



# Annual Report 2016-17

Department of  
Legislative Assembly

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**Contact**

Clerk	03 9651 8550
Deputy Clerk	03 9651 8551
Committee Office	03 8682 2800
Procedure Office	03 9651 8563
Serjeant-at-Arms Office	03 9651 8556
Website	<a href="http://www.parliament.vic.gov.au">www.parliament.vic.gov.au</a>
Email	<a href="mailto:assembly@parliament.vic.gov.au">assembly@parliament.vic.gov.au</a>

**Annual Report enquiries**

Administrative Officer, Procedure Office  
Department of Legislative Assembly  
Parliament of Victoria  
Parliament House  
Spring Street  
East Melbourne VIC 3002

Telephone	03 9651 8559
Facsimile	03 9650 4279

**Front cover**

The photograph shows Question Time during Ray Purdey's final day in the House.  
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# Legislative Assembly *of Victoria*

Parliament House  
East Melbourne Victoria 3002 Australia

Telephone 61 3 9651 8911

Facsimile 61 3 9650 4279

Website [www.parliament.vic.gov.au](http://www.parliament.vic.gov.au)

13 October 2017

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 2016–17..

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 which are underpinned by the following values:

#### **Effective Corporate Governance**

- Accountability
- Confidentiality
- Impartiality
- Integrity
- Learning Environment

#### **Excellent Service Delivery and Responsiveness**

- Services
- Responsiveness
- Teamwork
- Performance Management
- Effective Systems and Techniques

**Sustainability with a Focus on the Medium to Long-term View**

- Long-term Planning
- Excellent Communication
- Developing our People
- Safeguarding our Physical Infrastructure.

## Clerk's Overview

I am pleased to present my report on the operations of the Department of the Legislative Assembly for 2016–17.

It would be fair to say that the current year's operations were influenced by rising tension between the Houses. In August 2016, the House received a communication from the Legislative Council requesting a joint sitting of both Houses to appoint a person to fill a vacancy in the Council caused by the resignation of the former Nationals Member for Northern Victoria Damian Drum. The Assembly declined this request and despite further requests from the Council regarding the matter, the Assembly would not acquiesce. This impasse was eventually resolved when Labor Senator Stephen Conroy resigned from the Australian Senate. Shortly after Senator Conroy's resignation, the Houses agreed to hold a joint sitting to fill both the Council and the Senate vacancies.

Another area of contention revolved around the principle of exclusive cognisance. This principle, in simple terms, means that the proceedings of each House is separate and neither House shall involve itself in, or investigate the proceedings of the other. The Legislative Assembly took the unusual step of passing a resolution asserting its rights and privileges with respect to exclusive cognisance in relation to a matter referred to the Ombudsman by the Legislative Council on 25 November 2015.<sup>1</sup>

In February 2017, an extraordinary thing happened with both Mr Telmo Languiller, Speaker and Mr Don Nardella, Deputy Speaker resigning from their official roles with the Legislative Assembly. Their resignations followed newspaper articles alleging inappropriate claims for a second residence allowance. While both members maintained that their claims were within the rules, Mr Languiller conceded that his actions did not meet community expectations and immediately committed to repay the full amount of the allowance he had received. Mr Nardella continued to maintain that there was no need for him to repay any money, which ultimately led to him resigning from the parliamentary Labor Party. He now sits in the House on the cross bench as an independent member. Sometime later Mr Nardella entered into an arrangement to repay, during the remainder of the current Parliament, the money he received as a second residence allowance from 2014.

On 21 February 2017, the House elected Mr Colin Brooks, the Member for Bundoora as its new Speaker, and Ms Maree Edwards, the Member for Bendigo West as the new Deputy Speaker.

In March 2017, the House established a Select Committee to investigate penalty rates and fair pay. It has been more than 30 years since the House appointed a select committee to inquire into a specific topic. Initially the Committee was to report its findings by 1 September 2017, but that date has been extended to 30 June 2018. Administrative support for this Committee is being provided from existing resources.

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<sup>1</sup> *Votes and Proceeding* 9 February 2017 p 499.

While on the topic of committees, I wish to acknowledge the assistance provided by Phil Mithen, former Clerk of the Legislative Assembly, in supporting the operations of the Public Accounts and Estimates Committee over the last 12 months. Phil stepped in to provide this assistance during a time of staff shortage and the members and staff of that Committee have greatly appreciated his experience and leadership.

There has been an ongoing project with our Library colleagues to digitise many of the House's historical documents. We now have a full digital set of all parliamentary papers dating back to 1856. The original purpose of this project was to provide ready public access to these documents on our website. However, due to some upcoming building works it has been necessary for the temporary relocation of the Department's historical records. Fortunately, the digitisation project has reduced the necessity to retain large stocks of printed documents, thus making this relocation project a little easier.

One of the highlights of the year was the contribution of Aboriginal elders during the initial stages of the Yarra River Protection (Wilip-gin Birrarung murrong) Bill. The purpose of the Bill is to provide traditional owners with a say in the planning and management of the Yarra River and its surrounding land. Six Wurundjeri Elders attended the Parliament and by invitation addressed the House in English and Woi-wurrung languages to explain their connection with the Yarra River and the importance of protecting the river for generations to come. This was an historic occasion and members appreciated and valued the contribution of the Traditional Owners.

Many will be aware that I have decided to retire from my role as Clerk of the Legislative Assembly. After nearly 19 years as Clerk and 43 years as a parliamentary officer, it is time for me to go and do other things and hand over the leadership of the Department to the next generation. It has been an honour and a privilege to serve the House in this role and the wider Parliament as Clerk of the Parliaments. I thank all members for their support over the years and I wish them all well in their future endeavours.

In this my last report, I wish to acknowledge the wonderful support of Legislative Assembly staff. They are an outstanding team and I offer them my best wishes for the future and may our practices and procedures continue to guide them in the right direction.

Ray Purdey  
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%	96% <sup>1</sup>
Teacher satisfaction with tours of Parliament for school groups	95%	98%
<i>Timeliness</i>		
Documents tabled within time guidelines	90%	100%
House documents available one day after sitting day	100%	99.5%
Online information relating to bills updated within one day	98%	100%
<i>Cost</i>		
Total output cost	\$31.4m	\$31.2m

<sup>1</sup> 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.

## Report on Output Measures — Joint Investigatory Committees

Output/Deliverable	Target	Actual
<i>Quantity</i>		
Reports tabled per annum	28	28
<i>Quality</i>		
Committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt	80%	99% <sup>1</sup>
Inquiries conducted and reports produced in compliance with procedural and legislative requirements	95%	100% <sup>2</sup>
<i>Timeliness</i>		
Reports tabled in compliance with procedural and legislative deadlines	95%	100% <sup>3</sup>
<i>Cost</i>		
Total output cost	\$7.15 m	\$5.46 m

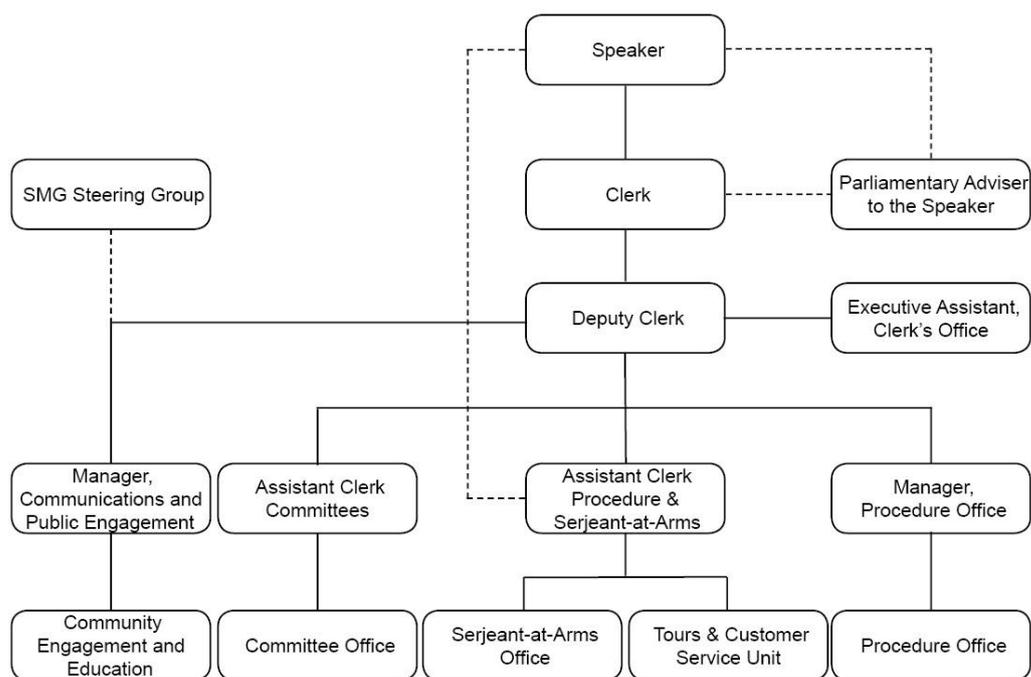
<sup>1</sup> This measure was based on a confidential survey in May 2017 of joint investigatory committee members. Due to the sometimes political nature of committee work, members may not always be satisfied with advice even when it is accurate. For 2016–17 members' satisfaction with the quality and responsiveness of committees advice has exceeded our expectations.

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

<sup>3</sup> 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.

### Clerk of the Legislative Assembly

**Ray Purdey** has had a parliamentary career since 1974 and was appointed Clerk of the Legislative Assembly in 1998 and Clerk of the Parliaments in 1999. Ray is the longest serving Clerk, after the Assembly's first Clerk, John Barker (1856–1882). He has a Bachelor of Business Studies (Accounting) from RMIT and is Honorary Secretary of the Commonwealth Parliamentary Association (Victoria Branch). Ray announced his retirement during the reporting period, and served his last day in the House on 22 June 2017.

## **Chamber Officers**

**Bridget Noonan, Deputy Clerk.** Bridget 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 and, in 2011, became the Assistant Clerk Procedure & Serjeant-at-Arms. In July 2013, Bridget was appointed Deputy Clerk. Bridget has a Bachelor of Arts (Hons) from Melbourne University.

**Vaughn Koops, Assistant Clerk Procedure & Serjeant-at-Arms.** Vaughn has worked for a number of joint investigatory committees from 2003 as research officer and executive officer, and was appointed Assistant Clerk Committees in 2014. Vaughn has a Bachelor of Arts and Master of Arts (1<sup>st</sup> class Hons) from Auckland University and a Doctor of Philosophy from Melbourne University.

**Robert McDonald, Assistant Clerk Committees.** 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. Robert has a Bachelor of Laws (Hons) and Bachelor of Science from Melbourne University.

## **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.

The Office has some additional responsibilities by virtue of the Assembly Clerk also being the Clerk of the Parliaments. These include the presentation of bills to the Governor for royal assent, the maintenance of the *Members of Parliament Register of Interests* and providing secretarial and administrative support to the Clerk while acting as the Honorary Secretary of the Commonwealth Parliamentary Association (CPA).

### **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 both at Parliament House and by attending schools in metropolitan and regional Victoria. Staff also deliver specialist tours at Parliament House, such as an architecture 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**

## **Value One: Effective Corporate Governance**

### **Legislative Assembly**

#### **Develop an internal communications strategy for the Parliament, in conjunction with other departments**

We were involved in reviewing the internal communication processes of the three parliamentary departments. The main aim was to provide a vehicle for regular, contemporary and engaging internal communication to keep staff informed and encourage information sharing between business units. A secondary aim was to reduce email traffic for internal communications.

The project resulted in the development of a new weekly e-bulletin for staff that commenced in June 2017, supplemented with email alerts on issues requiring immediate notification to staff. The new strategy will be assessed once it has been in operation for a period of time.

#### **Plan Australasian Parliamentary Educators Conference**

Preparations are underway for the 2017 Australasian Parliamentary Educators Conference being hosted by the Victorian Parliament from 22 to 24 November. Our Community Engagement and Education Unit is working with our Tours and Customer Service Unit on arrangements for the conference, which will bring together parliamentary educators from across Australia and from some Pacific island countries.

The theme for the 2017 conference is 'new and cutting edge approaches to parliamentary education'. A new element we have introduced into the program for the annual event is a presentation by members of our education advisory panel, to provide teachers' perspectives on parliamentary education and how programs and resources on parliament are applied in the classroom.

#### **Plan Commonwealth Women Parliamentarians Conference**

The Parliament of Victoria will host the Commonwealth Women Parliamentarians conference in August 2017. The conference is primarily being organised by the Parliament of Tasmania, which currently holds secretariat duties for the CWP. The Victorian CWP branch is providing event and logistical support through the Clerk's Office.

By the end of the reporting year, a draft program for the conference had been finalised and invitations extended to all female MPs across Australia. The conference will address a broad range of themes, including empowering women in leadership positions, using social media to engage with the constituency and enhancing family friendly practices for women in politics.

## **Clerk's Office/Procedure Office**

### **Provide accurate and timely records of proceedings**

The Clerk's Office, in conjunction with the Procedure Office, produces a number of records of Assembly proceedings. Accurate records are produced in a timely manner, often under tight timeframes. Records produced in 2016–17 included:

- 48 *Votes and Proceedings*;
- 48 notice papers;
- 44 question papers;
- 48 minute books; and
- nine consideration in detail minute books.

Additionally, the Department published *Assembly Abridged* at the end of every sitting day, providing a daily summary of what has happened in a format that is easy to read and understand. Assembly statistics, including a graphical analysis, were produced at the end of the 2016 calendar year.

The Procedure Office, under the authority of the Clerk, also prepared bound volumes of the question papers and notice papers for the 2016 calendar year.

### **Maintain and update knowledge management resources**

#### ***LAPRAC (Legislative Assembly Practice Manual)***

LAPRAC — the Legislative Assembly Practice Manual — is an in-house resource of Assembly practice and precedent. In many ways, it has replaced Erskine May as a reference for staff. We published updates to LAPRAC twice over the year.

LAPRAC updates included:

- new schedule of closure motions
- tabling under the *Financial Management Act 1994*
- resignation of the Speaker.

Staff also continued to work on various other updates and new sections and these will be included in later LAPRAC versions.

#### ***Rulings from the Chair***

New rulings from the Chair were collated in July and December, and added to the cumulative publication of rulings. *Rulings* is available to members in hard copy from the Clerk's Office, and in a searchable database on the intranet.

## **Clerk's Office**

### **Review business planning process**

One of the Department's tasks this year was to review our business planning process, to make sure that it is as meaningful and effective as possible. In recent years, the Department's branch heads and some staff representatives have met in May/June to prepare a plan for the following year. The planning team felt that it was time to review the approach to planning, to prioritise our objectives, and clearly identify any risks to achieving them. In a three-department structure, it is also important that the Assembly's priorities do not unnecessarily compete with the Council and DPS for time and resources. Staff had also identified a need to set better metrics for day-to-day work — much of which is driven entirely by the requirements of the House or committees — so that individuals' work plans could clearly link to the departmental plan.

We held a series of workshops with staff prior to our planning day. These workshops gathered all of the branches' goals and challenges, and allowed the planning team to spend the planning day in May 2017 filtering and prioritising those ideas, rather than generating ideas for the plan. Our draft plan for 2017–18 has clear links to the Parliament's Strategic Plan, and is arranged thematically, rather than by business unit. There are more cross-functional projects than in previous years, with an explicit focus on adapting our working styles to a digital era.

Staff gave positive feedback about the process. As they are ultimately responsible for implementing the Department's objectives, it is important that the planning process is of value to them.

### **Plan for and manage delegations**

Parliament of Victoria had a number of delegations and attachments visit for 2016–17. The delegation list includes visitors from Busan, Philippines, Jiangsu, Ontario, ACT and Kenya.

Attachment programs covered a range of procedural and corporate topics, including:

- Recording minutes and preparing for events in the Chamber
- Security of the chamber and members' accommodation
- Leadership and management of the department
- Community engagement and outreach programs
- Functions of the two Houses
- Committees
- Hansard and broadcasting arrangements
- Arrangement and storage of parliamentary records
- Knowledge management, focussing on procedural resources (LAPRAC, rulings from the Chair, etc)
- Information services for the public
- Preparing and managing budgets, and expenditure control
- Amendments and considering bills in detail
- Privileges Committee and third person right of reply arrangements
- Preparing and circulating House documents.

Departmental staff 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.

**Plan the next generation of LAPRAC**

While LAPRAC has served us well in its early iterations, we have now begun to consider its longer-term objectives, and how the resource will be used in the future. The LAPRAC planning and editorial team — Chamber officers and two staff from the Procedure Office — considered what LAPRAC could look like in the future. This involved hearing the views of all staff who currently use and update LAPRAC, and looked at everything from the format of the published document to how staff were allocated updating work.

These discussions will assist the Department during the further development of LAPRAC. Over the next year the team will focus its attention on how updates are identified, written and checked.



## Value Two: Excellent Service Delivery and Responsiveness

### Legislative Assembly

#### **In conjunction with other departments, implement the community engagement strategy for the Parliament**

Parliament's community engagement program grew during 2016–17, the second year since we began implementing our new strategy. Business units across the three parliamentary departments help deliver the program. We conducted new community events, pursued a range of education initiatives, expanded our social media and established new partnerships to connect with the community.

#### **Events**

To mark significant anniversaries, we conducted some new community events at Parliament House. These included an oration to honour the 160<sup>th</sup> anniversary of the birth of Australia's second Prime Minister, Alfred Deakin; a forum to mark the 125<sup>th</sup> anniversary of the women's suffrage petition; and an exhibition and public lecture to recognise the 90<sup>th</sup> anniversary of the last sitting of the federal parliament in our building.

We participated in Melbourne Music Week for the first time in November 2016, supporting two events in the program. The aim was to introduce a new audience to Parliament, particularly young people who may not have visited the building before. One event was a concert series called 'Hush: An Evening of Quiet Music at Parliament' that attracted an audience of around 500 people over two nights. The other was 'Live at the Steps', coordinated jointly with a youth music organisation called The Push and a group of young Victorians they were mentoring. That event, held on the front steps of Parliament House, attracted an audience of more than 5,000 young people, helping us to demonstrate our commitment to youth engagement.

We assisted with the staging of a Melbourne Festival event, *The Money*, in the Legislative Assembly chamber in October 2016.

#### **Education**

To assist with the ongoing development of our education programs, our new education advisory panel commenced its work during the year. On the advice of the panel, we conducted a teacher survey, commenced the development of new digital resources, expanded our annual student competition to a broader range of students, and examined ways to enhance the professional development provided to teachers.

#### **Community**

Our social media following continued to grow during the year. Our Facebook following increased by 180 per cent to more than 24,000 followers and our Twitter following grew by 24 per cent to more than more than 4,900 followers. We also established an Instagram account.

We updated our digital resources through the production of new virtual tours of Parliament House and the production of an e-book on the federal years in Melbourne, to complement the exhibition held to recognise the 90<sup>th</sup> anniversary of Federal Parliament's final Melbourne sitting.

Our news alert service increased by 66 per cent to more than 2,900 subscribers. News alerts issued through this service resulted in various metropolitan and regional media producing news stories on Parliament's work, particularly the work of committees.

We concluded a series of youth workshops that we commenced last year, with a final workshop at Parliament House in July 2016. Conducted jointly with the Foundation for Young Australians, that workshop brought together a range of young people to help co-design new approaches to youth engagement by Parliament. The recommendations from the workshop are informing the implementation of various initiatives, including youth project placements, and development of a digital strategy for youth engagement.

To enhance our links with regional communities, we collaborated with the Museum of Australian Democracy at Eureka in staging an exhibition at Parliament House on the Chinese community's contribution to Victoria, particularly in the goldfields. We also developed links with the Victorian Regional Community Leadership Programs. This included production of a regular parliamentary news column for their e-bulletin, participating at their annual summit with an information stand, and assisting with group visits to Parliament House aimed at providing regional community leaders with a better understanding of how parliament works in practice.

#### **Contribute to website publishing upgrade**

Parliament's website and content management system was updated in the second half of 2016. As part of this upgrade, Assembly staff had to systematically check all of our web pages on a mirror development site to ensure that any changes and/or errors resulting from the upgrade were picked up and corrected before the upgrade was rolled out.

One vital issue was that the tabled documents database was no longer compatible with the upgraded system and consequently had to be re-engineered. This was a lengthy process whereby Assembly staff had to methodically test the database. Whilst this was an intensive process for all involved it was a necessary and ultimately beneficial upgrade.

#### **Work arising from updated Standing Orders**

In the last report, we noted that the House has adopted changes to standing orders to come into effect in August 2016. Following the June 2016 changes to the standing orders, staff updated publications with standing order references. New hard copies were printed. We also updated online material, in the rulings database and in LAPRAC. This involved lots of careful checking and, as much as possible, had to be completed by the first sitting week in August.

### **Resource booking system changes**

The system used for room and catering bookings is a Lotus Notes database, which will need replacing in time. Moving to a new resource booking platform will be a significant project for most areas, particularly the Serjeant's, Committee and Speaker's Offices, which manage room bookings on behalf of the Department. Preliminary discussions are underway with the other Departments about the types of information a new system needs to include, with the view to working on this project further in 2017–18.

### **Oracle upgrade**

The IT and Finance Units undertook a large project to move to a new version of Oracle, which is discussed in the Department of Parliamentary Services annual report. Assembly staff were involved in proof of concept discussions, and extensive testing, during the year, and look forward to using the final project in the next reporting period.

## **Clerk's Office**

### **Plan for and respond to projects coming of the new building project**

Departmental staff have watched with enthusiasm as the new annexe building behind Parliament House has taken shape. During the building works, we have suspended the Gardens Tour, and have limited the number of outdoor events. At the end of the reporting period, we are turning our attention to our document storage arrangements, on the assumption that any new corridors and stairwells required to bring members from the new building to the Chambers will likely affect our current document storage areas. While the Department continues to have a need for some hard copy documents, and secure storage facilities for original papers (documents tabled and used in the House), limited storage space provides motivation to further our digitisation plans.

### **Future use of Parliament House**

As the new annexe is constructed, departmental teams are planning ahead for how Parliament House could be better used in the future. During the year, the stonemasons working on the north-west corner of Parliament House restored what has in living memory always been a brick wall, near the stairs to the Serjeant's office, into an archway window. It offers magnificent views of St Patrick's Cathedral spires, Sessions Café, St Peter's church and the parliamentary gardens. This window is now a daily reminder to staff and members that the building has been retrofitted over the years in ways that were never intended, and which diminish its potential best use. By way of example, the Serjeant's Office is walled-in stairwell landing, and the Deputy Clerk's Office would have been a corridor, had the building been completed to its original design.

Staff, therefore, look forward to the opportunities presented by the re-use of Parliament House, and have identified the following potential focus areas, for discussion with the other Departments:

- improved facilities for members
- storage solutions for records and equipment
- better and more meeting spaces, particularly for committee use

- visitor engagement facilities
- some improved staff amenities
- increased public/private separation
- function spaces and education facilities.

### **Provide support to twinned Pacific Parliaments of Nauru, Tuvalu and Fiji**

We continued to coordinate the twinning program with three parliaments of Pacific island countries: Fiji, Nauru and Tuvalu. Members and staff from across the Victorian Parliament contributed to capacity-building projects under our twinning arrangements.

A significant outcome from our twinning program is that members and staff from our twinned parliaments are gaining skills and confidence that enhance their ability to operate effectively in their parliaments. At the same time, our program is building positive and ongoing relations within our region, contributing to Australia's diplomatic effort.

The twinning work we undertake is supported by the Australian Government's Department of Foreign Affairs and Trade, and by the United Nations Development Programme. Our program with Fiji is being delivered in cooperation with the Australian federal parliament. We acknowledge with gratitude all the support that we are receiving.

#### ***Fiji***

Our partnership with the Fiji Parliament remained a significant focus during the year, with 12 activities and projects conducted. This included an official visit by our Presiding Officers and Clerk of the Parliaments to Fiji, a workshop for parliamentary whips, a professional development program for Fiji's Deputy Speaker, and staff exchanges to build capacity on procedure, Hansard and community engagement. The launch of new parliamentary education modules that we helped develop for use in schools throughout Fiji was an important achievement.

#### ***Nauru***

For Nauru, we assisted with the redevelopment of the Parliament's website, and provided advice to staff on various procedural and technical matters as part of regular mentoring work we undertake.

#### ***Tuvalu***

For Tuvalu, we assisted with the design of a new parliamentary logo and provided advice on information technology and procedural matters.

### **Develop partnership with Ontario Legislature**

In September 2016, the Presiding Officers signed a parliamentary partnership agreement with Speaker Dave Levac of the Legislative Assembly of Ontario. The partnership agreement aims to foster the development of interparliamentary cooperation between the two legislatures to learn from shared experiences in the fields of legislative process, governance, education, culture, economics, health, science and technology. The partnership is a vehicle to reinforce greater friendship, goodwill and mutual understanding of traditions and customs.

The partnership agreement focuses on the following activities:

- exchange of delegations to foster links between parliamentarians and staff
- joint training sessions for members and staff
- share information on activities, opportunities, procedures and other matters of common interest.

Speaker Levac and former Clerk Deborah Deller visited Melbourne in September, and finalised the agreement. Departmental staff took the opportunity to invite Deborah to various staff meetings and seek her views on how the Ontario Assembly would handle various situations. This was particularly useful in considering some procedural queries in committees. The Assembly was also pleased to host Tonia Grannum, Ontario's Clerk of Procedural Services, on attachment in January. The opportunity to share information and keep up to date with developments in other jurisdictions was beneficial to Assembly staff and to Tonia.

### **Support the Standing Orders Committee's review of committee arrangements**

On 16 April 2015, the House referred an inquiry into committee arrangements to the Standing Orders Committee. The inquiry includes an examination of the scope and overlap of joint committees and Legislative Council Committees; options for Public Accounts and Estimates Committee reform; appropriate size and chairing arrangements of committees; and opportunities to enhance participation in the running of committees.

The Standing Orders Committee has the power to confer with the Procedure Committee of the Legislative Council in completing the inquiry and to report jointly to the House. No meetings of the committee were convened during reporting period.

### **Support the Penalty Rates Select Committee**

In March 2017, the Legislative Assembly established a Select Committee to investigate the economic and social impact and cost of the Fair Work Commission's decision to cut penalty rates to categories of Victorian workers. The Committee was also required to examine possible safeguards and federal legislative changes to protect vulnerable Victorian workers.

Select Committees are rarely appointed in the Legislative Assembly, due to Victoria's well established system of joint investigatory committees. The last Assembly Select Committee (other than domestic committees) was the Community Welfare Services Files Committee in 1979.

The Assistant Clerk Committees has taken on the role of Committee Secretary, and the Manager, Tours and Customer Service Unit and Assistant Chamber Officer are providing research and administrative support. The Committee has received 24 submissions to date and held public hearings over two days in April.

The Committee was initially required to present an interim report in June and final report in September 2017. The Committee tabled its interim report on 20 June 2017 in which it noted certain unions intended to appeal the Fair Work Commission's decision in the Federal Court,

which limited their capacity to participate in the inquiry. The Committee sought, and has since been granted, an extension to its reporting date to 30 June 2018.

## **Clerk's Office/Procedure Office/SAA Office**

### **Enhance the questions database**

The database has been renamed the questions and responses database to reflect that it now includes questions on notice, constituency questions, adjournment matters, responses from ministers and questions without notice that the Speaker has ruled require a more responsive answer. Following the June 2016 changes to standing orders, the database is now also the authoritative source for answers. Ministers' written answers are no longer published in *Hansard* and are only available through the questions and responses database.

Updates worked on during the last year were also implemented this year. These include a column showing the 30<sup>th</sup> day after the question was asked and the date the question was answered in the search results screen. This feature allows users to quickly identify when an answer is due and when a question was answered.

Initial work has begun on developing an entirely new database. Our current database continues to serve us well but will need replacing as technology changes and improves.

### **Publish Live Minutes**

Assembly staff developed a new and easy way for departmental customers to find out what is happening in the Assembly at any time on sitting days. A new web page on the Parliament website, called Assembly Live was launched in September 2016. It publishes extracts from the Chamber minutes in close to real time. It lists the item of business currently before the House and includes a summary of what has already occurred that sitting day.

Procedure Office staff update Assembly Live each sitting day whenever the business in the House changes. It is then cleared each day once the official record of proceedings, the *Votes and Proceedings*, and the daily summary, *Assembly Abridged*, are published.

So far feedback about Assembly Live has been overwhelmingly positive. Assembly Live is a quick and easy way to check in on where the House is up to and whether particular items have been debated and/or agreed to. Users of the web page include internal Parliament staff, members of parliament and their staff as well as members of the public, government departments and the press. The Assembly will continue to monitor and review the performance of Assembly Live including any feedback received.

## **Committee Office**

### **Electoral Matters Committee**

#### ***Inquiry into the conduct of the 2014 Victorian State Election***

The final report on the inquiry into the conduct of the 2014 Victorian state election was tabled in May 2016. The Government tabled its response to the inquiry on 8 November 2016, supporting or supporting in principle all recommendations that were directed at the Government. The Victorian Electoral Commission also responded officially to the inquiry.

#### ***Inquiry into electronic voting***

On 7 October 2015 the Committee received a reference from the Legislative Assembly to inquire into electronic voting. The terms of reference required 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 received 34 submissions and public hearings were held over several days in August, October and December 2016. As part of the inquiry the committee undertook an overseas study tour visiting Estonia, Denmark, the UK and the USA meeting expert witnesses. The committee also met with electoral commissions, academics and others in Canberra, Sydney and Hobart to better understand their electronic voting practices.

The committee tabled its report in May 2017. The government has six months to respond to the recommendations.

#### ***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 electoral participation, civics education, informal voting and VEC staff training.

The Committee advertised its terms of reference in traditional media and social media in June 2017 to call for submissions. Submissions will close on 31 July 2017 and the Committee will hold public hearings in October 2017.

### **Family and Community Development Committee**

#### ***Inquiry into Services for People with Autism Spectrum Disorder***

The inquiry was referred to the Committee by the Legislative Council on 6 May 2015. The Committee found social media advertising to be very effective in promoting the inquiry. The Committee received 154 submissions. The Committee commenced public hearings for the inquiry in August 2016, and held 11 days of public hearings in all — six in Melbourne and five in regional Victoria, including hearings held at Geelong, Bendigo, Shepparton, Morwell and Swan Hill. Members heard from people with autism, families living with autism, service providers, government agencies and departments, advocacy and support groups, health professionals, educators and stakeholders.

The Committee conducted an overseas study tour in March and April 2017, visiting the USA and Scandinavia, and met with representatives of 34 organisations with relevance to autism. The study tour was highly informative, providing members the opportunity to meet with

leading autism researchers, policy experts and service providers. The Committee conducted site inspections in Victoria, visiting a number of schools, including autism specialist schools, and the Olga Tennison Autism Research Centre at La Trobe University. The Committee also travelled to Brisbane and met with the leaders of the national Autism Cooperative Research Centre.

The Committee's report was tabled in the Parliament on 22 June 2017. The report contained 101 recommendations.

### ***Inquiry into Perinatal Services***

This inquiry was referred to the Committee by the Legislative Council on 16 September 2015. The Committee commenced work on the inquiry in April 2017, with a call for submissions advertised in metropolitan and regional newspapers, news alerts and via Facebook. The Committee will commence public hearings for the inquiry in August 2017.

### **Law Reform, Road and Community Safety Committee**

#### ***Inquiry into the Probationary Driving Age***

On 9 December 2015, the Committee received a reference from the Legislative Council to inquire into the impact of lowering the probationary driving age to 17; the adequacy of current transport infrastructure and services available to people of non-driving age, particularly in regional Victoria; and strategies to remove barriers for people of non-driving age to access employment, study and training.

A total of 103 submissions were received from a broad range of stakeholders, including secondary school students, government departments, not-for-profit organisations, road safety research and academic agencies, industry representative groups, and individual members of the community. From June to October 2016, the Committee held seven days of public hearings in Melbourne, Ballarat, Warrnambool and Wodonga.

The Committee tabled its final report on 22 March 2017.

#### ***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. As the Committee agreed to complete the Probationary Driving Age inquiry before formally commencing the new inquiry, the tabling date was extended to 9 March 2018.

The Drug Law Reform inquiry commenced in February 2017, with a formal call for submissions in *The Age*, social media and a stakeholder mail-out. As of 30 June 2017, 227 submissions had been received and the Committee had undertaken five days of public hearings to receive evidence from experts in the drug policy field, courts, public sector agencies, academics, community organisations, legal service agencies, treatment providers and individual members of the community. The Committee will continue public hearings into the second half of this year, as well as travel overseas to learn how different jurisdictions manage the problems of drug use and impacts on broader communities.

## **Public Accounts and Estimates Committee**

### ***Inquiry into the 2016–17 Budget Estimates***

This report presented the Committee's findings on the assumptions, plans and estimates set out by the Government in the 2016–17 Budget and for the forward estimates period to 2019–20.

The report examined the 2016–17 Budget strategy, and analysed the major aspects of the Budget, including the plans for revenue, output expenditure, debt, and asset investment against the Government's long term financial management objectives, financial measures and targets. The report also included discussion of Victoria's economic outlook; the status of the Government's election commitment funding; and changes made to departmental performance measures for 2016–17. The accounting and reporting treatment in the 2016–17 budget papers of the Port of Melbourne lease was also examined in detail.

The Committee made 29 recommendations and the report was tabled in November 2016.

### ***Inquiry into the 2015–16 Financial and Performance Outcomes***

This report presented the Committee's review of the Government's financial and performance outcomes for 2015–16.

In 2015–16, the Government spent \$54 billion on services and infrastructure. The Committee found that the Victorian economy performed better in 2015–16 than the previous year. The government's operating surplus was larger than expected driven by revenue from property related taxes. For the second year in a row, the Committee invited the Secretaries and senior officials of the seven government departments to public hearings to answer questions about public funding and achievements over 2015–16.

The Committee made 28 recommendations and the report was tabled in May 2017.

### ***Report on the Appointment of an Auditor-General of Victoria***

Under section 94A of the *Constitution Act 1975*, the Public Accounts and Estimates Committee is required to recommend a person to the Governor-in-Council for appointment to the position of Auditor-General of Victoria.

Following the resignation of the former Auditor-General on 22 September 2015, the Committee engaged an executive recruitment specialist to assist in the search and selection of the best available candidate for the position. From a wide field of potential candidates and after a thorough interview process, the Committee reached a unanimous decision on its recommendation.

The Committee tabled a report on the appointment of the Auditor-General in August 2016.

### ***Inquiry into the 2017–18 Budget Estimates***

Following the release of the 2017–18 Victorian Budget on 2 May 2017, the Committee held hearings with all ministers, the Presiding Officers and senior departmental officials. The hearings totalled almost 53 hours and continued the new conduct and questioning procedure introduced by the Committee in 2016, which includes timed questions.

The Committee's review and analysis of the 2017–18 Budget Papers, together with witness transcripts and responses to questions on notices and Committee questionnaires to departments and agencies, will inform the upcoming report, due to be tabled in October 2017.

### ***Australasian Council of Public Accounts Committees (ACPAC) Conference***

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

In April 2017, members of the Committee attended the 2017 ACPAC conference hosted by the Queensland Parliament in Brisbane. The ACPAC Conference provides an opportunity for members of Parliament, parliamentary staff and Auditors-General to share experiences and new ideas with the aim of improving accountability and oversight of resource management in the public sector.

The 2017 ACPAC conference theme was *Contemporary Challenges for Parliamentary Oversight of Public Accounts*. Conference delegates included representatives of Public Accounts Committees in Australian jurisdictions, New Zealand, Fiji, India and South Africa together with Auditors-General from a number of the Australian states and territories, New Zealand and Papua New Guinea.

The Chair of the Public Accounts and Estimates Committee made a presentation to Conference delegates on 'Strategic Reviews of Auditors', speaking about the Committee's recent experiences in appointing performance and financial auditors of the Victorian Auditor-General's Office. The Deputy Chair contributed to a panel discussion on 'Jurisdiction reports'. The PAEC Chair was elected Chair of ACPAC and Victoria will host the mid-term meeting in April 2018.

### ***Review of the Auditor-General's Annual Plan***

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 s 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 consultation process occurred in stages over November 2016 to April 2017.

The Auditor-General tabled his 2017–18 Annual Plan in the Parliament on 8 June 2017.

### **Scrutiny of Acts and Regulations Committee**

#### ***Reviews of bills and regulations***

During the reporting period the Committee tabled 17 Alert Digests, reviewing a total of 82 bills and one Act. The Committee also tabled a Report on the Statute Law Revision Bill 2017.

During the same period the Committee, through its Regulation Review Subcommittee, reviewed 186 statutory rules and legislative instruments.

The Committee did not table any reports concerning the work of the Regulation Review Subcommittee in the reporting period but will table the Annual Review 2016, Regulations and Legislative Instruments early in the 2017–18 financial year. The Committee did not undertake any inquiry work outside its statutory terms of reference.

### **Procedure Manual**

Following a full review and re-write of the Committee Procedures Manual in 2016, we have implemented a regular review process to ensure chapters remain up to date. Each month one of the Committee Executive Officers or Secretaries reviews a chapter and recommends changes if needed. As the Procedure Manual is published electronically, new editions can be released regularly to ensure it stays current. In May 2017, the manual was reissued incorporating updates to the first six chapters. Another version will be issued early in the second half of 2017 with updates to the remaining six chapters.

### **Report publishing**

Over the past 12 months, committee staff have worked on a project to publish committee reports in a more accessible format. Currently, committee reports are published online in PDF format, and also in hard copy. 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 (WCAG). 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.

### **Stakeholder database**

With the assistance of the Parliament's IT unit, the parliamentary committees have established a new Sharepoint database for recording and managing stakeholder information during committee inquiries.

Previously, each of the committees used their own system for stakeholder management. Some used spreadsheets and some used databases. To ensure consistency, and assist staff who work with different committees, a new database has been developed in Sharepoint. The new system records stakeholder information, tracks the receipt, acceptance and publishing of submissions and also sends email notifications to the stakeholders advising them of the status of their submission.

The database also automatically includes a link to a stakeholder feedback survey as part of the email notification. This allows stakeholders to provide feedback to the Parliament on the committee process and the interactions they have had with committee staff. This information is then used to further improve committee procedures and the services we provide to stakeholders.

### **Sit stand desks**

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. Committee work involves lengthy periods of desk-based work, such as research and writing, so the project aimed to reduce prolonged sitting and break sedentary behaviour. With health professionals now labelling sitting as the 'new smoking' there has been a push towards improving workplace health, and improving ergonomics is an essential component.

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. Each desk can be adjusted, so staff can alternate between sitting and standing throughout their day. The refurbishment also created more space and light and improved airflow.

### **Staff development**

As part of the Department's focus on staff development and training, a number of activities were undertaken during the reporting period for committee staff. Three procedural refreshers were conducted by the Assistant Clerks Committees, with the assistance of a Committee Research Officer, on the topics of committee procedure, evidence and reports. Two inquiry debriefs were also held, where a Committee Executive Officer or Secretary briefed other committee staff on the conduct of their inquiry and any challenges they experienced. In June 2017, an electorate officer engagement session was held for electorate officers who work for committee members to familiarise them with committee procedures.

An agreement has also been reached with the NSW Parliament to establish a staff exchange program. This will see Victorian committee staff visit the NSW Parliament and NSW committee staff 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.

## **Serjeant-at-Arms Office**

### **In conjunction with other departments, assist with community engagement events**

#### ***Open Day 2017***

Open Day was held on 19 March 2017. With the new members' accommodation project well underway, Buildings and Grounds prepared an outstanding display on both the new building and the ongoing stoneworks, and were on hand to answer questions about the projects. For the first time, visitors to the Parliament were able to view the building works from the safety of the Members' Balcony, which provided an excellent vantage point to view the progress being made.

With Melbourne turning on a perfect sunny day, the Australian Army Pep Band entertained the queues outside on the front steps, while inside, parliamentary staff spoke to visitors about our work and our organisation. Staff representing the Victorian Auditor-General's Office, Public Record Office Victoria, the Victorian Ombudsman's Office and the Museum of Australian Democracy at Eureka were also on hand to explain the work of their agencies.

### ***Youth Parliament 2017***

Planning for the 2017 YMCA Youth Parliament was well underway by the conclusion of the reporting period. For the first time in the history of the program, a team from Deaf Children Australia will participate in 2017, requiring a more considered approach to the planning of the event to accommodate the needs of all involved. The event will be held in July, and will be covered in next year's annual report.

### ***Open House Melbourne 2016***

Parliament House opened its doors for Open House Melbourne on 30 and 31 July 2016. Open House Melbourne, a weekend-long event across Melbourne attracts both architecture lovers and members of the public curious for a look behind the facades of some of the city's most iconic buildings.

Groups of up to 40 people left the Vestibule every 15 minutes for tours through Queen's Hall, the Legislative Assembly and Council Chambers and the Parliamentary Library. Tours were led by Legislative Assembly tour guides and Legislative Council attendants, who provided information to visitors both about the building and the parliamentary process.

Over 2,000 visitors came through the doors over the weekend, many queuing in the cold July weather for up to an hour. PEG have given their endorsement for Parliament House to again participate in Open House Melbourne in 2017, when the event will celebrate its 10<sup>th</sup> anniversary.

### ***Parliament in Practice seminars***

No Parliament in Practice seminars were held during the reporting period. Planning is underway for the next seminar, to be held in October 2017.

### ***Work experience students***

The Parliament offers a work experience program for secondary students wishing to learn about Parliament. The program is coordinated by the Serjeant's office on behalf of the Clerk of the Parliaments. The program, which attracts much interest from year 10 students, offers participants the opportunity to undertake a week's work experience across a range of parliamentary work units.

In 2016–17 students spent time with their local member and at the member's electorate office, attended question time in both Houses and met with chamber officers and staff. Seven students were accommodated during the year and spent time in all three departments. Students' reflections on their week at Parliament House are featured in *On Notice*, Parliament's staff bulletin. 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.

### **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
- Lyneham High School Band performance
- Australian Youth Climate Coalition’s meeting with Hon Lily D’Ambrosio MP
- Shepherds Australia Sock Run for the Homeless
- Vertical Shadows dance troupe performance
- The Long Ride Home event to raise awareness of veterans’ physical and psychological trauma
- Racing Victoria launch for the Spring Racing Carnival
- Freedom Challenge Australia Amazing Race checkpoint
- Victoria Police launch of a long weekend road operation
- Press event with Cadel Evans and Hon John Eren MP
- Cyclist safety awareness campaign with Hon Luke Donnellan MP
- Ambulance Victoria’s Breakthrough Ride to raise awareness of frontline emergency workers suffering PTSD
- Photo opportunity with MPs for the Victoria Against Violence campaign
- Photo opportunity for Yarra Valley grape growers and Hon John Eren MP
- Photo shoot for Bicycle Network
- Press event with AVASS electric bus and Samantha Dunn MLC
- Photo opportunity for The University of Melbourne/Melbourne School of Government’s Pathways to Politics program for young women
- Victorian Artists’ Society painting and sketching session
- Photo shoot for Gilbert and Sullivan Opera Victoria’s production of *Iolanthe*
- Photo shoot for International Women’s Day with Hon Fiona Richardson MP
- *Today Show* interviews with members
- Independent Schools Victoria and *Abi Tanti* installation
- Yirramboi First Nations Arts Festival and Blak Writers Project
- Welcome for walkers from Robe, South Australia commemorating the walk of Chinese immigrants from that location 160 years ago with Hong Lim MP
- Commemoration for National Sorry Day and the 20<sup>th</sup> Anniversary of the *Bringing Them Home Report*
- Beyond Blue motorcycle ride.

### **Queen’s Hall**

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

- Works of the Famous Chinese Contemporary Calligraphy and Painting Artists on the 21<sup>st</sup> Century Maritime “Silk Road”
- Australian Indian Historical Society
- Diwali and Annakut exhibition
- Something Borrowed — The Federation Years Exhibition
- Disability Services exhibition

- Palliative Care Victoria exhibition
- Dance of the Hindu Gods exhibition
- Pride of Australia — 50 Portraits in a 50 metre canvas art exhibition
- Latrobe Valley businesses' showcase
- The Babes Project display.

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

- Ambulance Victoria Community Hero Awards ceremony
- Australian American Association Incorporated (Victoria) annual September 11 Remembrance function
- NAIDOC Week State Government reception
- Bush Heritage Victoria book launch
- Chile National Day reception
- Australia India Leadership Dialogue opening reception
- Office of Prevention and Women's Equity 2016 Victorian Women on Boards breakfast
- The Deafness Foundation morning tea and certificate presentation
- Department of Environment, Land, Water and Planning 30<sup>th</sup> Year Anniversary Community Celebration of Landcare in Victoria
- Reception in conjunction with the *Victorian Government Inquiry into Women and Girls in Sport and Active Recreation*
- Ports Australia 45<sup>th</sup> Biennial Conference welcome reception
- Reception to mark the centenary of the creation of the Returned and Services League of Australia
- Foster Care Association of Victoria celebration for foster carers
- Diwali celebration with members of the South Asian community
- Victoria Day Council's Victoria Day Awards
- Kmart leadership team dinner
- Child Protection Victoria employment program graduation ceremony
- Victoria Police morning tea to honour members celebrating 40 years of service
- National Trust of Australia (Victoria) 2016 National Conference welcome reception
- Road Trauma Support Services Victoria Time for Remembering ceremony
- South Sudanese Independence Day reception
- Women's Property Initiatives 20<sup>th</sup> Anniversary celebration
- Victorian Public Service Graduate Recruitment and Development Scheme welcome event for the 2017 cohort
- Victorian Curriculum and Assessment Authority Senior Secondary Leadership Award ceremony
- Volunteer Victoria's annual Volunteering Awards ceremony
- Freemasons Victoria launch of Men's Health Week
- Melbourne Symphony Orchestra Secret Symphony Series concert
- Sing Australia Hawthorn and Camberwell Choir performance
- Rhodes Scholarships in Australia Pty Ltd — 2017 Rhodes Scholarships in Australia National Dinner
- Nowruz, the Persian New Year celebration

- Supreme Court of Victoria, the Australian Institute of Judicial Administration and the Law Institute of Victoria “Innovation and Excellence in Courts” Conference dinner
- Israel Independence Day cocktail party celebration
- Tandem’s Melbourne launch of the summary report on *The Economic Value of Informal Mental Health Caring in Australia*.

### **Legislative Assembly Chamber**

The following events, including debates and forums, were hosted in the Assembly Chamber:

- Monash Association of Debaters — grand final of the Australasian Women’s Debating Championships
- The Melbourne Festival’s performances of *The Money*
- 2017 Rotary District 9810 Model United Nations Assembly
- Victorian Chamber of Commerce and Industry 2017 Victoria Summit
- Rowville Primary School mock debate for Grade 6 students.

### **Filming at Parliament House**

Parliament House is regularly used by film and television producers. The following applications for filming were coordinated by the Serjeant-at-Arms Office:

- Various film, television, fashion, architecture and photographic student applications to film in conjunction with their studies at RMIT, Swinburne and other institutions in Melbourne
- Channel Nine’s *Postcards* footage for high teas in Melbourne
- Country Road fashion shoot
- ABC Television’s *Newton’s Law*
- Australian-Chinese feature film *Dogfight*
- La Trobe University feature on MPs who are La Trobe University alumni
- Filming an interview with former premier, Hon Dr Denis Napthine
- Department of Premier and Cabinet filming to promote multiculturalism
- *House Hunters International* TV series footage
- ABC TV3 series about applied ethics aimed at high school students
- Matchbox Productions Pty Ltd — filming for the reality TV series *The Real Housewives of Melbourne*
- Foxtel History Channel — filming for a series on Australian history
- Institute of Public Affairs — filming for the *Foundations of Western Civilisation* Program focussing on the Magna Carta.

### **Digital signage**

Digital signage infrastructure for Parliament House is expected to be rolled out in conjunction with construction of the new accommodation for members at the rear of Parliament House. In preparation for the installation of this infrastructure, agreed principles for digital signage content development and authorisation were developed by the Assembly, Council and Department of Parliamentary Services. These will be implemented when digital signage infrastructure becomes operational in 2017–18.

## **Law Talks**

The role of the Victorian Law Foundation (VLF) is to help Victorians understand the law. Twice a year the VLF conducts Regional Law Talks where VCE legal studies students from a regional centre participate to learn more about the law and help with their studies. The VLF invites the Legislative Assembly's Tours and Customer Service Unit to Regional Law Talks to present our VCE role play to the students.

In March 2017 the Law Talks were held in Horsham. Two members of the TCSU conducted two VCE role plays over two days to over 80 year 11 and 12 students. The role plays were all extremely well received by the students and teachers and we continue to build on our strong relationship with the Victorian Law Foundation.

## **Tours and Customer Service Unit**

### **Develop a specialist art tour**

The Parliament of Victoria Art Tour is the newest addition to our tours and outreach programs. The Art Tour caters for visitors 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 Art Tour was developed in conjunction with staff from the Parliament's Library and an expert from the National Gallery of Victoria. A booklet has been produced to aid the tour which has detailed information on each piece covered in the tour.

We conducted our first Art Tour in June 2017. It is now part of our tours schedule and is conducted on the last Monday of each month.

### **Weekend tours**

In collaboration with other work units within the Parliament, preliminary costings were prepared to examine the viability of introducing a weekend tour program for Parliament House. Work will continue in the next reporting period to examine logistical requirements for three to four weekend tours per year, and to determine whether a pilot program will be run during 2017–18.

## **Delivery education and community engagement programs**

### ***Regional presentations***

Six regional visits were conducted by the outreach program in 2016–17. The aim of the regional visits program is to take our community engagement and education programs to regional Victoria and give students outside metropolitan Melbourne an opportunity to participate in our role play programs. Local MPs are invited to come along and talk to the students on the day. Parliament Tour Guides travel to regional towns for two to four days and provide parliamentary role plays for local school students in years 5, 6 and 7. Our VCE role play is also offered to Year 11 and 12 students on these visits.

During the reporting period, our team conducted presentations in Macedon, Warrnambool, Sale, Nepean, Wangaratta and Traralgon. Overall, 30 schools and 1,129 students participated.

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

### ***Architecture Tour***

The Architecture Tour is held once per month and focuses on the history and design of Parliament House. The tour was developed with the assistance of leading architects and academics and 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. Eleven Architecture Tours were conducted during the reporting period.

### ***Gardens Tour***

Ordinarily Gardens Tours are held on the first Monday of each month, and have been part our regular tours schedule since 2014–15. The tour showcases the Parliament’s gardens, which are not normally available to the public. However, Garden Tours were suspended in May 2016 due to the building works. We hope to start offering the tour again in 2018.

### ***Metropolitan presentations***

Metropolitan school visits are held Monday to Friday on non-sitting weeks. Two senior tour guides travel from Parliament House to schools located within the metropolitan area to deliver a 90 minute parliament role play to students in years 5, 6 and 7 or years 11 and 12 legal studies students.

For many schools, it is more practical for us to visit the schools than for students to travel to Parliament. During the year we conducted 78 role plays at schools in the Melbourne metropolitan area for a total of 2,297 students.

### ***VCE legal studies role plays***

The VCE Role Play has been offered by the unit for year 11 and 12 legal studies students since February 2011. During the role play students perform the various roles of government and opposition members and parliamentary officers. This role play program 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’ actual contributions during the second reading debate. We delivered 51 VCE Role Plays this year to 1,130 students, demonstrating the continuing demand for the program.

### ***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 three times a day, and are open to students in years 5, 6 and 7. The role play takes 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 244 role plays, an increase of 136 from 2015–16. Overall 6,585 students participated in one of our role plays in 2016–17.

### ***Express tours***

Express public tours were introduced in 2014 to cater for visitors to the Parliament with time constraints or with limited English. General 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. Feedback on our Express Tours has been extremely positive.

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.

### ***Booked tours***

Booked tours are available to any group of six or more people. Primary and secondary schools, tertiary institutions, EAL 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 per 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 2016–17 year, 23,496 school children and 5,531 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. Results from surveys over the last 12 months have shown that booked tours of Parliament House continue to meet the needs of our participants.

### ***Off-the-street/walk up tours***

The Tours and Customer Service Unit runs six public tours on non-sitting days. We also provide public tours on Tuesday morning sitting days. These tours do not require participants to pre-book.

Tour participants are invited to complete satisfaction surveys at the conclusion of tours. Survey results from this year confirm that public tours of Parliament House continue to maintain high standards. Parliament House tours also appear on the Trip Advisor website which allows visitors to provide feedback on our tours.

The Parliament's sign-in policy, under our improved visitor management system, allows us to accurately collate the number of attendees on our public tours. This allows us to accurately record visitor numbers for each tour we conduct. Demand for public tours is actively tracked to identify peak timeslots and periods during the year, to allow us to allocate resources efficiently.

We also learn where our visitors are from. In 2016–17 Australian residents made up 35 per cent of the visitors attending public tours. Visitors from China comprised 14 per cent of tour participants, followed by visitors from the United Kingdom and USA, with each accounting for five per cent of visitors. In 2016–17, visitors from 116 different countries attended a public tour at Parliament House. Information about our visitor base enables us to identify gaps and better target our outreach and promotion activities.

While in previous years January has typically been the most popular month for public tours, this year April was the most popular month, with 3,085 people attending tours, 800 more people than in January. During the reporting period 24,618 people visited Parliament House for a public tour, demonstrating the popularity and success of the public tour program. Almost 5,000 more visitors attended public tours than the previous year, which may be partially attributed to improved tour promotional signage at the front of the building.

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.

## **Value Three: Sustainability with a Focus on the Medium to Long-term View**

### **Legislative Assembly**

#### **Identify and evaluate opportunities for staff career and professional development**

The Assembly is a small department, with just over 50 staff. However, the services delivered by the Department require a diverse set of skills, as our work areas cover tours, research, committee inquiry support, community engagement, management and leadership, project management, customer service and front of house duties, procedural expertise and administrative functions. With such a small workforce, no single role can afford to be specialised, as flexibility is critical to ensuring our services are delivered effectively.

Wherever possible, we use cross-functional teams to make sure knowledge is shared amongst the Department, and take advantage of one-off projects to expose staff to varied work. For example, when the House established a select committee on penalty rates, the Clerk deployed staff from the Serjeant's Office to the secretariat, to develop their practical committee knowledge.

We changed some roles in the tours team during the reporting cycle, to better support the increased outreach focus of that team and enable those staff to deliver the full range of tour types. Three staff in the Department are responsible for identifying useful social media content, including from work units other than their own. Our chamber roster this year expanded to include more committee staff, and the Clerks have appreciated having additional support at the Table.

Finally, all of our managers participate in a Department-wide leadership program which aims to provide peer support for our emerging leaders.

#### **Develop a system for retaining the departmental photographic collection**

In 2013, then Deputy Clerk, Liz Choat collated historical photos taken within the Department to use in the internal publication *Reflections*. As the Department did not have a methodical way of storing departmental photos and their corresponding copyright information, Liz spent a significant amount of time finding print quality photos for which the Department owned copyright.

As a result, the Department identified the need to develop a system for storing the departmental photographic collection. During the reporting period, the Clerk's Office therefore developed a system for retaining departmental photographs, collating metadata for the collection, and documenting copyright.

The guideline developed covers the key principles relating to an effective photographic archival system including copyright law, metadata, archival quality file formats and classification.

Staff completed a situational analysis of how photos were stored within the department, with a view to preparing a system recommendation and implementation strategy. There were previously no documented photo management guidelines used by the Department. Committees generally took photos for uploading to the Committees website, using smart phones and basic digital cameras. Community Engagement and Education Unit take photos of events the Parliaments hosts with a high quality camera. The Procedure Office and Serjeant-at-Arms office have photos of the various events coordinated by the Department, such as regional sittings, open days and the opening of Parliament. In the past, these records were stored within the relevant project file, but will now be centrally stored.

We now have a process for capturing metadata at the time photos are taken, assessing copyright, and saving them using the Department's standard business classification system, ensuring that the records are accessible to the Department in years to come.

### **Explore options for digital records management**

During 2017–18, a working group of committee staff was established to investigate strategies to manage committee electronic records. Currently all committee records are archived in hard copy, which involves the Parliament transferring dozens of boxes of paper records to the Public Record Office Victoria (PROV) at the end of each Parliament.

Committees are now conducting more and more of their activities electronically, including receiving e-submissions, correspondence and other evidence in electronic format. Rather than printing all these documents for archiving purposes, the working group is exploring whether committee records can be transferred to PROV electronically in the future.

The working group has started preliminary work identifying which types of records need to be transferred and how the process would work. Committee records are permanent records, so it is crucial that the records are transferred in a format which will remain accessible in the future. In April 2017, members of the working group met with PROV staff to discuss the requirements of the Victorian Electronic Records Strategy (VERS) Version 2 and Version 3, and the best file formats for storing digital records. Work will continue on the project in the next financial year.

### **Leadership coaching program with other departments**

The Assembly was pleased to provide two staff with places in a whole-of-Parliament leadership coaching program. Staff applied for places by way of a competitive selection process and, throughout the course of the program, will be required to work with their colleagues from the two other departments on a project for the benefit of the Parliament as a whole.

The program is sponsored by the Parliamentary Senior Management Group.

### **Lunch and learn sessions for parliamentary staff**

There are few formal opportunities for staff working outside the Chamber or roles directly supporting the Chamber to learn about parliamentary procedure. The Clerks were pleased to be able to offer two lunchtime briefing sessions for parliamentary staff during the year. The first topic, which the Clerk presented jointly with the Council Clerk, was on joint sittings. The second, run by the four Assembly clerks, was on demystifying question time. Both sessions

were very well attended, particularly by our DPS colleagues, and the feedback was really positive.

### **Switchboard information updates**

In the reporting period our staff worked to update the information provided to the Parliament's switchboard service. This involved monitoring calls coming through the switchboard, and reviewing the list of shortcut keys used by the switchboard to direct calls. The keys were updated to better reflect the calls received at Parliament rather than strictly following the organisational structure. Finally, staff from the Assembly and Council visited the switchboard to see the process firsthand and to further develop good relations with those taking our calls. These changes should lead to improvements in accuracy of call placement. We plan to review the information with the switchboard twice a year in future, to ensure our switchboard operators continue to have the most up to date and relevant information.

## **Procedure Office**

### **Improve Procedure Office knowledge resources**

Procedure Office staff continue to create and update knowledge resources for the team. One of the new resources is a guide to publishing questions and answers. This followed the significant changes to what is published in the questions and responses database following the June 2016 standing order changes. The team has continued to refine the process and staff have kept the notes up to date accordingly.

Some of the other new and updated resources include a bills status list 'how to', a guide to recalling original papers from the Public Record Office, how to prepare the bound bills and bound *Votes and Proceedings* volumes and notes on uploading to the tabled documents database following an upgrade to the database.

### **Revise delivery of Procedure Office services**

With the Procedure Office now behind the security swipe card area, the team was keen to review its services to make sure the office still provides excellent customer service to public customers. Much of the information provided is now online, which makes it easy for the office to help people all over Victoria.

As a first step, the office now displays a selection of fact sheets in the vestibule, which is not behind the swipe card barriers. These have proved to be very popular with visitors. The office continues to look at how to provide excellent customer service digitally, over the phone and in person.

## **Serjeant-at-Arms Office**

### **Staged roll-out of TRIM business classification system across Assembly Business Units**

The Assembly continues to use TRIM to manage its hard copy files. Electronic files for most of the Department's work units have been catalogued using the Assembly's business classification system. During the next reporting period the Clerk's electronic files will be reviewed and reclassified.

### **Parliament-wide building and security projects**

During the reporting period regular information-sharing meetings were implemented with the security team managers, the Serjeant-at-Arms and the Usher of the Black Rod. Security escalation principles have been agreed between security team managers, the Serjeant-at-Arms and the Usher of the Black Rod during these meetings.

### **Visitor management process**

During the last reporting period new visitor management procedures were introduced to improve sign-in procedures at Parliament House, provide more visible visitor identification, and improve escorting of visitors. These changes have been effective and have improved security aspects of visitor management within the building.

The second stage of these improved procedures was for the Manager, Security and Electorate Properties Unit, the Usher of the Black Rod and the Serjeant-at-Arms to explore options for electronic sign-in procedures for visitors. Some of the key challenges with identifying an appropriate electronic sign-in system are to ensure that it can cope with large numbers of visitors at peak times, while maintaining an acceptable rate of visitor throughput.

A number of electronic visitor management systems were examined during the current reporting period. Trials of a system were commenced at the rear entrance of Parliament House in 2017, and this system will be refined and assessed to determine if it will be rolled out to all areas in the 2017–18 reporting period.

During the reporting period a number of doors adjoining public-access areas of Parliament House were refitted for lockable swipe-card access, as part of progressive works to improve public/private separation and visitor management within the building.

### **Tour Guides' change area, staff room and storage area**

In conjunction with Buildings and Grounds, the Legislative Assembly Tour Guide staff facilities were upgraded in early 2017, providing a much needed update, reflecting the changing nature of the Tours and Customer Service Unit cohort. With women making up over a quarter of the TCSU, a rejuvenated female change room was long overdue.

In early 2017 the staff room was temporarily closed, with new carpeting laid in all common areas and lockers installed in both the male and female change rooms. Wet areas were also upgraded, with the kitchenette updated with additional storage and a shower screen and light fitted in the bathroom.

The volume of props, equipment and costumes required for the school outreach program had far exceeded the existing storage space available in the staff area, so custom cabinetry has been fitted in the corridor outside the staff room. This upgraded storage allows for laptops and projectors to be securely locked away and for metropolitan school visit equipment to be accessed in accordance with OH&S principles.

## **Appendices**

## Appendix 1 — Staff Employment details July 2016–June 2017

Full time equivalents (FTE) staffing trends from 2013 to 2017				
2017	2016	2015	2014	2014
51.12	54.16	45.44	51.78	51.88

	Ongoing Employees				Fixed term & casual employees
	Employees (headcount)	Full time (headcount)	Part time (headcount)	FTE	FTE
June 2017	52	42	10	48	3.12
June 2016	47	40	7	44	10.16

	June 2017			June 2016		
	Ongoing		Fixed term & casual employees	Ongoing		Fixed term & casual employees
	Employee (headcount)	FTE	FTE	Employee (headcount)	FTE	FTE
<b>Gender</b>						
Male	24	22.8	1.45	24	23.6	5.6
Female	28	25.2	1.67	23	20.4	4.56
<b>Age group</b>						
Under 25	0	0	0	0	0	0.6
25–34	13	11.6	0	9	8.6	5
35–44	11	10.8	2	13	12.4	1.18
45–54	17	15.6	0.67	17	15.6	1.56
55–64	8	7	0.45	6	5.4	1.34
Over 64	3	3	0	2	2	0.48
<b>Classification</b>						
VPS 1	0	0	0	0	0	0
VPS 2	13	11.8	0	11	10.2	0.78
VPS 3	15	12.4	1	16	14	2
VPS 4	3	3	0	1	1	2
VPS 5	11	11	2.12	10	10	2.9
VPS 6	8	7.8	0	7	6.8	2.48
Executives	2	2	0	2	2	0
<b>Total</b>	52	48	3.12	47	44	10.16

### 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 2017<sup>1</sup>

### Clerk's Office

Ray Purdey	Clerk of the Legislative Assembly and Clerk of the Parliaments
Bridget Noonan	Deputy Clerk
Robert McDonald	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

Paul Groenewegen	Manager
Pablo Diaz	Tours Program Coordinator
Mark Smith	Outreach Program Coordinator
Baron Campbell-Tennant	Senior Tour Guide
Tony Favier	Senior Tour Guide
Jane Flanagan	Senior Tour Guide
Craig Foster	Senior Tour Guide
Michael Gigliotti	Mail and Printing Officer
Bronwyn Gray	Senior Tour Guide
Michael Gruschel	Tours Booking Officer
Sophie Marsden	Senior Tour Guide
Natalie Osborne	Senior Tour Guide
Simon Pearlman	Senior Tour Guide
David Robertson	Senior Tour Guide
Paul Shea	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*

Vacant	Parliamentary Officer
Vacant	Customer Service Officer

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

*Table Section*

Stefanie Tardif	Senior Parliamentary Officer
Charlene Kenny	Parliamentary Officer
Liam Moran	Administrative Officer

**Community Engagement and Education Unit**

Andres Lomp	Manager, Public Engagement and Communications
Glenn Jeffrey	Multimedia Coordinator

**Committee Office**

*Committee Services Office*

Sally West	Senior Committee Services Officer
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
Jeff Fang	Senior Research Officer
Pamie Fung	Inquiries Officer
Greg Gardiner	Executive Officer
Melanie Hondros	Business Support Officer
Kathleen Hurley	Senior Research Officer
Rachel Macreadie	Research Officer
Maria Marasco	Committee Administrative Officer
Helen Mason	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

	2016–17		2015–16
	Budget \$	Expenditure \$	Expenditure \$
<b>Departmental expenditure — outputs</b>			
Staff salaries, overtime and allowances	3,163,900	2,918,695	2,820,255
Subsidiary expenses <sup>1</sup>	837,800	576,447	949,918
General expenses	1,142,300	772,437	965,848
Parliamentary printing	280,000	159,934	192,542
VAGO audits	16,500	16,500	12,500
<b>Total Department operating expenses</b>	<b>5,440,500</b>	<b>4,444,013</b>	<b>4,941,063</b>
<b>Assembly Members — special appropriations</b>			
Members' salaries and allowances <sup>2</sup>	25,863,000	22,330,666	15,908,777
Members' superannuation	6,394,000	1,719,366	1,306,178
Payroll Tax	—	1,160,269	843,790
WorkCover	—	49,983	46,749
Fringe Benefits Tax	—	455,070	426,163
<b>Total Members' salaries and related special appropriations</b>	<b>32,257,000</b>	<b>25,715,354</b>	<b>18,531,657</b>
<b>TOTAL EXPENDITURE</b>	<b>37,697,500</b>	<b>30,159,367</b>	<b>23,472,720</b>

### Note

This information is provided for the benefit of members. A complete set of financial statements of the Parliament of Victoria, including for joint investigatory committees, is provided in the Department of Parliamentary Services Annual Report for 2016–17.

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

<sup>2</sup> From 2016–17, this now includes the payment of ministers.

## Appendix 4 — Joint Investigatory Committees Expenditure Statement

2015–16 Actual \$	Joint Investigatory Committee	2016–17 Budget \$	2016–17 Actual \$
323,925	Accountability and Oversight Committee <sup>2</sup>	375,095	306,616
504,057	Auditor-General investigation <sup>4</sup>	—	—
—	Auditor-General's Office audit costs	380,000	304,400
1,328,892	Committee Services Office <sup>3</sup>	1,891,299	1,054,468
337,778	Economic, Education, Jobs and Skills <sup>2</sup>	465,613	405,981
354,822	Electoral Matters <sup>1</sup>	470,345	397,939
759,967	Environment, Natural Resources & Regional Development <sup>2</sup>	418,628	297,520
455,390	Family and Community Development <sup>1</sup>	584,178	522,301
339,886	Independent Broad-based Anti-corruption Commission <sup>2</sup>	472,140	421,160
317,531	Law Reform, Road and Community Safety Committee <sup>1</sup>	449,742	284,148
1,001,387	Public Accounts and Estimates <sup>1</sup>	1,041,786	945,393
504,169	Scrutiny of Acts and Regulations <sup>1</sup>	602,174	517,876
<b>6,227,804</b>	<b>TOTAL</b>	<b>7,151,000</b>	<b>5,457,803</b>

### 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.

4 Specific funding provided for one-off investigation referred by both Houses.

## Appendix 5 — Overseas Travel Undertaken by the Speaker

Speaker Languiller travelled to:

- 1 Malawi and Canada, 23 July – 11 Aug 2016. Speaker Languiller made an official visit to Malawi and met with the Speaker of the Parliament of Malawi and the President of Malawi. He had also met with the Minister of Health, Education and visited the LUANAR College of Agriculture. From Malawi, he travelled to Toronto to attend the annual CPA (Canada) conference, and made an official visit to the Ontario Legislature. The original itinerary involved then travelling to Chicago to attend the National Conference of State Legislatures, but the former Speaker was required to return to Melbourne before the conference began, for family reasons. Travel to all destinations in July formed part of the same outward journey, and for reporting purposes, the costs are combined. The Speaker's travel costs were \$20,348.
- 2 Fiji and Tonga, 6–15 July 2016, for an official visit to the Fiji Parliament as part the Victorian Parliament's twinning program, and then to Tonga for the 47<sup>th</sup> Presiding Officers and Clerks conference. The Speaker's travel costs, including costs for his partner, were \$5,555.

Speaker Brooks did not travel overseas as Speaker during the year.

## **Appendix 6 — Committee reports**

(Committees under the administration of the Legislative Assembly)

### **Electoral Matters Committee**

Inquiry into electronic voting

### **Family and Community Development Committee**

Inquiry into services for people with Autism Spectrum Disorder

### **Law Reform, Roads and Community Safety Committee**

Inquiry into lowering the probationary driving age in Victoria to seventeen

### **Penalty Rates and Fair Pay Select Committee**

Interim Report

### **Privileges Committee**

Person referred to in the Legislative Assembly — Mrs Karina Okotel

### **Public Accounts and Estimates Committee**

Report on the Appointment of an Auditor-General of Victoria

Report on the 2016–17 Budget Estimates

Report on the 2015–16 Financial and Performance Outcomes

### **Scrutiny of Acts and Regulations**

Alert Digests Nos 10–17 of 2016

Alert Digests Nos 1–9 of 2017

Report on the Statute Law Revision Bill 2017

## Appendix 7 — Statistics

(Committees under the administration of the Legislative Assembly)

### *Joint Investigatory Committees*

Committee	EMC	FCDC	LRRCS	PAEC	SARC
Deliberative meetings <sup>1</sup>	11	16	12	23	24
Public hearings <sup>2</sup>	20	80	56	50	0
Inspections <sup>3</sup>	11	15	2	0	0
Reports tabled	1	1	1	3	18

### *Select Committees*

Committee	Penalty Rates
Deliberative meetings	5
Public hearings	5
Inspections	0
Reports tabled	1

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<sup>1</sup> Includes Subcommittee meetings

<sup>2</sup> 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.

<sup>3</sup> EMC includes one overseas study tour 16 to 30 September 2016 and FCDC includes on overseas study tour 29 March to 13 April 2017

## Appendix 8 — Business Statistics

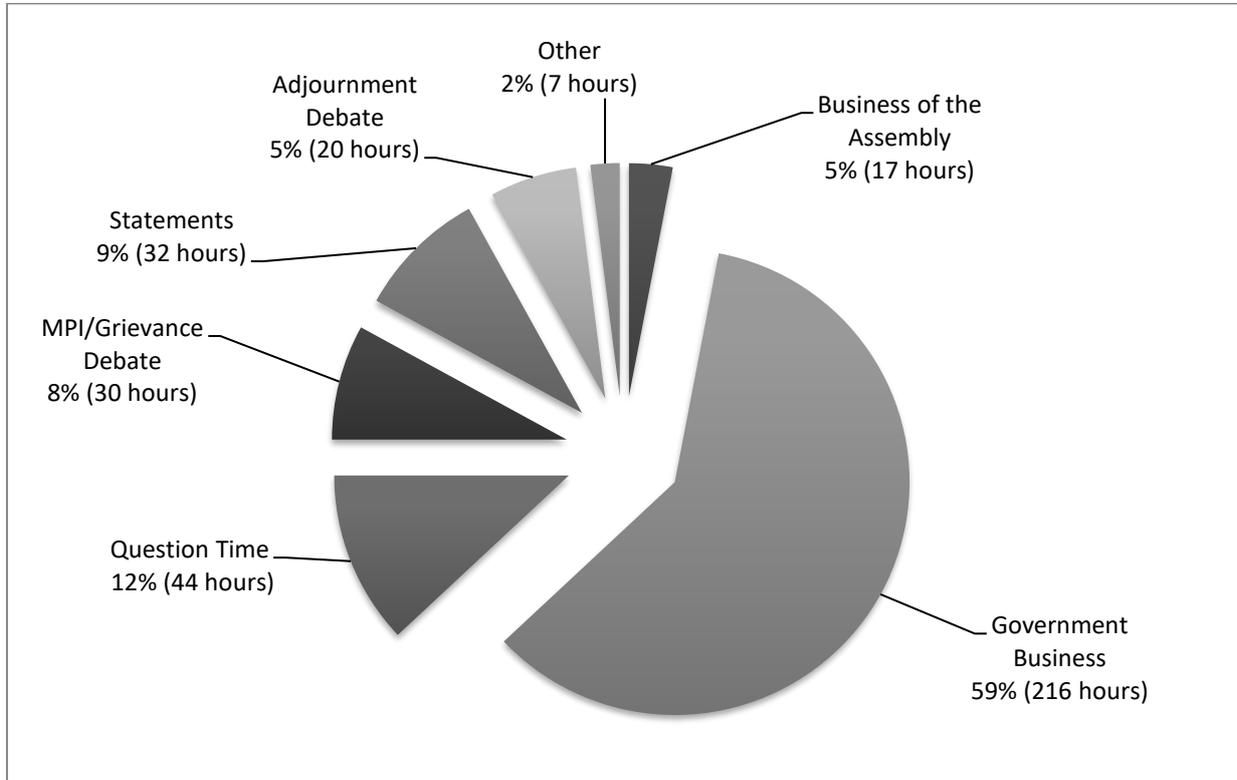
<b>Assembly Business Statistics</b>		<b>2016–17</b>	<b>2015–16</b>	<b>2014–15</b>
House related documents produced		206	236	157
Reports tabled by Command		2	1	6
Annual reports tabled		304	322	288
Reports tabled by leave		28	21	29
Other documents tabled		1,021	1,149	1,236
Messages presented		133	157	113
Reports presented by parliamentary committees		29	39	31
Questions asked	In writing	4,186	6,754	178
	Without notice	235	265	290
	Constituency questions <sup>1</sup>	470	530	200
Government Bills	Initiated in the Assembly	76	90	66
	Amended in the Assembly	5	4	7
	Passed both Houses	64	85	59
	Reasoned amendments moved	9	2	1
Divisions		84	51	30
Petitions presented		134	193	150
Petitions listed for debate		112	155	114
General business notices of motion		28	26	384
Grievance debates		6	6	5
Matters of public importance		9	10	8
Statements by members		956	1,102	774
Statements on parliamentary committee reports		96	108	48
Pages of bills proofread		3,485	4,408	2,440
Sitting days		48	54	46
Hours including meal breaks		400:20	453:46	419:33

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<sup>1</sup> Constituency questions were introduced under sessional orders which were adopted by the House on 12 February 2015.

## 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 (90 second statements) and statements on committee reports.
- Other business includes condolences and personal explanations.
- No general business was debated during this period.

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

For the period 1 July 2015 to 30 June 2016, no disclosures were made.

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

The Speaker granted access to the following records:

Select Committee upon Insolvency Laws, 1858–59

Select Committee on Insolvency Laws, 1861–62