Department of the Legislative Assembly Annual Report 2010–11

14 September 2011

Hon Ken Smith 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 2010–11.

Yours sincerely

R W Purdey
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 to support the operations of the Legislative Assembly and has continued to provide support for over 150 years. 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 operation 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

The 2010–11 year marked the culmination of the work of the 56th Parliament. Much of the activities of the Department were focused on meeting legislative and reporting deadlines in the lead-up to the November 2011 State election.

The outcome of the State election saw a change of government with the Liberal/Nationals coalition winning control of the Lower House and forming Government. The final result being Liberals 34 seats, Nationals nine seats and Labor 43 seats, leaving the new Government with a one seat majority on the floor of the House. No doubt the closeness of these numbers will cause many challenges for members and the staff as the term of this Parliament progresses.

On the first sitting day, the House elected Mr Ken Smith, the Member for Bass as its Speaker for the term of the 57th Parliament. Mr Smith is an experienced member having served as a member of the Legislative Council for 14 years, and is currently in his 9th year as a member of the Assembly. Christine Fyffe, the Member for Evelyn is the new Deputy Speaker.

The term of the former Speaker, Jenny Lindell concluded in December 2010. Jenny was well respected by the staff and I thank her for her leadership and support over the past four years. I also convey my appreciation to outgoing Deputy Speaker, Ann Barker, for her assistance.

It is always an exciting and busy time arranging for the commencement of a new Parliament. There were 22 new members elected to the House and another member who crossed over from the Upper House. This was the largest number of new members joining the House since the 1999 election. In the lead up to the opening of the Parliament, departmental officers carried out induction sessions for the new members and provided a range of briefings to other members who had been allocated new responsibilities as a consequence of the change of Government.

One of the unintended consequences of an election period is the apprehension and uncertainty that it brings to our committee staff. Waiting for the outcome of the election, and any consequential effect that this will have on the make up and establishment of the joint investigatory committees, does cause some anxiety among the staff. Fortunately the ongoing employment of those staff was guaranteed when the existing 12 committees were re-established in the new Parliament. I acknowledge the professional manner in which those staff conducted themselves during that period of uncertainty.

In April this year Mardi Moore, Executive Assistant to the Clerk's Office, resigned to take up a position in the airline industry. Mardi leaves us after a three year career with the Department and I know members will particularly appreciate Mardi's efforts in supporting the activities of the Commonwealth Parliamentary Association and processing the all the petitions that are tabled in the House. I thank Mardi for her contribution to the organisation and wish her well in her future endeavours.

While there was a major focus on preparing for the election and the opening of the new parliament, departmental staff continued to be involved in a range of other activities. Some of the highlights included:

- The establishment of role plays for VCE legal studies students

- Conversion of the LAPRAC procedural digest and the Committee Procedures Manual to the eComPress publishing system

- Development of protocols for police searches at Parliament House

- Working with the other parliamentary departments in developing a precincts master plan for the parliamentary precincts

- Introduction of new lunch time procedural briefings for members of the House.

Further details of these highlights and the other activities of the Department are outlined in the following pages of this report.

The staff of the Legislative Assembly are a committed and dedicated group and I thank them for their hard work and continued support throughout the year.

Ray Purdey
Clerk of the Legislative Assembly

Report on Output Measures —
Legislative Assembly

Output/Deliverable	Target	Actual
Quantity		
Procedural references updated biannually	2	2
Regional visits to schools to conduct Parliamentary Information Talks and Parliamentary Role Plays	5	6[1]
Quality		
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%	92.5%[2]
Teacher satisfaction with tours of Parliament for school groups	90%	96%[3]
Timeliness		
Documents tabled within time guidelines	90%	99.8%[4]
House documents available one day after sitting day	100%	100%
Online information relating to bills updated within one day	95%	100%[5]
Cost		
Total output cost	$31.3m	$30.9m

[1] Regional visits are conducted throughout the year but are subject to schools' availability. We are pleased that we were able to conduct an additional visit this reporting year. Whilst we will always endeavour to arrange as many visits as possible, we are dependent on schools booking visits with us and the exact number that take place is not entirely in our control.

[2] The survey was conducted during the current Parliament. The result is very pleasing as it includes feedback from a number of new members. While we take great pride in the timeliness and accuracy of advice given to members, errors can be made occasionally, resulting in member dissatisfaction. There could be circumstances where some members may not necessarily be satisfied with the advice provided despite its accuracy. Taking into account the subjective nature of this measure an 80% achievement level is a fairly onerous benchmark.

[3] This result reflects a recent focus we have had on enhancing our community engagement program, particularly for school children. We are pleased that they are being so well received.

[4] This measure relates to the processing of a range of documents for tabling in the House. These documents include reports, planning schemes, regulations, codes of practice and a range of other documents required to be tabled by statute. Our aim is to process the documentation to ensure it is tabled on the day following receipt. The volume processed for each sitting day varies significantly and the benchmark has been set bearing in mind

the pressures staff work under at peak times. There are various factors outside our control which impact on our ability to achieve the target, including the volume of documents (particularly annual reports in September/October) and the time the tabling copy and stock are delivered to us. Apart from the actual percentage reflecting dedication of staff involved, there is a touch of good fortune in achieving a higher percentage because of the external factors beyond our control. If changes are made to out of sitting tabling provisions, as was contemplated by the Public Finance and Accountability Bill 2009, this will considerably increase the workload for Assembly staff and put further pressure on them being able to meet the current output target.

[5] This is a new target and compliance depends on a number of procedures being correctly followed. The amount of information to be included online is to be increased during the 57th Parliament and this may impact on the compliance percentage.

Report on Output Measures — Joint Investigatory Committees

Output/Deliverable	Target	Actual
Quantity		
Reports tabled per annum	15	38[1]
Quality		
Committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt	80%	76%
Inquiries conducted and reports produced in compliance with procedural and legislative requirements	95%	100%[2]
Timeliness		
Reports tabled in compliance with procedural and legislative deadlines	95%	100%[3]
Cost		
Total output cost	$6.9m	$4.7m

[1] Committees received an unexpectedly high number of references in Qs 1 and 2.

[2] Variance of 5%: committee processes and safeguards ensures compliance with all procedural requirements.

[3] Variance of 5%: committee processes and safeguards ensured compliance with all deadlines.

Organisation Structure and Corporate Governance

Department of the Legislative Assembly
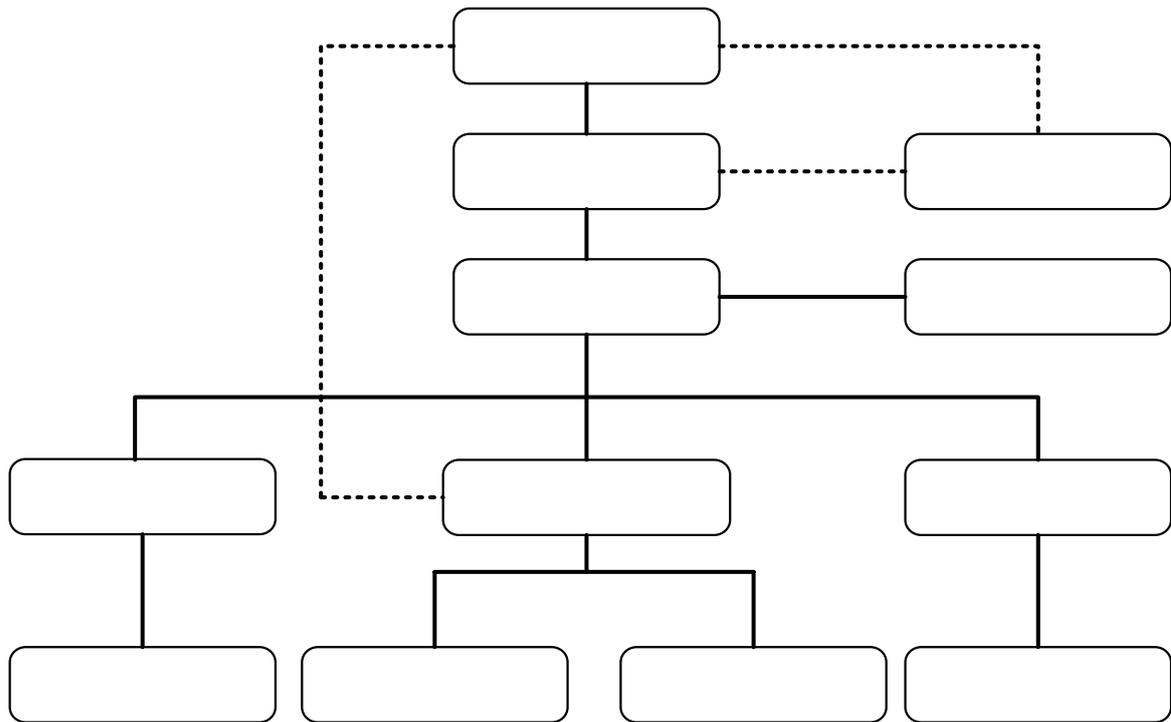
The Speaker

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 Ken Smith MP, was elected on 21 December 2010, having represented the Electorate of Bass since 2002. He was previously a member of the Legislative Council for South Eastern Province since 1988.

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. He has a Bachelor of Business Studies (Accounting) from RMIT and is Honorary Secretary of the Commonwealth Parliamentary Association (Victoria Branch).

Chamber Officers

Liz Choat, Deputy Clerk. Liz has worked for the Department since 1999 and was appointed as Deputy Clerk in 2004. Liz previously worked as a legal editor for Butterworths, Sydney, and for 15 years in the UK as a solicitor in private practice. She has an LLB (Hons) from the University of Warwick.

Bridget Noonan, Assistant Clerk Committees. Having joined the Department in 1999 to work in the Procedure Office, and subsequently working in a number of roles within the Office, Bridget was appointed Assistant Clerk Committees in 2006. She has a Bachelor of Arts (Hons) from Melbourne University.

Anne Sargent, Assistant Clerk Procedure & Serjeant-at-Arms. Anne joined the Parliament in 1993 and has worked for the Department since 1999. She was appointed to her current role in 2008, having undertaken it in an acting capacity since 2007. Anne has a Bachelor of Social Science from Deakin University and a Graduate Diploma in Industrial Relations/Human Resources Management from Victoria University of Technology.

Branch Roles

Clerk's Office

The Clerk's Office is responsible for the general management of the Legislative Assembly. This includes the provision of expert policy, procedural and corporate management advice to the Speaker. In addition the Office is responsible for advising ministers and 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 whilst 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. At the start of each Parliament, the Legislative Assembly and the Legislative Council appoint members to the various committees. Joint investigatory committees are made up of members of both Houses, and are administered by one House or the other. Those administered by the Department of the Legislative Assembly in the present Parliament are:

- Drugs and Crime Prevention Committee

- Electoral Matters Committee

- Family and Community Development Committee

- Public Accounts and Estimates Committee

- Rural and Regional Committee

- 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 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 maintains the Legislative Assembly Members List and 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, staff give presentations both at Parliament House and by attending schools in metropolitan and regional Victoria. 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 the ordering and proofreading of the various prints of bills, the preparation of Acts of Parliament for royal assent, the processing of reports submitted for tabling and the archiving of 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. In addition more specific research is undertaken to provide procedural solutions where precedents are lacking.

Report on Activities

2010 State Election

Planning for the opening of the 57th Parliament

The 2010 State election was held on 27 November and resulted in a change of government. The new government, formed by the Liberal-Nationals Coalition, set the Opening of Parliament for 21 December 2010.

A great deal of planning was conducted in the months leading up to the election, much of which was coordinated across the three parliamentary departments by an Election Coordinator.

Once the date for the Opening of the 57th Parliament was set, arrangements swung into place for the event. Both the Legislative Assembly and Legislative Council sat for one day only, and the arrangements for the day were coordinated by the Usher of the Black Rod in the Legislative Council. The Serjeant-at-Arms worked in conjunction with the Usher regarding media arrangements, broadcasting, the welcome to country, and ceremonial aspects of the day.

A number of new procedures were implemented for the Opening of the 57th Parliament, as a result of recommendations made by the Standing Orders Committee. One of the main changes to the day was the inclusion of a welcome to country in Queen's Hall to commence the morning proceedings. The welcome to country was given by Aunty Joy Murphy, Elder of the Wurundjeri, and Aunty Carolyn Briggs, Elder of the Boonwurrung, to a capacity audience.

Briefings for staff and Clerk of the Executive Council

It is important that we brief all relevant staff fully about the work arising from an election, particularly in relation to the opening day. Over the four years since the start of the 56th Parliament, we have employed a number of new staff, and others have changed roles.

For the opening of this Parliament, changes to standing orders meant some procedural changes on opening day. We needed to brief all staff on the implications of those changes, so they could update relevant documents and procedures.

We accordingly held a number of briefing sessions with staff, on top of regular planning sessions. This enabled progress on arrangements to be carefully monitored, and knowledge to be shared.

In addition, we briefed the Clerk of the Executive Council on the changes to the opening day procedures, and liaised closely with him over arrangements for the opening ceremony.

New members seminar

One of the challenges arising from the timing of the election and the subsequent opening day, is finding a suitable opportunity to brief new members. This Parliament we held the

briefing on Monday 20 December 2010, just after the return of the writs, and the day before Parliament opened.

As on previous occasions, the seminar opened jointly with members of the Legislative Council. It covered an overview of parliamentary administration, introduction to parliamentary privilege, a number of compliance matters such as the register of interests, and the opening day arrangements.

The second half of the seminar involved members dividing into their respective Chambers for a briefing covering parliamentary practice and procedure. In the 56th Parliament, we changed our approach to running orientation seminars and adopted a combination of role play and explanations. This involves existing members and staff role playing a number of common scenarios, and explanations mainly from the Clerk and Speaker/Speaker elect.

That format was continued and refined during the 56th Parliament as a number of new members were elected following by-elections. The format has received positive feedback so was adopted again for the start of the 57th Parliament. Members were initially taken through the procedures for opening day applicable in the Assembly Chamber. The seminar then covered a number of scenarios such as the presentation of petitions, divisions and giving notices. Anecdotal feedback has again been positive, but we will formally seek responses early in the next reporting year, along with feedback on our procedural briefings series (see the report on p 56).

Members' offices at Parliament House

With 25 new members, and changes to 26 seats, the allocation of members' offices at Parliament House involved an immense amount of work. Coordinated by the Serjeant-at-Arms in consultation with party whips and the Speaker's Office, 75 office moves were conducted out of a total of 88 members at Parliament House. This involved the return and re-issue of office keys, relevant passes, furniture removal, new furniture orders, setting up for information technology, and cleaning arrangements.

Procedure Office perspective

The end of a Parliament is also a very busy time for the Procedure Office. Our first jobs were to archive documents (hardcopy and electronic) and prepare the bound volumes from the 56th Parliament. There were 36 volumes of bills to be bound and we also prepared sets of the *Votes and Proceedings*, notice papers, questions papers and parliamentary papers

After the election we updated our public documents and the webpages to reflect the change in government, Premier, ministers, Speaker, members and rules of the Assembly. We updated the list of members' addresses, the pamphlet with members' photos and our fact sheets. In preparation for the first sitting day we prepared the Members' Roll, which members sign when they are sworn in. We also updated the readers (scripts) for the Opening Day to reflect changes in processes and updated our many lists of members, such as on the division lists.

Ecumenical church service

To celebrate the start of the 57th Parliament an ecumenical church service was held at St Patrick's Cathedral, Melbourne on 7 February 2011.

The service was presided by the Most Reverend Denis J Hart DD Archbishop of Melbourne, assisted by the heads of churches, parliamentary chaplains, ministers of other churches and inter-religious communities.

The Governor, Professor David de Kretser AC, attended along with the President of the Legislative Council and the Speaker of the Legislative Assembly. Both Presiding Officers gave readings and the intercessions were read by the leaders of Melbourne city churches.

Mrs Andrea Coote MLC represented the Government, while the Opposition was represented by the Hon Daniel Andrews MP. Other members were also in attendance, along with department heads, parliamentary staff and the general public.

The service was supported by the Organist and Director of Music, Dr Geoffrey Cox, and the Cantor, Mr Paul Hughes, and hosted by the Dean of St Patrick's Cathedral, Very Reverend John Salvano.

Value One: Effective Corporate Governance

Clerk's Office/Procedure Office

Provide accurate and timely record of proceedings

The Clerk's office, in conjunction with the Procedure Office, produces a number of records of the proceedings of the Assembly. Accurate records are produced in a timely manner, often under tight timeframes. Records produced in 2010–11 include:

43 *Votes and Proceedings*, including the consideration in detail supplement
43 notice papers
42 question papers
43 minute books
2 consideration in detail minute books.

We continued to produce two less formal documents, Assembly Abridged and Assembly Statistics, which provide an easy to understand summary of the business of the House. In addition, a graphical analysis of statistics was published at the end of the calendar year.

The Procedure Office, under the authority of the Clerk, prepared bound volumes of parliamentary documents for the 2010 calendar year, including question and notice papers, and documents ordered to be printed (parliamentary papers). Bound volumes of the *Votes and Proceedings* and bills introduced for the 56th Parliament were also produced.

Maintain and update knowledge management resources

LAPRAC

Publication of all LAPRAC chapters is now complete, with the exception of Chapter 14 — Committees, which is envisaged to be completed and published in the next financial year.

With the focus of work shifting from publication of chapters to maintenance and updating of their content, as well as the development of a new approach to updating LAPRAC in eComPress, there was ongoing discussion as to whether LAPRAC should continue to be produced in hard copy, or if it is more suitable as a primarily electronic resource. A decision was taken late in 2010–11 to do away with the hard copy publication, with the exception of a master copy, which we will use for ongoing updating work.

A reworked version Chapter 1, with the new title *The Parliament, Constitution and other sources of Authority*, was completed and issued as part of the eComPress roll-out. In addition, we continued to work on a number of research and updating projects for both new and existing chapters. Topics covered included points of order, sources of procedural authority, and independent officers of the Parliament. Ongoing updating of the index, schedules and tables of standing orders and statutes was also carried out.

Rulings from the Chair

Rulings from the Chair were reviewed by the Clerk's office and updated twice during the year.

Clerk's Office

Protocols for police searches of members' offices

In 2010 a United Kingdom House of Commons Select Committee tabled a report *Police Searches on the Parliamentary Estate*. The report examined the internal process of the House administration for granting permission for a search of a UK member's office on the parliamentary estate.

From a review of the report, it was apparent that there were valuable lessons applicable to all parliaments. There are a number of significant issues to be considered in the execution of search warrants over a member's office, particularly the treatment of any records which are protected by parliamentary privilege. Accordingly a working party was set up to examine the report, consider the experience of other jurisdictions, and recommend appropriate protocols to the Parliamentary Executive Group, for consideration by the Presiding Officers.

The working party considered the report, together with protocols developed in the Federal Parliament, the Parliament of New South Wales and the Parliament of New Zealand. Input was sought from relevant parliamentary staff. After detailed consideration, the working group presented recommendations, including draft protocols, to the Parliamentary Executive Group.

The Presiding Officers have subsequently been briefed and, at their request, legal advice has been obtained in relation to the draft. At the end of the reporting year, consideration was being given to the advice.

Implement the provisions of the Members of Parliament (Standards) Act 2010

In 2009, the Law Reform Committee reported on its review of the *Members of Parliament (Register of Interests) Act 1978*. Following consideration of its recommendations, in March 2010 the former Brumby Government introduced the Members of Parliament (Standards) Bill 2010. It reflected many of the Committee's recommendations and set out a statement of values, a revised code of conduct, and an extended register of interests.

The bill passed the Legislative Assembly in April 2010, following which the second reading was moved in the Legislative Council on 15 April 2010. It was not subsequently debated and lapsed at the end of the Parliament.

We had anticipated establishing new procedures to deal with the register of interest changes contemplated by the bill. In the event, those procedures were not required, but we did take up a training recommendation made by the Committee.

In relation to an aim of building and upholding the standards of the Act, the Committee recommended the Parliament:

(a) include comprehensive training about the Act in future induction programs for members of parliament

(b) invite external presenters with a background in ethics and politics to present to members of parliament in future induction programs.

Training was made available to all members of both Houses in April 2011 in the form of a half-day seminar. The seminar was led by Professor Charles Sampford, Director, the Institute for Ethics, Governance and Law (a joint initiative of the UN University, Griffith and QUT in association with the ANU), President, International Institute for Public Ethics and Foundation Dean, and Professor of Law and Research Professor in Ethics, Griffith University.

He was joined by co-presenters, Clem Campbell, former member of the Parliament of Queensland, and Senator Russell Trood, Senator for Queensland.

The seminar provided members with an introduction to their role as parliamentarians, conflicts of interest and technical decision making, and focused on relevance for members in making everyday decisions. It included case studies for discussion, which gave practical assistance to members in understanding the principles and thinking processes for ethical decision making.

Strategic plan

At the start of a new parliament, the parliamentary departments meet together to plan strategically for projects over the subsequent four years. That plan then shapes the business plans of each of the three departments.

In March 2011 members of the Parliamentary Executive Group (PEG), Senior Management Group (SMG) and Parliamentary Management Group were joined by the Presiding Officers for a facilitated planning day. This was an ideal opportunity for the Presiding Officers to give strategic direction on projects and priorities.

The day prompted insightful and, at times, challenging discussions. Issues covered included operational support we provide to members and the Chambers, community engagement, use of social media in a communications strategy, the role of the Parliament, and maintenance of Parliament House.

Although well advanced, we had not completed discussions on all projects at the end of the day. Subsequently PEG and SMG met with the facilitator to finalise details of the projects. As at the end of the reporting year, the plan was complete subject to finalising accountabilities and timelines. We will resolve these at a further meeting early in the next reporting year.

Value Two: Excellent Service Delivery and Responsiveness

Legislative Assembly

Enhance Parliament's online resources

Some enhancements were made to the bills section of the legislation website as part of the Office of the Chief Parliamentary Counsel's upgrade of the website. The bills homepage is now also an automated bills summary, which gives a quick snapshot of the current status of each bill. We have also added the facility to link each bill to the Scrutiny of Acts Committee's consideration in Alert Digest and any Parliamentary Library background papers. This function is not yet being used as we still have a few technical problems to fix with it.

We had hoped that all House documents could be transferred to the Parliament's website as part of the legislation website upgrade. However, this project has now been delayed while we further develop the existing functionality of the Parliament's website to, hopefully, also manage the House documents.

Following the release of the newly branded and organised Parliament website we have continued to update the content of the site. We now also use the 'Today in Parliament' section and the Assembly home page to inform visitors of what is happening in the Assembly throughout each sitting day. A 'what to do when' guide has been developed for staff maintaining these sections.

Implement any recommendations of the Standing Orders Committee adopted by the House

In December 2009, the Standing Orders Committee recommended a range of changes to the Opening of Parliament. Before the House rose at the end of the 56th Parliament, some of these recommendations were adopted by the House, including:

- the Commissioner appointed by the Governor to swear in members goes directly to the Assembly Chamber, removing the requirement for the Assembly members to attend the Council Chamber first to hear the Commission read aloud

- the requirement for a privilege bill to be introduced, to confirm the Assembly's rights and privileges, has been removed. Instead, the House now conducts some formal business, to re-assert and maintain the rights of the House to deal with its own business before the Governor's business.

The Committee also recommended that the Opening of the 57th Parliament involve a Welcome to Country ceremony. This could be achieved without a change to standing orders and so no formal change to the House's rules was required. The ceremony did take place at the Opening, and was well received.

Some other recommendations in the 2009 report, including responses to petitions, and voting opportunities for members with childcare responsibilities, were not adopted by the House.

New sessional orders and divisions standing order

Since being elected the new Government has introduced a number of procedural changes. These include:

- setting a fixed time for a minister to respond to an adjournment matter (30 days). Members now take a point of order at the start of the adjournment debate to alert the Speaker when this requirement has not been met. The Speaker then writes to the minister reminding them of the outstanding matter and the requirement to respond.

- limiting the answer to each oral question during question time to four minutes. This has had the result of reducing the length of question time and, in once instance, there was time for 11 questions to be asked and answered instead of the usual 10.

- limiting the number of notices of motion given orally by non-government members and government back benchers. This does not restrict the number of notices of motion that can be given, as additional notices of motion can now be given in writing. Notices of motion given by ministers are not restricted except that they must be given orally. Various other provisions are in place to ensure the House is informed of all procedurally important notices of motion. Reducing the number of notices of motion given orally also saves the time of the House. For example, on the first sitting day of the Parliament before the new sessional order was in place, members gave notice of 105 motions.

- setting the automatic interruption of business for the adjournment at 4.00 pm on Thursdays. The standing orders set a 10.00 pm interruption for each sitting day, but it has been a common practice of the Assembly to begin the adjournment debate much earlier on a Thursday, often shortly after 4.00 pm. Since the introduction on this new sessional order, the usual practice on a Thursday has been to interrupt business at 4.00 pm for the completion of the government business program, and then to move immediately onto the adjournment debate. The new sessional order still permits the House to agree to continue the sitting if there is more business it wishes to consider.

- clarifying that the additional time for the lead speaker of any other party (as included in SO 131) does not usually apply if that party has advised the Speaker that they are in a coalition arrangement with another party.

The Assembly has also amended the standing order that deals with the procedure of a party vote during a division. The changes make it clear that the whip of each party is reporting the votes cast by members of his or her party, rather than casting the votes of those members.

Most of these changes were introduced in the first sitting week of 2011. Prior to this, we were busy with drafting and re-drafting as we considered the implications of any proposed changes. We also drafted a series of amendments for the Opposition, which were ultimately defeated in the House. Once the changes had been agreed we then

reprinted standing orders and updated our resources, including facts sheets and website, to reflect the changes in our procedures and rules.

Delegations

Aichi delegation

The Governor of Aichi and the Chairperson of the Aichi Prefectural Assembly led a delegation to the Parliament from 17–21 July 2010. Extensive planning took place involving the Speaker's Office and the Serjeant-at-Arms Office, in conjunction with Department of Premier and Cabinet.

Parliament of Kenya

A delegation of four members from the Committee on Delegated Legislation, Parliament of Kenya, visited the Parliament of Victoria on 1 September 2010. The delegation met with the Scrutiny of Acts and Regulations Committee. A program was developed by the Clerk's Office.

Jiangsu Provincial People's Congress delegation

A Jiangsu delegation visited the Parliament from 8–10 November 2010, led by Mr Zhang Yixin, Vice Chairman of the Committee on Finance and Economics. He was accompanied by other committee members, the Chairman of the Committee on Education, Science, Culture and Public Health, and researchers. A detailed program was arranged for them, including dinners hosted by the Presiding Officers.

Tuvalu delegation

The Parliament of Victoria hosted a delegation from the Parliament of Tuvalu for the period 15–17 June 2011. Led by the Speaker, Hon Sir Kamuta Latasi, the delegates had various procedural briefings, discussions with members, observed parliamentary debates and had dinner hosted by the Presiding Officers.

Parliament of Sri Lanka

A delegation from the Parliament of Sri Lanka, led by Hon Dinesh Gunawardena MP, visited the Parliament of Victoria on 15 December 2010. A program was prepared by the Clerk's Office.

Deakin Summer School

The Summer Residency Program for Public Accounts was held in Victoria in the week of 7 February 2011. The Program is organised through Deakin University but it is supported by the Commonwealth Parliamentary Association, the World Bank Institute, and AusAid. The program for 45 participants was launched from Parliament House and included issues such as understanding public financial documents and public sector oversight; financial and performance audits by the Auditor-General; and building more effective public accounts committees.

Attachments

Clerk of the Parliament of Nauru

The Clerk of the Parliament of Nauru visited the Parliament of Victoria on a three day attachment from 4–6 August 2010. An extensive program was prepared by the Clerk's Office which included discussions on staff training programs, committee operations and parliamentary procedure.

Clerk to the Finance Committee, Scottish Parliament

Mr Jim Johnstone spent 24 January 2011 with the Parliament. The focus of his program was on the work and operation of committees, but he also spent time with both Clerks discussing general procedural issues.

Hansard reporter, Parliament of Tuvalu

Ms Pesiki Solomona, Hansard reporter, Parliament of Tuvalu, visited the Parliament of Victoria for a one week attachment from 4–12 February 2011, sponsored under the Commonwealth Parliamentary Association Education Trust Fund. A program was developed by the Clerk's office. Ms Solomona was able to observe proceedings during a sitting week, particularly from a Hansard perspective, and also spent time in the Library.

Kazi Reshad Islam, short internship through AusAID

In April 2011, the Clerk of the Parliaments was approached by AusAID to assist with a short term internship for Mr Islam. He had been selected for the prestigious Australian Leadership Awards Scholarship by the Australian Government to undertake a Masters of Public Policy and Management.

Mr Islam's home country is Bangladesh where he is a registered professional engineer, and has an MBA in Finance. The aim of the internship was for him to develop his leadership skills. The Parliament was able to assist with the placement during the period 23–30 June 2011. He was given the opportunity of meeting various senior managers, observing parliamentary proceedings and attending relevant meetings. He was very well prepared for his internship, asking insightful questions on many aspects of parliamentary administration.

Clerk assisting with orientation program, Tuvalu

In March 2011 the Clerk received a request to assist with an induction seminar for members of the Parliament of Tuvalu, being organised through the United Nations Development Programme (UNDP).

Tuvalu is one of the world's smallest independent nations, situated in the southwest Pacific Ocean. It is classified by the United Nations as a Least Developed Country.

The UDNP is the UN's global development network. It advocates for change and connects countries to knowledge, experience and resources. To that end, it sought assistance through the Commonwealth Parliamentary Association (CPA) with the induction seminar. The Parliament of Victoria is twinned with Tuvalu under the CPA twinning program, and this presented an excellent opportunity to further develop the twinning relationship.

The Parliament of Tuvalu consists of 15 members. Of the eight inhabited islands making up the country, some islands have two members representing them, and others have one. They do not have political parties but form a government of alliances of members. A new government was formed at the end of 2010, following the previous government losing a no-confidence motion.

The seminar was scheduled for three days between Easter and budget week in Victoria. This presented some logistical issues for the Clerk as there are limited flights, none of which are direct. Ultimately he was able to attend for two days and gave presentations on the following topics:

- Use of the Constitution as the guiding document

- Separation of powers

- Responsible government and principle of collective responsibility

- Interaction of executive government with the legislature

- Standing orders

- Speakers' rulings

- Rules of debate.

A representative from the Department of the House of Representatives also attended and presented on committee issues. The balance of the seminar consisted of presentations from Tuvalu government departments.

The seminar was very well received by the Tuvalu members and was an ideal opportunity for the Clerk to understand the operations of their Parliament. This will greatly assist in arranging future programs for Tuvalu members and staff.

Clerk's Office/Procedure Office

Develop and streamline business processes

Develop a tabled documents database

As reported in last year's annual report we, in collaboration with the Legislative Council, have scoped an online tabled documents database to replace the current database employed by the Assembly via the intranet.

Since then, the project has moved into the development stage with a Joomla! programmer employed to develop the collaborative database based on the initial scope. At the end of the reporting year, the developer was in the final stages of completing the database and we had begun testing.

In the meantime, we made improvements to the existing database with the assistance of the Parliamentary Library. Improvements included an easier to navigate search function and quick links to commonly searched documents and organisations. This interim

version provided a good opportunity to try some of the features we have planned for the new database.

Implement the eComPress publication system for the electronic publication of the Legislative Assembly Practice Manual

Continuing on from the investigation and initial negotiations surrounding the use of the eComPress software for the electronic publication of both LAPRAC and the Committees Procedures Manual, conducted in 2009–10, purchase of the product was finalised and the new electronic versions of the two publications was rolled-out to relevant staff in 2010–11.

eComPress is a system for publishing documents in a compressed and secure (electronic) form, allowing easy navigation and quick searching as well as allowing for ongoing updating and maintenance of publications.

Work on producing LAPRAC in the new electronic eComPress format commenced in late 2010. This involved us re-styling all chapters, schedules and tables into a format suitable for the new electronic platform. User testing was completed over December 2010 and January 2011, and the electronic publication of LAPRAC was rolled-out to staff in February 2011.

eComPress system implemented for committees

Styling and other preparation of the Committee Procedures Manual for translation into the eComPress platform was completed early in the period. After user testing and refinement, the electronic Committee Procedures Manual was deployed to committee secretariats in January 2011.

Concurrently, the introductory chapters of the hard copy manual were re-issued. A decision on continuing to publish both electronic and hard copy versions of the manual is pending.

Implement the questions database

In the last planning period, we reported that the development of the questions database was nearing completion. In the current period, we started using the database to generate the question paper, and to track answers to questions. The next stage, which we intend to implement early in the next cycle, is to launch the searchable version of the database on our website, and to show members how to submit their questions on notice directly through the database.

Committees

Drugs and Crime Prevention Committee

56th Parliament

The 2010–11 year proved to be an extremely busy time for the Committee. Before the 56th Parliament was dissolved it completed and tabled the *Report on the Inquiry into Strategies to Reduce Assaults in Public Places in Victoria* and also undertook investigatory work for a relatively new inquiry into the impact of drug-related offending on female prisoner numbers, tabling an interim report in September 2010.

Public hearings and interstate phone hook-ups with key experts were conducted and the Committee also visited the Judy Lazarus Transition Centre in West Melbourne, and a post release supported housing programme for women. These visits enabled the Committee to gain insights into the work of these organisations, the programs conducted and the views of staff on issues relating to the inquiry.

The Committee also sought the assistance of Dr Stuart Ross from the University of Melbourne to undertake an analysis of the changing patterns of female imprisonment in Victoria, the changes in the offences and offending history of women who are imprisoned, and the changes in the age and ethnicity of the female prisoner population. The knowledge gained was considered essential in developing strategies to address women's drug and drug-related offending.

Both inquiries proved to be extremely interesting and challenging and were far more complex than originally anticipated.

57ᵗʰ Parliament

In March 2011, the Committee commenced its work on two new inquiries: an Inquiry into Locally Based Approaches to Community Safety and Crime Prevention and an Inquiry into Violence and Security Arrangements in Victorian Hospitals.

Inquiry into Locally Based Approaches to Community Safety and Crime Prevention

To date the Committee has undertaken an extensive literature review of both the Australian and international literature and has received numerous background briefings from key government departments and experts in the field. The Committee has also commenced the formal consultation phase of the inquiry by calling for written submissions in the *Herald Sun* and *The Age,* writing to key agencies in Victoria and interstate inviting them to make submissions, and holding a series of public hearings in Dandenong, Frankston and Melbourne. This process has enabled the Committee to canvass the views of government and non-government organisations and interested individuals specifically in relation to the issues raised in the terms of reference.

The second terms of reference requires the Committee to investigate the breadth of locally based groups and organisations addressing community safety and crime prevention issues within Victoria, particularly with regard to local government and Neighbourhood Watch. This information has not previously been compiled in Victoria so the Committee is developing a survey which will be distributed to all local councils and shires, Neighbourhood Watch and other key organisations. The purpose of the survey is to identify all local crime prevention initiatives in their area and answer specific questions in relation to their operation and effectiveness.

The terms of reference require the Committee to investigate whether there are alternate models for the delivery of better crime prevention and community safety outcomes within Australia. The lead crime prevention authority in Australia which seeks to forge partnerships between a central state authority and local government and non-government organisations is the Western Australian Office of Crime Prevention [OCP]. Strategic direction is provided by the OCP through a *State Community Crime Prevention Plan* [CCPP] developed in conjunction with relevant state and local government departments and agencies.

The development of local community crime prevention partnerships and plans based on local needs and local priorities have been recognised as best practice in promoting workable and constructive relationships between a central state authority and local and regional agencies. Moreover the CCPP have been recently evaluated by the Australian Institute of Criminology and generally reviewed favourably.

The Committee traveled to Perth and met with the OCP and its partners to determine both the benefits of such a program, and any lessons learnt along the way, that have assisted the OCP to improve both the development and implementation of their services.

Inquiry into Violence and Security Arrangements in Victorian Hospitals

The Committee received this inquiry in May 2011 and since that time has commenced a literature review and published calls for submissions in the *Herald Sun* and *The Age*. Letters inviting submissions to the inquiry have also been sent to key stakeholders including all public hospitals, private hospitals with emergency departments, medical associations and relevant security organisations in Victoria.

The terms of reference require the Committee to examine current and proposed security arrangements in other states of Australia to prevent violence in hospitals and, in particular, emergency departments. When in Perth the Committee met with Dr Rose Chapman based at Curtin University, author of one of the leading Australian studies conducted into violence towards hospital staff. Members also visited two major hospitals, the Royal Perth Hospital and Sir Charles Gairdner Hospital, where they spoke with doctors, nurses and security staff to discuss the various, and in some cases innovative, ways they had implemented to address violence in their hospitals.

Electoral Matters Committee

56th Parliament

The last inquiry into the Functions and Administration of Voting Centres was tabled in June 2010 to allow the Victorian Electoral Commission sufficient time to review the recommendations prior to the 2010 Victorian State election. The VEC had previously advised the Committee that any reporting of electoral related issues later than mid-2010 would not give them sufficient time for consideration. As such the Committee did not table any reports from July 2010 to when the Parliament was dissolved prior to the state election.

57th Parliament

In February 2011 the Parliament appointed four members to the Electoral Matters Committee. An additional member was appointed by the Legislative Council in March 2011, making a total of five members for the committee.

In February 2011 the Legislative Assembly referred an inquiry to the Committee into the conduct of the 2010 Victorian state election. As a consequence of the new inquiry members were briefed on the work of the previous Committee. The Committee has since met with the Victorian, NSW, Queensland and South Australian electoral commissioners to discuss contemporary electoral matters. The Victorian electoral commissioner also provided the Committee with a comprehensive update on the events of the 2010 Victorian state election. Advertisements were placed in newspapers

advertising the Committee's terms of reference, and preparations are underway for public hearings early in the next reporting cycle.

Family and Community Development Committee

The Committee tabled its *Report on the Inquiry into Public Housing* in October 2010. With the commencement of the 57th Parliament, the Committee was re-established and received new terms of reference for two inquiries in February 2011:

- Inquiry into Opportunities for Participation of Victorian Seniors

- Inquiry into Workforce Participation by People with a Mental Illness.

Two committee members from the Legislative Council were appointed in March 2011. The Legislative Assembly appointed four members to the Committee in May 2011. Accordingly, the commencement of the two inquiries was delayed pending the appointment.

In addition the Committee needed to consider its resource base and other related inquiries being undertaken in other jurisdictions. For example, the House of Representatives Standing Committee on Education and Employment is undertaking an Inquiry into Mental Health and Workforce Participation.

The Committee has developed a submission guide for its Inquiry into Opportunities for Participation of Senior Victorians with the intention of calling for submissions and holding a series of briefings for both inquiries in July 2011.

Public Accounts and Estimates Committee

Inquiry into the Public Finance and Accountability Bill 2009

The Public Finance and Accountability Bill 2009 was introduced in December 2009. In July 2010, the Legislative Council, resolved that 'the contents of this Bill be referred to the Public Accounts and Estimates Committee for consideration and report by 31 August 2010'.

In view of the extremely compressed timeframe, the Committee resolved to undertake a high-level examination of the reference. The Committee tabled its *Report on the Public Finance and Accountability Bill 2009* in August 2010. On 13 August 2010 the Council again referred the contents of the bill to the Committee, so that the Committee could invite the Auditor-General to give evidence on the contents of the bill. The Committee tabled the *Report on the Public Finance and Accountability Bill 2009 — Further Considerations* on 31 August 2010. This report summarised the issues raised by the Auditor-General in relation to the bill, as well as a summary of the corresponding response and comments on outstanding issues that were offered by the Secretary, Department of Treasury and Finance.

Inquiry into the 2010–11 budget estimates

The Committee conducts an annual inquiry on the state's budget estimates as soon as the budget is released by the government. This includes the conduct of public hearings to scrutinise the forward funding expenditure and activities of all government portfolios

and the parliamentary departments. All ministers and departmental secretaries are invited to appear before the Committee and are questioned on their portfolio budget estimates for the next financial year. Departments also responded to a questionnaire about forward estimates.

In May and June 2010, respectively, the Committee tabled its *Report on the 2010–11 Budget Estimates — Part One* and *Report on the 2010–11 Budget Estimates — Part Two*. These reports contained summaries of key issues raised at the public hearings.

The *Report on the 2010–11 Budget Estimates — Part Three* was tabled in September 2010. Part Three contained a detailed analysis, including recommendations, relating to the budget estimates for 2010–11. It provided information relating to responses received to questions taken on notice and further information provided by ministers, together with any additional information sought in relation to the responses received on its questionnaire, and the Government's response to the Committee's report on the 2009–10 budget estimates.

Inquiry into Victorian Auditor-General Office reports

An important aspect of the Committee's work is to follow up on matters raised by the Auditor-General in various reports to the Parliament. The Auditor-General's reports draw Parliament's attention to financial concerns or issues of efficiency, effectiveness or value for money relating to public administration. The Committee is able to follow up these matters and takes further evidence on the progress achieved by public sector agencies on the Auditor-General's recommendations.

During 2010–11, the Committee confirmed its follow-up of specific audit reports. The Committee prioritises these by considering the seriousness of impacts or implications of audit findings, public interest, risks, social impacts, criticality and unresolved disputes, materiality and opportunities to enhance accountability. The Committee retained a broad scope for its terms of reference, that is, to review any aspects of the findings and recommendations contained within those reports.

In September 2010 the Committee tabled its report on its *Review of the Findings and Recommendations of the Auditor-General's Reports July-December 2008*. This report covered 'priority one' audit reports which attracted further evidence-gathering via public hearings in addition to detailed questionnaires. The 'priority one' reviews were:

- *BioSecurity Incidents: Planning and Risk Management for Livestock Diseases*

- *Managing Acute Patient Flows.*

The report also contained 'priority two' review outcomes of four audits which encompassed primary evidence gathering via Committee questionnaires in relation to:

- *Management of Complaints Against Ticket Inspectors*

- *Enforcement of Planning Permits*

- *Private Practice Arrangements in Health Services*

- *School Buildings: Planning, Maintenance and Renewal.*

The Committee is currently conducting an inquiry into Auditor-General's reports tabled from January 2009 to July 2009, which commenced in March 2011. The Committee's report is anticipated to be tabled in late 2011. This report includes reviews of two 'priority one' Auditor-General audit reports for follow-up reviews, in relation to:

- *Access to Public Hospitals: Measuring Performance*

- *Preparedness to Respond to Terrorism Incidents: Essential Services and Critical Infrastructure.*

The review will also include 'priority two' reports in relation to:

- *Withdrawal of Infringement Notices*

- *Connecting Courts — the Integrated Courts Management System*

- *Implementing Victoria Police's Code of Practice for the Investigation of Family Violence*

- *Management of School Funds.*

Inquiry into the Victorian Audit Act 1994

In June 2009, the Committee notified both Houses of its intention to inquire into the *Audit Act 1994*. The aim of the inquiry was to review the legislation in its entirety, paying particular attention to innovative opportunities to progress it to leading edge status.

The Committee invited written submissions, from individuals and organisations, in relation to matters in its discussion paper which was tabled in February 2010.

The final report tabled in October 2010 comprised 59 recommendations which addressed the Auditor-General's relationship with the Parliament, the conduct of audits of administrative functions within Victoria's Courts and avenues available to strengthen numerous operational audit powers and responsibilities, the constitutional and parliamentary status of the Victorian Auditor-General, legislative amendments dealing with the Auditor-General's relationship with Parliament, audits of non-judicial functions within Victoria's courts, the Auditor-General's information gathering powers, and the operational powers and responsibilities of the Auditor-General.

Inquiry into the 2011–12 budget estimates

The scope undertaken for this inquiry was similar to the inquiry into the 2010–11 Budget Estimates. A two-part questionnaire was sent to all departments seeking information in relation to their forward budget estimates. The *Report on the 2011–12 Budget Estimates — Part One* was tabled in June 2011 and contained 12 recommendations relating to desirable enhanced information disclosure of budget papers and related reports.

The *Report on the 2011–12 Budget Estimates — Part Two* was tabled in June 2011. The Committee made 26 recommendations in relation to the enhancement of the quality and meaning of performance measures used in departmental reporting on service and asset delivery. This examination included a review of the performance measures that the Government had proposed discontinuing or substantially altering in the 2011–12 budget.

It also covered examples of better practice in performance measurement and the setting of performance targets in the 2011–12 budget.

Part Three of the report (expected to be tabled later in 2011) will provide a detailed analysis of the 2011–12 budget and will explore a variety of other themes in the budget.

Other activities

The Committee had not conducted its recurrent annual inquiry on financial and performance outcomes for 2009–10 due to the election year. For 2011–12, this means that two successive years will be assessed by the Committee.

In September 2010, the Committee also received an independent report on the performance audit of the Auditor-General and his Office, undertaken by Parliament's appointed auditor, Mr Tom Fazio, under the *Audit Act 1994*.

In May 2011, the Committee co-hosted the 2011–12 State Budget Briefing Seminar for Parliamentarians, with the Department of Treasury and Finance. The Seminar was held in-house, achieved value for money and savings objectives and exceeded the number of attendees from previous years. The Committee has surveyed attendees to determine further improvements for future seminars.

In November 2010, the secretariat participated in an information-sharing session with a visiting delegation from the Jiangsu Provincial People's Congress. The objective of the presentation was to provide an overview of the scrutiny role of the PAEC, as well as its statutory responsibilities and its role and responsibilities pertaining to the Auditor-General of Victoria and his office.

In February 2011, the secretariat also welcomed the World Bank Institute/CPA/Deakin University Summer Program and participated in an information-sharing session.

Rural and Regional Committee

Inquiry into Positioning the Wimmera-Mallee Pipeline Region to Capitalise on New Economic Development Opportunities

This inquiry was referred to the Committee by the Legislative Assembly in November 2009. The Committee benefited from the technical advice of environmental and education consultant Professor Rob Wallis, previously the Pro Vice-Chancellor (Regional and Rural), Deakin University.

The report was tabled in August 2011.

Inquiry into the Extent and Nature of Disadvantage and Inequity in Rural and Regional Victoria

This inquiry was referred to the Committee by the Legislative Assembly in November 2009 and involved extensive public hearings, research and many deliberative meetings.

Given the breadth of issues covered by the terms of reference, the community engagement and consultation program over the year included extensive public hearings in regional Victoria, and meetings and workshops with experts in Melbourne. This meant that a huge amount of resource material and research was gathered and required

examining and collating prior to final preparation of the report for the Committee's consideration.

Given the Committee's strong focus on community engagement and consultation, it was decided to include case studies of prominent and important individuals and organisations in regional Victoria involved in ameliorating disadvantage in their communities.

The report was tabled in October 2010.

Inquiry into the Capacity of the Farming Sector to Attract and Retain Young Farmers and Respond to an Ageing Workforce

The Committee was re-established by the incoming Coalition Government and was given this inquiry by the Legislative Assembly in February 2011. The Committee was appointed in May 2011.

The first meeting took place in May 2011. The work of the Committee throughout the period since its establishment has been focussed on drafting background material, gathering statistics, conducting preliminary research and collecting evidence at public hearings. The Committee conducted its first hearing, in Bendigo, as well as a workshop with an expert in the region. The Committee has also called for submissions which are due in August.

One of the challenges facing the Committee is to collaborate with the Education and Training Committee given the overlapping relevance of the Inquiry into Agricultural Education in Victoria being conducted by that Committee. This co-operation has been facilitated by a formal agreement to share information and material amongst the two committees.

At the close of the reporting period the secretariat is well underway organising regional hearings for an extensive year long program, accepting submissions and drafting background material for the Committee's consideration. The Committee is working towards gaining an in-depth understanding of the issues around the farming sector workforce.

Scrutiny of Acts and Regulations Committee

Statutory functions

The Committee has statutory reporting responsibilities under three Acts:

- *Parliamentary Committees Act 2003* s 17

- *Subordinate Legislation Act 1994* ss 21 to 23

- *Charter of Human Rights and Responsibilities Act 2006* s 30.

Annual reports and committee website

The Committee tabled its *Annual Review 2010* in May 2011. The Review outlines the functions and work of the Committee during 2010. In the reporting period the Committee tabled 12 Alert Digests reviewing over 80 bills. In the same period the

Committee, through its Regulation Review Subcommittee, reviewed over 150 statutory rules ('regulations'). The Annual Review covering statutory rules series 2010 was tabled in the Parliament in June 2011.

The Committee continued to provide speedy internet access to its Alert Digests (reports on scrutiny of bills) most often within 24 to 48 hours of tabling in the Parliament, and continued to provide regular updates concerning any current Committee inquiry.

Human rights terms of reference

On the recommendation of the Committee in May 2011 the Speaker re-appointed Associate Professor Jeremy Gans of the University of Melbourne Law School as the Committee's Human Rights advisor for the term of the 57th Parliament. Dr Gans commenced his scrutiny of bills and regulations on behalf of the Committee in August 2007. Where provisions in a bill engage a Charter rights issue the Alert Digests now feature a distinct Charter Report section discussing the relevant Charter compatibility matters.

Regulation review

Under the *Subordinate Legislation Act 1994* the Committee has oversight responsibilities concerning statutory rules. The Committee performs this scrutiny function by means of a subcommittee, the Regulation Review Subcommittee. The Subcommittee held nine meetings in the period 2010–2011 and considered 152 statutory rules. Of those rules 12 were accompanied by regulatory impact statements. The Subcommittee also considered every statutory rule in the context of human rights and compatibility with the *Charter of Human Rights and Responsibilities Act 2006*.

From 1 July 2011 the subcommittee will also assume responsibility for oversight of a new category of subordinate legislation known as legislative instruments as defined by the *Subordinate Legislation Act 1994*.

Statute Law Revision Bill 2011

In February 2011 the Committee received a reference from the Legislative Council to inquire into, consider and report on the Statute Law Revision Bill 2011. The Bill made minor amendments to 112 Acts and repealed 17 principal Acts and a further 10 amending Acts. The Committee tabled a report in March 2011.

Four year review of the Charter of Human Rights and Responsibilities Act 2006

In April the Committee was referred an inquiry and review of the *Charter of Human Rights and Responsibilities Act 2006* (the 'Charter'). This is the statutory review of the first four years of operation of the Charter pursuant to s 44(1) of the Charter. The terms of reference in the Order specified the statutory matters in s 44(2) of the Charter and, in addition, the Order specified a number of other matters to be considered by the Committee in the course of the review.

The Committee advertised the review and released a submissions guideline in May 2011. The advertising campaign invited written submissions to be made to the Committee by 1 July 2011. The Committee is planning to hold public hearings in mid-July 2011 and expects to table a final report in mid-September 2011.

Committee Office activities

Committees business plan

The Committee Office, which is jointly managed by the Clerk of the Legislative Assembly and the Clerk of the Legislative Council, developed a business plan, as in previous years. The overarching objectives in the plan relate to committee outputs of reports tabled, members' satisfaction with our work, and ensuring we comply with procedural authorities. The plan also includes projects that assist us in achieving those objectives, develop better services to members and improve our stakeholder engagement. Some of the key projects are set out below.

Staff reassignment opportunities

When it became clear to the Clerks that all 12 joint investigatory committees would be re-established, committee staff had the opportunity to ask to work with a different committee. We see this as a way for staff to extend their skills, refresh their subject matter knowledge, and be intellectually reinvigorated. Some executive officers, researchers and administrative staff nominated a preference to work with a new committee and, in most cases, those requests were accommodated.

Evaluating inquiry processes and reports

The core work of committees is to scrutinise matters on behalf of the Houses, and report findings and recommendations to the Parliament. Ultimately, this generally means recommending policy changes or legislation to the government. The formal government response tabled in the House afterwards sets out the government's intentions regarding those recommendations.

While we take care to ensure our inquiry processes comply with the *Parliamentary Committees Act 2003*, and parliamentary procedure, we do not have a mechanism to measure the effectiveness of the processes and reports, outside the members' feedback and the government's responses to reports. We are also aware that committee inquiries may have an indirect impact on the community, and relevant industries, and we are keen evaluate the effect in those areas.

Scoping work commenced on this project, but was not complete by the time committee activity commenced in the 57th Parliament and our staff had to devote their resources to supporting committees. We hope to progress this work in the next cycle, and intend to consult with chairs over their aims and expectations about evaluating committee inquiries.

Support chairs and members

To properly target our training and induction for new committee members and chairs, we sought feedback from members and chairs near the end of the 56th Parliament. We asked them to reflect on their time as a committee member, and information they would have liked at the outset, and what other information they needed along the way to develop their skills as committee members. We conducted interviews with members, and we express our appreciation to those members for their thoughtful insights and advice. This data helped us develop material for incoming committee members in the 57th Parliament. Specifically, we:

- produced a pocket guide on committees for chairs and members, covering procedure and administration

- ran an induction session for Chairs, convened by the Presiding Officers

- gave all committee members an information pack, including relevant legislation, brochures and the Procedures Manual

- made the Procedures Manual available on members' laptop computers on request.

Some committees also hosted a briefing session for electorate office staff, so that electorate officers better understood the role of their member on committees.

We intend to seek feedback from members during the next reporting cycle and follow up with more tailored information.

Esubmissions

The Committee Office made sound progress on developing an esubmissions facility during the reporting period. Committees engage with the public as part of our work, and value the expertise members of the community bring to committee inquiries. We have received feedback from stakeholders that some of them would find it convenient and helpful to submit written submissions direct to the committees via our website. From a practical point of view, this would reduce our reliance on email, ensure that submissions coming through the website are accessible to secretariat staff, and promote consistent document management of submissions. Our colleagues in the Parliamentary Library have helped us to develop an esubmissions module and, subject to testing, we intend to launch it early in the next reporting period.

Webcasting

Proceedings in both Houses are video webcast, and committees are keen to reach a broader audience by doing the same. Our colleagues in Hansard have been developing webcast for committee hearings. In May, PAEC's budget estimates hearings were audiocast over Parliament's website. This service proved useful to government departments, other parliamentarians, and the press. We plan to move to video webcasting of some public hearings in the next reporting period.

Progress on investigations

The Committee Office has received feedback from the public, government departments, and members on other committees, that there is value in being able to see a snapshot of committee activity. While our *Progress on Investigations* booklet provides detailed information on a monthly basis about committees' activities, it is not easily searchable, and does not provide an 'at at glance' summary. Therefore, we commenced work with the Parliamentary Library to transition the PoI to a searchable database on our website, with the capacity to run some brief reports.

The project was more ambitious than we first anticipated, and we may need some expertise to help build the database in the next business planning period.

Tours and Customer Service Unit

Public tours

From 1 January 2011, the public tours schedule was changed to move starting times throughout the day to the half-hour. Previously, public tours have started on the hour. This change relieves some of the congestion in the Vestibule, the meeting point for all booked and public tours.

As well as the scheduling changes, an additional public tour has been added to the program for each non-sitting day. This brings the total number of public tours offered on a non–sitting day to seven.

In line with the other community engagement programs, satisfaction surveys are completed by members of the public at the conclusion of their tour. The results from surveys over the last 12 months have shown that public tours of Parliament House continue to be of a very high standard, with an overall satisfaction rate of 96 per cent.

We have a system in place to collate an accurate number of the attendees for our public tours. Tour guides stationed at the Vestibule desk record the numbers for each tour, each day. The numbers are collated and trends in demand for public tours are tracked to identify peak timeslots, and periods during the year, and to allocate resources accordingly.

From the figures we have so far collected, it is clear January is again the most popular month for public tours, with 2,181 people attending in January this year, an increase of over 100 attendees on last year. In 2010–11 16,363 people visited Parliament House for a public tour, demonstrating the popularity and success of the public tour program.

The tour guides conduct their tours with the assistance of the public tour manual, designed to assist them and to ensure consistency in the information delivered. The manual is an invaluable tool for training new tour guides.

Public Tour attendances 2009-2010 & 2010-2011
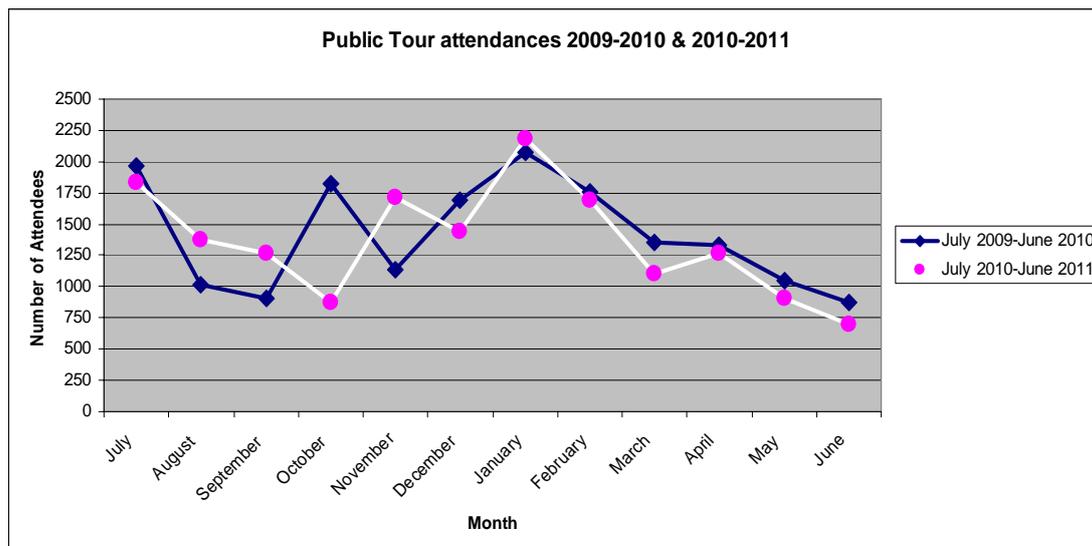
Booked tours

Booked tours are available to any group of six or more people. Primary and secondary schools, tertiary institutions, ESL classes, community groups and business organisations are among the many people that come for a booked tour of Parliament House.

As many as 11 booked tours can be conducted on non-sitting Mondays and Fridays, 10 tours on non-sitting Tuesdays and Thursdays, and seven on non-sitting Wednesdays, when much of the schedule is taken up with role plays. During sitting weeks nine tours can be conducted on Tuesdays and Wednesdays and seven on Thursdays.

By far the majority of booked tours are made up of primary schools, secondary schools and tertiary institutions, with over 1,250 bookings made during 2010–11 totalling 30,000 children and 5,625 adults.

Senior tour guides conduct the tours. The information provided to students is relevant to the Victorian Essential Learning Standards (VELS) curriculum requirements, covering such topics as 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.

In line with the other community engagement programs, satisfaction surveys are completed by teachers or supervisors at the conclusion of their tour. The results from surveys over the last 12 months have shown that booked tours of Parliament House continue to meet the needs of our participants, with an overall satisfaction rate of 97 per cent.

Regional presentations

During 2010–11, the outreach program team conducted six regional visits to towns across Victoria. The aim of the regional visits is to take the community engagement and education programs to regional areas. Parliament tour guides travel to regional towns for two days, and provide Parliamentary Information Talks (PIT) and Parliament Role Plays (PRP) for local school students in years 5, 6 and 7. In preparing for a regional visit, staff undertake a reconnaissance visit to investigate facilities and visit local schools which may be interested in attending a session.

Over the last 12 months, our team travelled to Swan Hill, Hamilton, Orbost/Lakes Entrance, Torquay, Yea and Shepparton. In total, 38 schools and more than 1,000 students from these regions attended the program.

The regional visit to Swan Hill took place in July 2010, and 215 local school students attended both a PIT and a PRP during the visit. The session was held at the beautiful art deco styled Swan Hill Performing Arts and Conference Centre.

In August 2010, staff travelled to Hamilton to conduct PIT and PRP sessions for 225 students from five local schools. The sessions were presented in the M J Hynes Auditorium, and a great time was had by all participants.

The Outreach team combined a visit to Orbost and Lakes Entrance in October 2010. The tour guides presented PIT and PRPs for 178 students from five local schools at the Orbost Library and the Lakes Entrance Mechanics Hall.

In 2011 we have also had the opportunity to conduct PITs and PRPs in the towns of Torquay in March, and Yea in May. Although these visits lasted only one day, they again showed the worth of the program, by giving school children who would not normally get the opportunity, the chance to learn more about the role and history of the Victorian Parliament.

The final visit for 2010–11 was in Shepparton in June at the Riverlinks Convention Centre. The program again proved to be very popular with six local schools, with a total of 255 students, taking up the opportunity to participate.

Overall, our regional visit program proved to be very successful and extremely popular again in 2010–11. The feedback we receive from the teachers and students is extremely positive and they are very appreciative of us taking the time to visit people of Victoria who may not get the opportunity to visit the Parliament in person.

Parliamentary information talks

During the financial year, there were 30 PITs conducted at schools in the Melbourne metropolitan area, an increase of two on last year's figures.

The PITs were held on Tuesdays and Thursdays of non-sitting weeks, and presented by senior tour guides. On each of these days, two staff travelled from Parliament House to schools located within the metropolitan area to deliver a one hour information session to students in years 5, 6 and 7. In February 2011 the PIT presentations were extended to year 7.

The information provided to students during a PIT is relevant to the Victorian Essential Learning Standards (VELS) curriculum requirements, covering such topics as 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.

PITs continued to demonstrate their popularity, with almost all sessions fully booked during the year. The use of a PowerPoint presentation which contains video footage of the roles and functions of the Parliament, slides introducing both the Assembly and Council Members from the local area, and pictures showing Parliament House, has contributed to the success and positive feedback received from schools participating in the program.

A PIT guide for staff has been developed by tour guides. As with the public tour guide manual, the PIT guide assists staff in presenting consistent information each presentation, and will be used for training purposes in the future.

For 2010–11, the overall satisfaction rating for PIT presentations was 97 per cent.

Parliament role plays

Parliament role plays are one of the most popular community engagement programs on offer. Demand for the program is high, and role plays are often fully booked for the year within a few months of bookings becoming available. Over the past year, 40 PRPs were conducted.

From January 2011, the number of role play sessions held each non-sitting week was increased to two sessions (previously one) on Wednesdays, and the program was extended to year 7 students (previously only year 5 and 6 students).

A PowerPoint presentation has also been developed by Tours and Customer Service Unit staff. Each role play now includes a presentation which provides an introduction to key information and concepts, and video extracts. Excerpts from various parliamentary education DVDs have been incorporated, assisting students to better understand the Parliament's role as a lawmaker and the processes involved in debating bills.

The new format creates greater consistency in delivery and better assists in meeting the Level 4 VELS. Surveys taken this year indicate that, on average, teachers gave an overall satisfaction rating of 97 per cent for the role plays.

VCE legal studies role plays

Work commenced on developing a role play for year 11 and 12 legal studies students in the previous reporting period. This was implemented into the Parliament's community engagement program in February 2011. As with other role plays, students perform the various roles of government and opposition members and parliamentary officials, and it is designed to be as relevant as possible to the VCE legal studies curriculum.

The role play is based on the passage of the Summary Offences Amendment (Upskirting) Bill 2007. The scripts for each role include Hansard extracts from members' actual contributions during the second reading debate. A PowerPoint presentation complements the role play. Feedback was provided from two current legal studies teachers and their suggestions incorporated.

VCE role plays are offered to schools on non-sitting Wednesdays. From February to June 2011 eight VCE Role Plays were conducted. The presentations proved to be very popular with the teachers and received an overall satisfaction rating of 98 per cent.

Victorian Law Foundation — Warrnambool

Staff participated in the Victorian Law Foundation Law Talks schools program in Warrnambool in August 2010. The Law Talks School program is aimed at the Victorian Certificate of Education (VCE) curriculum and has been offered by the Victorian Law Foundation since 2007. A number of other organisations are involved, including the Supreme Court of Victoria and Magistrates' Court of Victoria.

The Parliament's involvement in Law Talks is coordinated by the Education and Community Engagement Unit and involves two Assembly senior tour guides.

The presentation was delivered to Year 11 students and allowed the guides to present a version of what was to become the VCE role play, giving students the opportunity to debate the Summary Offences Amendment (Upskirting) Bill 2007. During the role play, students assumed the roles of government and opposition members of Parliament to gain a better understanding of how a law is passed.

Serjeant-at-Arms Office

Assist with community engagement events in conjunction with other departments

YMCA Youth Parliament 2010

The 24th YMCA Youth Parliament was held at the Parliament of Victoria from 5–8 July 2010. The annual event provides young people throughout Victoria with the opportunity to gain experience in public speaking and debating, and provides a forum for young people to communicate their views on current issues to the government of the day. In 2010 the Youth Parliament was expanded from two to three days, reflecting the increased popularity of the event amongst young people.

The 2010 event involved more than 95 young people in 16 teams across the Legislative Assembly and the Legislative Council. Each team sponsored a bill to be debated and voted on by the Youth Parliament, and therefore a wide range of topics was discussed, including regulating transition out of foster care, accredited civilian service, concessions for tertiary students and the probationary driving age.

The opening ceremony was held on Tuesday 6 July, and was attended by Graham Kent, Chairman of the YMCA Victoria, Steve Herbert, then Parliamentary Secretary for Education, Ryan Smith, then Shadow Minister for Industrial Relations and Manufacturing, Sarah Brunton, 2010 Youth Governor, and the then Deputy Presiding Officers. Taking place in the Legislative Council Chamber, the Opening Ceremony followed the parliamentary practices and customs of an official opening of Parliament.

The closing ceremony was held in the Legislative Assembly Chamber on Thursday 8 July. Youth parliamentarians were congratulated on their efforts by the Honourable John Brumby, then Premier of Victoria, and Mr Peter Burns, Chief Executive Officer of the Victorian Council of YMCAs.

Members of the Legislative Assembly provided their support for the event by acting in the role of Speaker for the debates. Parliamentary staff, including Hansard, also provided their time and support for the Youth Parliament with procedural support and recording of the event.

Parliament House Open Day 2011

The Parliament of Victoria held its annual Open Day on 21 March 2011. Open Day is an important part of the Parliament's community engagement and education program and is a great opportunity for members of the community to tour Parliament House and gain an insight into the building's history.

Information stands from Hansard, the Procedure and Table Offices, the Parliamentary Library, Organisation Development, and parliamentary committees were displayed around the building, and staff were on hand to answer questions from visitors. The Victorian Electoral Commission, Public Record Office Victoria, and the Victorian Auditor-General's Office also participated in Open Day, with interactive display stands in Queen's Hall.

A new addition to this year's event was an exhibition of historical drawings and plans of Parliament House. The exhibition featured prints of architectural plans alongside

photographs of Parliament House today. This popular exhibition provided visitors with an insight into the original plans for the building, and highlighted how it has adapted to continue to be a working building.

Live music played throughout the day, with the Victoria Police Show Band and the Blackburn Senior High School band playing in the parliamentary gardens. The Royal Australian Navy Jazz band played at the front of the building, attracting passers-by to the event. A magician and face painter provided entertainment for children, and a barbeque and light refreshments were on offer in the gardens.

The day was a great success, with 3,900 visitors taking the opportunity to look around the building, talk to staff, and enjoy the parliamentary gardens on what was a beautiful, warm Melbourne day.

Preparations to participate in Melbourne Open House 2011

The Parliament of Victoria will be open to the public as part of Melbourne Open House on 31 July 2011. The Melbourne Open House initiative provides free access to a range of significant buildings within the wider Melbourne CBD area with the aim of engaging Melbournians with their city. Visitors to Parliament House will be taken on a guided public tour throughout the main areas of the building including the Vestibule, Queen's Hall, Legislative Assembly Chamber and the Knight Kerr Room.

All marketing and advertising for the event will be handled directly by the Melbourne Open House organisers, with the copy and photographs for the advertising material prepared by the Serjeant-at-Arms Office. While volunteers will be provided by Melbourne Open House, tour guides, security staff, maintenance and cleaning services will be coordinated through the Serjeant-at-Arms Office.

While Parliament House is only going to participate on one day of the Open House program in 2011, this may be expanded in 2012, depending on the success of the event.

Implement outcome of Post Office Review

The Clerk received a report into review of the post and copying services from Forrester Taylor in August 2010. This report was provided to staff from the Tours and Customer Service Unit and other stakeholders, including staff representatives from Hansard, the Library, the Department of Parliamentary Services, and the Legislative Council. All stakeholders were invited to provide written feedback on the recommendations presented in the report by the end of September 2010.

Five submissions were received on the recommendations in the report. Forrester Taylor reviewed the feedback received and, as a result, made some refinements to their recommendations. The Clerk then presented his response to the staff of the Tours and Customer Service Unit.

In preparing his response, the Clerk took into consideration the operation of the Post Office and role of staff who work there. He recognised the Post Office has provided valuable services over the years to members and staff. Its core functions remain important, but he realised services are now being offered in a very different environment from when it was first established. In particular, technological changes over the last decade have had a great impact on the way members and staff operate. The significant

improvement in photocopiers used within business units has also reduced the dependency on Post Office reproduction facilities. The majority of the recommendations were accepted with a few minor amendments.

Staff of the Tours and Customer Service Unit were then invited to present any alternative proposals to the Clerk's response by May 2011. One alternative proposal was received and this was accepted. Early in the next reporting period it is planned to begin implementing the recommendations.

Front steps

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

- Performance by Lyneham High School Year 9 Concert Band.

- Performance by the Victorian State Youth Brass Band.

- National White Wreath Day Memorial Service.

- The Lions Club of State Parliament fundraising barbeque.

- Parliamentary Interns' official group photograph.

- Performance for International Tap Dance Day.

- Commencement of 2011 Walk for Justice.

- Photograph to commemorate 50th Anniversary of the Australian Volunteer Coastguard.

- Launch of The Royal Children's Hospital Good Friday Appeal.

- Public relations event for the Australian Wound Management Association.

- Photograph for the Cancer Council Victoria's Annual Review.

- Photograph of four opera singers to announce the Pergolesi Italian Fellowship Award.

- Modification of lighting at the front of Parliament House to mark World Diabetes Day.

- Modification of lighting at the front of Parliament House to mark the Diwali Festival celebrations.

- Checkpoint for The Heart Foundation's *Go Red for Women* event.

- Modification of lighting at the front of Parliament House for Blue September.

- Photography for Alzheimer's Australia Victoria.

- Photography for the Seafarer's Multicultural Festival.

Queen's Hall

We assisted with the coordination of events held in Queen's Hall. The following launches, receptions and conferences were held during the reporting period:

- ALP Life Members Luncheon.

- Australian Unity Limited Australia Day Breakfast.

- Performance by Frankston City Band.

- Duke of Edinburgh Gold Award Presentation.

- Presentation to the school winners of the Annual Waverley Art Competition.

- Annual NAIDOC reception.

- Performance by Orchestra Victoria.

- Parliamentary Prayer Group's prayer meeting.

- Government reception in honour of Governor Kanda of Aichi Prefecture.

- Road Trauma Support Services' annual Time for Remembering.

- Launch of Legacy Week.

- Launch of DVD by Advocacy, Disability, Ethnicity, Community.

- Chabad of Melbourne CBD's annual Chanukah function.

- Presentation of Frances Pennington Awards.

- Launch of a guide to Indigenous philanthropy.

- Function to commemorate the first anniversary of the national apology to Forgotten Australians.

- Ambulance Victoria Community Hero Awards.

- Media event to launch Andrew Lloyd Webber musical Love Never Dies.

- Welcome Reception of World Simmental Congress.

- Australian American Association Incorporated (Victoria) September 11 Remembrance function.

- Victorian Wine Industry Association's annual luncheon.

- Victorian Multicultural Commission's reception for India's National Day.

- Welcome reception for the Community Legal Centres' National Conference.

- Afternoon function to mark the 70th Anniversary of 'OHI' Day (the famous rejection of Mussolini's demands to enter Greece unimpeded and for the Greek nation to submit to his rule).

- Australian Opera Scholars' cocktail evening.

- Launch of Relationships Australia Victoria's *Building Stronger Families* initiative.

- Welcome reception for the 2011 International Dragon World Championships.

- International Commission of Jurists Victoria ceremony for Opening of the 2011 Legal Year.

- National Close the Gap Day event.

- Sir Rupert Hamer Records Management Awards ceremony.

- Royal Historical Society of Victoria Incorporated Victorian Community History Awards presentation.

- 2010 Graduate Recruitment and Development Scheme graduation ceremony Ferntree Gully Victoria Day Awards.

- You Are My Sunshine Foundation Inaugural Legal Trivia Night.

- 2011 Premier's National Aboriginal and Islander Day Observance Committee reception.

- Presentation of the book *Hell on the Way to Heaven* to the Parliamentary Library.

- Kokoda Dinner.

- Announcement of the Victorian International Research Scholarship winners.

- National Croation Day event.

- Australian American Association event.

- Menzies Lecture Trust Lecture.

- Alliance of Girls' Schools' International Women's Day breakfast.

- Council on the Ageing Victoria's *Active at All Ages* awards ceremony.

- Function to celebrate 21st Anniversary of Hon Joan Kirner becoming Premier of Victoria.

- Cultural Diversity Quest Awards ceremony.

- Performance by The Hills Band and The Hills Youth Jazz Orchestra.

- Luncheon in conjunction with UN World Interfaith Harmony Week.

We also coordinated the following exhibitions and displays in Queen's Hall during the reporting period:

- Christmas stall by Jesuit Social Services' Abbotsford Biscuits.

- Display of art work by school winners of the Annual Waverley Art Competition.

- Indigenous cultural exhibition in conjunction with NAIDOC Week.

- Art Relief exhibition on behalf of a school in Lukla, Nepal.

- Exhibition by Victorian Multicultural Commission in conjunction with India's National Day.

- Northern Grampians Shire display of areas of Northern Victoria affected by floods.

- Sir Edward Dunlop Medical Research Foundation's Geoff Hook cartoon exhibition.

Filming at Parliament House

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

- Various film, television, fashion and photographic student applications to film in conjunction with their studies at RMIT and other universities.

- Filming for *My Kitchen Rules*.

- Filming in the Legislative Assembly Chamber for the cover of a book for Grade 6 students entitled *Government in Australia*.

- Filming by Stateline for election-eve program.

- Filming by ANZ Bank for their in-house publication *Inspired*.

- Filming for the History Channel with Tony Robinson for documentary series on Australia's 'colourful and surprising history'.

- Documentary by Renegade Films on how Australian women were the first in the world to gain equal political rights.

- Filming in Strangers' Corridor for Broadsheet Media.

- Filming for Japanese Travel Program in conjunction with Tourism Victoria.

- Filming for Australian feature film *John Doe*.

Work experience students

The Parliament offers a work experience program for secondary students wishing to obtain knowledge and skills associated with parliamentary practice and procedure. The program, which is administered by the Clerk of the Parliaments, offers participants the opportunity to undertake a week's work experience across a range of parliamentary work units.

In 2010–11 students spent time with their local member of Parliament, attended question time in both Houses and met with Chamber officers and staff. Four students were accommodated during the year across the parliamentary departments and all reported positive experiences in feature articles for the *Spring Street News*. Students were 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.

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

Legislative Assembly

Implementation of the front-of-house project

At the start of the reporting year we anticipated that various projects would arise out of changes to the Vestibule and surrounding areas. Specifically, it would have meant the implementation of a new visitor management system, and plans being made to maintain service levels in the Procedure Office during building works.

Following a view by the Presiding Officers in the 57th Parliament, the front-of-house project is not proceeding as originally proposed. A risk assessment is being carried out by Victoria Police and it is possible that visitor management issues will evolve from that assessment.

Risk management framework

In the previous reporting year, we had contributed to a project to identify risks, the likelihood of occurrence, the consequence of each risk and any existing control measures.

Whilst that provided a useful starting point for risk assessment, it needed the context of a risk management framework and a formal risk register. During the course of this reporting year, we accordingly participated in a project for developing a framework, led by the Department of Parliamentary Services.

This process has involved an initial briefing and discussion on principles, followed by a detailed examination of a first draft. Following a consultation process, a framework was finalised and has subsequently been approved by the Audit Committee. The framework outlines Parliament's risk management approach, structures and activities, and is a key part of the process for us embedding risk management into our business planning process and day to day activities.

We are now participating in the finalisation of an implementation plan prepared by the Department of Parliamentary Services. Implementation will include training for relevant staff and an analysis of key risks already identified.

Briefings to new office holders, 57th Parliament

The election outcome led to changes to most members appointed to parliamentary offices. We briefed key office holders with parliamentary responsibilities, both on opening day procedures and relevant parliamentary procedures generally.

The Speaker had a great deal of information to assimilate after his election to office and had a number of briefings. Similarly, we briefed the Deputy Speaker on consideration in detail proceedings and provided a written guide to procedures. Detailed discussions also

took place with the Leader of the House, Government Whip, the Leader of Opposition Business and the Opposition Whip.

Early in 2011, the Speaker appointed a panel of Acting Speakers. We held a briefing session for them on their role, giving practical information about chairing debates and relevant associated procedures. They were also provided with a comprehensive written guide.

Procedural briefings for members

Twenty-one new members were elected to the Legislative Assembly in November 2010, plus one former member of the Legislative Council. A further member was elected following a by-election in February 2011.

At the start of a new parliament, we gave an initial briefing to new members, covering the opening day and an introduction to parliamentary procedure (see the report on pp 19–20). In previous parliaments we have then offered a more detailed half-day seminar to new members. This took place in the first four months of the parliament.

This year we trialled a new approach and, instead of a half-day seminar on a non-sitting day, we offered a series of six procedural briefings over lunch on Thursdays of sitting weeks. The aim was to provide the briefings at a time most convenient to members, and remove the need for them to return during a non-sitting week.

The first three briefings were specifically aimed at new members, but were open to all members to attend. Topics covered were wide-ranging, such as passage of legislation, working on committees, the adjournment debate and points of order.

The remaining three briefings were on more complex procedural issues and were aimed at all members. These dealt with issues such as consideration in detail, sub judice and parliamentary privilege.

Our intention in the next reporting year is to survey members for their feedback. Informal feedback to date has been positive, and briefings have been well attended. On a number of occasions the briefings have proved timely, as they have covered issues which have actually occurred in the Chamber during that week. This has provided members with actual examples of the procedures being covered, and an opportunity to discuss what has occurred and ask questions.

Clerk's Office

Reflections project

The aim of the project is to bring together memories of staff working at Parliament House over approximately the last 50 years. Rather than collating procedural changes, which are well documented, the project's focus is more of a social history.

In the last 50 years there have been many changes in workplaces generally, not least with technology. Parliament is a fascinating place in which to look back at the changes. It combines a traditional environment with an institution that seeks to operate efficiently and dynamically in the twenty-first century. Parliament's core business has not changed

since 1856 and it is intriguing to work out how conducting that core business has changed during recent decades.

Considerable progress has been made during the year in interviewing former staff. In all, we have completed 15 interviews, mainly with former staff. Interviewees have been very generous is giving their time to the project. The interviews have generated lengthy transcripts which are in the process of being checked.

There are approximately three other interviews to be completed, hopefully in the next reporting year. Next year will also provide an opportunity to start analysing the transcripts and preparing chapter outlines.

Along side the interviews, we have located and reviewed more Clerk's Office files from the 1950s. They have added to the information available, particularly in relation to the employment of staff. Further files are also available and our aim is to review those in the next reporting year too.

Review provision of IT business process support to the Department

Staff supporting the Chamber and committees are experienced in parliamentary procedure and inquiry techniques, but are not technology experts. In the past, we have struggled to properly articulate our technology support needs to IT Services, partly because we are not aware of the products and strategies available, and partly because IT Services do not have a deep understanding of the nature of our core work in supporting the Chamber and committees.

We have been involved with our DPS colleagues to bridge this gap. In the reporting period, we picked some examples of core business, and used them as case studies for which IT Services could explore a business case process to identify appropriate technological support. In the Assembly, we note that producing the notice paper is often a laborious and manual process, which relies heavily on long Microsoft Word documents. There may be some way to automate the document production, while still preserving the quality assurance required for House documents.

In committees, we would like a facility to circulate committee documents to members in a secure and convenient way, to reduce our reliance on email as a business tool. We also think there is scope to better manage committee report production from end-to-end, eliminating version control errors and ensuring consistent style and formatting. Finally, we are keen to explore tools to support our research, and allow us to use our resources most effectively.

In conjunction with our DPS colleagues, we look forward to making progress on supporting our business process needs in the next reporting period.

Complete the plain English project

We have successfully rewritten and redesigned our fact sheets to meet best practice plain English standards. The new fact sheets have greatly improved readability, and are grouped into themed series with colour-coded covers. Additionally, a colour-coded panel showing each series' title is now part of the fact sheet display. The fact sheets on

Parliament's website have also been updated, and now link from a 'portal page' to ease navigation.

We have 36 fact sheets on a range of topics, both procedural and historical. These are available online and in hard copy. They are designed for a wide range of readers, including members of Parliament, their staff, interest groups, government departmental staff, school children and the public.

Writing fact sheets is a balance between demystifying parliamentary practices and procedures, while providing sufficient information for the fact sheets to be of practical use, particularly for members and their staff. It is easy to become too close to topics and believe they are being explained clearly, when in reality the language and terminology used is unclear.

Following a 2009 editorial audit by the Plain English Foundation, we worked to improve the language and design of the fact sheets. This included extensively reviewing and rewriting the text of each fact sheet.

Each fact sheet now follows a template designed by the Plain English Foundation to make them easier to read. Additionally, our style guide has been updated to include a section specifically on writing fact sheets. These measures have improved the current fact sheets, and will help staff to write new fact sheets in plain English.

The fact sheet cover had previously been redesigned, but not yet printed. Taking on board Plain English Foundation feedback about grouping themes, we identified suitable groups and applied different colours to each group. The colours have been incorporated into redesigned fact sheet covers.

The fact sheets were audited again in February 2011. The audit applied 12 plain English performance indicators to the fact sheets. The indicators combine to form a 100-point index to map overall performance. The fact sheets improved from an initial rating of 67 (good/average) in 2009 to 86 (excellent/best practice) in February 2011. We are now able to endorse our fact sheets as meeting the Foundation's plain English standard at a gold level.

The fact sheets on the Parliament's website have also been updated. The text matches that of the hardcopy versions, and the design now follows plain English principles, as well as conforming to the redesigned website's style.

The fact sheets are now printed in-house through the Post Office to accommodate the need to update information regularly and quickly.

Staff attended a two-day writing skills workshop in October 2010, to help them use plain English in their work. The workshop gave staff techniques for writing plain English, including effective document design and focussing on a document's core message. Staff will attend refresher courses in the next reporting period.

Staff involved with the project have learnt a lot about plain English principles. It is important that the Department's public information documents are as accessible and readable as possible.

Precinct Master Plan

The Precinct Master Plan is a project led by the Department of Parliament Services. The project has involved an analysis and review of existing accommodation conditions within the parliamentary precincts, with the view of planning the use of the precincts over the next 20 years. The plan will then form the basis for building projects in the future.

We participated in regular working party meetings during the year. An initial draft was developed for the working party's review and feedback. The revised draft was then presented to the new Presiding Officers in the current Parliament. They have given their support in principle and planning will now start on the projects set out in the plan.

Procedure Office

Archiving

The Assembly has now reduced the length of time we keep hardcopy stock of House documents and bills. Most are now only kept for the current year. This followed consideration of how often we get asked for such documents, now that they are easily accessible online, and an audit of how much space they took up to store.

Work continues on analysing the Clerks pre-1961 correspondence. A series of documents about Parliament's precautions during World War II was uncovered and displayed as part of the Procedure Office's stand at Open Day.

We had intended re-issuing the archives policy but that project was delayed and we will action this in the next reporting year.

Appropriation messages — presentation to OCPC

In November we gave a short presentation to the drafters at the Office of the Chief Parliamentary Counsel (OCPC) on identifying clauses in bills that require an appropriation message. The Procedure Office often relies on the assistance of OCPC staff in identifying bills which appropriate, so this was an opportunity to share knowledge and examine some of the common appropriating provisions, and those which cause the most difficulty.

Serjeant-at-Arms Office

Develop and implement a records management strategy

We continued our records management review during 2010–2011. As reported in the last annual report, Langtree Information Management was engaged in May 2010 to conduct a health check of the Department's TRIM software. This was done in August 2010 and the resulting report was delivered at the same time. The assessment of the TRIM software was good, with the main recommendation to upgrade to TRIM version 6.2, to ensure we maintain a supported version of the software.

The upgrade of the TRIM software was installed by Langtree Information Management in coordination with IT Services in December 2010. The upgrade was smooth, with the new version operational immediately.

Langtree Information Management was also engaged to provide TRIM Administrator training for key records management staff within the Department. The one-day training provided the four staff attending with a comprehensive understanding of the software, including configuration.

Work has commenced on a review of the TRIM thesaurus, which will be implemented as a Business Clarification Scheme ('BCS') in the next financial year. The aim of the review is to ensure the terms used to categorise our records continue to accurately reflect our business functions. Converting the thesaurus to a BCS is intended to assist with the sentencing of records.

An audit of our records is also planned for early in the new financial year, which will include barcoding all files. A portable barcode scanner has been purchased to facilitate regular audits.

Expand the recycling project

Following the introduction of new recycling bins to staff areas of Parliament House in the last financial year, we rolled out a further eight communal bins to members' office areas in June 2011.

The communal recycling bins collect paper and cardboard, and other co-mingled recyclables, including plastics, cans and bottles.

New desk bins were also rolled out to members' offices in June 2011, which match those implemented in staff offices last year. The new desk bin is split into two compartments to separate paper recycling and landfill.

We are hoping to expand on our recycling initiatives in the next financial year, with an investigation into the recycling of organic waste.

Clerk's Office/ Committee Office

Communicate and inform committee staff of potential changes to the committee structure in the 57th Parliament

In the 56th Parliament, the Committee Office supported 12 committees, with an overall staffing establishment of about 50 people. Twelve committees is a high-water mark and, particularly given the proposed establishment of standing committees in the Legislative Council, we expected that there could be fewer committees in the 57th Parliament. An overall reduction in committee numbers would, self-evidently, lead to a reduction in the staffing establishment needed to support those committees.

In the previous reporting period, the clerks, staff and the CPSU had reached agreement on a strategy for moving into a redundancy and redeployment process, should that have been required. To try to minimise the number of staff facing this process, as some staff left the Committee Office in 2010 for other careers, we did not replace them on a permanent basis.

Following the election, the Clerk held regular briefings with committee staff to pass on information about the establishment of committees. When it became apparent early in

the 2011 sittings that all 12 committees would return, the Clerk advised committee staff, and a recruitment process began, to fill the positions left vacant in 2010.

The Clerk acknowledges that the period between the expiration of the 56th Parliament, and the establishment of committees in February and May, was difficult for staff, and they handled the transition period with professionalism.

Appendices

Appendix 1 — Staff Employment details
July 2010–June 2011

	Ongoing Employees				Fixed term & casual employees
	Employees (headcount)	Full time (headcount)	Part time (headcount)	FTE	FTE
June 2011	49	45	4	47.58	5.01
June 2010	43	40	3	41.98	14.49

	June 2011		Fixed term & casual employees	June 2010		Fixed term & casual employees
	Ongoing			Ongoing		
	Employee (headcount)	FTE	FTE	Employee (headcount)	FTE	FTE
Male	24	24.0	2.00	22	22.0	5.9
Female	25	23.58	3.01	21	19.98	8.59
Under 25	2	2.0	0.0	1	1	1
25–34	7	7.0	2.39	6	6	6
35–44	15	14.6	1.89	13	13	4.25
45–54	10	10.0	0.42	9	9	2.24
55–64	11	10.58	0.31	13	11.98	1
Over 64	4	3.4	0.0	1	1	0
Classification						
VPS 1	1	0.58	0.0	1	0.58	0
VPS 2	15	14.4	0.31	15	14.4	1.15
VPS 3	13	12.6	2.28	9	9	5.7
VPS 4	2	2.0	0.0	3	3	1
VPS 5	8	8.0	1.42	5	5	6.64
VPS 6	8	8.0	1.0	8	8	0
Executives	2	2.0	0.0	2	2	0

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 headcounts excludes those persons on leave without pay.
- Increase in staff numbers since June 2010 reflects recruitment for parliamentary committees established in the 57th Parliament. A number of staff had been employed under fixed term contracts which ended late in the 56th Parliament. In addition, recruitment for ongoing committee vacancies was deferred until it was clear which committees would be established.

Appendix 2 — Staff Listing as at 30 June 2011

Clerk's Office

Ray Purdey	Clerk of the Legislative Assembly and Clerk of the Parliaments
Liz Choat	Deputy Clerk
Bridget Noonan	Assistant Clerk Committees
Christina Smith	Executive Assistant, Clerk's Office

Serjeant-at-Arms Office

Anne Sargent	Assistant Clerk Procedure & Serjeant-at-Arms
Vacant	Assistant Chamber Officer
Helen Dorian	Personal Assistant to the Serjeant-at-Arms
Herta Zimmerman	Cleaner

Tours and Customer Service Unit

Paul Groenewegen	Manager
Angela O'Driscoll	Tours Program Coordinator
Mark Smith	Outreach Program Coordinator
Michael Gigliotti	Post Office Attendant
Baron Campbell-Tennant	Senior Tour Guide
Ray Davis	Senior Tour Guide
Trevor Day	Senior Tour Guide
Craig Foster	Senior Tour Guide
Richard McCullough	Senior Tour Guide
David Robertson	Senior Tour Guide
Jeremy Walsh	Personal Assistant to the Speaker
Tony Favier	Tour Guide
Michael Gruschel	Tour Guide
Martin Hylton-Smith	Tour Guide
Zdenka Zumr	Tour Guide

Speaker's Office

Sean Coley	Parliamentary Adviser to the Speaker

Procedure Office

Kate Murray	Manager

Papers Section

Adam Smith	Parliamentary Officer
Vacant	Customer Service Officer

Table Section

Vivienne Bannan	Senior Parliamentary Officer
Charlene Kenny	Parliamentary Officer
Sorrel D'Silva	Administrative Officer
Megan Rocke	Administrative Officer

Committee Office

Drugs and Crime Prevention

Sandra Cook	Executive Officer
Pete Johnston	Research Officer
Danielle Woof	Committee Administrative Officer

Electoral Matters

Mark Roberts	Executive Officer
Natalie Wray	Research Officer
Nathaniel Reader	Acting Research Officer
Vacant	Committee Administrative Officer

Family and Community Development

Janine Bush	Executive Officer
Vicky Finn	Research Officer
Stephanie Dodds	Committee Administrative Officer

Public Accounts and Estimates

Valerie Cheong	Executive Officer
Vicky Delgos	Senior Research Officer (Audit Compliance)
Leah Brohm	Senior Research Officer (Audit Compliance)
Christopher Gribbin	Acting Senior Research Officer (Economist)
Ian Claessen	Research Officer
Melanie Hondros	Business Support Officer
Vacant	Committee Administrative Officer

Rural and Regional

Lilian Topic	Executive Officer
Patrick O'Brien	Research Officer
Vacant	Committee Administrative Officer

Scrutiny of Acts and Regulations

Andrew Homer	Executive Officer
Helen Mason	Research Officer
Simon Dinsbergs	Business Support Officer
Sonya Caruana	Committee Administrative Officer

Committee Services Office

Jason Ngam	Committee Services Coordinator
Laurel Keith	Administrative Officer
Vacant	Administrative Officer

Appendix 3 — Legislative Assembly Expenditure Statement

	2010–11		2009–10
	Budget $	Expenditure $	Expenditure $
Departmental			
Salaries, overtime and allowances	2,532,000	2,286,206	2,189,334
Payroll Tax, WorkCover and Fringe Benefits Tax	173,200	162,572	135,025
Employer contribution to superannuation	286,700	208,583	194,895
Long Service Leave	50,800	102,457	41,625
General expenses	1,158,200	601,116	506,764
Printing	632,100	365,792	410,525
Other operating expenses	170,000	181,178	45,113
Total Department operating expenses	**5,003,000**	**3,907,905**	**3,523,281**
Assembly Members			
Salaries and allowances*	14,453,020	9,743,922	9,530,476
Members travel and subsistence		2,758,523	2,837,392
Superannuation	11,880,000	12,288,838	12,120,488
Payroll Tax, WorkCover and Fringe Benefits Tax		1,119,765	767,054
Total members salaries and superannuation	**26,333,020**	**25,911,049**	**25,255,411**

excluding ministers

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 2010–11.

Appendix 4 — Joint Investigatory Committees

Committee	2010–2011	
	Budget $	Actual $
Drugs and Crime Prevention	381,023	346,343
Economic Development and Infrastructure	303,728	243,065
Education and Training	309,862	197,503
Electoral Matters	262,198	256,175
Environment and Natural Resources	347,773	300,203
Family and Community Development	256,710	258,857
Law Reform	342,721	289,284
Outer Suburban/Interface Services and Development	330,341	284,463
Public Accounts and Estimates	827,789	757,913
Road Safety	320,652	220,216
Rural and Regional	319,788	230,895
Scrutiny of Acts and Regulations	427,267	450,646
Committee Services Office	2,214,686	692,735
Audit of VAGO	220,462	200,420
Total	**6,865,000**	**4,728,718**

Notes

1. Committees administered by the Legislative Assembly:
   Drugs and Crime Prevention
   Electoral Matters
   Family and Community Development
   Public Accounts and Estimates
   Rural and Regional Development
   Scrutiny of Acts and Regulations

2. Committees administered by the Legislative Council:
   Economic Development
   Education and Training
   Environment and Natural Resources
   Law Reform
   Outer Suburban/Interface Services and Development
   Road Safety

3. Both House Departments jointly administer the Committee Services Office. Its budget includes the rental payments for Committee accommodation, and funding for new committees/inquiries not known at the start of the financial year.

4. Audit of VAGO: the *Audit Act 1994* requires the Parliament to appoint independent auditors to conduct regular financial audits, and performance audits every four years, of the Victorian Auditor-General's office. Committee output appropriation for 2010–11 included funding for the performance auditor's fees, as the audit fell in this reporting period.

Appendix 5 — Committee Statistics 2010–11[♦]

Committee	Drugs and Crime Prevention	Electoral Matters (All in 57th Parliament)	Family and Community Development	Public Accounts and Estimates	Rural and Regional	Scrutiny of Acts and Regulations
Full committee meetings	19	11	8	18	11	14
Sub-committee meetings	4	0	7	6	0	8
Public hearings	28	0	0	50	3	0
Inspections[*]	5	8	0	0		0
Reports tabled	2	0	1	8	2	15
Discussion papers	0	0	0	0	0	0

♦ Reporting period covers two Parliaments, and different committee compositions.

∗ Inspections were conducted either intrastate, interstate or overseas.

Appendix 6 — Committee Reports*

Drugs and Crime Prevention Committee

(56th Parliament)
Inquiry into People Trafficking for Sex Work

Inquiry into Strategies to Reduce Assaults in Public Places in Victoria

Inquiry into the Impact of Drug-related Offending on Female Prisoner Numbers

(57th Parliament)
None

Electoral Matters Committee

None

Family and Community Development Committee

(56th Parliament)
Inquiry into the Adequacy and Future Directions of Public Housing in Victoria

(57th Parliament)
None

Public Accounts and Estimates Committee

(56th Parliament)
PAEC Annual Report 2009–10

Report on the Public Finance and Accountability Bill 2009

Report on the Public Finance and Accountability Bill 2009 — Further Considerations

Report on the 2010-11 Budget Estimates — Part Three

Review of the Findings and Recommendations of the Auditor-General's Reports July–December 2008

Report on the Inquiry into Victoria's *Audit Act 1994*

(57th Parliament)
Report on the 2011–12 Budget Estimates — Part One

Report on the 2011–12 Budget Estimates — Part Two

♦ Reporting period covers two Parliaments, and different committee compositions.

Rural and Regional Committee

(56th Parliament)
Inquiry into Positioning the Wimmera-Mallee Pipeline Region to Capitalise on New Economic Development Opportunities

Inquiry into the Extent and Nature of Disadvantage and Inequity in Rural and Regional Victoria

(57th Parliament)
None

Scrutiny of Acts and Regulations Committee

(56th Parliament)
Annual Review 2009, Regulations 2009

Alert Digest Nos 10–14 2010

(57th Parliament)
Annual Review 2010, Regulations 2010

Report on the Statute Law Revision Bill 2011

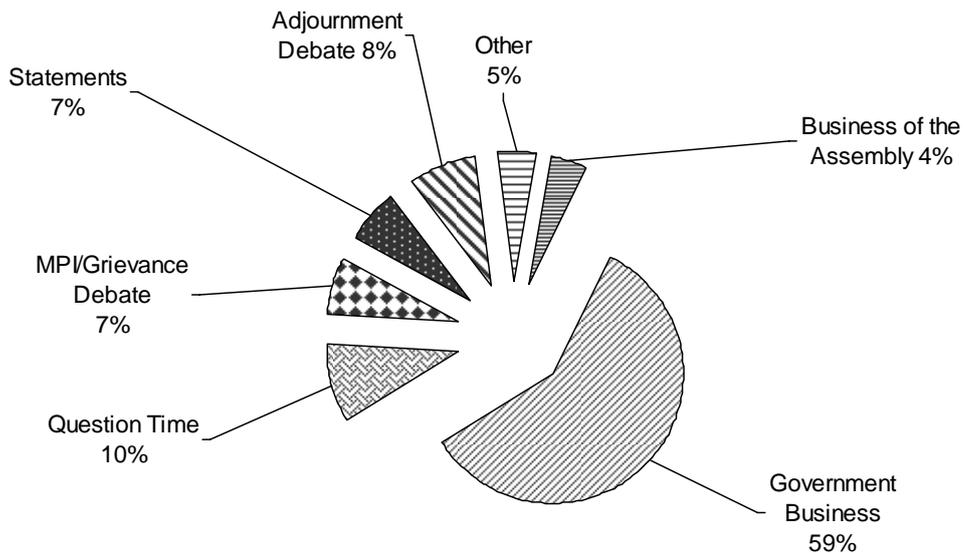Annual Review 2010

Alert Digest Nos 1–7 2011

Appendix 7 — Business Statistics

Assembly Business Statistics		2010–11	2009–10	2008–09
House related documents produced		181	228	205
Reports presented by Command		4	5	4
Annual reports presented		318	304	298
Reports tabled by leave		14	22	23
Other documents tabled		1,080	1,102	1,134
Messages presented		135	188	176
Reports presented by parliamentary committees		43	51	40
Questions	On Notice	1,058	1,011	988
	Without Notice	421	510	420
Government Bills	Initiated in the Assembly	69	100	85
	Amended in the Assembly	8	13	7
	Passed both Houses	75	95	90
	Reasoned amendments moved	3	5	8
Divisions		57	17	71
Petitions presented		184	397	359
Petitions listed for debate*		69	—	—
General business notices of motion*		565	767	652
Grievance debates		5	6	6
Matters of public importance		8	10	9
Statements by members		840	1,054	878
Statements on parliamentary committee reports		38	102	84
Pages of bills proofread		4,474	6,502	3,889
Sitting days		43	51	46
Hours including meal breaks		442:09	505:47	471:49

* Before December 2010, petitions listed for debate were counted with general business notices of motion

Appendix 8 — Business Conducted in the Assembly

A breakdown of the time spent on different types of business

Adjournment Debate 8%

Other 5%

Statements 7%

Business of the Assembly 4%

MPI/Grievance Debate 7%

Question Time 10%

Government Business 59%

Notes

- Business of the Assembly includes presentation of petitions and tabling of documents.

- Statements are statements by members (90 second statements) and statements on committee reports.

- No general business was debated during this period.

- Other business includes condolences and personal explanations.

Appendix 9 — Disclosures Made Under the Whistleblowers Protection Act 2001

For the period 1 July 2010 to 30 June 2011 no disclosures were made.

Appendix 10 — Documents and Evidence Disclosed Under Standing Order 231(3)

Access has been granted to the records of the Select Committee on Mt Difficult Stone for Parliament House 1882.