



Department of the Legislative Assembly

**2017-18
ANNUAL REPORT**



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Front cover

The photograph shows the Mace and the Assembly Chamber on Parliament House Open Day 2018.
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17 September 2018

Hon Colin Brooks MP
Speaker of the Legislative Assembly
Parliament House
East Melbourne Vic 3002

Dear Speaker

I have pleasure in forwarding to you the Annual Report for the Department of Legislative Assembly for the year 2017–18.

Yours sincerely

A handwritten signature in blue ink that reads 'B Noonan'.

Bridget Noonan
Acting Clerk of the Legislative Assembly



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Objectives and Functions

Department of the Legislative Assembly

On 23 November 1855 Victoria's new Constitution Act was officially proclaimed, allowing the formation of responsible government. Elections for the 66 seats in the newly formed Legislative Assembly took place in Spring 1856. The House met for the first time in November 1856.

The Department of the Legislative Assembly was established soon afterwards to support the operations of the Legislative Assembly and has continued to provide support since then. Headed by the Clerk, officers of the Department support the Speaker and the work of the Chamber. In modern times the Department's work has extended to include significant responsibility in supporting the operations of committees, and in the provision of information and community engagement services.

Statement of Corporate Intent

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

The objective of all of the departments of the Parliament is to deliver apolitical, professional and innovative services to support our elected representatives and the Parliament as an institution.

We will deliver this support through operational business plans that are underpinned by the Parliament's strategic directions:

- Service Delivery
- Community Engagement
- Our People
- Funding of Parliament
- Security
- Information and Technology
- Built Environment
- Victoria in the Broader Community of Parliaments

Clerk's Overview

I write this foreword as Acting Clerk, as the tenure of the previous Clerk, Ray Purdey, does not officially conclude until early in 2019. I was appointed as Acting Clerk in September 2017, and look forward to building on Ray's legacy of strong leadership, excellent service to members and the community, and collegiality.

Ray's retirement has had a flow-on effect on staffing throughout the Department, with cascading vacancies occurring through to early 2018. I am really pleased with the team I have in place, and thank the Speaker, members and staff for their support as we adjusted to our new roles and responsibilities.

In August, the House learnt of the sad death of much-respected minister Hon Fiona Richardson. As news broke on a Wednesday evening while the House sat, we fielded questions about what, if anything, could be done about the following day's sitting. Sessional orders required the House to meet, and resolutions committed the House to various activities on the Thursday. However, with the agreement and consideration of members from all parties, the Leader of the House was able to move a motion on Thursday morning to dispose of business, and for the House to adjourn. Many people had worked with Minister Richardson in a range of roles in her time in Parliament, and her death at a young age, with a young family, affected members and staff.

The final year of a Parliament is typically a busy time for the House and committees, and for us as we aid members in their roles as legislators. Committees continue to explore new ways of engaging with the community, recognising that traditional methods of taking evidence can be overly formal and daunting for some. The willingness of committee staff and members to look at new ways to engage with stakeholders is positive.

Our Public Accounts and Estimates Committee hosted the mid-term meeting of the Australasian Council of Public Accounts Committee in April. ACPAC is a great opportunity for members and staff of public accounts committees to discuss matters of shared interest.

Our procedural resources were called on during the House's consideration of the Voluntary Assisted Dying Bill 2017, with hundreds of amendments from a range of members. The extended sitting hours during that debate were challenging, but it was rewarding to assist members in dealing with the legislation. The Deputy Speaker's diligence in working through the consideration in detail stage and members' amendments carefully and methodically should be commended.

Our tours program continues to grow and many school students across Victoria have had some early training in being effective legislators through their participation in parliamentary role plays. One of the scripts our staff use for the primary school role play — for a bill to ban plastic bags — is now redundant and we need a new bill for our junior parliamentarians to consider.

Through Victoria's Commonwealth Parliamentary Association (CPA) branch, we are involved in the Pacific Partnerships Program, promoting capacity building and the exchange of ideas in

Pacific Parliaments. With our twinned jurisdictions of Fiji, Nauru and Tuvalu all due to have elections in the next year or so, we anticipate assisting with new member induction and training arrangements.

The Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Bill 2017, currently before the Assembly, proposes a range of changes to the regulation of parliamentary expenses and salaries, and to the register of members' interests. If passed, the legislation will change several administrative processes and, along with our colleagues in the other departments, we watch the bill's progress with interest.

I expect it is not an easy thing for a reasonably new Speaker to adjust to an entirely new clerk, and I thank Speaker Brooks for his support as I settled into the role. I would not be able to perform the role without the tireless and often unseen efforts of the staff of the Legislative Assembly for whom excellent, apolitical service is second nature. I thank them sincerely. Finally, we do not work in isolation — our working relationships with our colleagues in the Council and Parliamentary Services are critical to our overall service delivery to members and the community, and I acknowledge the excellent work of the staff across the precinct.

Bridget Noonan
Acting Clerk of the Legislative Assembly

Report on Output Measures — Legislative Assembly

Output/Deliverable	Target	Actual
<i>Quantity</i>		
Procedural references updated biannually	2	2
Regional visits to schools to conduct parliamentary role plays	5	6
<i>Quality</i>		
Bills and amendments processed accurately through all relevant stages in compliance with constitutional requirements and standing orders	100%	100%
Member satisfaction that advice is responsive, prompt, clear and objective	80%	98% ¹
Teacher satisfaction with tours of Parliament for school groups	95%	99%
Staff feedback	70% staff satisfaction	82% ²
<i>Timeliness</i>		
Documents tabled within time guidelines	90%	100%
House documents available one day after sitting day	100%	100%
Online information relating to bills updated within one day	98%	100%
<i>Cost</i>		
Total output cost	\$38.3 m	\$31.8 m

¹ We take great pride in the timeliness and accuracy of advice given to members, and we are pleased with this result. However, there may be occasions where errors are made, resulting in member dissatisfaction, though we take care to prevent this. There can be circumstances where members may not be satisfied with the advice we give, despite its accuracy and timeliness. This is particularly the case where members wish to use parliamentary procedure as part of political tactics and we need to advise that their proposal or strategy is not allowable or procedurally correct. Taking into account the subjective nature of the target, we consider 80% to be a high benchmark.

² Measured for internal purposes through a climate survey conducted once during the life of each Parliament.

Report on Output Measures — Joint Investigatory Committees

Output/Deliverable	Target	Actual
<i>Quantity</i>		
Reports tabled per annum	28	33
<i>Quality</i>		
Committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt	80%	92% ¹
Inquiries conducted and reports produced in compliance with procedural and legislative requirements	95%	100% ²
<i>Timeliness</i>		
Reports tabled in compliance with procedural and legislative deadlines	95%	100% ³
<i>Cost</i>		
Total output cost	\$7.3 m	\$6.7 m

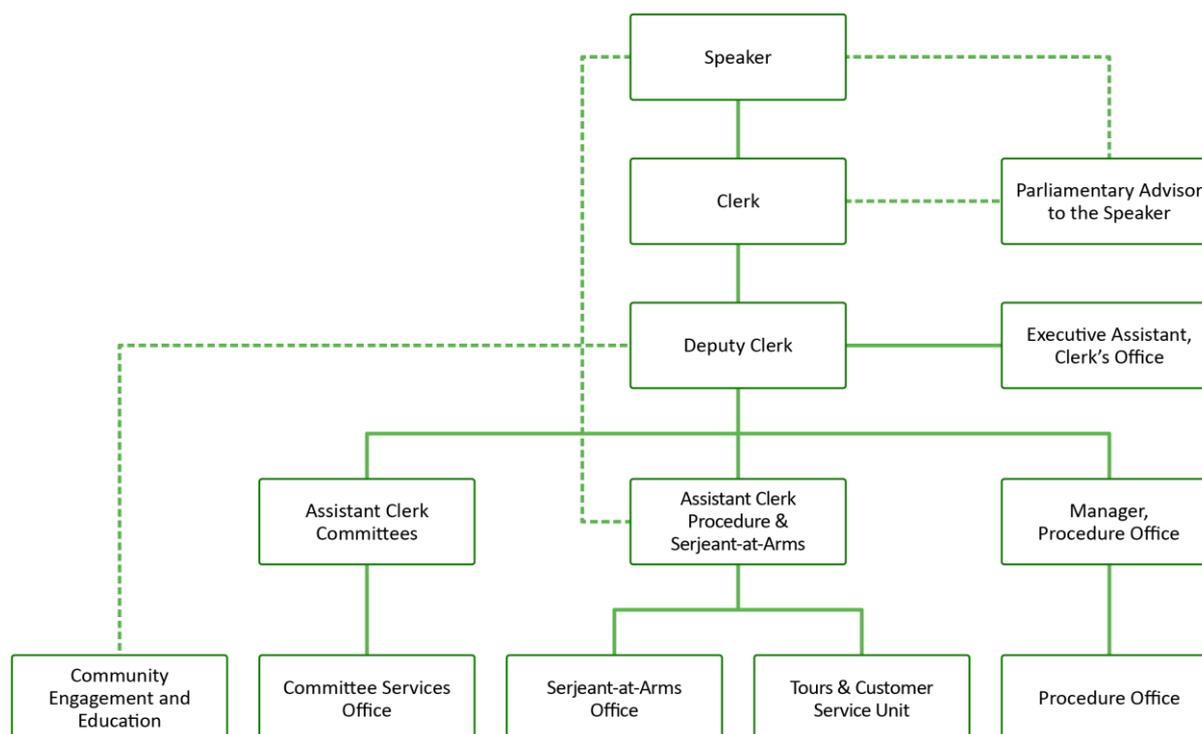
¹ This measure was based on a confidential survey in 2018 of joint investigatory committee members. Due to the sometimes political nature of committee work, members may not always be satisfied with advice even when it is accurate. For 2017–18 members' satisfaction with the quality and responsiveness of committees' advice has exceeded our expectations.

² This figure is a credit to the procedural knowledge of our committees' staff.

³ This figure is a credit to the business processes in the committee office.

Organisation Structure and Corporate Governance

Department of the Legislative Assembly



The Speaker

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

The current Speaker, the Hon Colin Brooks MP, was elected on 7 March 2017, having represented the Electorate of Bundoora since 2006.

Acting Clerk of the Legislative Assembly

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

Chamber Officers

Robert McDonald, Deputy Clerk. Robert re-joined the Department in August 2013 as Assistant Clerk Procedure & Serjeant-at-Arms, having previously worked in the Procedure Office from 2004 to 2007. Robert was Manager, Chamber Support in the Legislative Council from 2007 to 2011 and Secretary to the Legislative Council Standing Committee on Economy and Infrastructure from 2011 to 2013. In November 2017, Robert was appointed Deputy Clerk. Robert has a Bachelor of Laws (Hons) and Bachelor of Science from Melbourne University.

Vaughn Koops, Assistant Clerk Procedure & Serjeant-at-Arms. Vaughn joined the joint investigatory committees as a research officer in 2003, and from 2005 worked as executive officer to five joint committees prior to his appointment as Assistant Clerk Committees in 2014. He was appointed Assistant Clerk Procedure and Serjeant-at-Arms in July 2016. Vaughn has a Bachelor of Arts and Master of Arts (1st class Hons) from Auckland University and a Doctor of Philosophy from Melbourne University.

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

Branch Roles

Clerk's Office

The Clerk's Office is responsible for the general management of the Legislative Assembly. This includes the provision of expert policy, procedural and corporate management advice to the Speaker. In addition, the Office is responsible for advising members on matters relating to the operation of the Legislative Assembly and its committees.

Separate to the advisory role is the requirement of the Clerk and the Office to record the decisions and proceedings of the Legislative Assembly, and to ensure the passage of legislation is in accordance with legislative and procedural requirements. The Office also coordinates the arrangements for visiting parliamentary delegations.

Committee Office

The *Parliamentary Committees Act 2003* sets out the functions and powers of investigatory committees. Joint investigatory committees comprise members of both Houses, and are administered by one House or the other. Committees administered by the Department of the Legislative Assembly in the present Parliament are:

- Electoral Matters Committee;
- Family and Community Development Committee;
- Law Reform, Roads and Community Safety Committee;
- Public Accounts and Estimates Committee; and
- Scrutiny of Acts and Regulations Committee.

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

- Privileges Committee — to consider issues relating to members’ parliamentary rights and immunities and requests for right of reply;
- Standing Orders Committee — to review the procedural rules of the House.

The Assembly currently has a select committee into Penalty Rates, which is supported by our Department.

The role of the Committee Office includes coordinating and supervising the operation of the parliamentary committees administered by the Legislative Assembly, briefing the Speaker on committee operations, supervising the Committee Services Office and committee staff, ensuring compliance with relevant Acts, standing orders, Presiding Officers’ directives and accepted practices and procedures, and evaluating budget bids, allocating funding and monitoring and authorising committee expenditure.

Serjeant-at-Arms Office

The Office of the Serjeant-at-Arms is, by custom, a long-established high profile position recognised in Westminster-style Parliaments. The position has existed in Victoria since the establishment of the first Legislative Assembly in 1856. As Principal Executive Officer to the Speaker, the role includes responsibility for ceremonial events; member services including Parliament House accommodation, allowances and travel; and the security of the Chamber.

In addition, the Office provides accreditation for all media representatives operating within Parliament.

The Assistant Clerk Procedure & Serjeant-at-Arms also undertakes procedural research and project management, and assists at the table on sitting days and with the production of House documents.

Tours and Customer Service Unit

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

Procedure Office

The Procedure Office provides administrative and research support to the Chamber and senior officers within the Department. The Office is responsible for answering inquiries from the Department’s customers, including members, the media, government departments and the public. In addition, staff are responsible for the publication and distribution of House documents. This role includes ordering and proofreading the various prints of bills, preparing Acts of Parliament for royal assent, processing reports submitted for tabling and archiving parliamentary documents.

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

Community Engagement and Education Unit

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

Report on Activities

Service Delivery

Ongoing Activities

Our Department undertakes a range of ongoing activities to support the operations of the Legislative Assembly.

We provide responsive, prompt, clear and objective advice to all members on a variety of procedural issues. We also maintain accurate and timely records of Assembly proceedings. This includes publishing the *Votes and Proceedings, Assembly Abridged*, notice and question papers, and progressively updating Assembly Live on sitting days.

Assembly staff are also responsible for supporting the work of parliamentary committees. This includes coordinating committee meetings, organising public hearings and researching and drafting committee reports and papers.

Electoral Matters Committee

Inquiry into Electronic Voting

On 7 October 2015, the Committee received a reference from the Legislative Assembly to inquire into electronic voting, requiring the Committee to examine forms of electronic voting currently used in Victoria and other jurisdictions and their effectiveness; and alternatives that are available that, if implemented, would ensure the continued integrity and security of the electronic voting system.

The Committee tabled its report in May 2017. The Government tabled its response to the inquiry on 2 November 2017 supporting, or supporting in principle, all recommendations directed at the Government. In response to the recommendations the Government referred the development of a national approach to remote electronic voting to the Council of Australian Governments. The Victorian Electoral Commission also responded to the inquiry.

Inquiry into civics and electoral participation in Victorian state parliamentary elections

On 21 February 2017, the Committee received an inquiry to examine issues relating to civics education, electoral participation, informal voting and Victorian Electoral Commission staff training.

The Committee advertised its terms of reference in traditional and social media in June 2017. Thirty-four submissions were received from a variety of stakeholders, including Australian and overseas electoral commissions, academics, private organisations and individuals, political parties, government agencies, Australian and overseas parliaments, community groups and ethnic community councils. Public hearings were held in October 2017. The Committee conducted study tours to Canberra, Sydney, Brisbane, New Zealand and Canada to obtain first-hand knowledge of issues relevant to the inquiry in each of those locations. Many of the Committee's findings and recommendations were informed by those study tours. The report will be tabled in August 2018.

Family and Community Development Committee

Inquiry into Perinatal Services

The Legislative Council referred the inquiry to the Committee on 16 September 2015. The Committee commenced work on the inquiry in April 2017. The Committee advertised the inquiry through social media, media release, the Parliament's website, and newspaper advertisements, as well as publishing a series of videos. The Committee received 104 submissions.

The Committee held 12 days of public hearings from September 2017 to February 2018, including regional hearings in Warrnambool, Bendigo, Wangaratta, Mildura, Bairnsdale, Warragul, and Geelong. Members heard from mothers, health practitioners, researchers, Victorian Government departments, and others on the health and wellbeing of mothers and babies during the perinatal period, and the delivery of perinatal services.

The Committee tabled its final report on 20 June 2018.

Law Reform, Road and Community Safety Committee

Inquiry into Drug Law Reform

On 11 November 2015, the Committee received a reference from the Legislative Council to inquire into the effectiveness of laws and procedures relating to illicit and synthetic drugs and prescription medication, and report to Parliament by 3 March 2017. The *Inquiry into Drug Law Reform* commenced in February 2017, with an extension of the tabling date to 29 March 2018.

Throughout the inquiry, the Committee received 231 submissions from a diverse range of experts and stakeholders working in various areas of drug policy and law reform, in addition to individual members of the community. The Committee held nine days of public hearings and two site visits in Melbourne and Sydney. It also travelled to Geneva, Lisbon, London, Vancouver, Denver and Sacramento in July 2017, in addition to Wellington in October 2017, to explore how different jurisdictions manage the problems of substance use and impacts on broader communities, and to meet with agencies involved in international drug policy and control.

The Committee tabled its final report on 28 March 2018, which comprised 50 recommendations to the Victorian Government to achieve a more effective drug response framework that recognises health and community safety as key areas of focus.

Inquiry into the VicRoads' Management of Country Roads

On 23 November 2016, the Committee received a reference from the Legislative Council to inquire into the effectiveness of VicRoads' management of country roads. The terms of reference required an examination of the existing funding model, the lack of consultation with regional communities, and the option of dismantling VicRoads and creating two specific bodies for country roads and metropolitan roads. The original tabling date was 30 November 2017, although the Committee sought an extension as it was conducting the *Inquiry into drug law reform*.

The Committee commenced its formal call for submissions in late November 2017 through an extensive campaign in metropolitan and regional newspapers, in addition to the Parliament

of Victoria's social media and news platforms. A total of 335 submissions were received from a broad range of stakeholders, including individual members of the community, local councils, government agencies and departments, community representative groups, advocacy groups and organisations.

In early 2018, the Committee identified the challenges in conducting a comprehensive inquiry before the completion of the 58th Parliament. In particular, there would be limited opportunity to undertake public hearings throughout regional and rural areas, an important component of this inquiry. The Committee therefore agreed to prepare an interim report, rather than conduct an inquiry. The interim report is due to be tabled on 26 July 2018.

Inquiry into the Crimes Amendment (Unlicensed Drivers) Bill 2018

On 20 June 2018, the Legislative Council referred the Crimes Amendment (Unlicensed Drivers) Bill 2018 to the Law Reform, Road and Community Safety Committee for inquiry, consideration and report by 22 August 2018.

The bill was introduced in the Legislative Council on 27 March 2018 by Dr Rachel Carling-Jenkins, the Member for Western Metropolitan Region. It aims to amend the *Crimes Act 1958* to insert two offences under new section 319AAB Unlicensed driving causing serious injury or death. The purpose of this inquiry is to closely examine the contents of the bill.

A bill inquiry reference is typically unique to Legislative Council Standing Committees and not normally undertaken by joint investigatory committees. In the Legislative Council, bill inquiries provide the opportunity for more detailed scrutiny of legislation than may be possible in the House. The approach to bill inquiries is generally similar to that of committee of the whole (or consideration in detail in the Legislative Assembly) where a bill is dealt with clause by clause, or in groups of clauses. On this basis, it is intended that the final report will inform debate on the bill in the House.

Public Accounts and Estimates Committee

Inquiry into the 2017–18 Budget Estimates

The report from this inquiry sets out the Committee's findings on the Government's plans for the Budget including raising and spending revenue, and funding new programs and initiatives for 2017–18 and the forward estimates period. In addition to examining aspects of the budget such as revenue, borrowings and net debt, output expenditure and asset investment, the Committee also undertook an in-depth examination of some of the Government's key spending initiatives for 2018–19. This included the Whole of Government Family Violence initiative, the Homes for Victorians suite of programs relating to housing, the Level Crossing Removal Program and the Regional Rail Revival plan. The status and performance of Victoria's water corporations was also discussed throughout the report in terms of debt position, initiatives related to the water sector outlined in the Budget, and infrastructure investment within the water sector.

The Committee also reviewed the implementation of recommendations made in Victorian Auditor-General's Office reports tabled in 2013–14. These related to departmental telecommunications expenditure, the Government's risk management framework and the Environmental Contribution Levy.

The report contained 35 recommendations and was tabled in November 2017.

Inquiry into the 2016–17 Financial and Performance Outcomes

This report presented the Committee’s review of the Government’s financial and performance outcomes for 2016–17.

Senior representatives of the departments and agencies attended public hearings held in February 2018. This year, the outcomes inquiry hearings were also broadcast via the Parliament’s website. Responses to the Committee’s questions informed the issues examined in the report, including programs to assist Victorian veterans and vulnerable Victorians such as homeless people and disadvantaged students. In light of the recent increase in transport infrastructure spending, the Committee also discussed the merits of the various funding methods used for the large scale projects currently underway such as public private partnerships and direct asset investment, together with the longer term impact of this spending on Victoria’s net debt position. The report examined the Government’s transport planning strategies, including the introduction of high capacity rail signalling to the Melbourne metropolitan rail network.

Much of the information provided by departments and agencies used by the Committee in financial and performance outcomes is based on their annual reports. This year, the Committee also examined the performance reporting by the seven major Government departments and made a series of recommendations aimed at improving disclosure and accountability within the annual reporting process.

Finally, the report contained a chapter on public access to Government data, with a special focus on the development and current use of the DataVic website, the Victorian Government’s open data directory. The Committee considered a review was timely in light of the recent establishment of a Victorian Chief Data Officer and the Victorian Centre for Data Insights. The DataVic website has been in existence since 2010, and the Committee took the opportunity to make recommendations that will improve the currency of the data on the website, as well as its functionality.

The Government’s response to the Committee’s 43 recommendations is due in November 2018.

Report on the Appointment of the Parliamentary Budget Officer

The *Parliamentary Budget Officer Act 2017* created the position of a Parliamentary Budget Officer (PBO) and an office to provide policy costing and advisory services to members of Parliament. Under the legislation the Committee has a number of responsibilities in relation to the PBO, including making a recommendation regarding the appointment to the position.

In preparation to brief the Committee on the PBO role in Victoria, the Committee secretariat met with representatives from the Commonwealth and New South Wales Parliamentary Budget offices, to learn about developments across other jurisdictions and give examples of best practice.

A sub-committee to oversee the recruitment process was formed on 18 September 2017, and following this, Odgers Berndtson was appointed to provide specialist recruitment services. The sub-committee was supported by four advisers; Mr Phil Bowen, former Parliamentary Budget Officer, Commonwealth Parliament of Australia; Mr Chris Eccles, Secretary, Department of Premier and Cabinet; Mr David Martine, Secretary, Department of Treasury and Finance and Ms Bridget Noonan, Acting Clerk of the Legislative Assembly, Parliament of Victoria.

On 8 March 2018, the Committee wrote to the Special Minister of State advising him of the Committee's recommendation that Mr Anthony Close be appointed by the Governor in Council as the inaugural PBO (Victoria). Mr Close began his appointment to the position on 23 April 2018. Mr Close was Auditor-General (Acting) (CEO) of the Queensland Audit Office (QAO) between 2016–17 and prior to that was Deputy Auditor-General, QAO for three years.

Inquiry into the 2018–19 Budget Estimates

Following the release of the 2018–19 Victorian Budget on 1 May 2018, the Committee held hearings with all ministers, the Presiding Officers and senior departmental officials over three weeks from 15 May to 15 June 2018. The Committee's review and analysis of the 2018–19 Budget, together with witness transcripts and responses to questions on notices and departmental responses to the Committee's questionnaire will inform its upcoming report. The Budget Estimates Report is due to be tabled in September this year, which is earlier than previous years, due to the upcoming election in November.

Australasian Council of Public Accounts Committee (ACPAC) mid-term meeting held in Melbourne

ACPAC facilitates the exchange of information between members and support staff of Public Accounts Committees (PACs) in Australasia in an effort to improve the quality and performance of those Committees.

In April 2018 the Victorian Public Accounts and Estimates Committee (PAEC) hosted the mid-term meeting of the Council in Melbourne. Chaired by the Hon Danny Pearson MP, the current PAEC chair, representatives from PACs from all Australian jurisdictions were in attendance. In addition to the business meeting which contained jurisdiction reports presented by the state and territory PAC representatives, the attendees were also given very interesting presentations by:

- Keynote speaker Danielle Wood, the Budget Policy and Institutions Program Director at the Grattan Institute on intergenerational equity, the current levels of taxation and the impact of this on budgeting
- Kris Peach, the Chair and CEO of the Australian Accounting Standards Board on proposed changes to the financial reporting framework for the public sector
- Martyn Atkins, Clerk of the United Kingdom's House of Commons' Procedure Committee on increasing scrutiny of the authorisation of government expenditure.

The next ACPAC meeting will be held in Canberra in 2019.

Review of the Auditor-General's Annual Plan for 2018–19

The Auditor-General's Annual Plan provides the Parliament with a comprehensive overview of the Auditor's proposed financial and performance audit program for the Victorian public sector, over a forward three-year period. In accordance with section 7A(1) of the *Audit Act 1994*, the Public Accounts and Estimates Committee must consider, and may comment on, the Auditor-General's draft Annual Plan before the start of each financial year. The Committee met with the Auditor-General on 26 May 2018 to discuss the 2018–19 draft Annual Plan. The Auditor-General then tabled his 2018–19 Annual Plan in Parliament on 6 June 2018.

Demystifying the Budget Papers

Following a suggestion made by Committee member Hon Sue Pennicuik MLC, this year the Committee secretariat arranged two 'Demystifying the Budget Papers' workshops. The workshops were aimed at electoral officers, parliamentarians and committee research staff. The two sessions were conducted by staff of the Department of Treasury and Finance and provided:

- An understanding of the budget estimates process and role of PAEC
- Guidance on the different parts of the budget papers, where to find information on particular government initiatives and projects and the purpose of performance measures and targets
- Tips on locating and identifying key content of significant public interest.

In addition to the Department of Treasury and Finance representatives, former State political editor of *The Age*, Josh Gordon, also gave a presentation on budget lock ups and a media perspective on key budget announcements made during State budget week.

Meetings with parliamentary delegations and representatives

On 23 August 2017 the Committee hosted a breakfast meeting with members of Western Australia's Public Accounts Committee. The current Western Australia PAC is mostly comprised of new members resulting from the state election held in March 2017 and the meeting was an opportunity to meet and discuss issues relevant to parliamentary oversight of state finances in a cross party setting.

The Committee secretariat also met with a representative from the Fijian Parliament in December 2017 and discussed the Victorian Budget and PAEC's oversight role.

Financial audit of the Victorian Auditor-General's Office

On behalf of the Parliament, Nexia Australia undertook a financial audit of the Victorian Auditor-General's Office for the financial year 2016–17. This work was undertaken in accordance with section 17 of the *Audit Act 1994*.

Scrutiny of Acts and Regulations Committee

Reviews of bills and regulations

During the reporting period, the Committee tabled 18 Alert Digests, reviewing and reporting on a total of 72 bills, one Act and five statutory rules.

The Committee, through its Regulation Review sub-committee, reviewed 155 statutory rules and 35 legislative instruments. The Committee tabled the *Annual Review 2016, Regulations*

and Legislative Instruments in August 2017 and will table the *Annual Review 2017, Regulations and Legislative Instruments* early in the 2018–19 financial year.

The Committee did not undertake any inquiry work outside its statutory terms of reference.

Procedural training for members

In October 2017, we held information sessions for members on the procedures for amendments and consideration in detail. We deliberately scheduled these sessions leading up to the House's consideration of the Voluntary Assisted Dying Bill 2017, as many members were unfamiliar with the amendments process, given that lengthy consideration in detail stages are currently rare in the Assembly. We also anticipated many members would want to put forward amendments. Six members did in fact propose amendments and the consideration in detail stage took over 24 consecutive hours to complete. We were pleased to receive feedback from members that the information sessions had been valuable and helped them better follow the complex procedures during the consideration in detail stages.

In addition to these sessions, we also ran an Acting Chairs workshop and an induction session for the new member for Northcote following the by-election in November 2017.

Priority Initiatives in 2017–18

Governance review

During 2017–18, the parliamentary departments undertook a governance review to examine current governance arrangements and determine if changes are required that could better reflect best practice for a 21st century parliamentary administration. The existing governance structure was established following the enactment of the *Parliamentary Administration Act 2005* and the review was an opportunity to reflect on which aspects of the governance arrangements were still working well and which required improvement.

The Parliament engaged an experienced management consultant, who met with staff across the three departments and the Presiding Officers, to identify current and emerging issues and look at ways the departments could work together more effectively. The report identified the strengths of the existing structure, which included consensual decision-making, collaboration and professional relationships. It also identified opportunities for improvement, such as more clearly defined responsibilities for each of the governance levels, better communication including the use of digital systems to share information, and streamlined policy approval processes.

In total, the governance review report made twenty recommendations. The Senior Management Group has developed an implementation plan to prioritise these recommendations, and identify timeframes in which they can be achieved. The Parliamentary Management Group has already made changes to the format of its meetings and the staffing and budget arrangements of the Community Engagement and Education Unit has been altered to clearly position it as a whole of Parliament resource. We will undertake further work over the next 12 months to implement the remaining recommendations.

Communications, coordination and resource use for events and functions

A large number of events, functions, meetings and delegation visits take place at Parliament House and 55 St Andrews Place throughout the year, and a number of units are responsible for facilities and services across the Parliament. While existing practices to accommodate events and functions are effective, we continuously look at ways to improve our use of these facilities. During the current year staff from relevant units held discussions to consolidate communication procedures and examine the way resources and services are allocated for events and functions. These units will convene further meetings in the 2018–19 year to refine a strategy to improve services.

Changes to standing and sessional orders

There was only one change to standing and sessional orders in 2017–18, the introduction of a rebroadcast sessional order in September 2017. The Assembly adopted the sessional order to facilitate a new video on demand service offered by the Hansard broadcasting unit. Members can now download the official footage of their contributions in the House and upload clips to their social media and websites. This allows greater access to the proceedings of Parliament and promotes the work of the Assembly.

Penalty Rates and Fair Pay Select Committee

The Penalty Rates and Fair Pay Committee was appointed by the Legislative Assembly on 9 March 2017. The Committee was the first Assembly-only select committee (excluding those like Privileges and Standing Orders) to be established since the Community Welfare Services Files Committee in 1979.

The terms of reference required the Committee to inquire into and report on the economic and social impact and cost of the Fair Work Commission's decision to cut penalty rates. They also asked the Committee to investigate possible safeguards and federal legislative changes to protect vulnerable Victorian workers and all other relevant matters. The original reporting date for the Committee was 1 September 2017. However, due to an appeal of the Commission's decision to the Federal Court, the Committee sought and was granted an extension to 30 June 2018.

The Committee received 36 written submissions and held four days of public hearings — three in Melbourne and one in Ballarat. Submissions and evidence were received from a range of stakeholders including unions, concerned individuals, welfare organisations and business and employer groups.

The Committee adopted its final report in late June, and will table it when the Assembly next meets in July 2018.

Committees Style Guide

In order to maintain a consistent look and feel to committee reports, we have developed a committees style guide. A working group of committee staff compiled the guide, drawing on their experience researching and writing committee reports. It sets out standard approaches to a range of issues including grammar, punctuation, tables, graphs and footnotes. The style guide will be of particular benefit to staff who work across multiple committees, or move between committee secretariats.

Pre-inquiry risk assessments and post-inquiry reviews

Unexpected issues sometimes arise during a committee inquiry that may compromise its success. It is important that committee staff and members are aware of these potential issues and have strategies to deal with them. To help with this process, the committees office developed a pre-inquiry risk assessment framework, which provides a comprehensive list of potential risks to a committee inquiry. Committee secretariats will complete the risk assessment before the commencement of any new inquiry as part of their preparation.

Post-inquiry reviews have also been developed as an opportunity for a committee to assess what went well and perhaps not so well during an inquiry. At the conclusion of each inquiry the executive officer will meet with their team and go through a debrief template with a list of questions designed to assess the inquiry process. The review will help to highlight team success and identify areas of improvement that can be shared with other committees. Each committee is expected to complete the post-inquiry review at the conclusion of an inquiry.

Members' allowances

In August 2017, amendments were made to the Parliamentary Salaries and Superannuation (Allowances) Regulations 2013 requiring members to provide additional documentation in relation to their home base and, if applicable, their second residence. The new regulations also altered eligibility criteria for the parliamentary sitting accommodation allowance.

The Serjeant-at-Arms Office requested all members to provide updated home base declarations, together with the additional supporting documentation. The office also reviewed all claims for the second residence and parliamentary sitting accommodation allowances to ensure the requirements of the new regulations were satisfied.

Process for amending bills

Assembly staff have participated in a project led by Council staff to examine ways to streamline the consideration of amendments to bills. Currently many amendments considered by the Houses relate to consequential renumbering or punctuation changes and it can often be hard for members to interpret what each amendment is seeking to achieve, causing confusion.

The project is looking at opportunities to modify Council procedures, such as grouping amendments differently or considering amendments in a different order, in order to make the process more efficient and more easily understood by members. As the Assembly does not consider bills in detail as regularly as the Council, no changes to Assembly procedures are anticipated at this stage. However, Assembly staff are providing input to ensure amendments agreed to by the Council continue to meet the Assembly's procedural requirements and to identify potential opportunities to improve Assembly procedures in the future.

Investigate options for improved feedback from members to further improve our service standards

Throughout the year, the Assembly's Chamber officers have held short one-on-one interviews with members to obtain their feedback on the services provided by the Department. Members have been constructive and considered in their responses, reflecting on their work in the Chamber and committees, and how the Department's services can better help them in

their roles as legislators. In particular, members offered practical suggestions about induction for new members, demystifying the work and role of clerks, and better access to procedural resources using technology. The interviews will continue throughout 2018, with results analysed after that time and changes implemented for the new Parliament. The initial observations provided by members are valuable, and we thank them for their considered feedback.

Community Engagement

Ongoing Activities

Tours and outreach programs

Public Tours

The Tours and Customer Service Unit (TCSU) runs seven public tours on non-sitting days. Public tours are also conducted on Tuesday mornings of sitting weeks before the Houses meet.

Satisfaction surveys are completed by members of the public at the conclusion of their tour. The results from surveys over the past 12 months show that public tours of Parliament House continue to be of a very high standard.

Parliament House tours also appear on the Trip Advisor website, which allows visitors to provide feedback on our tours. Currently there are 335 reviews of our tours with an average score of 4.5 out of 5.

The sign-in policy, incorporated as part of our improved visitor management system, allows us to record the numbers for each tour, each day. Trends in demand for public tours are then tracked to identify peak timeslots and periods during the year, and we use this information to allocate resources. In 2017–18, 24,911 visitors attended public tours.

Another advantage of the sign-in policy is that it allows us to collect data on where our visitors are from. Based on responses, in 2017–18 Australian residents comprised 31 per cent of visitors attending public tours, with 7,692 recorded visitors. There were 3,469 recorded visitors from China comprising 14 per cent of visitors, followed by the United Kingdom and USA, with each accounting for five per cent of visitors. We welcomed smaller numbers of visitors from many other countries including India, Malaysia and Germany. Over the course of the year, visitors from 124 different countries attended a public tour at Parliament House.

We continue to advertise our public tours in publications such as the Melbourne Official Visitor Guide and our tour brochures are on display in the Melbourne Visitor Centre at Federation Square.

Express Tours

Express tours cater for visitors with time constraints or with limited English. Standard public tours are an hour long, which does not meet the needs of those visitors simply wishing to take some quick photos of the building and move on. Express Tours last 20 minutes and are conducted twice daily on non-sitting weekdays.

We promote Express Tours in a brochure printed in English, Mandarin, Japanese, German, French, Spanish and Arabic, the languages most commonly spoken by our visitors. A new brochure in Hindi will be available soon.

Booked Tours

Booked tours are available to groups of six or more people. Primary and secondary schools, tertiary institutions, English as an Additional Language classes, community groups and business organisations are the most frequent users of the booked tour service at Parliament House.

Up to seven booked tours may be conducted each day on non-sitting weeks. During sitting weeks 10 booked tours may be conducted on Tuesdays and eight tours on Wednesdays and Thursdays. During the year 21,206 school children and 4,786 adults visited the Parliament for a booked tour.

A booked tour covers representation and the democratic process in Victoria, the three levels of government, how a law is made and the history of Parliament and Parliament House. Satisfaction surveys are completed by teachers or tour leaders at the conclusion of their tour. Surveys from the last 12 months show that booked tours continue to meet the needs of our participants.

Tours that incorporate question time can also be booked. In total, 1,054 students attended question time this year.

Architecture Tour

The Architecture Tour focuses on the history and design of Parliament House, and is conducted monthly. The tour is designed to cater for students studying architecture or design, or for members of the public with an interest in architecture and historically significant buildings. During the 2017–18 year, 11 Architecture Tours were delivered, with 109 people attending.

Gardens Tour

The Gardens Tour became part of our regular tours schedule in 2014–15, and is scheduled for the first Monday of each month. The tour is designed to showcase Parliament's gardens, which are not normally available to the public. Gardens Tours were suspended in May 2016 due to the building works. We hope to start offering the tour again toward the end of 2018.

Victorian Law Foundation Law Talks

The role of the Victorian Law Foundation (VLF) is to help Victorians understand the law. During the year the VLF conducts Regional Law Talks where VCE Legal Studies students from regional Victoria participate to learn more about the law and help with their studies. The VLF invites the Tours and Customer Service Unit to Regional Law Talks to present our VCE role plays over two days to over 80 year 11 and 12 students.

The role plays were well received by the students and teachers and we continue to build on our strong relationship with the Victorian Law Foundation.

Art Tour

The Parliament of Victoria Art Tour is the newest addition to our tours and outreach programs. It caters for those interested in Parliament's art collection. The tour incorporates

the Premiers' portraits, the variety of art displayed in the Premiers' Corridor and the Indigenous Art Collection in the Federation Room corridor.

The first Art Tour was conducted in June 2017, and is now part of our ongoing tours schedule, run on the last Monday of each month. In the past year 10 tours were conducted with a total of 53 visitors attending.

Education programs

Chamber Role Plays

Parliament role plays provide an opportunity for students to experience some key parts of the parliamentary law-making process. Sessions include a presentation that introduces key information and concepts, video extracts to assist students to better understand the Parliament's role as a lawmaker, and role plays to experience processes involved in debating bills.

Sessions are held each non-sitting weekday at 9.30 am, 11.30 am and 1.30 pm, and are open to students in years 5, 6 and 7. The role plays take place inside the Legislative Assembly Chamber.

Demand for the program is high, and role plays are often fully booked for the year well in advance. This year we conducted 137 role plays, with 3,796 students participating.

VCE Legal Studies Role Play

The VCE role play for year 11 and 12 Legal Studies students was implemented in February 2011. As with other role plays, students perform the various roles of government and opposition members and parliamentary officers. The content and program for the VCE role play links to the VCE Legal Studies curriculum.

There are four role play scripts available for teachers to choose from, drawing on real bills that have passed Parliament in recent years. The scripts for each role include Hansard extracts from members' contributions during the second reading debate. We delivered 32 VCE role plays at Parliament House this year, to 808 students, demonstrating the demand for the program.

Metropolitan School Visits

For many schools, it is more practical for us to visit the schools than for students to travel to Parliament. Metropolitan school visits are held Monday to Friday on non-sitting weeks. Two senior tour guides travel from Parliament House to metropolitan schools to deliver a 90-minute Parliament role play to students in years 5, 6 and 7 or years 11 and 12 Legal Studies students. During the year, we delivered 59 role plays at schools in the Melbourne metropolitan area, to a total of 1,531 students.

Regional Visits

During the year the outreach program team conducted six regional visits. The aim of the regional visits program is to take our community engagement and education programs to rural and regional Victoria so that students, who may otherwise miss out because of distance, are given the chance to participate. Local MPs are invited to come along and talk to the

students on the day. Parliament tour guides travel to regional towns for 2 to 4 days and provide role plays for local school students in years 5 and 6. Our VCE role play program is also offered to Year 11 and 12 Legal Studies students during our visits.

During the reporting period our team visited Benalla, Ararat, Portland, Geelong, Horsham and Echuca. Altogether 1,368 primary school students participated in the program along with 227 VCE Legal Studies students.

The feedback we have received from teachers and students has been extremely positive. In a number of regions, the schools wishing to attend exceeded the available sessions, demonstrating the continued popularity of the program.

Community engagement program

We continued to develop our community engagement program during the year, as part of the ongoing implementation of our current four year strategy. Business units across the three parliamentary departments help deliver the program. We conducted community events, pursued a range of education initiatives, expanded our social media and connected with a range of community representatives.

Open Day 2018

Open Day was held on 19 March 2018. The day was very successful, with 2500 visitors taking the opportunity to take a self-guided tour of the building and learn more about the work of the Parliament and its independent officers. Staff were on hand to talk to visitors about our work and our organisation. The Speaker and the President also attended and met members of the public throughout the day.

Youth Parliament 2017

The 31st annual YMCA Youth Parliament was held during July 2017, with teams of young people from across Melbourne and regional Victoria coming together to debate bills they had researched and written. For the first time in Youth Parliament history, a team from Deaf Children Australia participated in the program, which was a rewarding experience for participants and parliamentary staff alike. Debates occurred under the guidance of members of the Legislative Assembly who generously gave their time to be Acting Speakers. Legislative Assembly staff also committed time to clerk proceedings. Planning for the 2018 YMCA Youth Parliament had begun by the end of the reporting period.

Open House Melbourne 2017

Parliament House was open to visitors once again for Open House Melbourne on 29 and 30 July 2017. Open House Melbourne is one of Melbourne's signature cultural events, attracting both architecture lovers and members of the public curious for a peek behind the doors of some of the city's most iconic buildings.

Over 2,000 visitors took a tour of Queen's Hall, the Legislative Assembly and Council Chambers and the Parliamentary Library. Led by our expert Legislative Assembly tour guides and Legislative Council attendants, tours ran every 15 minutes over the weekend, giving visitors an insight into both the architectural significance of the building, and an overview of the parliamentary process.

Other events

For the second year in a row we participated in Melbourne Music Week in November 2017, as a way of reaching out to Victoria's youth and giving them the opportunity to work with us in staging an event. The Live at the Steps concert was held on 17 November 2017 in Treasury Gardens and was conducted in partnership with youth music organisation The Push and Triple J radio station. The event drew more than 8,000 participants.

The second Deakin Oration was held in August 2017, honouring the legacy of Australia's second Prime Minister, and Victorian Member of Parliament, Alfred Deakin. Professor Tony Wong, Chief Executive Officer for the Cooperative Research Centre for Water Sensitive Cities delivered the 2017 oration, to recognise Alfred Deakin's commitment to water and irrigation issues over the course of his career.

Education initiatives

Taking up suggestions from last year's survey of teachers, we implemented a new professional development program for teachers to assist them in understanding how to incorporate the teaching of Parliament into their delivery of the civics curriculum. The new program for primary, secondary and VCE Legal Studies teachers was trialled in March 2018 and will be rolled out during 2018–19.

An Indigenous education expert joined our education advisory panel to help us develop parliamentary education programs that meet the needs of Indigenous students, as well as resources that explore Indigenous connections with Parliament for use in Victorian schools.

As part of the ongoing development of our education resources, a new digital learning resource was produced as the first of several new modules we have planned. The first module focused on the achievement of the eight hour work day in Victoria and Parliament's involvement in that. It was produced with contributions from students from Buckley Park College, as part of our new 'for youth, by youth' approach to involve young people in the development of education resources.

Our other education programs included two student conventions at Parliament House, with 200 students from 70 schools participating, and our annual Parliament Prize competition for secondary students. We also introduced a new program for first year law students from Victoria University that involved lectures and discussion groups at Parliament House. The success of the first lectures, with 200 students participating, led to requests for further sessions in 2018–19.

Social media

Our social media reach continued to grow, with increases in our following across a variety of platforms. Over the year our Facebook following increased by 13,766 followers (57% increase); Twitter by 735 followers (15% increase); LinkedIn by 1,383 followers (51% increase); and Instagram by 786 followers (545% increase, noting that Instagram had just 144 followers at June 2017). We also commenced the trial of a Snapchat profile for Parliament. To enhance the information provided to the community through digital platforms, we published feature articles on Facebook, produced news videos on the work of committees, and published a new eBook and a short video series on heritage items in Parliament's

collection. Each of these initiatives contributed to the growth in our social media following, with many hundreds of engagements recorded in our social media feeds.

Youth engagement

As part of our youth engagement work, we undertook a range of projects to improve our links with young Victorians. These included youth project placements at Parliament, research on digital engagement in partnership with students from Deakin University's Freelancing Hub, and a roundtable with a group of young Victorians from culturally diverse backgrounds.

Parliament in Practice seminar

A Parliament in Practice seminar was held on 10 November 2017. The seminar program, which has been running for several years, is aimed at Victorian public sector employees who want to learn more about the Parliament and its relationship with the Government. Forty delegates from 12 government departments and agencies participated in the seminar.

The seminar was coordinated principally by staff of the Legislative Council, with the assistance of staff from all three parliamentary departments and the Office of the Chief Parliamentary Counsel. A members' panel was also held where current MPs provided their insights on the parliamentary process.

Topics covered at the seminar included:

- parliamentary privilege
- the legislative process
- the conduct of proceedings in the Houses
- scrutiny of government
- parliamentary committees.

Parliament House events and filming assignments

Front Steps

The following groups, coordinated by the Serjeant-at-Arms Office, used the front steps for various activities, including launches, performances and community awareness campaigns:

- Various student projects for fashion, architecture, design and photography from RMIT, Victoria University and other institutions
- Various fashion photographic shoots using cropped shots of the columns, steps and colonnade
- Various group photographs of international tourists
- Lyneham High School Band performance
- St Andrew's Pipes and Drums' Piper
- Hon John Eren MP and promotion of Rugby League World Cup
- Melbourne Fringe Festival and photographic shoot for "The Children's Party"
- Hon Martin Foley MP and Minus 18 media announcement
- "Kids for Gold" Sydney to Melbourne walk finish
- Aurecon Group video shoot for UK recruitment drive
- Hon Gayle Tierney MLC and Bendigo Kangan Institute Skills and Jobs Centre's media event
- Local musician Remi and filming for a music video
- Hon James Merlino MP and Fleming's Nurseries and Garden Industry Victoria's showcase

- Victorian Chamber of Commerce and Industry media announcement
- Victorian All-Party Parliamentary Group for Artificial Intelligence launch
- Hon Jacinta Allan MP and VicTrack Trams video production
- Hon Gayle Tierney MLC and William Angliss students photo opportunity
- Hon James Merlino MP and launch of VicSES Driver Reviver campaign
- Malaysian Sikh Band performance
- Shepherds Australia 3rd annual sock drive for the homeless
- Hon James Merlino MP and Wear Orange Wednesday launch
- City of Melbourne CBD Walking Tour (stories from the Hoddle Grid)
- Adam Lindsay Gordon Commemorative Committee Incorporated — speeches and poetry readings
- Department of Premier and Cabinet and Greek National Guard’s ceremonial march

Queen’s Hall

The Department also provided assistance with the coordination of the following events held in Queen’s Hall:

- Australian National University Melbourne Alumni Gala Dinner
- 100 years of maternal and child health nursing in Victoria celebration
- Ambulance Victoria Community Hero Awards ceremony
- 2017 NAIDOC State Government Reception
- Centre for Investor Education’s Annual Chairs and Chief Executive Officers’ Symposium
- The Duke of Edinburgh’s International Award — Gold Award ceremony
- Football Federation Australia Ltd — Australian Women’s National Football Team, The Westfield Matildas’ Civic Reception
- Fairhills High School — music students’ performance
- Hepatitis Victoria and the Ethnic Communities’ Council of Victoria summit — Diverse Communities and the Hepatitis Challenge — Towards Elimination
- La Trobe University Accelerator Program graduation event
- Mildura Motorsports and Community Precinct Project launch
- Child Protection Vacation (VAC) employment program graduation ceremony
- Monash University’s annual Politics and International Relations Conference cocktail party
- Department of Education and Training Primary Schools’ Parliamentary Convention
- Melbourne Football Club Past & Present Players’ & Officials’ Association Ltd — Ronald Dale Barassi Address and Annual Dinner
- 20th anniversary of Nasra Group Australia Pty Ltd dinner
- Victoria Police 40 year service morning tea
- Australasian China Cities Summit and Business Forum
- National Council of Women, Victoria annual student event — My Vote, My Voice
- Regional Partnerships two-day conference cocktail reception
- State Parliament of Victoria Lions Club dinner
- Road Trauma Support Services Victoria annual Time for Remembering Ceremony for people affected by road trauma
- Returned & Services League of Australia, Hellenic Sub-Branch launch of the book — “Greek-Australians in the Australian Forces Kokoda New Guinea WWII”
- Parliamentary Friends of Israel and Chabad of Melbourne stand-up lunch
- State Trustees Limited book launch “The Creation of Trust”

- Scenic Loyalty high tea/afternoon tea
- Chauvel Oration to commemorate the Centenary of the Battle of Beersheeba
- Thoroughbred Club of Australia Incorporated Horses' birthday dinner
- Victorian Public Service Graduate Recruitment and Development Scheme (VPS Grads) Graduation for the 2018 cohort
- Victorian Cytology Service Ltd staff lunchtime cocktail event
- Victorian Labor lunch
- Volunteering Victoria's annual Volunteering Awards ceremony and reception
- Chabad of Melbourne Chanukah in the City celebration
- Somali Youth Leadership Program Graduation Ceremony
- Department of Health and Human Services — launch of Wungurilwil Gagapduir, the Aboriginal Children and Families Agreement
- Department of Premier and Cabinet — welcome reception for the Greek National Guard
- Gardiner Dairy Foundation's annual Dairy Leaders Lunch
- Hon Jill Hennessy MP — media event with Bruce, a peer support therapy dog for paramedics
- Emergency Services Telecommunications Authority (ESTA) annual Junior Triple Zero Hero Awards ceremony
- Alliance of Girls' Schools of Australasia International Women's Day Breakfast
- The Push Incorporated — celebratory event to commence Victorian Youth Week
- Victorian Special Olympic team reception
- International Day of Yoga celebration and display
- Planning Institute of Australia International Women's Day Breakfast
- Queensland University of Technology Graduate School of Business Public Sector Management Program (PSMP) 2018 graduation
- Public Record Office Victoria — Sir Rupert Hamer Records Management Awards ceremony
- Annual Israel Independence Day cocktail celebration
- Supreme Sikh Council of Australia Sikh New Year celebration
- Inaugural Victorian Clan Elders Treaty Gathering.

The following exhibitions and displays, coordinated by the Legislative Assembly, were also held in Queen's Hall during the reporting period:

- BAPS Diwali-Annakut exhibition
- Diabetes Victoria exhibition
- Hellenic Women's Cultural Association exhibition
- Her Place Women's Museum Australia exhibition
- Courage to Care exhibition
- Tobin Brothers' Art for the Heart exhibition
- Federation University — Australia and the Hazelwood Health Study exhibition
- Polish Community Council of Victoria exhibition
- Save the Children Australia exhibition
- Victorian Hungarian Council exhibition.

Legislative Assembly Chamber

The following events, including debates and forums, were coordinated by the staff of the Legislative Assembly:

- Department of Education and Training Primary Schools' Parliamentary Convention
- The National Association of Australian University Colleges Incorporated parliamentary debating session
- Australian Liberal Students' Federation role play and debate
- St Joseph's College mock debate
- The University of Melbourne Pathways to Politics Program for Women session
- The Spirit of Australia Foundation General Sir John Monash Commemorative Service
- Rotary District 9810 Model United Nations Assembly
- Institute of Public Administration Australia (Victoria) Policy Leadership Course Gain the Policy Edge.

Filming at Parliament House

The following applications for filming were coordinated by the Serjeant-at-Arms Office:

- City of Melbourne filming for "What's On Melbourne" social media video
- Virgin Airlines' commercial shoot
- *Herald Sun* shoot (generic shots)
- Deakin University scholarship holder photographic shoot
- Inclusion Melbourne/Victorian Electoral Commission's "I Can Vote" campaign
- ARTE French/German TV documentary about the Parliament.

Work experience students

The Parliament offers a work experience program for secondary students wishing to obtain knowledge and skills associated with parliamentary practice and procedure. The program, which attracts much interest from year 10 students, offers participants the opportunity for a week's work experience across a range of parliamentary work units. In 2017–18 students spent time with their local member of Parliament and at the member's electorate office, attended question time in both Houses and met with Chamber officers and staff. Six students were accommodated during the reporting year in various business units including the Parliamentary Library, Hansard and Security and Electorate Properties. Students' reflections on their week at Parliament House are featured in *On Notice*, Parliament's staff newsletter. Students are particularly appreciative of the structured work experience program and the amount of time devoted by parliamentary staff to assist them during their week at Parliament.

Priority Initiatives in 2017–18

Pop-Up Parliament

Pop-Up Parliament (PUP) was developed to broaden public engagement with the work of parliamentary committees. PUPs were conducted as a series of public forums held in Wycheproof and Kerang in October, and Colac in November 2017. The forums were held in conjunction with public hearings conducted by the Environment, Natural Resources and Regional Development Committee (ENRRDC) for their inquiries into Rural and Regional Councils and Environmental Water.

Local schools were invited to attend a presentation conducted by TCSU tour guides on the workings of Parliament and committees. After the presentation, the students were taken to the hearing to watch the proceedings. In the evening, public forums were held for members

of the public, where they watched presentations from tour guides and ENRRDC Executive Officer, Chris Gribbin. Questions and answer sessions concluded the presentations, along with the opportunity to chat further over tea and coffee or have photos taken with the replica ceremonial mace and other props. The presentations were well received and we will continue to pursue opportunities to run PUPs in 2018–19.

Weekend public tours

With the assistance of the other departments, the TCSU coordinated a pilot of weekend tours at Parliament House on Sunday 18 February and Sunday 27 May 2018. The first pilot coincided with Chinese New Year activities in Melbourne, and was well attended with almost 500 visitors. The second pilot attracted 300 visitors. We plan to trial themed weekend openings during the next 12 months and link these openings to other events or festivals taking place in Melbourne.

Our People

Ongoing Activities

The Department of the Legislative Assembly is committed to providing a positive and constructive work environment for our staff. We do this on an ongoing basis by supporting the professional development needs of our staff, through on-the-job learning and more formal training opportunities. We also focus on ensuring all levels of the organisation adhere to the policies and procedures applicable to parliamentary officers.

Priority Initiatives in 2017–18

Employee engagement survey

In April and May 2018, we undertook a staff engagement survey to gather the opinions of our staff on the Department of the Legislative Assembly as a workplace. The survey included questions on topics such as the values of the Department, work life balance, professional development opportunities, appropriate behaviour and recognition and reward.

Eighty per cent of Assembly staff responded to the survey, which is an encouraging response rate. The company engaged to conduct the survey has compiled the results, and will present them to staff early in the next financial year. We will then discuss the results within the Department's business units to work out the best way to address areas identified for improvement.

Staff capability development and role flexibility

We are always keen to explore opportunities to develop our staff and provide them the opportunity to learn new skills. However, as we have many long-serving staff and are a small department, opportunities for promotions, secondments or new roles can be somewhat limited. We therefore need to take a more creative approach to staff development, such as involving them in projects outside their usual work unit.

During the last 12 months, staff in the Serjeant-at-Arms office have assisted with the Penalty Rates and Fair Pay Select Committee, staff from across the Department worked on community engagement events and staff from committees worked on a whole-of-Parliament records management project. We have also established a process to facilitate secondments for committee staff to other parliamentary departments and external organisations during the election period to broaden their knowledge and experience.

Public Accounts and Estimates Committee (PAEC) secretariat review

In November 2017, we commenced a review of the secretariat supporting the PAEC. A previous review of the PAEC's resourcing needs was conducted in 2007, when the PAEC was provided with additional ongoing resources compared to other joint investigatory committees. With recent changes to the statutory functions and work program of the Committee, we initiated the review to ascertain whether the staffing structure and roles established in 2007 were meeting the current and expected work program of the Committee.

We engaged a management consultant who met with all staff in the secretariat, the Chair and Deputy Chair of the Committee and senior managers. Following these meetings, she prepared an engagement summary and held a focus group workshop with the secretariat staff. The consultant then prepared a final report for management, which set out her findings and recommendations. The key recommendation was to undertake an organisational restructure of the PAEC secretariat.

In response to the review, we developed a management proposal to restructure the secretariat into two teams — a Budget Estimates and Outcomes Team and a Public Accounts and Audit Team. Under the new structure, each team is comprised of staff with customised position descriptions reflecting the specialist nature of PAEC work. Following consultation with affected staff and the union, we recruited staff for the new positions through an open recruitment process in May and June 2018.

Committee staff development

In the previous financial year we entered into an arrangement with the NSW Parliament for a staff exchange program. This allowed Victorian committee staff to visit the NSW Parliament and for NSW committee staff to visit the Victorian Parliament during the second half of 2017 to learn about each other's committee systems, share experience and provoke ideas to improve committee practices and procedures.

On 21–22 September 2017, two research officers visited the New South Wales Parliament as part of the program. The visit was reciprocated on 30–31 October 2017 when four research staff from New South Wales visited Victoria. Everyone agreed that the experience was very beneficial and we will be hoping to continue the exchange agreement in the coming year.

Security

Priority Initiatives in 2017–18

Visitor management in Parliament House

We have introduced a number of refinements to Parliament’s visitor management systems in collaboration with the Legislative Council and Security and Electorate Properties Unit. Working with extensive support from IT, we have introduced an electronic sign-in system for visitors at Parliament House. This system streamlines a number of the processes surrounding guest and visitor sign-in, and also reduces the number of manual tasks. We also piloted electronic sign-in with laptops in 2017–18, with dedicated kiosk-style electronic sign-in devices trialled toward the end of the reporting period for introduction in 2018–19.

Parliament-wide security related projects

The Serjeant-at-Arms (SAA) office, in collaboration with other units, participated in the development of the new incident management system for the Parliament, which also provided an opportunity to refine and document processes for security escalation and emergency management at Parliament House. The SAA office also consulted with staff representatives from the Legislative Council and Security and Electorate Properties Unit on a number of incidental security issues that arose during the reporting period.

Information and Technology

Priority Initiatives in 2017–18

Records management

As part of a leadership program, staff from the three parliamentary departments undertook a Parliament-wide records management system scoping project. The project aimed to identify the current processes and approaches to records and document management in the three departments in order to develop a more consistent approach that would, in the long term, enable selection and implementation of common records management practices. The project team also surveyed other parliaments and examined their systems and procedures.

The project found different business units had very different approaches to records management, and used a variety of systems and software. It also found that most business units were making efforts to transition to digital, rather than paper based records, but many workflow processes still relied on paper forms. The project team's report made a number of recommendations, including greater use of SharePoint for document sharing between business units, reduced reliance of shared drives, improved version controls and a greater focus on training staff about records management procedures. The Parliamentary Management Group is developing an implementation plan to work out the best way to deliver on the report's recommendations.

Online tabling resources

The Procedure Office now publishes its tabling resources online to assist agencies with their tabling obligations. These resources include notes on delivering reports to Parliament, how to table a report by leave and what to do if there is an error in a tabled report. The Office has used these resources for many years and traditionally emailed them to government departments and other tabling agencies on request. Now the latest version is always available online and external staff can help themselves.

Questions and Responses (Q&R) database

The software supporting the existing Q&R database is reaching the end of its useful life and will soon need to be transferred to a new platform. The Procedure Office has therefore started to consider the requirements for a new database. We have surveyed members, electorate officers and government department users to collect information on how people use the database and what improvements they would like. We also met with staff from government departments to seek more detailed feedback. The survey results and feedback will assist us with developing a new database.

Broadcasting committee inquiries

Although all sittings of both Houses are live broadcast on our website, there is limited broadcasting of committee public hearings due to resourcing constraints. However, we are aware of the community's interest in committee inquiries and the difficulties for some Victorians, particularly regional Victorians, attending hearings in Melbourne. By broadcasting

these hearings via our website, we are able to make committees and the inquiry process more accessible to the people of Victoria.

The Presiding Officers have endorsed a procedure for committees to request live broadcasting of key public hearings, subject to the availability of the Hansard Unit. This includes public hearings held at Parliament House and 55 St Andrews Place (55SAP). The ENRRDC broadcast its public hearing from Meeting Room G6 at 55SAP on 5 December 2017. This was followed by a simultaneous broadcast of the Public Accounts and Estimates Committee hearing from the Legislative Council Committee Room and the Economy and Infrastructure Committee hearing from 55SAP in February. The Economic, Education, Jobs and Skills Committee also had a public hearing successfully broadcast from 55SAP on 26 March 2018. We hope that the broadcasting of committee hearings will occur more regularly next year.

Resource booking system

Assembly staff participated in preliminary briefings with IT and departmental stakeholders on the introduction of a new software system for administering resource bookings, to replace the existing Lotus Notes system. An Outlook-based booking system was trialled toward the end of the reporting period, and will be implemented in the 2018–19 year, replacing the current system from 2019.

HTML publishing of committee reports

Currently, committee reports are published online in PDF format. However, PDF reports are not fully accessible to all users. The Parliament aims to make its content available to the widest possible audience by complying with Level A of the W3C Web Content Accessibility Guidelines. After discussions with other parliaments and government agencies, we decided to explore publishing committee reports in HTML format. This will enable users who use software, such as screen readers, to access the reports more easily, and will also make reports easier to download and read on mobile devices.

Parliament's IT unit and committee staff have undertaken significant work to develop a system that can convert committee reports from the current publishing software to HTML. A prototype has been developed and staff are now refining the system to ensure the content of the HTML version exactly matches the PDF version. Once this work has been completed, Parliament will start publishing its committee reports in both PDF and HTML.

Built Environment

Priority Initiatives in 2017–18

New member accommodation

In May 2018, most Assembly members moved into offices in a newly constructed annexe at the east side of Parliament House. The completion of the new building was a significant achievement, and means the Parliament can now provide members with a contemporary and permanent building that meets the requirements of a modern workplace.

The new building replaced a temporary building in the Parliament House gardens that had been in use since the 1970s. That building was originally intended to have a useful life of five years, but has been used for over forty. Over time, a number of occupational health and safety and security concerns were identified relating to the building, but limited improvements were possible due to the presence of asbestos.

The new building has been designed to a 5 star Green Star level and incorporates a range of measures to boost its sustainable attributes. It blends into the grounds with much of the building constructed below grade. It features a rooftop garden and a 1,250-square-metre courtyard to assimilate the building into its garden surroundings. The landscaping in the rooftop garden features native Australian plants and areas of lawn.

In preparation for the completion of the building, the Serjeant-at-Arms office, Legislative Council and Department of Parliamentary Services worked together to plan the relocation of members. This involved regular meetings to discuss logistics and communication with representatives of units from across the parliamentary departments. Sixty-seven Assembly members moved into the new building over two weeks in May, with ministers and other office holders remaining in Parliament House.

The relocation of members into new offices now gives us the opportunity to restore heritage areas inside Parliament House and better use the space for other activities such as improved facilities for ministers and office holders, meeting rooms, community programs and information services about Parliament.

Use of Parliament House building

Members moving into the new annexe provides the Parliament with an opportunity to make better use of the space available in the Parliament House building. Throughout 2017–18, we compiled a list of Assembly priorities for the use of available space, such as additional meeting rooms, education areas and ministerial suites. We have provided these ideas to the Department of Parliamentary Services, who are working with architects on plans for works in the building. The works within Parliament House are likely to take a number of years and will need to be coordinated around the sittings of Parliament and balance the needs of building users with heritage and security requirements.

Committee work area refurbishment

In May and June 2017, we refurbished two committee work areas with sit-stand desks as part of a pilot project aimed at improving ergonomic conditions. Traditional L-shaped desks and corner pods have been replaced with linear sit-stand workstations, streamlined storage solutions, whiteboards and pin boards, as well as a shared meeting area. The refurbishment also created more space and light and improved airflow.

This refurbishment of the committees work area continued in 2017–18 and another section of Level 3 at 55SAP was converted into a more ergonomic friendly and open workspace. Existing offices were redesigned for better sound proofing and acoustics and a section of the floor was redesigned and renovated to establish a modern break out area and kitchenette.

Victoria in the Broader Community of Parliaments

Priority Initiatives in 2017–18

Commonwealth Women Parliamentarians Conference

The Parliament of Victoria hosted the Commonwealth Women Parliamentarians (CWP) Conference from 28–30 August 2017. The conference was primarily organised by the Parliament of Tasmania, which held secretariat duties for the CWP, with Victoria providing event and logistical support.

Delegates from across Australia and the Pacific Islands came together to share issues facing their own jurisdictions and to learn from the experiences of their colleagues on a broad range of topics. Conference delegates participated in a series of sessions, including:

- empowering women in leadership and political participation
- family friendly practices in Parliaments and achieving work/life balance
- political violence against women
- transitioning to life post-politics.

Delegates also participated in a half-day workshop on social media engagement run by RMIT.

Throughout the three days, discussions that followed each presentation were frank and thought-provoking and provided insight on the challenges facing women parliamentarians today.

The CWP were pleased to welcome Natasha Stott Despoja AM and Professor Jacqui True to present during the conference. The keynote address at the conference dinner was made by the Her Excellency the Honourable Linda Dessau AC, Governor of Victoria. The conference was a valuable opportunity to meet and share knowledge, creating lasting professional links into the future.

Parliamentary Educators' Conference

In November 2017, the Parliament hosted the Australasian Parliamentary Educators' Conference. Twenty-five delegates from parliaments across Australia, New Zealand and the South Pacific came to Melbourne for the three-day event, which is held annually. The theme for the conference was 'New and cutting edge approaches to parliamentary education', and the program reflected this theme with a range of speakers and excursions. Delegate presentations included sessions on marketing, designing and delivering parliamentary education activities and programs, and new initiatives in parliamentary education.

Delegations and attachments

Parliament of Victoria had a number of delegations and attachment visits for 2017–18. The delegation list includes visitors from Botswana, ASEAN, Myanmar, Aichi and Philippines.

Attachment programs covered a range of procedural topics including minutes preparation, Standing Orders Committee activities, the legislative process including amendments and

consideration in detail and the Privileges Committee and third person right of reply arrangements. The programs also covered corporate support activities including preparing and managing budgets and expenditure control, members' accommodation, security, community engagement and outreach programs and records management.

Staff across the three departments, and the Speaker, appreciated the opportunity to work and meet the staff and members from these delegations and attachments and look forward to continuing a collaborative relationship in the future.

Supporting twinned Pacific Parliaments of Nauru, Tuvalu and Fiji

Our twinning program continued during the year with three parliaments of Pacific countries: Fiji, Nauru and Tuvalu. Our Parliament's staff and members contributed to capacity building initiatives aimed at enhancing parliamentary skills and processes in those three Pacific parliaments.

For the Fiji Parliament, we assisted with the ongoing development of their Hansard service, provided training to caucus staff, conducted a professional development attachment on corporate planning, and contributed to a research project that supported parliamentary consideration of the national budget. We also consulted with the Fiji Parliament on the next stage of our twinning program, having secured a continuation of funding from the Department of Foreign Affairs and Trade (DFAT) to support professional development activities through the twinning.

For Nauru and Tuvalu, we continued to provide advice from time to time on parliamentary matters. Retiring Assembly Clerk, Ray Purdey, participated in a project coordinated by the United Nations Development Programme (UNDP) providing advice on the functional autonomy of the Tuvalu Parliament.

We hosted a meeting of Pacific parliamentary practitioners in September 2017, which brought together representatives of Australia's state, territory and federal parliaments, the Parliament of New Zealand, UNDP and DFAT. The meeting included a stocktake of capacity building activities in the Pacific region and discussions about collaboration in the work we undertake with Pacific Island parliaments.

The Victorian Parliament also responded to requests for assistance from the Legislative Assembly of Tonga. Following the destruction of Tonga's historic Parliament building by Cyclone Gita in February 2018, our Parliament donated computing equipment to enable the Tongan Parliament to continue its sittings at an alternative venue. In May 2018, one of our Parliament's committee staff participated in an international mission providing research support for parliamentary consideration of Tonga's national budget.

Through our work with Pacific Island parliaments, we are contributing to an enhancement of skills and processes in those parliaments. At the same time, we are contributing to Australia's diplomatic effort in the Pacific region by building positive relationships with Presiding Officers, parliamentarians and parliamentary staff of the region.

Appendices

Appendix 1 — Staff Employment details July 2017–June 2018

Full time equivalents (FTE) staffing trends from 2014 to 2018				
2018	2017	2016	2015	2014
54.50	51.12	54.16	45.44	51.78

	Ongoing Employees				Fixed term & casual employees
	Employees (headcount)	Full time (headcount)	Part time (headcount)	FTE	FTE
June 2018	49	39	10	45	9.5
June 2017	52	42	10	48	3.12

	June 2018			June 2017		
	Ongoing		Fixed term & casual employees	Ongoing		Fixed term & casual employees
	Employee (headcount)	FTE	FTE	Employee (headcount)	FTE	FTE
Gender						
Male	20	19.2	4.8	24	22.8	1.45
Female	29	25.8	4.7	28	25.2	1.67
Self-described	0	0	0	0	0	0
Age group						
Under 25	1	0.6	0	0	0	0
25–34	14	13.6	3.9	13	11.6	0
35–44	8	7.2	3	11	10.8	2
45–54	16	14.6	2	17	15.6	0.67
55–64	7	6.0	0.6	8	7	0.45
Over 64	3	3.0	0	3	3	0
Classification						
VPS 1	0	0	0	0	0	0
VPS 2	14	12.8	0	13	11.8	0
VPS 3	15	12.4	3.1	15	12.4	1
VPS 4	2	2	0	3	3	0
VPS 5	10	10	4.6	11	11	2.12
VPS 6	6	5.8	0.8	8	7.8	0
Executives	2	2	1	2	2	0
Total	49	45	9.5	52	48	3.12

Notes

- All figures reflect active employees in the last full pay period of June of each year.
- Ongoing employees means people engaged on an open ended contract of employment who were active in the last full pay period of June.
- FTE means full time staff equivalent.
- The headcount excludes staff on leave without pay.

Appendix 2 — Staff Listing as at 30 June 2018¹

Clerk's Office

Ray Purdey	Clerk of the Legislative Assembly
Bridget Noonan	Acting Clerk of the Legislative Assembly
Robert McDonald	Deputy Clerk
Paul Groenewegen	Assistant Clerk Committees
Jessica Furolo	Executive Assistant, Clerk's Office

Serjeant-at-Arms Office

Vaughn Koops	Assistant Clerk Procedure & Serjeant-at-Arms
Sarah Cox	Assistant Chamber Officer
Helen Dorian	Personal Assistant to the Serjeant-at-Arms

Tours and Customer Service Unit

Pablo Diaz	Manager
Bronwyn Gray	Tours Program Coordinator
Mark Smith	Outreach Program Coordinator
Baron Campbell-Tennant	Senior Tour Guide
Rosie Cobb	Senior Tour Guide
Tony Favier	Senior Tour Guide
Jane Flanagan	Senior Tour Guide
Craig Foster	Senior Tour Guide
Michael Gigliotti	Mail and Printing Officer
Michael Gruschel	Tours Booking Officer
Bridget Headlam	Senior Tour Guide
Sofie Marsden	Senior Tour Guide
Natalie Osborne	Senior Tour Guide
Simon Pearlman	Senior Tour Guide
David Robertson	Senior Tour Guide
Jeremy Walsh	Personal Assistant to the Speaker

Speaker's Office

Santhi Sinniah	Parliamentary Adviser to the Speaker
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Procedure Office

Kate Murray	Manager
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Papers Section

Liesel Dumenden	Parliamentary Officer
Rachel Pineda-Lyon	Parliamentary Officer

¹ Includes staff on leave and being backfilled, such as parental leave, but does not include staff seconded to other departments.

Brittany Turner Customer Service Officer

Table Section

Stefanie Tardif Senior Parliamentary Officer

Liam Moran Parliamentary Officer

Serah Balasuriya Administrative Officer

Community Engagement and Education Unit

Andres Lomp Manager, Public Engagement and Communications

Glenn Jeffrey Multimedia Coordinator

Ari Moore Digital Engagement Associate

Committee Office

Committee Services Office

Sally West Manager, Committee Services Office

Michelle Summerhill Committee Services Officer

Secretariat staff

Christianne Andonovski Committee Administrative Officer

Leah Brohm Senior Research Officer

Nathan Bunt Executive Officer

Amber Candy Desktop Publisher and Administration Officer

Sonya Caruana Committee Administrative Officer

Raylene D’Cruz Research Officer

Simon Dinsbergs Business Support Officer

Igor Dosen Public Accounts and Audit Analyst

Jeff Fang Senior Research Officer

Joel Hallinan Executive Officer

Melanie Hondros Business Support Officer

Kathleen Hurley Public Accounts and Audit Lead Analyst

Rachel Macreadie Research Officer

Maria Marasco Committee Administrative Officer

Helen Mason Senior Research Officer

Alejandro Navarrete Research Officer

Bernadette Pendergast Committee Administrative Officer

Nathaniel Reader Research Officer

Mark Roberts Executive Officer

Helen Ross-Soden Committee Administrative Officer

Yuki Simmonds Executive Officer

Bill Stent Research Officer

Caroline Williams Executive Officer

Appendix 3 — Legislative Assembly Expenditure Statement

	2017–18		2016–17
	Budget \$	Expenditure \$	Expenditure \$
Departmental expenditure — outputs			
Staff salaries, overtime and allowances	3,261,500	3,116,145	2,918,695
Subsidiary expenses ¹	893,200	633,716	576,447
General expenses	939,500	685,081	772,437
Parliamentary printing	313,800	156,270	159,934
VAGO audits	16,500	16,500	16,500
Total Department operating expenses	5,424,500	4,607,712	4,444,013
Assembly Members — special appropriations			
Members' salaries and allowances	26,502,794	23,169,008	22,330,666
Members' superannuation	6,394,000	1,621,113	1,719,366
Payroll Tax		1,179,718	1,160,269
WorkCover		69,539	49,983
Fringe Benefits Tax		366,527	455,070
Total Members' salaries and related special appropriations	32,896,794	26,405,905	25,715,354
TOTAL EXPENDITURE	38,321,294	31,013,617	30,159,367

Note

This information is provided for the benefit of members. A complete set of financial statements of the Parliament of Victoria, including for joint investigatory committees, is provided in the Department of Parliamentary Services Annual Report for 2017–18.

¹ Subsidiary expenses include long service leave and recreation leave provision, payroll tax, employer superannuation and WorkCover contributions.

Appendix 4 — Joint Investigatory Committees Expenditure Statement

2016–17 Actual \$	Joint Investigatory Committee	2017–18 Budget \$	2017–18 Actual \$
306,616	Accountability and Oversight Committee ²	378,300	364,507
304,400	Auditor-General’s Office audit costs	—	—
1,054,468	Committee Services Office ³	1,945,544	1,505,315
405,981	Economic, Education, Jobs and Skills ²	403,500	365,843
397,939	Electoral Matters ¹	411,724	387,282
297,520	Environment, Natural Resources & Regional Development ²	390,050	221,982
522,302	Family and Community Development ¹	410,800	417,813
421,160	Independent Broad-based Anti-corruption Commission ²	434,475	368,339
284,148	Law Reform, Road and Community Safety Committee ¹	526,500	474,401
945,393	Public Accounts and Estimates ¹	1,136,500	1,067,812
517,876	Scrutiny of Acts and Regulations ¹	624,890	488,476
5,457,803	TOTAL	6,662,283	5,661,770

Notes

1 Committees administered by the Legislative Assembly: Electoral Matters; Family and Community Development; Law Reform, Road and Community Safety Committee; Public Accounts and Estimates; Scrutiny of Acts and Regulations.

2 Committees administered by the Legislative Council: Accountability and Oversight Committee; Economic, Education, Jobs and Skills, Committee; Environment, Natural Resources and Regional Development Committee and the Independent Broad-based Anti-corruption Commission Committee.

3 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 5 — Overseas Travel Undertaken by the Speaker

Speaker Brooks travelled to India from 2–11 December 2017. Speaker Brooks led a bipartisan delegation to New Delhi, Bangalore and Mumbai, India. The delegation preceded the launch of Victoria’s India Strategy and was the first delegation to India led by a Victorian presiding officer. The travel costs to the Legislative Assembly for the Speaker’s delegation of six members was \$9,324.

Appendix 6 — Committee Statistics

(Committees under the administration of the Legislative Assembly)

Joint Investigatory Committees

Committee	EMC	FCDC	LRRCS	PAEC	SARC
Deliberative meetings ¹	6	19	13	18	18
Public hearings ²	8	97	20	53	0
Inspections ³	15	0	1	0	0
Reports tabled	0	1	1	3	19

Select Committees

Committee	Penalty Rates
Deliberative meetings	6
Public hearings	4
Inspections	0
Reports tabled	0

¹ Includes Subcommittee meetings

² Number of public hearings held such that the number of witness groups appearing before the committee are 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.

³ LRRCS includes one overseas study tour 17 July to 3 August 2017 and EMC includes one overseas study tour 9 to 13 April 2018.

Appendix 7 — Committee Discussion Papers and Reports

(Committees under the administration of the Legislative Assembly)

Family and Community Development Committee

Inquiry into perinatal services

Law Reform, Roads and Community Safety Committee

Inquiry into drug law reform

Privileges Committee

Person referred to in the Legislative Assembly — Professor Peter Coombes

Public Accounts and Estimates Committee

Report on the 2017–18 Budget Estimates

Report on the 2016–17 Financial and Performance Outcomes

Report on the appointment of the Parliamentary Budget Officer (Victoria)

Scrutiny of Acts and Regulations

Alert Digests Nos. 10–18 of 2017

Alert Digests Nos. 1–9 of 2018

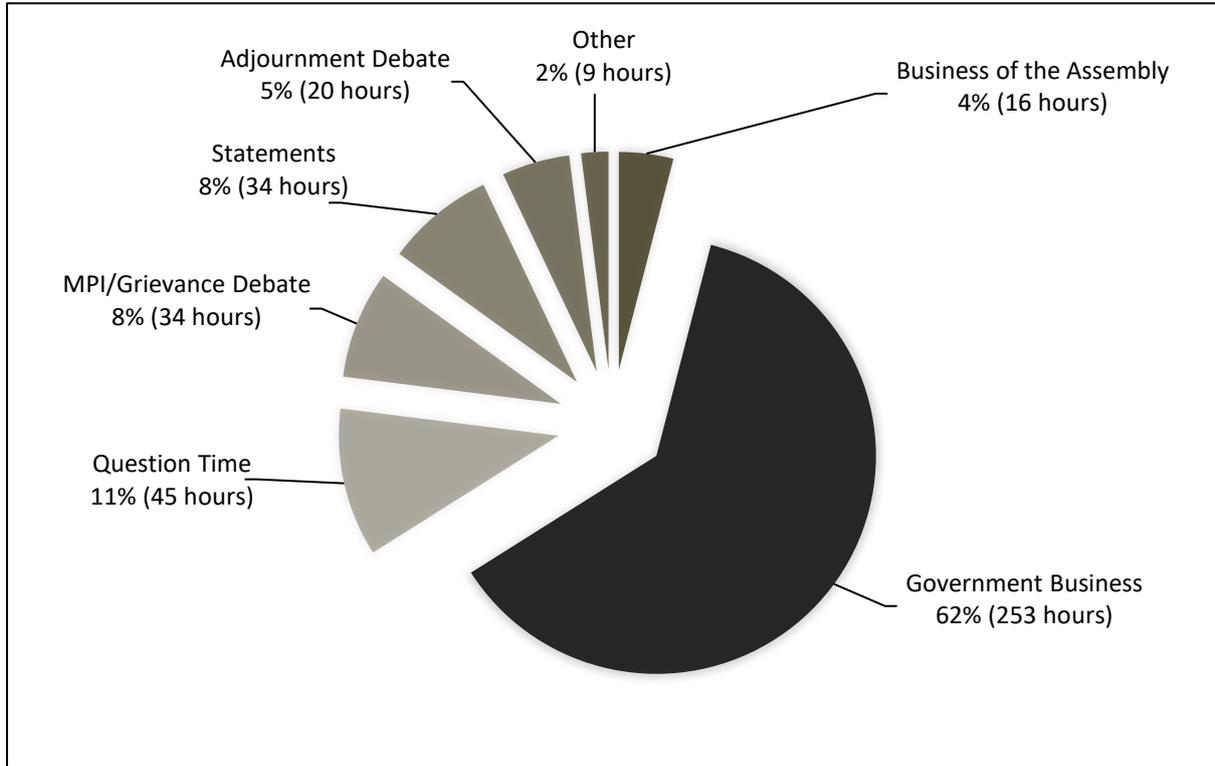
Annual Review 2016, Regulations and Legislative Instruments

Appendix 8 — Business Statistics

Assembly Business Statistics		2017–18	2016–17	2015–16
House related documents produced		228	206	236
Reports tabled by Command		5	2	1
Annual reports tabled		298	304	322
Reports tabled by leave		23	28	21
Other documents tabled		1,215	1,021	1,149
Messages presented		148	133	157
Reports presented by parliamentary committees		34	29	39
Questions asked	In writing	765	4,186	6,754
	Without notice	250	235	265
	Constituency questions	500	470	530
Government Bills	Initiated in the Assembly	70	76	90
	Amended in the Assembly	7	5	4
	Passed both Houses	66	64	85
	Reasoned amendments moved	6	9	2
Divisions		85	84	51
Petitions presented		124	134	193
Petitions listed for debate		105	112	155
General business notices of motion		14	28	26
Grievance debates		6	6	6
Matters of public importance		11	9	10
Statements by members		1,026	956	1,102
Statements on parliamentary committee reports		103	96	108
Pages of bills proofread		6,666	3,485	4,408
Sitting days		52	48	54
Hours including meal breaks		453:33	400:20	453:46

Appendix 9 — Business Conducted in the Assembly

A breakdown of the time spent on different types of business



Notes

- Business of the Assembly includes presentation of petitions and tabling of documents.
- Question time includes questions without notice, ministers' statements and constituency questions.
- Statements are statements by members and statements on committee reports.
- Other business includes condolences and personal explanations.
- The Assembly did not debate general business during this period.

Appendix 10 — Disclosures Made Under the *Protected Disclosure Act 2012*

For the period 1 July 2017 to 30 June 2018, no disclosures were made.

Appendix 11 — Documents and Evidence Disclosed Under Standing Order 231(3)

For the period 1 July 2017 to 30 June 2018, no disclosures were made.