuously enhance and optimise our processes. With a strong commitment to efficiency and effectiveness, we are continuing to refine this module to cater to the ever-changing needs of our committees.

In 2022–23, we introduced a submission import tool that facilitates the seamless import of submissions and stakeholder data into PIMS. As we continue working on inputting historical inquiry information dating back to the 54th Parliament, this tool has eliminated the time-consuming and resource-intensive task of manual data entry. Furthermore, the submission import tool has positioned us to effectively handle any forthcoming inquiries that may generate a substantial volume of submissions from the public.

### Digitisation activities

This year we completed the digitisation of historical bill volumes and uploaded them to Parliament's intranet, making them easily available to all parliament staff.

We have also begun work uploading the digitised statutory rules to the intranet. For this project department staff have been splitting the digitised volumes into individual statutory rules for easy searching and access.

## Capability and culture

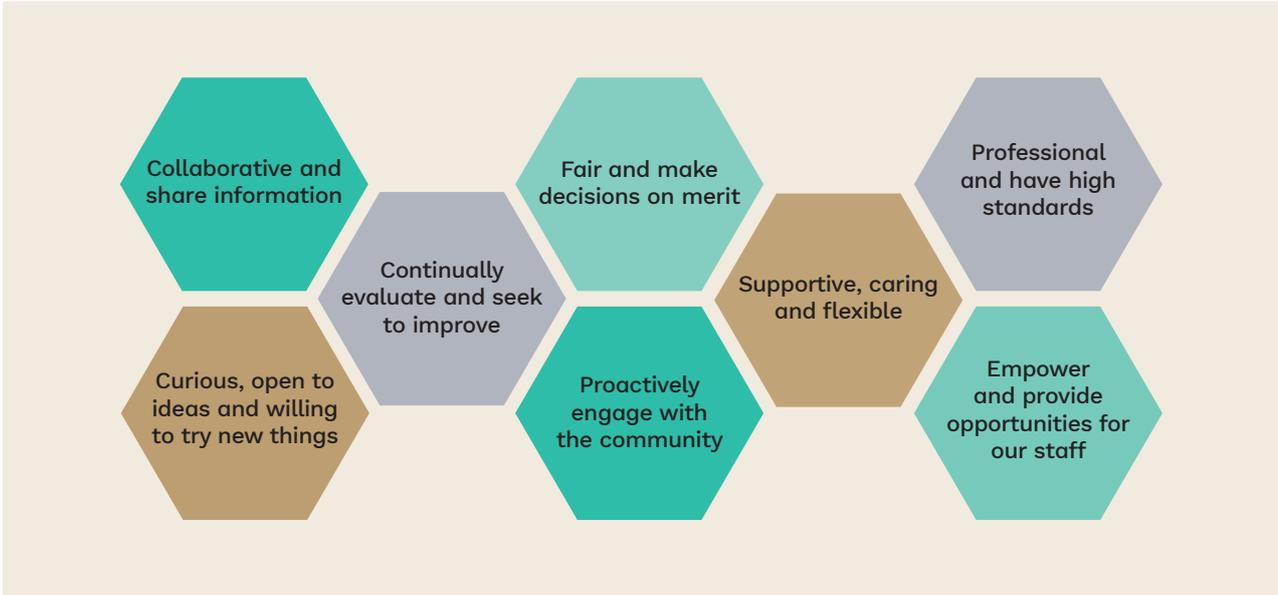
### Strengthening our culture

Our Culture Advisory Group, comprised of staff from across the Department's business units, continued to make a substantial contribution to how we articulate our values and work together. The group's role is to identify opportunities to make the Department a great place to work, receive and respond to feedback, promote professional development, and drive progress towards making us the Department we want to be.

The group meets monthly to regularly check in on the Department's culture and to identify initiatives for staff to build their networks and develop connections between teams.

Key initiatives over the past 12 months have included:

- Continuing to develop the Assembly's reward and recognition initiatives and the development of principles to ensure they are transparent and consistent, including recognition of work by individuals and teams that exemplified the Department's values
- Regular activities to connect staff across the Department, including trivia events and other activities around Parliament House and at 55 St Andrew's Place
- Staff surveys to monitor our performance and identify opportunities for improvement.



The values the Department is committed to modelling when working together and interacting with others.

### Leadership and professional development programs

#### Leadership programs

Leadership capability is key to the success of the Department. Much of the focus for future leadership development will be captured in the Capability Framework, discussed elsewhere in this report.

During the reporting period, the Department completed the most recent iteration of its leadership program, bringing together managers across a range of business functions to promote a culture of collaboration. In the next reporting period, the Clerk’s Office intends to broaden the scope of the leadership program to bring the Clerk’s office, and the managers group, together for a shared leadership program.

#### Psychological wellbeing

Following the Department’s psychological wellbeing workshops in the last reporting period, we presented the outcomes to staff in August. At the centre of the workshop discussions was the need to balance the requirement to be apolitical and impartial at all times, while also recognising and normalising human experiences. This is particularly evident when the House or a committee debates controversial or confronting topics. The workshops led to the Department implementing a number of changes, including:

- Regular onsite Employee Assistance Program access
- A peer support program, delivered with the other departments, to capitalise on the protective factor of co-worker support

- Proactive discussions in team meetings about challenging topics/events
- Targeted training to best manage emotionally-charged/distressing phone calls.

An objective for the next reporting period is the development of a resource toolkit for use across the board for staff to manage some of the challenges in their roles.

As part of the election planning project, several staff were trained in mental health first aid, to help deal with some of the challenges through the election period.

#### Procedural training

The Department places a priority on ensuring our staff have the expertise in parliamentary procedure to support the House and committees, and give credible advice to members, the community, and other stakeholders. Committee teams routinely conduct inquiry debriefs at the conclusion of each inquiry, and use monthly committee managers meetings to capture procedural precedents.

Staff involved in sitting weeks meet on Fridays of sitting weeks to review Chamber precedents, ensuring that relevant information is recorded for our internal procedural resource, LAPRAC. Key highlights of this discussion are then shared more broadly the following week with any Assembly staff who wish to attend a sitting week review, to broaden their procedural knowledge.

The Department regularly rosters senior staff from committees, the SAA Office and the Procedure Office in the Chamber. Having a wide pool of staff equipped

to work in the Chamber provides depth to the support provided at the Table, allows for some contingencies in the event of ill health or other absence in senior officers, and provides a development pathway for staff.

After a year's break, the Australian and New Zealand Association of Clerks-at-the-Table will run the Parliamentary Law, Procedure and Practice course in 2023, this time in conjunction with the University of South Australia. The PLPP is a university-accredited course intended to provide academic rigour and credentialing to expertise in parliamentary procedure. The Department intends to enrol two staff in PLPP for July 2023, and has been involved in arrangements for the course with the Serjeant-at-Arms being on ANZACATT's education committee, and the Clerk being ANZACATT's treasurer.

### Graduate program

The Victorian Government graduate program recruits graduates into its generalist scheme, or through particular pathways, to work across three different departments over a graduate year. The Department participated in the graduate program in 2022 and 2023. Our graduates have added to our departmental culture, and contributed to the work of our teams in supporting sitting weeks, parliamentary committees, community engagement and election coordination roles.

### Capability, workforce and succession planning

With the Legislative Council, we have worked on a leadership capability framework to implement across the two departments. Our objectives are to provide procedural advice and secretariat support to the Chamber and committees, and deliver other services to members and the public including tours and outreach, visitor management, even and project management, records management and community engagement.

Implementing a capability framework will support the two departments to:

- Cultivate consistent leadership needed for ongoing success
- Inform our staff how effective leadership is defined and demonstrated
- Align the strategic and tactical levels of leadership to delivering outcomes for the departments
- Attract and retain suitably capable people
- Provide a shared basis for workforce planning
- Provide a common basis for professional development to build capacity.

Staff at all levels in the Department participated in a series of workshops to give their input, and we look

forward to launching the framework early in the next reporting period.

### Records management

The Department continued work to ensure staff have access to the documents they need, and that records of the House and committees are maintained in compliance with the standing orders and legislative requirements. Over the reporting period, we focussed on:

- Ensuring committee records management protocols were observed correctly from the start of the new Parliament
- Transferring completed files to PROV
- Training staff on using SharePoint for project-related records management
- Continuing the review of historical records and digitising or disposing of them where appropriate.

### Safety, risk and governance

#### Member office accommodation post-election

Following November's election, offices within the Members Annexe at Parliament House were reallocated to reflect the membership of the 60th Parliament. With the invaluable assistance of staff from the Department of Parliamentary Services, throughout December and January, 27 annexe offices were packed, deep cleaned and reset for occupation by incoming members.

A number of Legislative Assembly ministerial offices within the main Parliament House building were reallocated following a Cabinet reshuffle in July 2022. Over the course of the reporting period, 10 ministerial office moves were completed.

#### Security enhancements and visitor management

Visitor management processes were implemented that required all non-passholders to be registered upon entering Parliament House. All passholders are expected to pre-register their guests, while any visitors who have not been pre-registered are immediately registered upon entry to Parliament House. Non-passholders visiting Parliament House to attend a tour are also required to present identification when being registered.

In June 2023 the public galleries re-opened to the public on sitting days almost exactly three years after they were closed due to the pandemic and following a review of security procedures. Parliament House has been open to the public on non-sitting days to attend tours and other events since late 2021.

## Departmental initiatives **An efficient, resilient, sustainable Parliament**

New security procedures have been implemented to safely accommodate visitors attending Parliament House on sitting days.

### **Emergency management**

Emergency management continues to be a priority for the Legislative Assembly and the Parliament. The Assistant Clerk-Procedure and Serjeant-at-Arms performs the role of Chief Warden for Parliament House in conjunction with the Usher of the Black Rod. Floor wardens and area wardens are selected from parliamentary staff who have good knowledge of Parliament House including many Assembly staff.

# Appendices

# Appendix A

## Report on output measures

### Department of the Legislative Assembly

Output/Deliverable	Target	Actual
<b>Quantity</b>		
Procedural references—updates published biannually	2	2
Quarterly allowance reports published in accordance with <i>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019</i>	4	4
Regional visits to schools to conduct parliamentary role plays	5	6
<b>Quality</b>		
Bills and amendments processed accurately through all relevant stages in compliance with constitutional requirements and standing orders	100%	100%
Member satisfaction that advice is responsive, prompt, clear and objective	80%	100% <sup>a</sup>
Teacher satisfaction with tours of Parliament for school groups	95%	100%
<b>Timeliness</b>		
Documents tabled within time guidelines	90%	100%
House documents available one day after sitting day	100%	100%
Online information relating to bills updated within one day	95%	100%
<b>Cost</b>		
Total output cost (\$ million)	41.5	43.0 <sup>b</sup>

- a. We take great pride in the timeliness and accuracy of advice given to members, and we are pleased with this result. However, there may be occasions where errors are made, resulting in member dissatisfaction, though we take care to prevent this. There can be circumstances where members may not be satisfied with the advice we give, despite its accuracy and timeliness. This is particularly the case where members wish to use parliamentary procedure as part of political tactics and we need to advise that their proposal or strategy is not allowable or procedurally correct. Taking into account the subjective nature of the target, we consider 80% to be a high benchmark.
- b. Higher output cost due to increase in Members of Legislative Assembly salaries and allowances as a result of determination issued by the Victorian Independent Remuneration Tribunal on 22 June 2022 and separation payments for former Members of Legislative Assembly following the November 2022 election.

## Joint investigatory committees

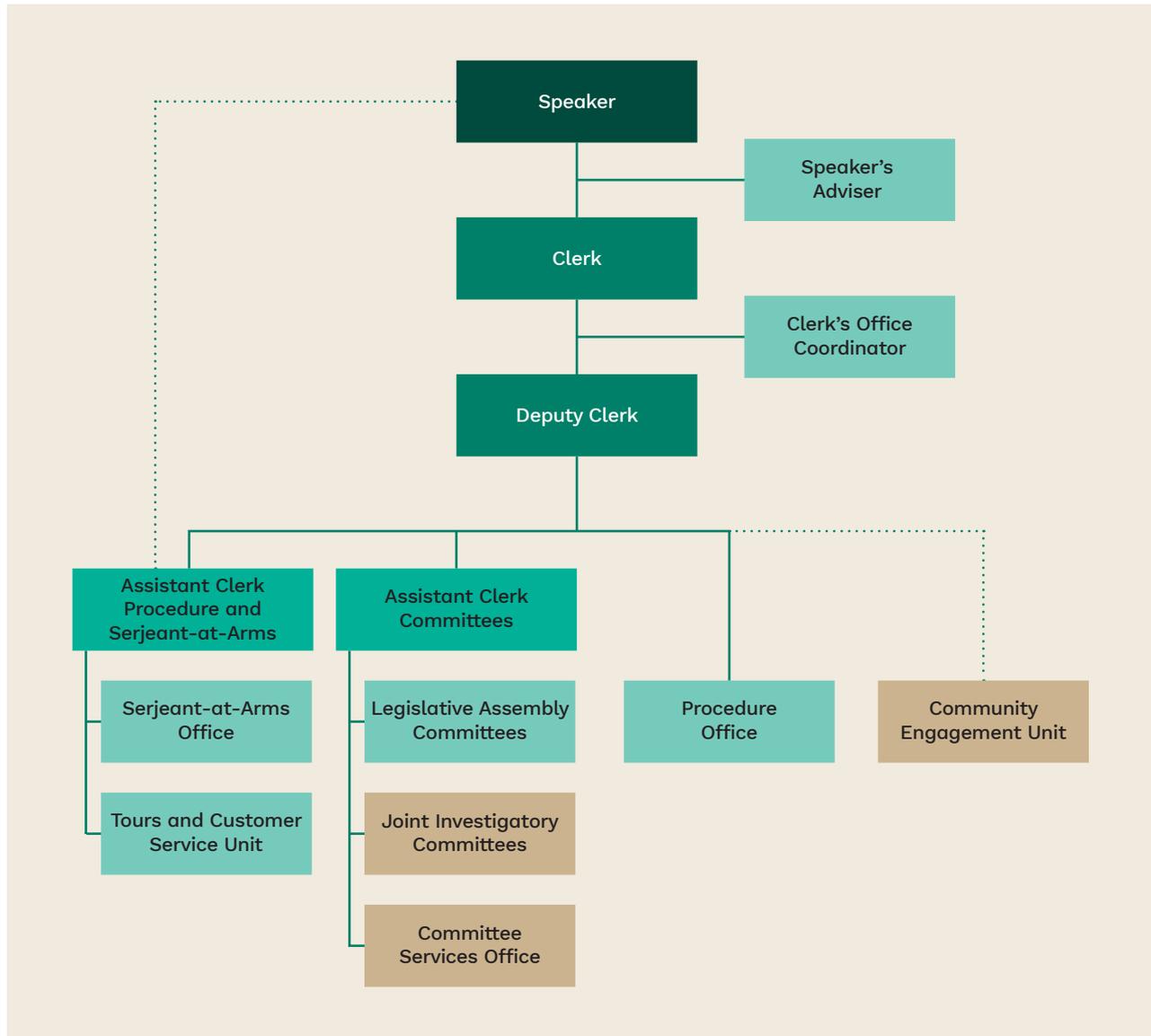
Output/Deliverable	Target	Actual
<b>Quantity</b>		
Reports tabled per annum	10	18
<b>Quality</b>		
Committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt <sup>a</sup>	80%	98%
Inquiries conducted and reports produced in compliance with procedural and legislative requirements	95%	100%
<b>Timeliness</b>		
Reports tabled in compliance with procedural and legislative deadlines	95%	100%
<b>Cost</b>		
Total output cost (\$ million)	5.8	4.6

- a. This measure was based on a confidential survey in May 2023 of joint investigatory committee members. Due to the sometimes political nature of committee work, members may not always be satisfied with advice even when it is accurate. For 2022–23 members' satisfaction with the quality and responsiveness of committees advice has exceeded our expectations

## Appendix B

# Organisation structure and corporate governance

Department of the Legislative Assembly organisational chart



## The Speaker

The Speaker is the principal office holder in the Legislative Assembly. The main elements of the role are chairing meetings of the Legislative Assembly, representing the Assembly at State and other official occasions, overseeing the operations of the Department and, jointly with the President, of the Department of Parliamentary Services.

Speaker, the Hon Maree Edwards MP, was elected on 2 August 2022, having represented the Electorate of Bendigo West since 2010. She was re-elected on 20 December 2022.

## Clerk of the Legislative Assembly

Bridget Noonan joined the Department in 1999 to work in the Procedure Office, and subsequently worked in a number of roles within the Office. She was appointed Assistant-Clerk Committees in 2006, Assistant Clerk Procedure and Serjeant-at-Arms in 2011 and became Deputy Clerk in 2013. In September 2017, Bridget was appointed as Acting Clerk and became Clerk in January 2019. Bridget has a Bachelor of Arts (Hons) from Melbourne University.

## Chamber Officers

### Vaughn Koops, Deputy Clerk

Vaughn joined the joint investigatory committees as a research officer in 2003, and from 2005, worked as executive officer to five joint committees prior to his appointment as Assistant Clerk Committees in 2014. He was Assistant Clerk Procedure and Serjeant-at-Arms from July 2016 to June 2020 and returned to the role of Assistant Clerk Committees in July 2020. Vaughn was appointed to the role of Deputy Clerk in January 2022.

Vaughn has a Bachelor of Arts and Master of Arts (1st class Hons) from Auckland University and a Doctor of Philosophy from Melbourne University.

### Paul Groenewegen, Assistant Clerk Procedure and Serjeant-at-Arms

Paul joined the Department in 2009 in the newly created position of Manager, Tours and Customer Service Unit. In January 2018, Paul was appointed Assistant Clerk Committees and he rotated to his current role in July 2020. Paul has a Bachelor of Arts from La Trobe University and a Graduate Certificate in Management from Swinburne University of Technology.

# Appendix C

## Branch roles

### Clerk's Office

The Clerk's Office is responsible for the general management of the Legislative Assembly. This includes the provision of expert policy, procedural and corporate management advice to the Speaker. In addition, the Office is responsible for advising members on matters relating to the operation of the Legislative Assembly and its committees. The Clerk's Office also records the decisions and proceedings of the Legislative Assembly and ensures the passage of legislation is in accordance with legislative and procedural requirements.

The Clerk is the relevant officer for members' work-related parliamentary allowances under the *Parliamentary Salaries, Allowances and Superannuation Act 1968*. This role includes determining whether claims meet the requirements of relevant Tribunal guidelines and regulations and publishing quarterly reports.

### Committee Office

The Legislative Assembly has three standing committees, which were established at the start of the 60th Parliament:

- Economy and Infrastructure Committee
- Environment and Planning Committee
- Legal and Social Issues Committee.

There are also four joint investigatory committees, comprising members of both Houses. Two of these are administered by the Department of the Legislative Assembly:

- Public Accounts and Estimates Committee
- Scrutiny of Acts and Regulations Committee.

The Department also administers the Pandemic Declaration and Oversight Committee when it is active.

The Assembly also has two domestic select committees appointed by resolution for the duration of the Parliament that work on domestic matters or procedures of the House:

- Privileges Committee
- Standing Orders Committee.

Committee secretariat staff provides administrative, procedural and research support to these committees. This includes coordinating public hearings and submissions, and writing briefing papers and reports. The Committee Services Office provides

centralised administrative and corporate support to all committees. The Assistant Clerk Committees oversees this work, briefs the Speaker on committee operations, ensures compliance with relevant Acts, standing orders, Presiding Officers' directives and accepted practices and procedures, and monitors committee expenditure.

### Serjeant-at-Arms' Office

The Office of the Serjeant-at-Arms is, by custom, a long-established high-profile position recognised in Westminster-style Parliaments. The position has existed in Victoria since the establishment of the first Legislative Assembly in 1856. As Principal Executive Officer to the Speaker, Assistant Clerk Procedure and Serjeant-at-Arms is responsible for ceremonial events and the security of the Chamber. They also undertake procedural research and project management, assist at the Table on sitting days and oversee the production of certain House documents.

The Office provides a range of services to members, including managing accommodation within Parliament House and the Members Annexe, administering allowances and former member support. It also manages media accreditation, supports functions and events held in Parliament House, and coordinates the Department's business planning and performance reporting.

### Tours and Customer Service Unit

Reporting to the Assistant Clerk Procedure and Serjeant-at-Arms, the Unit conducts community engagement programs such as public tours and presentations to school groups. With a major focus on programs for school children, including at VCE level, staff give presentations and deliver role plays at Parliament House, visit schools in metropolitan and regional Victoria, and provide a range of online programs. Staff also deliver specialist tours at Parliament House, including an architecture tour, an art tour, and an express photographic tour. In addition, the Unit provides mail and other support services including support to the Chamber on sitting days.

### Procedure Office

The Procedure Office provides administrative and research support to the Chamber and senior officers within the Department. The Office is responsible for answering inquiries from the Department's customers, including members, the media, government

departments and the public. In addition, staff are responsible for the publication and distribution of House documents. This role includes ordering and proofreading the various prints of bills, preparing Acts of Parliament for royal assent, processing reports submitted for tabling and archiving parliamentary documents.

Staff undertake research and produce general reference material for the use of parliamentary staff and the Speaker on the various authorities, practices and procedures of the Legislative Assembly. One of the Department's major procedural authorities, LAPRAC, is also produced by Procedure Office staff, in consultation with the clerks. More specific research is undertaken to provide procedural solutions where precedents are lacking.

## Community Engagement Unit

The Community Engagement and Education Unit coordinates the delivery of community engagement activities across the Parliament in accordance with the community engagement strategy, provides communications services across the Parliament, delivers education resources in the community. The Unit is supported by staff from across the parliamentary departments

## Appendix D

# Comparative workforce data

The following table discloses the head count and full-time staff equivalent (FTE) of all active employees of the Department, employed in the last full pay period in June of the current reporting period, and in the last full pay period in June of the previous reporting period.

### Head count and full-time staff equivalent—all active employees (2023 and 2022)<sup>a</sup>

	All active employees (head count)		Full-time staff equivalent (FTE)	
	June 2023	June 2022	June 2023	June 2022
<b>Gender</b>				
Male	18	20	17.6	19.6
Female	42	41	36.3	36.9
Self-described	0	0	0	0
<b>Age group</b>				
Under 25	2	0	1.6	0
25–34	14	25	12.2	23.6
35–44	16	14	14.2	12.4
45–54	17	13	15.7	11.9
55–64	10	8	9.2	7.6
Over 64	1	1	1	1
<b>Classification</b>				
VPS 1	0	0	0	0
VPS 2	3	5	2.6	4.6
VPS 3	23	24	19.8	21.5
VPS 4	7	6	6.2	5.6
VPS 5	19	16	17.3	14.8
VPS 6	6	8	6	8
VPS 7	0	0	0	0
Executives	2	2	2	2
<b>Total</b>	<b>60</b>	<b>61</b>	<b>53.9</b>	<b>56.5</b>

a. The table excludes staff on leave without pay and staff seconded to other departments.

## Head count and full-time staff equivalent—breakdown for ongoing employees and fixed term and casual employees (2023 and 2022)<sup>a</sup>

	Ongoing employees <sup>b</sup>						Fixed term and casual employees			
	Full-time (head count)		Part-time (head count)		Full-time staff equivalent (FTE)		Number (head count)		Full-time staff equivalent (FTE)	
	June 2023	June 2022	June 2023	June 2022	June 2023	June 2022	June 2023	June 2022	June 2023	June 2022
<b>Gender</b>										
Male	16	14	1	1	16.6	14.6	1	5	1	5
Female	25	24	12	9	31.8	29.1	5	8	4.5	7.8
Self-described	0	0	0	0	0	0	0	0	0	0
<b>Age group</b>										
Under 25	0	0	1	0	0.6	0	1	0	1	0
25–34	10	12	3	3	11.2	13.8	1	10	1	9.8
35–44	10	9	5	3	13.2	10.4	1	2	1	2
45–54	12	9	2	3	13.2	10.9	3	1	2.5	1
55–64	8	7	2	1	9.2	7.6	0	0	0	0
Over 64	1	1	0	0	1	1	0	0	0	0
<b>Classification</b>										
VPS 1	0	0	0	0	0	0	0	0	0	0
VPS 2	2	3	1	1	2.6	3.6	2	1	2	1
VPS 3	15	15	6	6	17.8	18.7	1	3	0.5	2.8
VPS 4	4	2	2	1	5.7	2.6	3	3	3	3
VPS 5	12	10	4	2	14.3	10.8	0	4	0	4
VPS 6	6	6	0	0	6	6	0	2	0	2
VPS 7	0	0	0	0	0	0	0	0	0	0
Executives	2	2	0	0	2	2	0	0	0	0
<b>Total</b>	<b>41</b>	<b>38</b>	<b>13</b>	<b>10</b>	<b>48.4</b>	<b>43.7</b>	<b>6</b>	<b>13</b>	<b>5.5</b>	<b>12.8</b>

a. The table excludes staff on leave without pay and staff seconded to other departments.

b. Ongoing employees means people engaged on an open-ended contract of employment who were active in the last full pay period of June.

Head count and full-time staff equivalent—breakdown for classification and gender (2023)<sup>a</sup>

Classification	Male		Female		Self-described	
	Head count	Full-time equivalent (FTE)	Head count	Full-time equivalent (FTE)	Head count	Full-time equivalent (FTE)
VPS 1	0	0	0	0	0	0
VPS 2	2	2	1	0.6	0	0
VPS 3	8	7.6	15	12.2	0	0
VPS 4	1	1	6	5.2	0	0
VPS 5	4	4	15	13.3	0	0
VPS 6	2	2	4	4	0	0
VPS 7	0	0	0	0	0	0
Executives	1	1	1	1	0	0
<b>Total</b>	<b>18</b>	<b>17.6</b>	<b>42</b>	<b>36.3</b>	<b>0</b>	<b>0</b>

a. The table excludes staff on leave without pay and staff seconded to other departments.

# Appendix E

## Staff listing as at 30 June 2023

### Clerk's Office

Bridget Noonan, Clerk of the Legislative Assembly  
Vaughn Koops, Deputy Clerk  
Kate Murray, Project Officer (Parliamentary Procedure)  
Janelle Spielvogel, Clerk's Office Coordinator

### Serjeant-at-Arms' Office

Paul Groenewegen, Assistant Clerk Procedure and Serjeant-at-Arms  
Sarah Cox, Planning and Projects Manager  
Brenda Kittelty, Serjeant-at-Arms Office Coordinator

### Tours and Customer Service Unit

Audrey Lin, Manager, Tours and Customer Service Unit  
Bronwyn Gray, Tours and Outreach Coordinator  
Mark Smith, Tours and Outreach Coordinator  
Ros McNally, Customer Service Coordinator  
Baron Campbell-Tennant, Tours and Outreach Officer  
Anabel Curphey, Tours and Outreach Officer  
Craig Foster, Tours and Outreach Officer  
Bridget Headlam, Tours and Outreach Officer  
James Hudson, Tours and Outreach Officer  
Grace O'Donnell, Tours and Outreach Officer  
Vicki Polglase, Tours and Outreach Officer  
Glen Putland, Tours and Outreach Officer  
David Robertson, Tours and Outreach Officer  
Justin Smith, Tours and Outreach Officer  
Michael Gruschel, Tours and Outreach Booking Officer  
Jeremy Walsh, Speaker's Personal Assistant

### Speaker's Office

Jason McDonald, Speaker's Adviser

### Procedure Office

Stef Tardif, Manager, Procedure Office  
Liam Moran, Senior Parliamentary Officer  
Megan Rocke, Senior Parliamentary Officer  
Hong Tran, Parliamentary Officer—Table Section  
Liesel Dumenden, Parliamentary Officer—Papers Section  
Christine Erpismidis, Administrative Officer

### Community Engagement Unit

Glenn Jeffrey, Assistant Manager  
Naomi Simmonds, Community Partnerships Coordinator  
Gaya Subramaniam, Community Partnerships Coordinator

### Committee Office

#### Committee Services Office

Larissa Volpe, Manager  
Penelope Amy, Graphic Design and Publishing Officer  
Michelle Summerhill, Administrative Officer

#### Economy and Infrastructure Standing Committee

Kerryn Riseley, Committee Manager  
Marianna Stylianou, Research Officer  
Alyssa Topy, Administrative and Research Assistant

#### Environment and Planning Standing Committee

Igor Dosen, Committee Manager  
Samantha Leahy, Research Officer  
Rachel Macreadie, Research Officer  
Helen Ross-Soden, Administrative Officer

#### Legal and Social Issues Standing Committee

Jessica Strout, Committee Manager  
Raylene D'Cruz, Research Officer  
Katherine Murtagh, Research Officer  
Danielle Broadhurst, Administrative and Research Assistant

#### Public Accounts and Estimates Committee

Caroline Williams, Executive Officer  
Krystle Gatt Rapa, Lead Analyst, Public Accounts and Audit  
Charlotte Lever, Lead Analyst, Budget Estimates and Outcomes  
Rony Xaviour Vazhappilly, Financial Analyst  
Kathleen Hurley, Analyst, Budget Estimates and Outcomes  
Mathias Richter, Analyst, Budget Estimates and Outcomes  
Caitlin Wu, Analyst, Public Accounts and Audit

## Appendix E Staff listing as at 30 June 2023

Chloe FitzPatrick, Research Assistant  
Jacqueline Coleman, Committee Administrative Officer

### Scrutiny of Acts and Regulations Committee

Helen Mason, Executive Officer  
Katie Helme, Senior Research Officer  
Simon Dinsbergs, Business Support Officer  
Sonya Caruana, Committee Administrative Officer

# Appendix F

## Legislative Assembly Expenditure Statement

Expenditure	2022-23		2021-22
	Budget \$	Actual \$	Actual \$
<b>Departmental expenditure</b>			
Cleaning expenses	480,000	381,720	490,755
Clerk's Office <sup>a</sup>	2,635,900	1,957,971	2,316,426
Community Engagement Unit	333,300	315,952	331,370
Procedure Office	1,075,400	890,273	1,067,152
Tours and Customer Service Unit	1,717,500	1,580,812	1,304,771
Speaker's Office	210,400	144,834	147,482
Special Sitting	–	–	–
Auditor-General's Office audits	21,000	21,000	20,500
Clerk of the Parliament <sup>b</sup>	1,000	1,000	–
<b>Total—Department</b>	<b>6,474,500</b>	<b>5,293,562</b>	<b>5,678,456</b>
<b>Standing committees expenditure</b>			
Economy and Infrastructure	466,100	339,518	356,031
Environment and Planning	502,800	328,391	401,836
Legal and Social Issues	576,600	326,045	356,588
General expenses	127,000	72,030	78,126
<b>Total—Standing committees</b>	<b>1,672,500</b>	<b>1,065,984</b>	<b>1,192,581</b>
<b>Total—Operating expenses</b>	<b>8,147,000<sup>c</sup></b>	<b>6,359,546</b>	<b>6,871,037</b>
<b>Assembly Members—special appropriations</b>			
Members' salaries, allowances and on costs	36,500,325	31,891,698	29,175,421
Members' superannuation	–	3,050,378	2,730,082
<b>Total—Members' salaries and related special appropriations</b>	<b>36,500,325</b>	<b>34,942,076</b>	<b>31,905,503</b>
<b>TOTAL EXPENDITURE</b>	<b>44,647,325</b>	<b>41,301,622</b>	<b>38,776,540</b>

Note: This information is provided for the benefit of members. A complete set of financial statements of the Parliament of Victoria, including for joint investigatory committees, is provided in the Department of Parliamentary Services Annual Report for 2022-23.

a. This figure includes expenditure relating to the Clerk's Office and Serjeant-at-Arms' Office, and hosting the 51st Presiding Officers and Clerks Conference (POCC) and ANZACATT 2023.

b. The Clerk of the Legislative Council was Clerk of the Parliament in 2021-22.

c. This figure includes the following sources of funds:

- \$7.535 million—*Appropriation (Parliament 2022-23) Act 2021*
- \$0.021 million—Special Appropriation under the *Audit Act 1994*
- \$0.550 million—Special Appropriation under s 94(1)(d) of the *Constitution Act 1975*
- \$0.001 million—Special Appropriation under s 94(1)(b) of the *Constitution Act 1975*
- \$0.040 million—Fiji Special Partnership Funding.

## Appendix G

# Joint Investigatory Committees Expenditure Statement

Joint investigatory committees	2022-23		2021-22
	Budget \$	Actual \$	Actual \$
Committee Services Office <sup>a</sup>	2,721,885	1,452,269	1,482,708
Electoral Matters <sup>b</sup>	444,200	384,079	376,197
Integrity and Oversight <sup>b</sup>	1,089,300 <sup>d</sup>	1,141,613	801,052
Pandemic Declaration Accountability and Oversight Committee <sup>c</sup>	112,715	84,187	153,191
Public Accounts and Estimates <sup>c</sup>	1,125,400	915,196	918,941
Scrutiny of Acts and Regulation <sup>c</sup>	705,500	578,264	546,900
<b>Total</b>	<b>6,199,000</b>	<b>4,555,608</b>	<b>4,278,989</b>

- a. Both House Departments jointly administer the Committee Services Office. Its budget includes rental payments for committee accommodation and various other administrative overheads for whole of committee operations.
- b. The Legislative Council currently administers the Electoral Matters and Integrity and Oversight Committees.
- c. The Legislative Assembly currently administers the Pandemic Declaration Accountability and Oversight Committee, Public Accounts and Estimates and Scrutiny of Acts and Regulations Committees.
- d. This figure includes \$369,000 in funds carried over from the 2021-22 financial year. \$283,000 of this was allocated for a performance audit of the IBAC, \$86,000 was allocated for a performance audit of the Victorian Inspector.

# Appendix H

## Functions, events and exhibitions held at Parliament House

The Department of the Legislative Assembly assisted with the coordination of the following functions, events, and exhibitions held at Parliament House:

### Front Steps

Cyprus Community Candlelight Vigil  
Melbourne City Mission awareness raising display for Homelessness Week  
Lyneham High School (ACT) Year 9 Concert Band Performance  
The Male Hug — Talktober Launch  
Maroondah City Church Prayer Group vigil  
Publicity photography for Melbourne production of Joseph and the Amazing Technicolour Dreamcoat  
Suburban Rail Loop Authority staff group photo  
Melbourne Antique Fair promotional photography  
Ena Pely fashion shoot  
Electric Bus display

### Queen's Hall (launches, receptions, and conferences)

Multicultural Eid  
Victoria Police Training Day  
Victorian Parliamentary Internship Program graduation ceremony  
Carers Victoria 30th Birthday reception  
Launch of Interface Week 2022  
My Vote My Voice presentation  
Pakistan Independence Day Celebration  
Official Victorian Launch of National Mental Health Month 2022  
Victorian Multicultural Youth Networking Launch  
Blessing for the Thai Children  
Celebration of Greek Independence  
Women of Wyndham Women's Empowerment reception  
VAC graduation ceremony  
Guru Nanak's Birthday celebration  
Time for Remembering — Road Trauma Support Services Victoria  
Thai Pongal 2023 at Victorian Parliament

Alliance of Girls' Schools International Women's Day Breakfast  
International Women's Day at Parliament House presentation and celebration  
Salvation Army Cookbook Meals to Make Ends Meet launch  
Persian New Year celebration  
Assyrian New Year Reception  
2023 Victorian AgriFutures Rural Women's Awards ceremony  
A United African Australian Agenda Today seminar  
Pitcher Partners Property Dinner  
Southern Migrant and Refugee Centre 30th Anniversary Celebration

### Queen's Hall (exhibitions and displays)

National Science Week  
The Lost Petition exhibition  
Sing Australia choir performance  
Nursery and Garden Industry of Victoria Annual Horticulture Showcase  
Future Healthy Lunch Stall  
Victorian Men's Shed Association Exhibition  
Art Exhibition by Juan Luis Millingalli Tigrasi  
Brotherhood of St Laurence Expo  
Legislative Assembly Chamber  
Nelson Mandela Youth Summit (also in Queen's Hall)  
PEXA Leadership Summit  
General Sir John Monash Commemorative Service (also in Queen's Hall)  
Pathways to Politics for Women (also in Queen's Hall)  
IPAA Gain the Policy Edge

### Filming at Parliament House

The Newsreader season 2  
ABC footage for federal election coverage  
Peroni Beer advertisement  
Good Shout — promoting Melbourne for the FIFA Women's World Cup  
Cotton On Group advertisement  
The Come Up Starter Kit (Channel 31) filming

## Federation Room

Nuffield Australia National Selections Dinner  
State Parliament Lions 20th Anniversary Celebration  
Top 10 Prevention Success Report Parliamentary Breakfast  
Regional Cities Victoria Networking Function  
Spring Street Bombers cocktail party  
VACC State Manifesto Launch  
M9 Launch Event  
This Girl Can Parliament Launch  
Celebrating Victorian Medical Research cocktail party  
Committee for Melbourne 7th Annual Parliamentary Drinks 2022  
HALT Suicide Prevention breakfast presentation  
Community Health First campaign launch  
Public Galleries: Our Creative Heart campaign launch  
International Women's Day — Judy Madigan Presentation  
Ukrainian Parliamentary Delegation morning tea  
Victorian Students' Parliamentary Experience 2023 hosted by Michael Galea  
Dreams2Live4 lunch

IDAHOBIT morning tea  
Australia's Biggest Morning Tea  
Committee for Geelong — Leaders for Geelong presentation  
International Yoga Day presentation  
Eating Disorders Victoria Breakfast  
LeadWest networking meeting  
Basketball Victoria First Nations Round Launch

## Multiple spaces and other areas not listed above

Presiding Officers and Clerks Conference  
Open House Melbourne  
ANZACATT Conference  
LOUD Fence exhibition (Precinct fences)  
Victorian Artist Society Paint Out Group (Grounds and Gardens)  
Opening of the 60th Parliament  
Parliamentary Friends of Melbourne Rebels cocktail party (Grounds and Gardens)  
YMCA Youth Parliament

## Appendix I

# Overseas travel undertaken by the Speaker

Speaker Edwards did not undertake any overseas travel in the reporting period.

## Appendix J

# Assembly business statistics

		2022-23	2021-22	2020-21
Sitting days		37	54	43
Hours including meal breaks		293:38	390:07	362:44
House related documents produced		76	183	154
Documents tabled by Command		4	4	4
Annual reports tabled		337	316	305
Documents tabled by leave		23	26	29
Reports presented by parliamentary committees		26	35	28
Other documents tabled		834	1,029	1,116
Messages presented		75	135	103
Questions	Asked in writing	606	639	2,713
	Without notice	185	255	215
	Constituency questions	329	505	430
	Responses processed <sup>a</sup>	1,087	1,615	-
Government Bills	Initiated in the Assembly	38	62	47
	Amended in the Assembly	3	6	3
	Passed both Houses	35	58	49
	Reasoned amendments moved	8	7	6
Divisions		51	43	31
Petitions presented		44	41	45
Petitions listed for debate		36	29	43
General business notices of motion		24	14	21
Grievance debates		5	6	5
Matters of public importance		5	11	10
Statements by members		700	1,019	860
Statements on parliamentary committee reports		67	93	85
Pages of bills proofread		3,384	5,151	2,401

a. Data only started being collected in 2021-22. Includes responses to questions in writing, constituency questions and adjournment matters.

# Appendix K

## Committee statistics

Committee		Deliberative meetings <sup>a</sup>	Public hearings <sup>b</sup>	Inspections	Reports tabled
Legislative Assembly Standing Committees	Economy and Infrastructure	4	0	0	1
	Environment and Planning	5	9	0	1
	Legal and Social Issues	9	13	0	1
Joint Investigatory Committees	Pandemic Declaration Accountability and Oversight Committee	1	0	0	2
	Public Accounts and Estimates	23	62	0	3
	Scrutiny of Acts and Regulations	21	0	0	12
Domestic Committees	Standing Orders	1	0	0	0
	Privileges	10	0	0	4

a. Includes subcommittee meetings.

b. Number of public hearings held is the number of witness groups appearing before the committee. For instance, one day of committee hearings with five witness groups appearing would equate to five different public hearings for the purposes of the statistics.

### Committee reports tabled 2022–23

#### Legislative Assembly committees

##### Economy and Infrastructure Committee

- Inquiry into Victorian universities' investment in skills

##### Environment and Planning Committee

- Inquiry into apartment design standards

##### Legal and Social Issues Committee

- Inquiry into support for older Victorians from migrant and refugee backgrounds

#### Joint investigatory committees

##### Pandemic Declaration Accountability and Oversight Committee

- Review of the Pandemic (Quarantine, Isolation and Testing) Orders
- Review of the Pandemic (Visitors to Hospitals and Care Facilities) Orders

#### Public Accounts and Estimates Committee

- Report on the appointment of a person to conduct the financial audit of the Victorian Auditor-General's Office
- Report on the 2022–23 Budget Estimates
- End of Term Report for the 59th Parliament

#### Scrutiny of Acts and Regulations Committee

- Alert Digests Nos 10–13 of 2022
- Alert Digests Nos 1–7 of 2023
- Report on the Statute Law Amendment Bill 2022

#### Domestic committees

##### Privileges Committee

- Report on the appointment of a Parliamentary Integrity Adviser for the 60th Parliament (joint report with the Legislative Council Privileges Committee)
- Report on the complaint by the Member for Polwarth
- Review of the Ongoing Resolution on the Parliamentary Integrity Adviser (joint report with the Legislative Council Privileges Committee)
- Person referred to in the Legislative Assembly — Professor David Lindenmayer AO

# Appendix L

## Public interest disclosures

The Speaker did not notify any disclosures to the IBAC under s 21(2) of the *Public Interest Disclosures Act 2012* for the period 1 July 2022 to 30 June 2023.

The Parliament of Victoria's *Procedures for Making a Disclosure about a Member of Parliament* can be downloaded at: <https://new.parliament.vic.gov.au/contact/public-interest-disclosures>.

The Integrity and Oversight Committee did not notify any disclosures to the IBAC under s 21(2) of the *Public Interest Disclosures Act 2012* for the period 1 July 2022 to 30 June 2023.

The Integrity and Oversight Committee's Public Interest Disclosure Procedures can be downloaded at: <https://new.parliament.vic.gov.au/get-involved/committees/integrity-and-oversight-committee>.

## Appendix M

# Documents disclosed under Standing Order 231(3) and Joint Standing Order 16(4)

For the period 1 July 2022 to 30 June 2023, no disclosures were made under SO 231(3).

For the period 1 July 2022 to 30 June 2023, the following records were accessed under JSO 16(4):

Joint Natural Resources and Environment Committee—Inquiry into Water Resources Management in Victoria, Regional Water Strategy Plan for the South-Western Region of Victoria, Stage One: Augmentation of Geelong's Water Supply to the Year 1995.

## Appendix N

# Redactions authorised by the Standing Orders Committee under Sessional Order 16

For the period 1 July 2022 to 30 June 2023, no redactions were made.



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