

# Parliament of Victoria Department of the Legislative Council

## Annual Report 2022-23



Cover photographs of Members from both Houses gathered in the Legislative Council Chamber to hear the Governor's speech and the Governor arriving at Parliament House for the opening of the 60th Parliament by Nico Keenan Photography.

Parliament of Victoria  
Department of the  
Legislative Council

Annual Report 2022–23



# Contents

<b>Clerk’s overview</b>	<b>1</b>	<b>Committees</b>	<b>24</b>
<b>Our year at a glance</b>	<b>2</b>	Improvements to committee practices	24
<b>Strategic plan and Departmental goals</b>	<b>3</b>	Joint investigatory committees	25
Our purpose	3	Standing Committees	25
The Department’s goals	3	Select Committee on Victoria’s Recreational Native Bird Hunting Arrangements	26
Parliament’s strategic priorities	4	Privileges Committee	27
<b>Services to our members</b>	<b>5</b>	Procedure Committee	27
2022 State election – Composition of the Legislative Council	5	<b>Appendices</b>	
Opening of the 60th Parliament	5	A Role of the Legislative Council staff	30
Election of new President and Deputy President	6	B Legislative Council Organisation Chart as at 30 June 2023	32
Induction of new members	7	C Staff listing as at 30 June 2023	33
Supporting the house of review	7	D Comparative workforce data	34
Procedural databases and resources	8	E Members of the Legislative Council – 60th Parliament as at 30 June 2023	36
Petitions	9	F Selected statistics relating to sittings of the Legislative Council, 2018–19 to 2022–23	38
Private members’ bills	10	G Legislative Council expenditure statements, 2022–23	39
Changes to the rules and practices of the House	10	H Legislative Council major outputs and performance measures, 2022–23	40
Death of sitting member	10	I Joint investigatory committees expenditure statement, 2022–23	41
Demise of the Crown	11	J Joint investigatory committees major outputs and performance measures, 2022–23	42
Chamber layout	11	K Statistics relating to committees administered by the Legislative Council, 2022–23	43
Reporting on members’ interests	12	L Parliamentary committee inquiries administered by the Legislative Council, 2022–23	44
Victorian Independent Remuneration Tribunal	12	M Disclosures made under the <i>Public Interest Disclosures Act 2012</i>	45
Assisting government departments	12	N Overseas travel taken by the President of the Legislative Council, 2022–23	46
Supporting former members	13	O Documents and evidence disclosed under Standing Order 19.04(3) and Joint Standing Order 16(4)	47
<b>Our community</b>	<b>14</b>		
Community engagement	14		
Website	16		
Reconciliation Action Plan	17		
Youth Parliament	17		
International parliamentary relations	18		
51st Presiding Officers and Clerks Conference	18		
Work experience program	19		
<b>Corporate governance and our people</b>	<b>20</b>		
Leadership capability framework	20		
Council staff charter	20		
Records management	20		
Supporting professional development	21		
Encouraging a more equitable and diverse workplace	22		



# Clerk's overview

I am pleased to present the Department of the Legislative Council's annual report for 2022–23. The past 12 months have been very busy for our Department, with a heavy committee workload, an election and Opening, the death of the Queen and hosting two significant conferences.

The major focus of our work continues to be supporting members, sittings of the House and its committees. The House made a range of changes to the standing orders which took effect from the start of the 60th Parliament and I would like to commend our hardworking procedural staff on the way they have quickly adapted their processes and systems to support these new procedures.

The November 2022 election saw 20 new members elected to the Council, meaning half of the Chamber was new. We delivered a range of induction and information sessions for Council members and their staff to assist them with their transition to the new role and build their awareness of how they can use different opportunities in the House to achieve their objectives.

The Council Standing committees continue to be very busy, with several inquiries completed and reports tabled at the end of the 59th Parliament, and a growing number of inquiries referred for the 60th Parliament. Adding to this, the House established a Select Committee on Victoria's Recreational Native Bird Hunting Arrangements in March which received over 10,000 submissions. Ensuring we can resource the level of Council committee activity generated by the House continues to be a challenge for the Department.

Our community engagement program continues to be very active. This report outlines many innovative ways we are connecting with people who do not normally engage with the Parliament and informing the community about the work of the Parliament. I would like to thank all the Council members who have given up their time to participate in these activities.

I am particularly pleased that we have launched the parliamentary departments' Reconciliation Action Plan and thank all the staff who contributed to its development. We have also continued work implementing our Disability Action and Inclusion Plan and Gender Equality Action Plan. Other highlights have included hosting the 2023 ANZACATT Professional Development Seminar, progressing the development of a leadership capability framework and the development of a Council staff charter.

I would like to thank my predecessor, Andrew Young, who was Clerk of the Legislative Council for the first four months of this reporting period, until the end of October 2022. Andrew made a significant contribution to the Department and the Parliament during his nine years as Clerk, and he left the Department with a strong culture committed to supporting members, the work of the Council and the Parliament as an institution. Andrew's advice and assistance made my transition into the role of Clerk a smooth one. I would also like to thank the Council's leadership team, particularly Deputy Clerk Anne Sargent, for their support.

Finally, I would like to express my thanks to both President Elasmarr and President Leane for their support to the Department over the past 12 months.

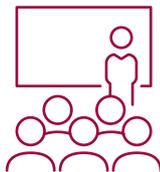
**Robert McDonald**  
**Clerk of the Legislative Council**

# Our year at a glance



## Opening of a new Parliament

The Opening of the 60th Parliament of Victoria was held on Tuesday, 20 December 2022. Traditional Westminster practices took place involving the Governor, Presiding Officers and the Usher of the Black Rod and Serjeant-at-Arms. Members were sworn in by Commissioners, and the President and Deputy President were elected. Over 650 guests attended the event which included a Welcome to Country, smoking ceremony and reception in the Parliamentary Gardens.



## Inducting new members

With the 60th Parliament seeing half the Chamber being new Council members, member inductions were a focus to get new members up to speed with parliamentary procedure.



## Changes to Standing Orders

Following a review by the Procedure Committee, the House agreed to various changes to Standing Orders at the end of the 59th Parliament that came into effect from the start of the 60th Parliament.



## Transition to a new Clerk

The Council farewelled Clerk of the Legislative Council of nine years, Andrew Young and welcomed a new Clerk, Robert McDonald.



## ANZACATT seminar

Victoria hosted the 2023 ANZACATT Professional Development Seminar. The theme was Contemporary parliaments: What traditions should be preserved in a changing world. The seminar was very well attended, with 102 delegates attending.



## Engaging with government departments

The Table Office continued to provide ongoing training and support to those working in government departments, with 300 people attending an online workshop in June on the 'Passage of a bill'.

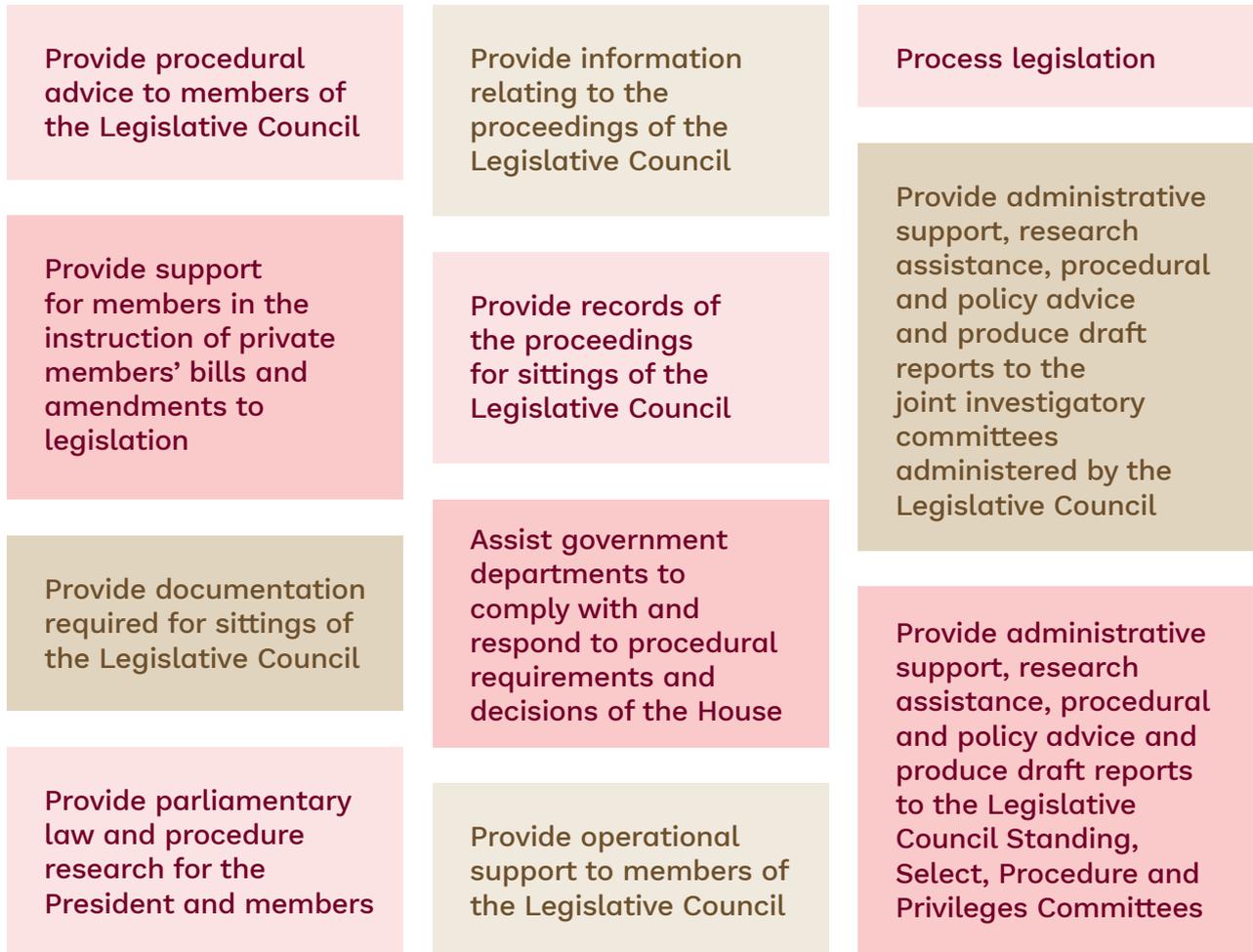


## Presiding Officer and Clerks Conference (POCC)

The 51st POCC was hosted by the Victorian Parliament in July 2022. Presiding Officers and Clerks from Australia, New Zealand and the Pacific Islands gathered in Melbourne for the first in-person conference since the pandemic. Former House of Representatives Speaker Tony Smith delivered the keynote presentation, followed by a range of panels that considered topics covering community engagement, constitutional functions, and institutional capacity. Meetings were also held between Australian state parliaments and their Pacific Island twinned parliaments.

# Strategic plan and Departmental goals

## Our purpose



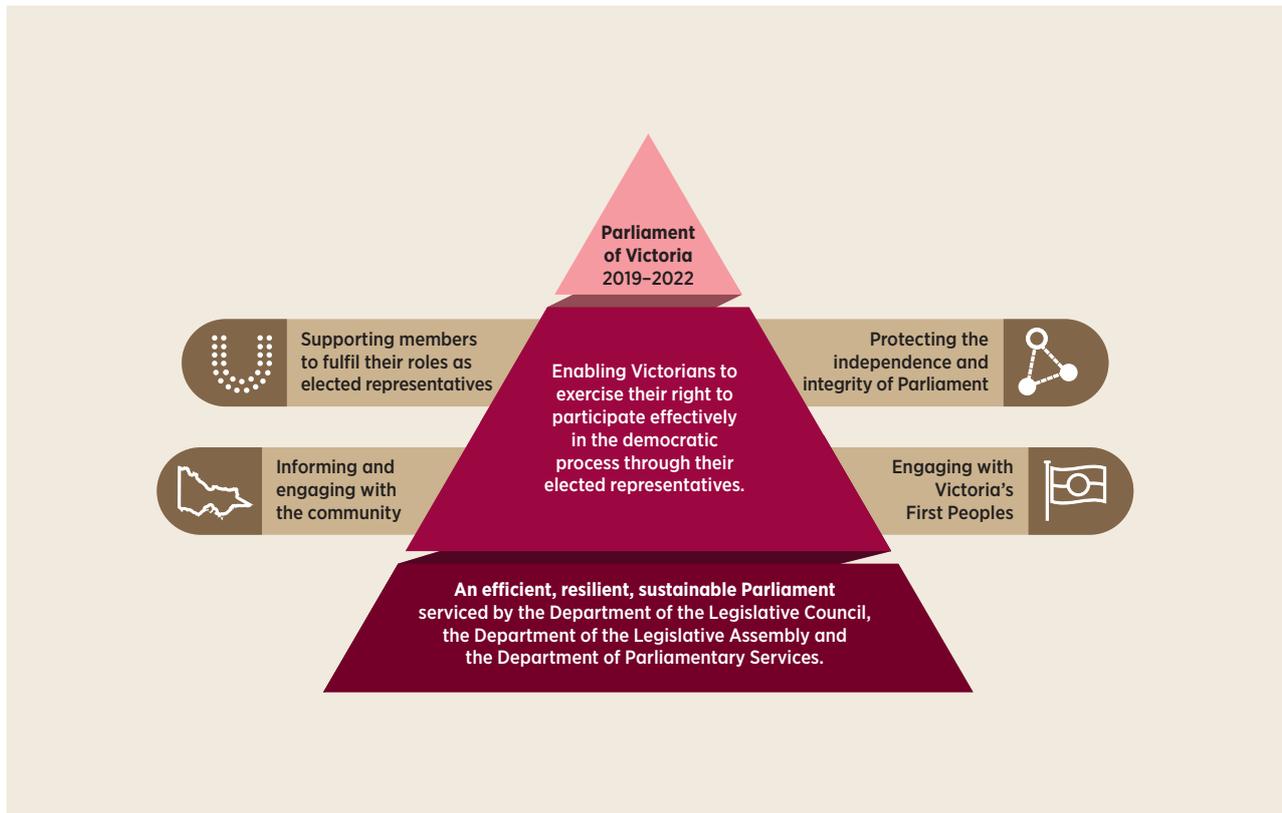
## The Department's goals

The Department of the Legislative Council works to deliver apolitical, professional, innovative, and integrated support services, advice and information to the President, members of the Legislative Council, Parliament's stakeholders, and the general public of Victoria.

To support this objective, the Department developed an annual plan, setting goals to establish priorities that also align with Parliament's strategic direction. The whole of department annual plan and also individual team plans prioritise four main categories of activity: services to members, community engagement, governance, and our people.

## Parliament's strategic priorities

In fulfilling its constitutional purpose, the strategic directions of Parliament for 2019–2022 prioritised four roles and focused on improving Parliament's resilience and efficiency. 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.



# Services to our members

## 2022 State election – Composition of the Legislative Council

The Victorian State election was held on 26 November 2022 and resulted in a return of the Labor Government. Ten parties obtained representation in the 60th Parliament's Legislative Council. Two of these parties gained representation in Victoria for the first time.

Party	Members elected
Australian Labor Party	15
Liberal Party	12
The Nationals	2
Australian Greens – Victoria	4
Legalise Cannabis Victoria	2
Animal Justice Party	1
Democratic Labour Party	1
Liberal Democrats	1
Pauline Hanson's One Nation Party	1
Shooters, Fishers and Farmers Party Victoria	1

In total, 19 members elected to the Council were new to the Victorian Parliament. Lizzie Blandthorn was new to the Council having previously been a member of the Legislative Assembly.

Prior to the election, six Council members announced they would not contest the 2022 election. They included the President, Nazih Elasmari, former President Bruce Atkinson, minister Jaala Pulford, former minister Gordon Rich-Phillips, Mark Gepp and Cathrine Burnett-Wake.

## Opening of the 60th Parliament

The last sitting day of the 59th Parliament of Victoria was 21 September 2022, with the expiry of the Assembly and cessation of the Council occurring on 1 November 2022 as specified under section 38 of the *Constitution Act 1975*.

Months of planning culminated in the much-anticipated opening of the 60th Parliament on Tuesday, 20 December 2022. The morning session commenced at 10.00 am, with the arrival of members and invited guests. They were joined by the official

party comprising the Commissioners, Premier and other party leaders who gathered in Queen's Hall to listen to Wurundjeri man Thane Garvey deliver the Welcome to Country.

At 11.00 am members were summoned to their respective chambers for the commencement of formal proceedings. The Clerks read the general election writs and then members were sworn in by Commissioners appointed by the Governor. Following the swearing-in, both Houses proceeded to elect Presiding Officers. The Council elected the Hon Shaun Leane as President, and the Hon Wendy Lovell as Deputy President. Proceedings were then adjourned until the arrival of the Governor.

At approximately 1.00 pm, Her Excellency, the Hon Linda Dessau AC, Governor of Victoria, arrived at the front steps of Parliament in the Vice Regal car, having been led by a mounted Police escort from Government House. The Governor was accompanied by her husband, Mr Anthony Howard KC, former County Court Judge. The Governor received a salute from Shrine Guards and was greeted on the steps by the Usher of the Black Rod before being escorted up the red carpeted steps which were adorned by native plants. Her Excellency paused to meet Thane Garvey who performed a traditional smoking ceremony and presented her with a possum skin cloak.



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

Moving to the North Library the Governor presided over a meeting of the Executive Council, before the newly elected President and Speaker introduced members of the Legislative Council and Legislative Assembly to Her Excellency.

## Services to our members

At 2.00 pm, the fanfare trumpeters signalled the Governor's procession, led by the Usher of the Black Rod, through Queen's Hall, the Vestibule and into the Legislative Council Chamber.

In accordance with historic Westminster practices, the Governor requested the attendance of the Speaker and Assembly members in the Council Chamber. The Usher was sent to deliver the message and upon finding the doors to the Assembly chamber closed, knocked three times with the Black Rod. The Usher was granted entry and delivered the message. After taking a short moment to consider, the Serjeant-at-Arms escorted the Speaker, Assembly members and Officers to the Council Chamber. This is the only time in the parliamentary cycle that the three parts of the parliament (Governor representing the Crown and members of both the Assembly and Council) meet in the same place. Once seated the Governor delivered a 20-minute speech, outlining the government's policy agenda and legislative intentions for the next four years.

Over 650 invited guests attended the event, including former Premiers and Presiding Officers, judges, religious leaders, the Chief Commissioner of Police, Federal Parliamentarians and First People's representatives. Video coverage of the event occurred on large screens in Queen's Hall and was also streamed live on the Parliament's website.

Following the Governor's speech, a reception was held in the Parliamentary gardens and was attended by members and invited guests. At approximately 3.30 pm, the Governor departed from the front steps and both Houses resumed sittings at 4.00 pm with question time, other business and inaugural speeches by new members. After the Opening day, the sittings were suspended until 7 February 2023.

On 7 June 2023, the President and the Speaker, together with members and clerks from both the Legislative Council and Legislative Assembly presented to the Governor, the Address of the Legislative Council and Assembly respectively in reply to the Governor's speech at the Opening of Parliament.

## Election of new President and Deputy President

Opening day saw the election of a new President and Deputy President for the 60th Parliament. Both positions were elected unopposed.

The Hon Shaun Leane, a government member for the Eastern Metropolitan Region, was elected as the Council's 23rd President. Mr Leane was first elected as President of the Council at the commencement of the 59th Parliament where he served until June 2020 when he resigned from the position and was appointed



Members from both Houses gather in the Legislative Council Chamber to hear the Governor's speech. Photo by Nico Keenan Photography.

Minister for Suburban Development, Minister for Local Government and Minister for Veterans. During the 59th Parliament he also served as Minister for Commonwealth Games Legacy. The President was first elected to the Council in 2006 and has served on a number of parliamentary committees as well as undertaking the role of Parliamentary Secretary to various portfolios between 2014 and 2018.

The Hon Wendy Lovell, an Opposition member for the Northern Victoria Region, was re-elected as Deputy President. Ms Lovell was first elected to the Council in 2002 and served as Minister for Housing, Minister for Children and Early Development and Deputy Leader of the Government (Council) in the 57th Parliament. The Deputy President has served on a number of parliamentary committees and held several shadow ministry portfolios.

## Induction of new members

A new parliament, with a record number of first-time members, provided an opportunity for the Department to take a fresh approach to member induction. The first phase of member induction focused on preparing members for their initial days and weeks.

On 19 December 2022, the day before the official opening of the 60th Parliament, we held an introductory one-day session for new members. Members met Council staff and were briefed on the key events to occur at the opening.

We held a longer session in early February 2023. Members were guided through the basics of chamber protocol, sitting weeks, inaugural speeches and all the different opportunities to contribute in parliament.

We also established a 'point of contact' system, where each new member was paired with a senior parliamentary officer who they could contact for answers to queries or help them navigate the parliamentary departments.

We provided one-on-one training and information sessions for the President and other specialised roles, such as the Whips.

The second phase of member induction commenced in mid-February 2023. Over four months we offered members and their staff a series of online seminars exploring key topics in more detail:

- Legislation 101: how a bill moves through parliament
- The menu: different ways to achieve your goals as a member
- Asking questions and getting answers
- Parliamentary committees explained
- Show me the money! Understand the state budget before it happens.

The seminars were repeated and offered at different times to give participants flexibility. These seminars were well attended and further sessions are planned for the next reporting period.

## Supporting the house of review

The Council sat for 38 days in the 2022–23 year. The final day of the 59th Parliament was 21 September 2022 and the 60th Parliament opened on 20 December 2022. Most of this sitting time was spent dealing with government business (38%) and general business (24%).

Government business is overwhelmingly the consideration of legislation (bills) and typically occurs on Tuesdays and Thursdays. There were 36 government bills introduced and 385 second reading contributions made. Of these bills, 25 bills were considered clause by clause in the Committee of the whole stage.

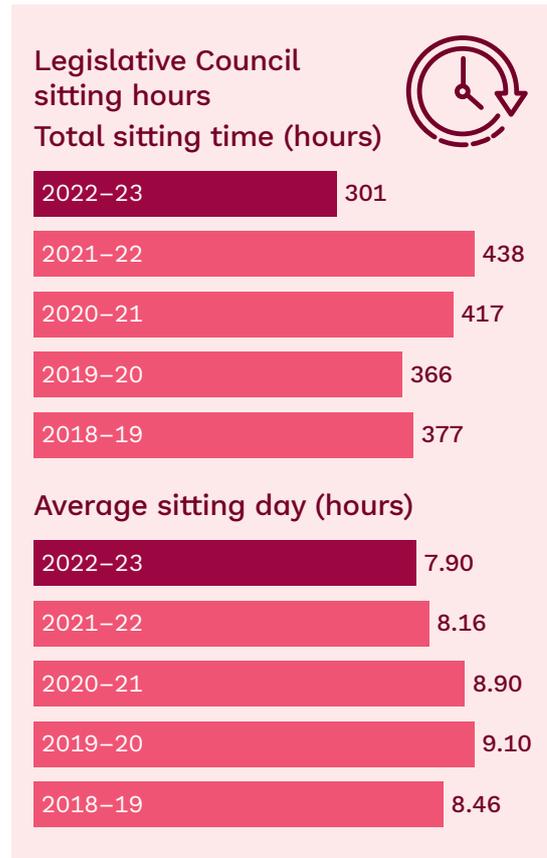
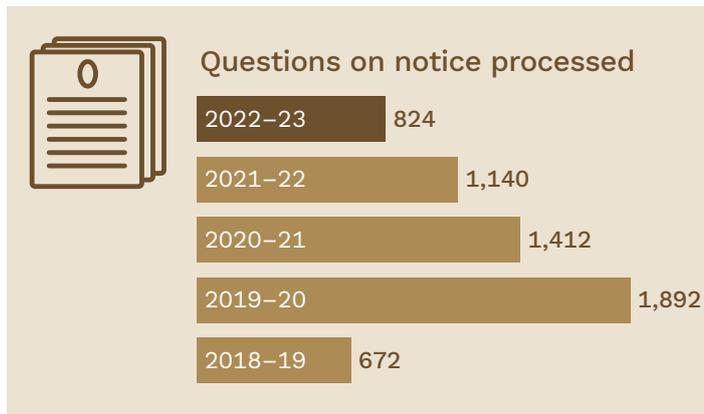
We continued to assist members to bring amendments to bills to the House. There were 45 sets of amendments to bills drafted, with 42 circulated and 36 tested in Committee of the whole. The Office of the Chief Parliamentary Counsel (OCPC) drafts amendments to bills for members and we review and authorise these for printing. We also draft Committee of the whole running sheets to assist the Committee. Ultimately, four bills were amended by the Committee of the whole and subsequently passed the Legislative Council with amendments.

General business typically takes place on Wednesdays. There is a significant demand for our procedural services in drafting motions for non-government members – we drafted 215 notices given in the House and many others not proceeded with. The House agreed to 60 motions and defeated 13. We also drafted seven sets of amendments to motions.

As part of its review function, the Council uses its powers to order documents from the Government. This year the Council made five orders for documents (compared to nine in 2021–22).

The Government's practice of providing an initial response to the orders by way of correspondence from the Attorney-General continued. A total of five documents were provided in full.

Scrutiny and review also take place when members ask questions of ministers or seek actions. Ministers are often required to respond in writing. We processed, lodged and tracked these questions and responses. The Table Office team processed 824 questions on notice and 428 answers to questions on notice this year.



Another important way we support the functioning of the chamber is to produce a range of documents that outline matters on the agenda, decisions that are taken and procedural developments. A total of 102 such documents were produced during the year, involving a significant workload for our procedural staff. These included:

- Notice Paper (daily): 38
- Minutes (weekly): 14
- Minutes (daily proof): 38
- Committee of the whole Council Supplement: 10
- Procedure Bulletin: February–June 2022 and August–November 2022.

### Procedural databases and resources

The Council uses various procedural databases and resources to administer, publish and track parliamentary information, including questions and responses, e-petitions, tabled documents, House documents and member details.

In the last few years, the ageing Joomla Content Management System and IBM Lotus Notes databases that we have previously relied on for storing and publishing this information have been replaced

with newly designed systems. With the assistance of an external contractor, we have designed and implemented a Parliament Information Management System (PIMS) which is made up of different modules that, when used together, provide an efficient single source of truth for parliamentary content across Departments.

In addition to developing these new systems, the Council, along with our Assembly colleagues, have worked with Parliament’s IT unit to design and develop pages on the new Parliament website to publish this information in an accessible and searchable way.

In the last 12 months the PIMS module for publishing House documents has been tested and implemented, with a corresponding page and search functionality developed in the new website. All Minutes of the Proceedings, Notice Papers and Daily Sitting Summaries from 1996 to now have been migrated to the new system.

Work is underway to design and develop the questions database page to enable us to display all parliamentary questions and responses on the new website. This page is due to be completed in the second half of 2023. The PIMS module for this was developed and completed in 2020 and currently publishes to an older Joomla page on the website.

Extensive work has been undertaken in the first six months of 2023 to design, develop and test PIMS modules for e-petitions and tabled papers. This work has included migration of a significant number of tabled documents from the existing Joomla tabled documents database and the design of new webpages that are compatible with PIMS and Parliament’s web platform. It is expected that these pages will be rolled out in the second half of 2023.

Along with these databases and corresponding webpages, additional webpages have been migrated to the Parliament’s new website, including the Standing and Sessional Orders pages, the questions database landing page and the Council’s statistics pages.

We have revamped how we present the Council’s statistics. The 59th Parliament’s statistics are now available in a fully interactive PowerBI report and we are working on the 60th Parliament’s statistics. Longer term, the plan is to capture historic data in the same manner to allow for greater comparability from year to year and between parliamentary terms.

The Council has continued to work with the Department of Premier and Cabinet, specifically the Office of Chief Parliamentary Counsel (OCPC), to test fixes and new developments for the legislation website in respect of our involvement with updating that website (recording the progress of a bill through each House). We are also involved in the design and development of a new system to replace the current amendments database – an IBM Lotus Notes database that allows OCPC drafters to confidentially share amendments with the Clerks and parliamentary staff for review.

## Petitions

Petitions remain a popular way for the community to engage and communicate issues to Parliament. Even though the State election fell within the reporting period, the Legislative Council continued to accept and publish e-petition (electronic petition) requests. The Council received 75 e-petition requests, of which 47 were processed and published on the Parliament’s website.

The commencement of the 60th Parliament saw some new processes implemented in the petition space with the adoption of new Standing Orders. Based on the recommendations from the Procedure Committee, a written response is now required from the relevant minister for all petitions presented in the House and there is time allocated for debate for petitions that reach a certain signature count.

As the new Standing Orders came into effect on the first day of the new parliament, only nine of the 29 petitions presented during the reporting period required a response. Six responses were received with the first presented in the House on Tuesday, 2 May 2023.

David Limbrick presented the petition with the most signatures, which called on the Government to amend the Health Legislation (Information Sharing) Bill 2023. As the e-petition had more than 10,000 signatures it was also the first petition to qualify for debate under the new Standing Orders. The petition was debated on Wednesday, 8 March 2023 during the time allocated for Petitions (qualifying for debate).



**29**  
petitions  
presented

PETITION FORMATS:

- 20 E-PETITIONS
- 1 PAPER PETITION
- 8 COMBINING PAPER AND E-PETITION

**45,541**  
signatures

**6**  
Minister’s  
responses received

**75**  
e-petition requests  
received

- 47 PROCESSED AND PUBLISHED ONLINE
- 28 REJECTED / NOT PROCEEDED WITH

**10,790**  
highest signature count  
for one petition

TITLED: AMEND THE HEALTH LEGISLATION (INFORMATION SHARING) BILL 2023  
PRESENTED BY DAVID LIMBRICK

**1**  
petition presented that  
qualified for debate  
UNDER STANDING ORDER 11.03(10)

## Private members' bills

The Department continued to provide support for members to develop and introduce private members' bills (bills proposed by members who are not ministers), although the demand for assistance tapered off over the second half of 2022 as the 59th Parliament drew to a close: a total of eight bills were introduced, of these two were defeated while four others progressed to second reading. A further three bills already in the House were also defeated and the remainder lapsed upon the dissolution of the 59th Parliament.

The commencement of the 60th Parliament saw activity of private members bills pick up quickly with six bills introduced on the opening day, all based on bills that lapsed in the 59th Parliament. As at 30 June, a total of 18 bills have been introduced during the 60th Parliament: seven by opposition members, nine by Greens members and a further two from other non-government members. One bill passed the Council and one was defeated, while a further nine progressed to second reading.

In addition to this, we worked closely with members and their staff and with staff from the OCPG to develop and finalise drafting instructions from which private members' bills are then drafted. A number of training and information resources were also provided to members to inform them of the private members' bill process as part of the suite of member training delivered at the beginning of the 60th Parliament.

## Changes to the rules and practices of the House

During 2022 the Procedure Committee undertook a comprehensive review of the Standing and Sessional Orders, culminating in a report tabled in the House on Tuesday, 20 September 2022.

The review examined the Standing Orders by asking:

- are they clear?
- are they still relevant?
- can they be consolidated?
- do they allow flexibility for future needs?
- are they written in modern (non-gendered) language?

The Committee proposed a large number of changes and new procedures. The House agreed to the Committee's recommendations, with the new set of Standing Orders to take effect from the first day of the 60th Parliament.

The new Standing Orders also formalised in a number of Sessional Orders of the 59th Parliament as standing orders, including:

- a starting time of 12 noon for Tuesday sittings
- a minister's ability to declare an extension from the Table during Committee of the whole
- setting question time to include eight questions from non-government members and four ministers' statements
- allowing standing committees the ability to self-refer inquiries
- excluding participating members on standing committees from being counted for the purposes of forming a quorum.

Other changes worth noting include:

- a procedure for a 30-minute debate on certain popular petitions on Wednesdays
- a requirement that a minister must respond in writing to all petitions referred to them within 30 days
- the removal of the requirement to give notice of an intention to make a statement on a report, paper or petition
- a requirement that the President reports to the House every six months on all outstanding government responses to committee reports that were due in the preceding 12 months.

On the second sitting day of the 60th Parliament the House agreed to a number of Sessional Orders. These largely restored Sessional Orders from the 59th Parliament (those that were not taken into Standing Orders) in relation to the order of business and time limits for debates, among other matters.

Additionally, several Temporary Orders originally put in place in 2020 and 2021 to facilitate the House sitting safely during the COVID-19 pandemic have continued to operate in the new parliament. These include members standing in their place for divisions (rather than moving to different sides of the Chamber) and the ability to incorporate certain contributions in Hansard.

## Death of sitting member

On Tuesday, 2 August 2022, the President announced the passing of the late Hon Jane Garrett MLC. Ms Garrett was the sitting member for the Eastern Victoria Region, having represented the region since 2018. Ms Garrett previously served as the Legislative Assembly member for the electorate of Brunswick from 2010 to 2018 and as Minister for Emergency Services and Minister for Consumer Affairs, Gaming and Liquor Regulation from 2014 to 2016.

Condolences for Ms Garrett took precedence on Wednesday, 3 August 2022. Contributions were made by members across the Chamber, all reflecting on her service, spirited contributions, and strong values. After almost two hours of emotional tributes, the House adjourned for the remainder of the day as a further mark of respect.

## Demise of the Crown

Following the death of Her Late Majesty Queen Elizabeth II on 8 September 2022, the House sat on 13 September, as previously resolved. This was originally the last scheduled sitting week before the 2022 election. Due to protocols and Constitutional requirements, the sitting looked a little different. The Acting Chief Justice, the Governor's Commissioner, attended the Chamber to administer the oath of allegiance to all members. Pursuant to the Victorian Constitution, members had to be re-sworn in, pledging allegiance to His Majesty King Charles III before they were permitted to sit or vote.

The President had not yet pledged his allegiance to the new sovereign but still took the Chair to commence proceedings. The President's role as an officeholder is separate to their duties as a member.

Of the 40 Council members, 39 pledged their allegiance to His Majesty King Charles III and signed the Roll Book in the Council Chamber. The absent member pledged their allegiance the next sitting day. As one member had only been elected at a joint sitting one month prior, he pledged his allegiance to two sovereigns within the space of three sitting weeks. Another member signed the Roll Book for the third time in the 59th Parliament, having returned to the Council after unsuccessfully contesting a seat in the Senate.

After members were sworn in, the House considered a condolence motion for Her Late Majesty Queen Elizabeth II. The House then debated a motion by the Leader of the Government to cancel the remaining sitting days scheduled in that week and return the following Tuesday. An amendment was proposed to delay the next sitting further, out of respect to the Queen. The original motion was agreed to and the Council adjourned until the following week.

## Chamber layout

At the end of the 59th Parliament the sets of statutes in the Chamber and the Table Office were removed. Over time these Acts became out of date and the effort and cost to maintain an accurate and updated full set of statutes was deemed no longer viable as this information can easily be found online. The full set was replaced with a reduced number of Acts

determined to either have a close link to Parliament or those most frequently accessed in the Chamber. These copies will be reviewed and updated on a regular basis. Members and their staff can continue to request printed copies of any Act from the Table Office.

The removal of the statutes provided additional space on the Table in the Chamber, allowing a custom-built wooden display unit to be built for the Table to store documents and papers related to the sittings.

It also allowed for the Black Rod to be relocated to the Table during sittings of the House. Since the Black Rod was first used in the Council Chamber in 1951, it has been placed upright either in the cradle next to the Usher's seat or in the nook in the table at the Usher's seat. After consultation with the Parliament's Heritage team, former Ushers and research into other Australian jurisdictions, it was apparent that there are no guidelines or restrictions as to where the Black Rod should be displayed. Based on this, the President approved the new position of the Black Rod, which now features prominently on the Table in a custom-made cradle.



The Black Rod on display in its new custom-made cradle.

## Reporting on members' interests

The fifth review of monetary threshold amounts was conducted prior to 30 June 2023 in accordance with section 24 of the *Members of Parliament (Standards) Act 1978* (the Act). The review resulted in an adjustment to the highest threshold amount, from \$53,000 to \$58,700. Reviews of threshold amounts were one of the amendments to the Act included in the 2019 legislation, which significantly reformed the Register of Interests.

Under section 17(2) of the Act, a person who becomes a member after the commencement of section 78 of the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* must submit a primary return to the Clerk of the Parliaments within 28 days after taking and subscribing the oath or affirmation as a member.

Under section 18 of the Act, a member must submit an ordinary return to the Clerk of the Parliaments within 28 days after 31 January and 30 June each year.

Under the Act, the following reports were prepared and tabled:

- Register of Interests – Return submitted by a Member of the Legislative Council – Primary Return – 21 July 2022
- *Members of Parliament (Standards) Act 1978* – Register of Interests – Returns submitted by members of the Legislative Assembly – Ordinary returns 28 July 2022
- *Members of Parliament (Standards) Act 1978* – Register of Interests – Returns submitted by members of the Legislative Council – Ordinary returns 28 July 2022
- Register of Interests – Return submitted by a Member of the Legislative Council – Primary Return – 14 September 2022
- Register of Interests – Returns submitted by Members of the Legislative Assembly – Primary Returns – 16 January 2023
- Register of Interests – Returns submitted by Members of the Legislative Council – Primary Returns – 16 January 2023
- *Members of Parliament (Standards) Act 1978* – Register of Interests – Returns submitted by members of the Legislative Assembly – Ordinary returns 28 February 2023
- *Members of Parliament (Standards) Act 1978* – Register of Interests – Returns submitted by members of the Legislative Council – Ordinary returns 28 February 2023
- Register of Interests – Return submitted by a Member of the Legislative Assembly – Primary Return – 20 March 2023.

## Victorian Independent Remuneration Tribunal

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 issued new Members of Parliament (Victoria) Guidelines No 1/2022, which took effect from 26 November 2022 – the changes principally related to changes to electorates and regions which took effect at the 2022 election
- the Clerks of both Houses jointly made a submission to the Tribunal in relation to its 2023 Determination consultation paper
- the Tribunal released its 2023 Determination and Members of Parliament (Victoria) Guidelines No 1/2023, which take effect from 1 July 2023
- the Clerks of both Houses jointly issued revised terms and conditions for the travel allowance and international travel allowance and issued terms and conditions for the parliamentary accommodation sitting allowance.

The Clerk's Office continued to administer claims and published four quarterly reports on the Parliament of Victoria 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.

## Assisting government departments

The Table Office assists government departments understand and engage with Parliament and parliamentary procedure in relation to tabling documents, providing answers to questions raised in Parliament, the routine of business in the Houses and understanding the passage of a bill. Following the success of previous years, online training relating to various topics was again offered to those working in the public service.

The Table Office team, together with colleagues in the Assembly, ran some new sessions and repeated some previously run sessions. Participants engaged with the content and each session was extremely well attended (with almost 300 people attending a June 2023 session on the 'Passage of a bill').

Below is a summary of the sessions offered in 2022–23:

- Parliament and the election period (2 sessions in July 2022)
- An introduction to parliament (targeted at Graduates) (1 session in October 2022)
- What's new this Parliament (2 sessions in March and April 2023)
- Parliamentary procedure 101 (1 session in June 2023)
- Passage of a bill (1 session in June 2023).

## Supporting former members

In 2020, the Parliament of Victoria and the Victorian Parliamentary Former Members' Association (VPFMA) commissioned Deakin University to undertake a study into Transitioning to life after Parliament. The Victorian Branch of the Commonwealth Parliamentary Association (CPA) also provided support for the project.

The study investigated the various challenges experienced by former parliamentarians in the transition to life after Parliament and evaluated existing support structures available during and after the parliamentary career. The team from Deakin University undertook a range of activities to inform their research including:

- a review of academic literature
- a survey of former members
- interviews with former members, parliamentary staff, and leaders in elite athlete wellbeing
- comparative analysis of other Commonwealth parliaments
- interviews with executive recruitment agencies.

Their final report was delivered in May 2022. The findings outline the short, medium and long-term challenges members face after their parliamentary career has ended. The report's recommendations suggest a set of activities and strategies to better support former members in the future.

This was the first in-depth study on this topic across Commonwealth parliaments. The team from Deakin presented their report at the 65th CPA Conference held in Halifax, Canada in August 2022 and at the Australian and New Zealand Clerks-at-the-Table (ANZACATT) Conference held in Melbourne in January 2023.

The findings and recommendations in the report informed the parliamentary departments approach to the November 2022 election, with a particular focus on the welfare of members leaving the Parliament. All staff supporting electorate office audits undertook mental health awareness training, with additional support provided by the Parliament's Employee Assistance Program provider and the VPFMA Welfare Committee.



Dr Zim Nwokora, Senior Lecturer in Politics and Policy Studies, Deakin University presenting on Transitioning to Life after Parliament.

Following their departure from the Council, the President signed certificates of service for all former members. The certificate lists the member's period of service and positions held in the Chamber, committees, ministry and other parliamentary roles. The three parliamentary departments are also exploring ways to better support the professional development of members during their careers with the Parliament.

In May 2023, the Council agreed to a motion to formally recognise the role of the VPFMA as the representative body of, and advocate for, former members of the Victorian Parliament. The Legislative Assembly subsequently passed a motion supporting this resolution.

# Our community



**115K+**  
social media  
followers

**6%**  
increase in  
followers



**1,018**  
students entered  
Parliament Prize

**38**  
recommendations in  
youth forum report

## Community engagement

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.

A variety of events were held at Parliament House to engage diverse sectors of the Victorian community, enabling them to experience the home of Victoria's democracy, 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 pre-service training. To further develop the opportunities for engagement offered by this comprehensive resource, 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 thousands of people about the commitment of the parliamentary departments to reconciliation.

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 comprehensive '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.

Our popular 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 our new activities being offered online.

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," said one student, echoing the sentiments of many others.

The audience for our news and information service grew during the year. Our social media following



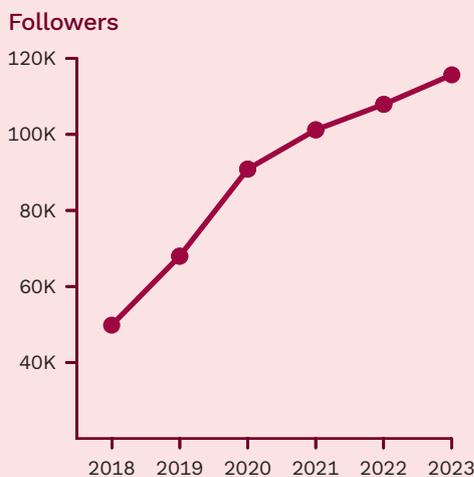
Teachers from across the education sector attending our Teacher Open House events.

across all platforms increased by 6%, with more than 115,000 followers by 30 June 2023.

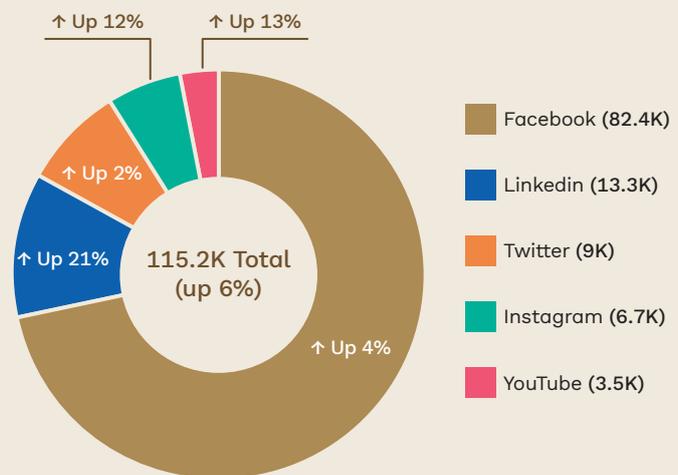
Across our social media and on our website news feed we provided detailed information about parliament. This included key events such as the 2022 State election and the opening of the 60th Parliament. Once committees were re-established in the new parliament, we also promoted and published information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

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.

### Growth in social media following



### Social media followers, 30 June 2023





Young people from across Victoria participated in the State of the Future youth forum.

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.

A major initiative was the State of the Future youth forum held at Parliament House in May 2023, which provided an opportunity for young people from 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.

In the year ahead, we will update our community engagement strategy. Our focus will be to strengthen connections with communities throughout Victoria, enhance understanding of and enthusiasm for our democracy, increase interest in parliament's work and achievements, and broaden community involvement with parliament.

## Website

The news pages of parliament's redeveloped website provided extensive coverage of parliamentary events and activities, with more than 100 news stories published during the year. This included coverage of many committee inquiries, as well as reporting on significant events such as the opening of the 60th Parliament, the death of Her Late Majesty Queen Elizabeth II and the proclamation of His Majesty King Charles III.

A special webpage was developed for the 2022 state election to provide the public with information on the election. This included a timeline of key dates relevant to the election.

Ongoing development of our Teach and Learn webpages continued, with a focus on providing teachers with a range of engaging resources to support the teaching of civics in the classroom. This includes a blog with regular updates on parliamentary education programs and resources.

## Reconciliation Action Plan

Our journey of reconciliation with Victoria's First Peoples took an important step forward during National Reconciliation Week 2023 when the Reflect Reconciliation Action Plan for the three parliamentary departments was launched at Parliament House.

The action plan sets down a range of commitments to First Peoples to build stronger relationships, demonstrate respect, explore opportunities for deeper engagement, and work towards an enhanced framework for our ongoing relationships.

The launch included the official unveiling of a new artwork that is featured in the graphic design of the action plan. Titled *Yarkeen Mirring (Dreaming Country)*,

the painting by Gunditjmara, Yorta Yorta and Wemba Wemba artist Tom Day is on permanent display in a prominent area outside the two legislative chambers at Parliament House.

## Youth Parliament

Youth Parliament is an annual event run by YMCA Victoria with support from all three parliamentary departments. The 37th Youth Parliament saw over 120 youth parliamentarians from across Victoria come to the Parliament for the three-day program in June. Welcome speeches were delivered by the Minister for Youth and the Shadow Minister for Youth before the Youth Governor, Miora Trainor, officially opened the Youth Parliament for 2023.

Eight Council members acted as President across the three-day program, chairing debates on a range of bills researched and written by the Youth Parliamentarians in the months leading up to the program. The 37th Youth Parliament passed 18 bills which were transmitted to the Minister for Youth for consideration by the Government.



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

## International parliamentary relations

Australian Parliaments are each twinned with a Pacific Parliament to support parliamentary strengthening in the Pacific region. The Victorian Parliament is twinned with the Parliaments of Fiji, Nauru and Tuvalu.

During the year the Parliament of Victoria welcomed and participated in a number of online meetings, attachments and delegation visits with the Pacific regions.

### Budget Analysis Support – Fiji Parliament

In July 2022, Committee staff together with an international team from other Parliaments provided support for the 2022–23 Fiji Budget Mission as part of the Floating Budget Office. During the week-long attachment briefs were produced for Ministries based on the budget papers and speeches.

### Visit to Fiji by the President of the Legislative Council

In August 2022, the President of the Legislative Council and the Usher of the Black Rod visited Fiji and held a number of meetings with the Speaker, Secretary-General, committees, senior staff, United Nations Development Program (UNDP) and the Deputy High Commissioner. The Department of Foreign Affairs and Trade coordinated site visits to Kaybee Farm, the Australia Pacific Training Coalition, the Museum and local market place areas.

### Community Engagement Officer

From 10 to 13 October 2022, the Fiji Parliament's media officer participated in a four-day attachment with the Parliament's community engagement team. The focus for the visit was to further develop her skills in planning and production of content for the Fiji Parliament's website and social media.

### Pacific Study Program

From 12 to 15 December 2022, the Parliament of Victoria hosted a Pacific Study Program. Delegates came from UNDP, Fiji, Tonga, Kiribati, Solomon Islands and Vanuatu.

The program focused on developing knowledge of best practice approaches. The group addressed challenges faced by parliaments, in civic education and outreach in multi-ethnic and remote or rural communities and explored common issues of engagement with priority communities, looking at alternatives and additional programs and experiences.

## The Parliament of Nauru's strategy meetings held at the Parliament of Victoria

On 28 and 29 March 2023, a delegation from the Parliament of Nauru comprising the Speaker, Deputy Speaker, Clerk, Deputy Clerk, Assistant Clerk, Chief Financial Officer and Managers from Finance, Hansard and Human Resources, together with UNDP representatives held strategy meetings at the Parliament of Victoria.

### Nauru member induction

From 26 to 28 June 2023, committee staff and a former member participated in the Nauru member induction which was held in Fiji. The three-day Induction was attended by 11 Nauruan MPs and was funded by the UNDP, Australian Aid and the Fiji and New Zealand Governments.

## 51st Presiding Officers and Clerks Conference

Ways to protect, strengthen and revitalise democracy were discussed at the 51st Presiding Officers and Clerks Conference hosted by the Parliament of Victoria from 4 to 8 July 2022.

Presiding Officers and Clerks from Australia, New Zealand and the Pacific Islands enthusiastically gathered in Melbourne for their first in-person conference since the pandemic.

Former House of Representatives Speaker Tony Smith delivered the keynote presentation, followed by a range of panels that considered risk management, parliamentary scrutiny of government, security, management of parliamentary precincts, community engagement, constitutional functions and institutional capacity.



Fijian dancers perform traditional dance at the Presiding Officers and Clerks Conference. Photo by Vicki Jones Photography.



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

Meetings were also held between Australian state parliaments and their Pacific Island twinned parliaments to consider forward plans for the parliamentary twinning programs.

During the conference, in recognition of the twinning partnerships between the Victorian Parliament and the Parliaments of Fiji, Nauru and Tuvalu, a ceremony was held to rename Meeting Room G.1 and G.2 at 55 St Andrews Place. 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 Pacific to call people together.

The conference concluded with a handover to the next host, Solomon Islands, and a thank you to the Victorian parliamentary staff.

Following the official end of the conference, a group of Presiding Officers and Clerks from various parliaments visited Worawa Aboriginal College at Healesville to experience the college's approach to learning and to hear about its partnership with the Victorian Parliament to develop the Aboriginal Change Makers education resource.

## Work experience program

The work experience program is an opportunity for secondary students aged 15 years or older to undertake a one-week work experience placement at Parliament in either the Parliamentary Sitting Program or the Parliamentary Services Program. Both programs offer a unique opportunity for students to work behind

the scenes with staff to gain a better understanding of how parliament runs.

Five students participated in the Parliamentary Sitting Program, completing tasks with a variety of different business units. Some activities include creating a message and daily sitting summary, watching question time from the gallery, working with Hansard reporters, broadcasters and editors, participating in the Tours and Customer Service Unit school outreach program and meeting with their local members.

Students that participated in the Parliamentary Sitting Program came from the following schools:

- Alphington Grammar
- Camberwell Girls Grammar School
- Hoppers Crossing Secondary College
- Killester College
- Star of the Sea College.

**'This week has truly been one of the most memorable experiences of my life so far.'**

**'Accepting my work experience at Parliament, I had no clue what I was signing myself up for. Sure, I knew I would get to see question time and formal business in the Chambers, but I did not know the hundreds of jobs that politicians just showing up to a sitting week created.'**

Student feedback

# Corporate governance and our people

## Leadership capability framework

The Departments of the Legislative Council and Legislative Assembly have commenced the development of a leadership capability framework. As the work of the two departments is similar, and staff regularly move between roles in the two departments, we decided to undertake this initiative as a joint project.

The aim of the project is to:

- be transparent with staff about the skills and attributes required for roles
- provide clarity for staff and prospective staff about the accountabilities, autonomy and supports applying to roles
- obtain information about staff career objectives
- commit the required resourcing to support the implementation of the framework.

The two departments jointly engaged an external consultant to help develop the framework in consultation with our staff. The consultant:

- reviewed and analysed key organisational documentation relating to workforce data, previous workforce planning initiatives, strategic goals, existing capability documentation and current recruitment and retention strategies
- examined key position descriptions
- consulted with leaders, staff and stakeholders through interviews and focus groups
- undertook a capability survey involving managers and non-executive roles
- mapped current capabilities and competencies across levels and identification of strategies to further develop capabilities
- explored career pathways and succession plans for both departments.

A draft framework has been developed and it will be finalised in the first quarter of 2023–24. The departments will then undertake a range of activities to communicate the framework to staff and support its implementation.

## Council staff charter

Driven by feedback from our staff, we developed a Charter for all staff working within our department. The document is a guide to how we want to work together as a team and collaborate with others.

In the Charter, we have articulated the department's vision of being an outstanding workplace that promotes dynamic, diverse and challenging work. It then outlines our collective commitment to achieving the organisation's goals balanced with the needs of one another. Through the Charter, we commit to:

- leading with integrity and respect and be accountable for our actions
- creating a safe and inclusive environment where people are encouraged to speak up
- listening and respond promptly and appropriately
- encouraging the development of our people to achieve their highest potential
- seeking and supporting community participation in an innovative, open and inclusive Parliament
- being a strong departmental voice for the future of parliament
- acting at all times in accordance with our parliamentary values.

We are keen to ensure the Charter actively contributes to a positive culture within our department. At the start of 2023, we conducted a staff survey to assess where we stand against each of the aims in the Charter and have used this feedback to develop initiatives to help us improve in each of the different areas.

## Records management

The Department of the Legislative Council is responsible for keeping and maintaining the records of the Council and its committees. We have well established practices for organising and archiving these records, with hard copy records prepared at the end of each Parliament and later transferred to the Public Record Office Victoria (PROV) for safe keeping. In May 2023, we transferred 405 boxes of the original papers for the 58th Parliament to PROV for secure storage.

However, as we move to a greater use of digital rather than hard copy records, we need to ensure our records management practices adapt and are effective. This is particularly the case for our corporate records, that are now largely only kept digitally. As many of our staff now regularly work from home, it is critical that they have easy access to the documents they need to effectively and efficiently undertake their duties.

Over the past year, we:

- developed a Business Classification system for our electronic records

- reorganised most of our electronic files in accordance with this system
- reviewed access groups for our electronic records based on an open information model
- commenced drafting records management guidelines for our department.

## Supporting professional development

During the year, various opportunities for professional development were provided to staff that focused on themes relevant to parliament and the skills needed for an effective parliamentary administration.

### 2023 ANZACATT Professional Development Seminar

The Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) is a professional development body for staff of parliaments in Australia and New Zealand. Each year, ANZACATT holds a Professional Development Seminar hosted by one of its member parliaments.

It was the Parliament of Victoria's turn to host the conference in 2023. The Serjeant-at-Arms Office in the Legislative Assembly led the organisation, planning and logistics, with support provided by all three parliamentary departments. This was the first in-person conference for several years, with the 2020

conference due to be hosted in Canberra cancelled due to bushfires and the 2021 and 2022 conferences held online.

The theme of the seminar was Contemporary parliaments: What traditions should be preserved in a changing world. The seminar was very well attended, with 102 delegates attending.

The conference commenced with a traditional smoking ceremony on the front steps of parliament, followed by a Welcome to Country delivered by Wurundjeri elder Aunty Joy Murphy Wandin. This was followed by a discussion with newly elected member of the Legislative Council, Georgie Purcell, and re-elected Australian House of Representatives member Josh Burns on member induction processes and their first impressions. The seminar then moved on to discussions on topics including parliamentary privilege, community and youth engagement and diversity and inclusion.

Representatives from legislatures in Canada, Scotland, Wales, the United Kingdom and the United States also attended and provided reports on recent developments in their jurisdictions. Many reflected on their legislature's response to the death of Her Late Majesty Queen Elizabeth II in September 2022.

The feedback from the seminar was overwhelmingly positive, with attendees giving the conference an average rating of 4.92 out of 5.



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

### 2023 Professional Development Certificate in Parliamentary Management course

Three staff representing the Assembly, Council and Parliamentary Services attended the online 2023 Professional Development Certificate in Parliamentary Management course conducted by McGill University, Canada. Course topics were focused on parliamentary governance, trends in parliamentary administration, committees, public financial management, research and corporate management of parliament.

### NSW staff exchange program

The Victorian and NSW Parliaments staff exchange program provides committee and procedure staff with the opportunity to link up with, exchange information with and provide support to our counterparts at the NSW Parliament. The program alternates between procedure and committee staff each year and allows a sharing of best practice and innovation in a niche parliamentary setting.



New South Wales Parliament staff visiting the Parliament of Victoria from 30 August to 1 September 2022.



Victorian Parliament staff visiting New South Wales Parliament from 8 to 10 November 2022.

In August 2022, the NSW Parliament's procedure staff visited the Victorian Parliament over three days and in turn, hosted Victorian staff during their penultimate sitting week in November 2022.

Each staff exchange program is curated according to the range of interests expressed by visiting staff. Our NSW colleagues had a keen interest in House procedures and operations, tours, visitor management, community engagement, library services and other key areas. The Victorian visitors focused on procedural training of staff and stakeholders, statistics and procedural resources, digital initiatives in the procedure space, mental health support and committees and social engagement. Both visits resulted in an abundance of valuable information which has since influenced the application of processes in the Legislative Council and developed stronger relationships between the jurisdictions.

### Encouraging a more equitable and diverse workplace

Across the three parliamentary departments, the executive, senior managers and staff worked together to progress a range of initiatives aimed at ensuring our strategic directions were achieved. Cross-collaboration projects included:

- Gender Equality Action Plan
- Disability Action and Inclusion Plan
- Ensuring workplace health and safety is a priority.

### Disability Action and Inclusion Plan

The Disability Action and Inclusion Plan (DAIP) is a cross department initiative supported by the three parliamentary departments. The plan sets out our organisations strategy to eliminate discrimination against people with disability.

During 2022–23, the working group met regularly with internal and external stakeholders to discuss progress on the plan and how Parliament can continue to work towards becoming more accessible to people with disability. A subcommittee was established to develop a communications strategy to promote the work that the DAIP working group is focusing on and to raise awareness of the plan to the broader parliament community.

Some other notable achievements over the past year include:

- Participation for a second year in the Australian Network of Disability (AND) Positive Action Towards Career Engagement (PACE) mentoring program
- Communication Access training for the Legislative Council Chamber Support Office and Legislative Assembly Procedure Office.

### Ensuring workplace health and safety is a priority

Ensuring the safety of the workplace continued to be a key priority for the department in 2022–23. While the influence of the COVID-19 pandemic decreased, several practices continued, with masks and rapid antigen testing available to staff, and air purifiers used in many meeting and office spaces. Flexible hybrid working arrangements were cemented with Council staff able to rotate working between home and the office.

The COVID-19 Sub-Committee, a Sub-Committee of the Occupational Health and Safety Committee (OHS) met in July and August, and then handed over responsibility for the practical response to the OHS Committee. The OHS Committee met monthly, and the Council was represented by management and staff who undertook hazard inspections and resolved safety matters as they arose.

Council staff across the department undertook a variety of occupational health and safety training throughout the year:

- First Aid (including CPR)
- Managing mental health in the workplace
- Manual handling, hazards and risk-assessment
- Mental health fundamentals for Managers
- OHS for Senior Leaders and Executives
- Health and Safety Refresher
- Respectful Workplace Behaviour for Parliamentary Officers.

### Emergency management

Effective emergency management practices are key to ensuring a safe workplace. The Usher of the Black Rod, along with the Serjeant-at-Arms, perform the role of joint Chief Wardens for Parliament House. Together with parliamentary staff who take on the role of floor wardens, they are responsible for the safe evacuation of passholders and guests from the precinct in the case of an emergency. With the assistance of external training providers, we facilitated the Chief Warden training and annual fire warden training for Parliament House and online training for wardens based at 55 St Andrews Place.

# Committees



**60**  
committee meetings



**18**  
public  
hearings

**11,857**  
submissions received



**10**  
reports tabled

## Improvements to committee practices

Over the last few years, partly due to changed work practices during the COVID-19 pandemic, parliamentary committees have continued to create innovative ways to do business. Public hearings via Zoom are now a common feature of committee work.

Since the start of the 60th Parliament, the Legislative Council standing committees have received a large number of new inquiries, many of which have resulted in significant public interest and historically high volumes of written submissions. The Select Committee on Victoria's Recreational Native Bird Hunting Arrangements received almost 10,500 written submissions, the processing of which created a significant and unprecedented strain on staff resources.

Staff in the Council Committees Office have led recent innovations to manage submissions and also to better present committee data. Firstly, they devised a new way of making processing the large number of submissions committees now regularly receive much more efficient. Power Automate (a Microsoft program) automatically processes submissions received via the website to create the two versions needed by committees: a full one for members; and a redacted version for publication. The process that previously took several hours now takes several minutes.

The Council committees team has also undertaken training in another Microsoft package, Power BI. This package, known as 'data visualisation', uses data collected by committees to create an interactive presentation. It is currently mostly being used for data submissions, showing information such as the geographical spread of submitters, their age

range, and the split of individuals and organisations. The response from committee members has been overwhelmingly positive, with members finding this innovation particularly helpful to better understand the evidence base for each Inquiry.

Further on the subject of written submissions to committee investigations, the Council's Environment and Planning Standing Committee secretariat held a public submission writing workshop in May 2023 at the Maribyrnong Council to provide information to residents about how best to navigate the process for putting in a submission to the Committee's inquiry into the October 2022 Flood Event. It was a great opportunity to educate citizens who did not necessarily have the resources or understanding about how to get involved in the work of a committee. Over 20 residents participated along with Council staff who reported that they also benefited from a clearer understanding of the process. The Committee Secretariat conducted further submission workshops with residents in Seymour on 7 June 2023 and Rochester on 14 June 2023 with excellent attendance and engagement in all locations and further submissions were received after the workshops.

Council committee's staff were accompanied by members of the Communications and Broadcasting teams who documented the process and took footage of residents talking about their experience of the flood event. The media issued after the events provided insights to the committee members and to the community about the issues that residents faced during the flood event.

## Joint investigatory committees

### Electoral Matters Committee

The Electoral Matters Committee tabled its last report for the 59th Parliament in March 2022. The report concluded the Committee's Inquiry into whether Victoria should participate in a national electoral roll platform and included four recommendations. The Victorian Electoral Commission (VEC) responded in August 2022 and the Government responded in June 2023. The VEC supported the two recommendations directed towards it. The Government fully supported one of the recommendations directed towards it and supported the other in principle.

At the commencement of the 60th Parliament, the Committee received a reference to inquire into the conduct of the 2022 Victorian state election, with a reporting date of 1 May 2024. The Committee conducted a public hearing with the Electoral Commissioner and other VEC staff in March before calling for submissions in April. The Committee also conducted a survey of members of Parliament and organised a community roundtable for people from culturally and linguistically diverse backgrounds to share their experiences relating the 2022 election.

The Committee was consulted in April 2023 regarding the Government's proposed appointments to the independent Electoral Review Expert Panel. The Panel is currently undertaking an assessment of various aspects of electoral legislation and related matters.

### Integrity and Oversight Committee

During 2022–23, the Integrity and Oversight Committee exercised its statutory function of monitoring and reviewing the performance of the Independent Broad-based Anti-corruption Commission (IBAC), Office of the Victorian Information Commissioner (OVIC), Victorian Inspectorate (VI) and Victorian Ombudsman (VO).

The IOC examines the performance of these agencies, with a focus on their complaint-handling, investigation, review, and education and prevention functions. As part of the IOC's monitoring and review functions, the Committee also continues to receive and handle complaints related to the bodies it oversees.

In October 2022, in the 59th Parliament, the IOC tabled its report of the independent performance audits of IBAC and the VI as well as its Performance of the Victorian integrity agencies 2020/21: focus on witness welfare report.

Following its establishment at the start of the 60th Parliament, the composition of IOC was altered so that the Government did not have a majority of members and the chair would be a non-government member (Tim Read from the Greens).

The IOC has provided comments on the draft Annual Plans 2023/24 of IBAC, the VO and VI, which were tabled by the agencies prior to 1 July 2023. The IOC is currently finalising its report on the performance of the Victorian integrity agencies 2021/22, which is due to be tabled in the last quarter of 2023.

## Standing Committees

### Environment and Planning Committee

The Environment and Planning Committee tabled an interim report into the Planning Framework in August 2022. As a result of the time it took to conclude a number of previous major inquiries, the Committee resolved early in the year that the complexity of the Planning Framework Inquiry made it impossible for it to be undertaken with the level of detail necessary to properly address the issues involved prior to the 2022 State election. Therefore, the Committee tabled a detailed interim report which summarised the key issues and themes highlighted in the 287 submissions received.

The Committee made one recommendation in the interim report which was for the Inquiry to be re-referred in the 60th Parliament.

In the 60th Parliament, the Environment and Planning Committee received an Inquiry from the Legislative Council into the October 2022 Flood Event on 22 February 2023. The Committee has been asked to investigate Victoria's preparedness for, and response to Victoria's major flooding event of October 2022. The Secretariat conducted submission workshops with residents in Maribyrnong, Seymour and Rochester and nearly 800 submissions have been received. Public Hearings are planned for August, September and October 2023.



Rochester residents attend a submission writing workshop for the Inquiry into the 2022 Flood Event in Victoria.

## Committees

### Legal and Social Issues Committee

The Legal and Social Issues Committee tabled the report on its Inquiry into children affected by parental incarceration on 4 August 2022. 43 submissions were received. Three days of hearings were held, two at the Parliament in Melbourne and one online. The Committee visited a number of prisons in Victoria to discuss the Inquiry with incarcerated parents. The Committee also held an in-camera session with adults whose parents were incarcerated during their childhood.

The final report for the Committee's Inquiry into extremism in Victoria was tabled on 30 August 2022. The inquiry received 24 submissions and held three days of hearings. For security reasons all hearings were held online and broadcast, with some sessions taking place in camera to protect the identify of witnesses. A response to the report was received from the Government on 21 June 2023 which supported or supported in principle all 12 recommendations in the report.

The Legal and Social Issues Committee has commenced work on two references for the 60th Parliament:

- Inquiry into the rental and housing affordability crisis in Victoria – report due 17 November 2023
- Inquiry into the State education system in Victoria – report due 25 June 2024.

Public hearings for both inquiries will be held across the second half of 2023 and early 2024.

### Economy and Infrastructure Committee

The Economy and Infrastructure Committee was not active in the final six months of 2022. However, the Committee has received five references since the commencement of the 60th Parliament.

The Committee received three references from the Legislative Council, these being inquiries into Land transfer duty fees in Victoria; Local Government funding; and the Industrial hemp industry in Victoria. In addition to the House referrals, the Committee has adopted terms of reference for two further self-referenced inquiries, being Pig welfare in Victoria and the Cultural and creative industries in Victoria.

A report on the Land transfer duty fees Inquiry should be tabled by the end of August 2023 and it is expected that the Committee will then aim to complete the inquiry into the Hemp industry by mid-November 2023.

### Select Committee on Victoria's Recreational Native Bird Hunting Arrangements

On 9 March 2023, the House agreed to a Government motion to establish a select committee of nine members (three Government, three Opposition and three members from other minor parties) to inquire into Victoria's recreational native bird hunting arrangements. The Inquiry will review the operation of the annual native bird hunting (ducks and stubble



The Select Committee conducting public hearings for the Inquiry into Victoria's recreational native bird hunting arrangements.

quails) season, will examine arrangements in other Australian jurisdictions and assess environmental, social and economic impacts.

The Inquiry has resulted in significant community input with an historic number of written submissions received totalling approximately 10,500. This has presented significant challenges for the committee secretariat in terms of processing submissions for publication, many of which requested their names be withheld including some submissions received by children. A large number of these submissions were under 100 words. Consequently, we may examine future systems and processes for receiving short-form submissions in large volumes.

The Select Committee held a site visit on the opening day of the 2023 duck hunting season and has completed several days of public hearings with evidence from key stakeholders. A report is due to be tabled in the Legislative Council by 31 August 2023 and is expected to inform the Government with respect to arrangements for future native bird hunting seasons.

## Privileges Committee

The Council's Privileges Committee has historically not been very active with investigations into matters relating to the privileges of the House. However, during 2022–23 the Committee reported on two matters referred to it by the House and tabled additional joint reports with the Assembly Privileges Committee in relation to the Parliamentary Integrity Adviser.

On 18 August 2022, the Committee tabled a report into Mr Adem Somyurek's use of government resources following a referral by the House on a motion moved by Mr Somyurek in June 2022. The Committee investigation was specifically in relation to allegations of misuse of electorate and ministerial officer entitlements highlighted in a joint Victorian Ombudsman/Independent Broad-based Anti-corruption Commission Report titled Operation Watts.

The Privileges Committee recommended that the Legislative Council consider the findings contained within the joint IBAC and Ombudsman Operation Watts Report concerning Mr Adem Somyurek in the use of public resources and that the Council, or the Privileges Committee by a separate referral, may determine whether Mr Somyurek has wilfully brought discredit upon Parliament, whether Mr Somyurek has committed a contempt, and any other relevant matters.

On 31 August 2022, the Privileges Committee tabled a report into a breach of committee deliberations and found that two members of the Committee had committed a contempt in terms of divulging and discussing contents of a draft committee report to the media prior to tabling of the report. The two members subsequently provided apologies to the House. No further action was taken in relation to the breaches.

Finally, the joint Privileges Committees tabled a report on the review of the Parliamentary Integrity Adviser resolution in September 2022. A further report was tabled in June 2023 on the appointment of a new Parliamentary Integrity Adviser.

## Procedure Committee

The Procedure Committee is chaired by the President.

The Procedure Committee (59th Parliament) met three times during the reporting period and tabled a report on 20 September 2022. See 'Changes to the rules and practices of the House' for further details.

Members were appointed to the new Procedure Committee (60th Parliament) on 22 February 2023.



# Appendices

# Appendix A

## Role of the Legislative Council staff

### Clerk's Office

The Department's administration is headed by the Clerk whose principal role is to provide policy, procedural and management advice to the President and members of the Council on all matters relating to the operations of the Council and the Committees which it services. As Department Head, they have overall responsibility for financing and staffing and are a member of the Parliamentary Executive Group.

The Clerk is assisted by the Deputy Clerk who is responsible for the day-to-day management of the Department. The Clerk's Office is responsible for the management of projects and special events as well as a range of administrative and operational matters.

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. The Clerk is also Honorary Assistant Secretary to the Victoria Branch of the Commonwealth Parliamentary Association, and the Deputy Clerk is the Treasurer.

### Chamber Support Office

The Chamber Support Office undertakes the daily functions of the Table Office, procedural research and other research and administrative assistance. These functions are the overall responsibility of the Assistant Clerk Procedure and are managed by the Manager, Chamber Support. The Office is comprised of six staff with further support provided by a Bills and Research Officer who is mainly responsible for private members' bills and amendments to bills.

The production and management of public documents which underpin the sittings of the House and official record keeping responsibilities of the Clerk are a priority for the Table Office. Procedural research, writing publications and web content, administrative assistance for the department and involvement in significant events and projects, are other important aspects of the broader Chamber Support Office.

The Assistant Clerk Procedure and Manager, Chamber Support also provide advice and secretariat support to the Procedure Committee.

### Usher of the Black Rod's Office

The Usher of the Black Rod is a traditional Westminster parliamentary position which has responsibility for a range of ceremonial roles within the Parliament. The Usher announces the arrival of the President to the Chamber on a sitting day and is a central figure at openings of Parliament. The Usher also oversees Chamber security for the Legislative Council and is the Department's management representative for emergency and evacuation responsibilities, occupational health and safety and visitor management.

The Usher of the Black Rod and the Project Officer provide secretariat support to the Commonwealth Parliamentary Association (Victoria Branch) and coordinate the twinned parliament program with the Parliaments of Fiji, Tuvalu and Nauru.

### Attendant Group

Under the direction of the Usher of the Black Rod, the Principal Attendant supervises a team of Attendants. The Attendant group provides general assistance to the Table Officers and attends to various requirements of members, especially during the sittings of the Council. The Attendant group is responsible for the daily courier service within and outside the building and provide services for the sittings of the House and meetings of parliamentary committees.

The Attendant team play a key role with visitor management by providing a concierge service, working at functions and events held at Parliament House, and they also contribute to the security of the Parliament through the security control room role function which is stationed at the rear entrance to the building. The Attendant group also perform public tour duties.

### Committees' Office

The Committees' Office is managed by the Assistant Clerk Committees who is responsible for the provision of accurate and timely advice, and effective and efficient support services to relevant joint investigatory committees, Council standing committees, the Privileges Committee and any other select and standing committees which may be appointed by the Legislative Council.

The department is responsible for administering two of the Parliament's four joint investigatory committees:

- Electoral Matters
- Integrity and Oversight.

The Council Committees Office is comprised of three standing committees comprising:

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

Select committees may also be established by the House from time to time and are managed from within the Council Committees Office.

The support services provided by the Committees' Office include the provision of financial resources and adequate and competent staff, the analysis of evidence and the presentation of reports to Parliament. Centralised corporate support services are provided by the Committee Services Office. The Assistant Clerk Committees is responsible to the President for the oversight of the operations of those committees and their secretariats.

## President's Office

The President's Office comprises one full time Executive Assistant (Parliamentary Advisor) who provides advice and assistance to the President on matters of parliamentary administration, official delegations and ceremonial events, and projects sponsored by the President. The Executive Assistant liaises with executive support officers of the Legislative Council, Legislative Assembly, and the Department of Parliamentary Services on behalf of the President's Office.

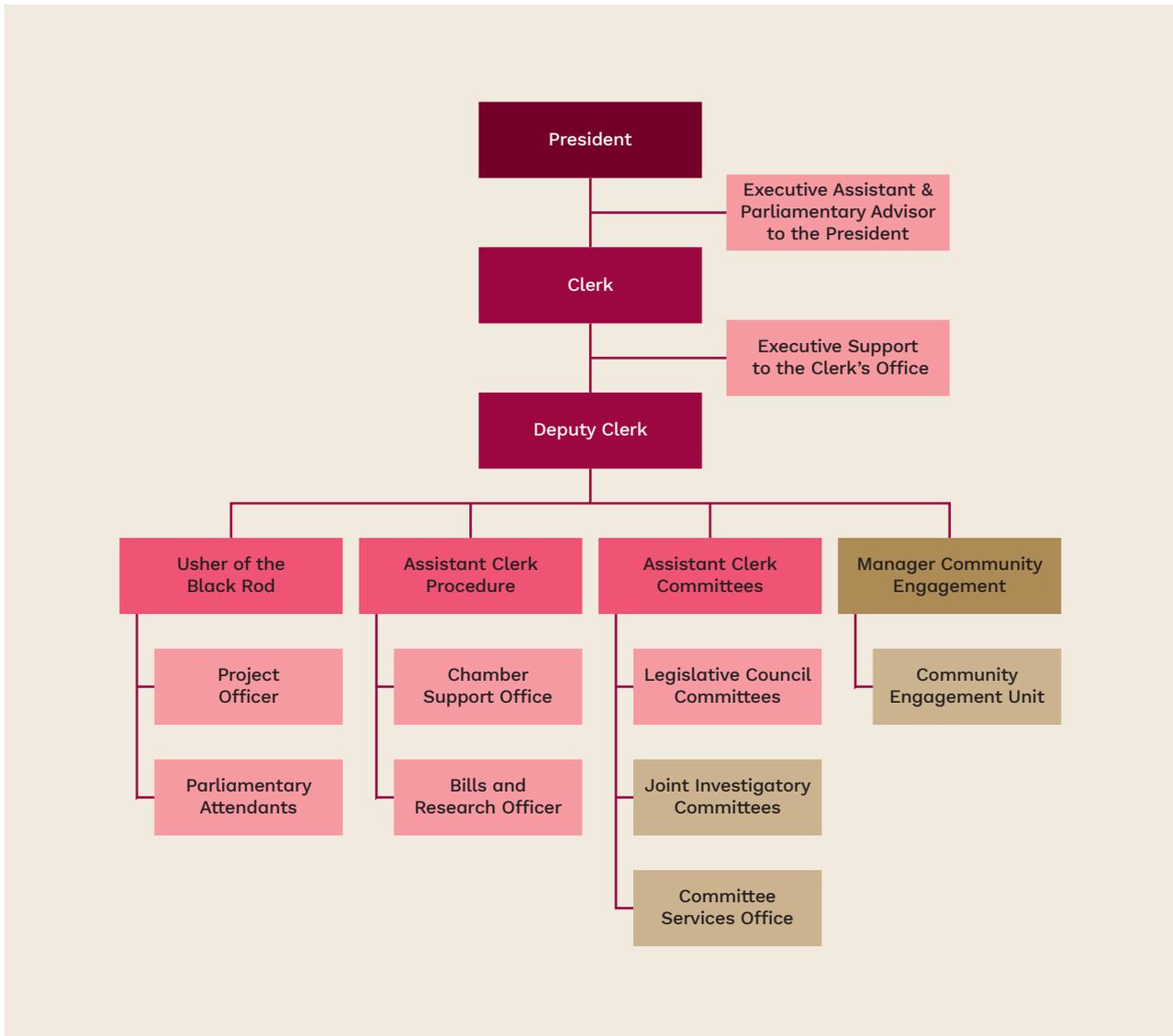
## Community Engagement Unit

The Community Engagement Unit supports the Parliaments' community engagement strategy by focusing on four priorities: community connections, education sector engagement, news and information, and community partnerships. The Community Engagement Manager leads a team of staff from the three parliamentary departments, developing a program of community activities and events. Learning resources for schools, professional development for teachers, and presentations for tertiary institutions are also coordinated.

The unit is responsible for the Parliament's social media content and works closely with committees to promote their inquiries, including opportunities for community participation in that work. Through partnerships with various organisations, the unit undertakes projects to increase community awareness of and engagement with Parliament.

## Appendix B

# Legislative Council Organisation Chart as at 30 June 2023



# Appendix C

## Staff listing as at 30 June 2023

### Clerk's Office

Robert McDonald, Clerk of the Legislative Council  
Anne Sargent, Deputy Clerk  
Jessica Pattison, Governance Officer  
Linda Shatilko, Executive Assistant to the Clerk

### Usher of the Black Rod's Office

Sally West, Usher of the Black Rod  
Andrea Agosta, Project Officer

### Parliamentary Attendants

Greg Mills, Principal Attendant  
Peter Anastasiou, Parliamentary Attendant  
Jim Bowman, Parliamentary Attendant  
Philip Stoits, Parliamentary Attendant  
Chris Welstead, Parliamentary Attendant

### Assistant Clerk Procedure Office

Keir Delaney, Assistant Clerk Procedure  
Annemarie Burt, Manager, Chamber Support  
Vivienne Bannan, Bills and Research Officer  
Juliana Duan, Chamber Procedure Officer  
Tom Mills, Chamber Procedure Officer  
Christianne Andonovski, Chamber Support Officer  
Tash Rice, Chamber Support Officer  
Kirra Vanzetti, Chamber Support Officer  
Savannah Tonks, Chamber Administration Officer

### President's Office

Natalie Tyler, Executive Assistant to the President

### Community Engagement Unit

Andres Lomp, Community Engagement Manager  
Bill Bainbridge, Senior Communications Adviser  
Ben Kimber, Communications Adviser  
Tom Rees, Graphic Designer  
Callum McNaught, Youth Associate

### Assistant Clerk Committees Office

Richard Willis, Assistant Clerk Committees

### Council Committees Office

Patrick O'Brien, Senior Committee Manager  
Michael Baker, Committee Manager  
Matt Newington, Committee Manager  
Lilian Topic, Committee Manager  
Kieran Crowe, Committee Inquiry Officer  
Ben Huf, Committee Inquiry Officer  
Imran Ahmed, Research Assistant  
Caitlin Connally, Research Assistant  
Julie Barnes, Senior Administration Officer  
Joanne Clifford, Administrative Officer  
Adam Leigh, Graduate Recruit

### Joint Investigatory Committees

#### Electoral Matters Committee

Christopher Gribbin, Executive Officer  
Joel Hallinan, Research Officer  
Sarah Catherall, Administrative Officer

#### Integrity and Oversight Committee

Sean Coley, Executive Officer  
Stephen James, Senior Research Officer  
Tom Hvala, Research Officer  
Holly Brennan, Complaints and Research Assistant  
Maria Marasco, Administrative Officer  
Bernadette Pendergast, Administrative Officer

### Committee Services Office

Amber Candy, Graphic Design and Publishing Officer  
Ebony Cousins, Committee Services Officer

Note: Includes staff on leave and being backfilled, such as parental leave, but does not include staff seconded to other 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.

### Comparative workforce data, June 2023

	All employees		Ongoing			Fixed term and casual employees	
	Number (headcount)	FTE (Full-time equivalent)	Full-time (headcount)	Part-time (headcount)	FTE (Full-time equivalent)	Number (headcount)	FTE (Full-time equivalent)
<b>Gender</b>							
Male	26	24.6	19	2	20.4	5	4.2
Female	23	21.4	17	3	18.6	3	2.8
Self-described	0	0	0	0	0	0	0
<b>Age group</b>							
Under 25	1	0.2	0	0	0	1	0.2
25–34	10	9.6	6	1	6.6	3	3
35–44	13	12.6	8	1	8.8	4	3.8
45–54	9	9	9	0	9	0	0
55–64	15	13.6	12	3	13.6	0	0
Over 64	1	1	1	0	1	0	0
<b>Classification</b>							
VPS 1	0	0	0	0	0	0	0
VPS 2	4	3.6	3	1	3.6	0	0
VPS 3	12	9.8	6	3	7.6	3	2.2
VPS 4	11	11	9	0	9	2	2
VPS 5	10	9.6	6	1	6.8	3	2.8
VPS 6	10	10	10	0	10	0	0
Executives	2	2	2	0	2	0	0
<b>Total</b>	<b>49</b>	<b>46.0</b>	<b>36</b>	<b>5</b>	<b>39</b>	<b>8</b>	<b>7.0</b>

## Comparative workforce data, June 2022

	All employees		Ongoing			Fixed term and casual employees	
	Number (headcount)	FTE (Full-time equivalent)	Full-time (headcount)	Part-time (headcount)	FTE (Full-time equivalent)	Number (headcount)	FTE (Full-time equivalent)
<b>Gender</b>							
Male	22	21.2	16	3	18.2	3	3.00
Female	28	25.87	18	3	19.8	7	6.07
Self-described	0	0	0	0	0	0	0
<b>Age group</b>							
Under 25	2	1.27	0	0	0	2	1.27
25-34	11	10.8	5	1	5.8	5	5
35-44	10	9.4	7	2	8.6	1	0.8
45-54	13	13	11	0	11.0	2	2
55-64	12	10.6	9	3	10.6	0	0
Over 64	2	2	2	0	2.0	0	0
<b>Classification</b>							
VPS 1	0	0	0	0	0	0	0
VPS 2	5	4.6	4	1	4.6	0	0
VPS 3	12	10.27	8	2	9	2	1.27
VPS 4	12	11.8	7	1	7.8	4	4
VPS 5	10	9.4	4	2	5.6	4	3.8
VPS 6	9	9	9	0	9	0	0
Executives	2	2	2	0	2	0	0
<b>Total</b>	<b>50</b>	<b>47.07</b>	<b>34</b>	<b>6</b>	<b>38</b>	<b>10</b>	<b>9.07</b>

## Notes:

- Ongoing employees means people engaged on an open-ended contract of employment who were active in the last full pay period of June.
- The tables exclude staff on leave without pay and staff seconded to other departments.

## Appendix E

# Members of the Legislative Council – 60th Parliament as at 30 June 2023

Region	Name	Party	Date first sworn in	Parliament
Eastern Victoria	Melina Bath	NAT	16 April 2015	58th
	Jeff Bourman	SFFP Vic	23 December 2014	58th
	Renee Heath	LIB	20 December 2022	60th
	Tom McIntosh <sup>a</sup>	ALP	18 August 2022	59th
	Harriet Shing	ALP	23 December 2014	58th
North-Eastern Metropolitan <sup>b</sup>	Matthew Bach	LIB	5 March 2020	59th
	Shaun Leane	ALP	19 December 2006	56th
	Nick McGowan	LIB	20 December 2022	60th
	Aiv Puglielli	AGV	20 December 2022	60th
	Sonja Terpstra	ALP	19 December 2018	59th
Northern Metropolitan	Enver Erdogan	ALP	15 August 2019	59th
	Evan Mulholland	LIB	20 December 2022	60th
	Samantha Ratnam	AGV	19 October 2017	58th
	Adem Somyurek <sup>c</sup>	DLP	25 February 2003	55th
	Sheena Watt	ALP	13 October 2020	59th
Northern Victoria	Gaelle Broad	NAT	20 December 2022	60th
	Wendy Lovell	LIB	25 February 2003	55th
	Georgie Purcell	AJP	20 December 2022	60th
	Jaclyn Symes	ALP	23 December 2014	58th
	Rikkie-Lee Tyrrell	PHON	20 December 2022	60th
South-Eastern Metropolitan	Michael Galea	ALP	20 December 2022	60th
	Ann-Marie Hermans	LIB	20 December 2022	60th
	David Limbrick	LDP	19 December 2018	59th
	Rachel Payne	LCV	20 December 2022	60th
	Lee Tarlamis	ALP	23 April 2020	59th
Southern Metropolitan	Ryan Batchelor	ALP	20 December 2022	60th
	John Berger	ALP	20 December 2022	60th
	Katherine Copsey	AGV	20 December 2022	60th
	Georgie Crozier	LIB	21 December 2010	57th
	David Davis	LIB	14 May 1996	53rd
Western Metropolitan	Lizzie Blandthorn <sup>d</sup>	ALP	23 December 2014	58th
	Maira Deeming	LIB	20 December 2022	60th
	David Ettershank	LCV	20 December 2022	60th
	Trung Luu	LIB	20 December 2022	60th
	Ingrid Stitt	ALP	19 December 2018	59th

Region	Name	Party	Date first sworn in	Parliament
Western Victoria	Jacinta Ermacora	ALP	20 December 2022	60th
	Sarah Mansfield	AGV	20 December 2022	60th
	Bev McArthur	LIB	19 December 2018	59th
	Joe McCracken	LIB	20 December 2022	60th
	Gayle Tierney	ALP	19 December 2006	56th

- a. A joint sitting was held on 17 August 2022 to fill the seat rendered vacant following the death of Jane Garrett. Tom McIntosh was sworn in as a member of the Legislative Council on 18 August 2022.
- b. Eastern Metropolitan Region changed to North-Eastern Metropolitan Region as a result of a redivision for the 2022 election.
- c. Adem Somyurek resigned as a member of the Legislative Council on 27 October 2022 and was re-elected on 26 November 2022.
- d. Lizzie Blandthorn was a member of the Legislative Assembly in the 58th and 59th Parliaments. She became a member of the Legislative Council in the 60th Parliament.

Party	Members	Party	Members		
ALP	Australian Labor Party	15	AJP	Animal Justice Party	1
LIB	Liberal Party	12	DLP	Democratic Labour Party	1
NAT	The Nationals	2	LDP	Liberal Democrats	1
AGV	Australian Greens – Victoria	4	PHON	Pauline Hanson's One Nation Party	1
LCV	Legalise Cannabis Victoria	2	SFFP Vic	Shooters, Fishers and Farmers Party Victoria	1
<b>Total: 40 members</b>					

## Appendix F

# Selected statistics relating to sittings of the Legislative Council, 2018–19 to 2022–23

		2022–23	2021–22	2020–21	2019–20	2018–19
Number of days House met		38	53	47	40	43
Number of hours House met		301 hrs 4 mins	438 hrs 51 mins	417 hrs 50 mins	366 hrs 23 mins	377 hrs 3 mins
Average number of hours per sitting day		7 hrs 55 mins	8 hrs 16 mins	8 hrs 53 mins	9 hrs 10 mins	8 hrs 46 mins
Bills dealt with	Initiated in the Council	29	24	15	18	7
	Received from the Assembly	35	59	48	53	50
	Passed without amendment	32	45	44	46	30
	Passed with amendments	4	13	7	6	11
	Defeated	5	4	0	3	3
	Lapsed	62	0	0	0	39
	Withdrawn	0	0	0	2	0
	Ruled out of order	0	0	0	0	0
Sets of amendments circulated		42	87	50	67	48
Bills considered in Committee of the whole		25	46	38	42	38
Questions on notice processed		824	1,140	1,412	1,892	672
Written (and further written) responses ordered to questions without notice		109	195	172	115	194
Petitions tabled		29	91	94	50	55
Signatories to petitions		45,541	91,325	165,386	75,646	28,285
Papers tabled	Total	1,236	1,511	1,551	1,310	1,292
	Annual reports	344	350	335	358	364
	Statutory Rules	144	165	157	175	158
	Planning scheme amendments	304	372	375	316	314
	Proclamations	23	32	28	34	33
	Other (including special reports, Parliamentary Committee reports etc)	421	592	656	427	423
	Production of documents	Orders made <sup>a</sup>	5	9	8	3
	Documents produced in full	5	406	71	107	1,869
	Documents produced in part <sup>b</sup>	0	23	12	19	152

a. Initial orders only. Follow-up ('step 2') resolutions excluded.

b. These documents were provided with redactions, claiming Executive privilege.

## Appendix G

# Legislative Council expenditure statements, 2022–23

Expenditure	2022–23		2021–22
	Budget \$	Actual \$	Actual \$
<b>Departmental</b>			
Staff salaries, overtime, allowances and training expenses	4,014,300	3,781,607	4,049,424
Salary oncosts <sup>a</sup>	1,292,500	1,207,268	1,289,002
Cleaning expenses	250,000	191,446	245,193
General expenses	1,303,200	820,562	774,519
Auditor-General's Office audits	21,000	21,000	20,500
<b>Total—Departmental</b>	<b>6,881,000<sup>b</sup></b>	<b>6,021,883</b>	<b>6,378,638<sup>b</sup></b>
<b>Legislative Council Members—Special appropriations</b>			
Members' salaries, allowances and oncosts	17,040,014	14,625,290	12,961,339
Members' superannuation	-	1,348,651	1,225,716
<b>Total—Members</b>	<b>17,040,014</b>	<b>15,973,941</b>	<b>14,187,055</b>
<b>TOTAL EXPENDITURE</b>	<b>23,921,014</b>	<b>21,995,824</b>	<b>20,565,693</b>

Note: This information is provided for the benefit of members. A complete set of the financial statements of the Parliament of Victoria is provided in the Department of Parliamentary Services Annual Report for 2022–23.

- a. Salary oncosts include long service leave and recreation leave provisions, payroll tax, employer superannuation, WorkCover contributions and fringe benefits tax.
- b. This figure includes the following sources of funds:
  - \$6.619 million — *Appropriation (Parliament 2022–23) Act 2022*
  - \$0.021 million — Special Appropriation pursuant to *Audit Act 1994*
  - \$0.201 million — Special Appropriation as per s 94 of *Constitution Act 1975*.
  - \$0.040 million — Fiji Parliamentary Partnership Funding.

## Appendix H

# Legislative Council major outputs and performance measures, 2022–23

Major outputs/deliverables performance measures	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
<b>Quality</b>		
Bills and amendments processed accurately through all relevant stages and other business of the House conducted according to law, Standing and Sessional Orders	98%	100%
Member satisfaction with accuracy, clarity and timeliness of advice <sup>a</sup>	80%	100%
<b>Timeliness</b>		
Documents tabled within time guidelines	90%	100%
House documents and other sitting-related information available one day after sitting day	95%	100%
<b>Cost</b>		
Total output cost (\$ million)	21.5	22.8

- a. This measure is based on a confidential survey of the Legislative Council members. The target has been exceeded due to a higher level of member satisfaction with the services provided in an environment where there are numerous procedural and committee inquiries.

## Appendix I

# Joint investigatory committees expenditure statement, 2022–23

Joint investigatory committee	2022–23		2021–22
	Budget \$	Actual \$	Actual \$
Committee Services Office <sup>c</sup>	2,721,885	1,454,664	1,482,708
Electoral Matters <sup>b</sup>	444,200	385,383	376,197
Integrity and Oversight <sup>b</sup>	1,089,300	1,143,885	801,052
Pandemic Declaration Accountability and Oversight <sup>a</sup>	112,715	84,187	153,191
Public Accounts and Estimates <sup>a</sup>	1,125,400	886,748	918,941
Scrutiny of Acts and Regulations <sup>a</sup>	705,500	579,877	546,900
<b>Total</b>	<b>6,199,000</b>	<b>4,534,743</b>	<b>4,278,989</b>

- a. The Legislative Assembly currently administers the Public Accounts and Estimates and Scrutiny of Acts and Regulations Committees and administered the Pandemic Declaration Accountability and Oversight Committee (59th Parliament).
- b. The Legislative Council currently administers the Electoral Matters and Integrity and Oversight Committees.
- c. 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.

## Appendix J

# Joint investigatory committees major outputs and performance measures, 2022–23

<b>Outputs</b>	<b>Target</b>	<b>Actual</b>
<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	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	6.2

# Appendix K

## Statistics relating to committees administered by the Legislative Council, 2022–23

	Standing Committees				Joint Investigatory Committees			Select Committee
	EIC	EPC	LSIC	Total	IOC	EMC	Total	Native Birds
Deliberative meetings <sup>a</sup>	9	5	14	<b>28</b>	22	6	<b>28</b>	4
Public hearings <sup>b</sup>	17	0	0	<b>17</b>	0	1	<b>1</b>	5
Visits/Inspections <sup>c</sup>	0	0	0	<b>0</b>	4	0	<b>4</b>	2
Reports tabled <sup>d</sup>	0	1	2	<b>3</b>	2	1	<b>3</b>	0
Submissions received <sup>e</sup>	57	940	323	<b>1,320</b>	1	104	<b>105</b>	10,432
Inquiries received <sup>f</sup>	5	2	2	<b>9</b>	2	2	<b>4</b>	1
Secretariat staff support (in EFT)	-	-	-	<b>10</b>	5	2.8	<b>7.8</b>	1

a. Includes subcommittee meetings.

b. Includes closed hearings. Each witness or group of witnesses appearing before the committee is counted separately. 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.

c. Number of sites visited. If the committee visits three different sites in one day, it counts as three site visits. Overseas trips are included and counted as one, irrelevant of how many meetings and site visits.

d. Includes interim reports.

e. Does not include supplementary submissions.

f. Inquiries received from the Houses or self-referred.

## Appendix L

# Parliamentary committee inquiries administered by the Legislative Council, 2022–23

Committee	Inquiry name	Tabled
Economy and Infrastructure	Cultural and creative industries in Victoria	To be tabled
	Land transfer duty fees	To be tabled
	Local Government funding and services	To be tabled
	Industrial hemp industry in Victoria	To be tabled
	Pig welfare in Victoria	To be tabled
Electoral Matters	Conduct of the 2022 Victorian state election	To be tabled
Environment and Planning	Protections within the Victorian planning framework	2 August 2022
	2022 Flood Event in Victoria	To be tabled
Integrity and Oversight	Performance of the Victorian integrity agencies 2020/21: focus on witness welfare	6 October 2022
	The independent performance audits of the Independent Broad-based Anti-corruption Commission and the Victorian Inspectorate	31 October 2022
	Performance of Victorian integrity agencies 2021/22	To be tabled
Legal and Social Issues	Children affected by parental incarceration	4 August 2022
	Extremism in Victoria	30 August 2022
	Rental and housing affordability crisis in Victoria	To be tabled
	State education system in Victoria	To be tabled
Select Committee	Victoria's recreational native bird hunting arrangements	To be tabled
Privileges	Mr Adem Somyurek's use of government resources	18 August 2022
	Breach of committee deliberations and report contents	31 August 2022
	Review of the Ongoing Resolution on the Parliamentary Integrity Adviser	20 September 2022
	Report on the appointment of a Parliamentary Integrity Adviser for the 60th Parliament	23 June 2023
Procedure	Standing Orders Review 2022	20 September 2022

## Appendix M

# Disclosures made under the *Public Interest Disclosures Act 2012*

The President 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 (IOC) received two disclosures under the *Public Interest Disclosures Act 2012* (Vic) for the period 1 July 2022 to 30 June 2023, one in August 2022 and another in October 2022.

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 N

# Overseas travel taken by the President of the Legislative Council, 2022–23

President Leane did not undertake any international travel as President.

President Elasmар undertook one official visit to Fiji. President Elasmар and his spouse Mrs Hearn Elasmар visited Fiji to participate in an official program from 8 to 10 August 2022. They were accompanied by the Usher of the Black Rod, Sally West.

This was the first visit to the Fiji Parliament by a Presiding Officer since 2016. Established in 2014, the parliamentary partnership with Fiji initially focused on capacity building to support their return to democracy. The program has evolved to include professional exchanges and development activities aimed at enhancing skills and processes across a range of parliamentary work.

The President held discussions with:

- Fiji Speaker, Ratu Epeli Nailatikau & Secretary-General Jeannette Emberson
- Members of Fijian parliamentary committees
- Representative of the Australian High Commission and the United Nations Development Programme.

The President visited the following projects:

- Australia Pacific Training Coalition
- Kaybee Farm, supported by the Australian centre for International Agricultural Research.

President Elasmар's travel costs were \$5,471.33.

## Appendix O

# Documents and evidence disclosed under Standing Order 19.04(3) and Joint Standing Order 16(4)

For the period 1 July 2022 to 30 June 2023, no disclosures were made under SO 19.04(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.





Department of the Legislative Council

Parliament of Victoria  
Parliament House, Spring Street  
East Melbourne Victoria 3002

+61 3 9651 8340  
[council@parliament.vic.gov.au](mailto:council@parliament.vic.gov.au)  
[parliament.vic.gov.au/council](http://parliament.vic.gov.au/council)

